



Utilities Department

**Request for Proposals (RFP) #RFP198186
For
Water System Master Plan**

**Proposal Submittal Deadline:
Friday, August 7, 2026 BEFORE 3:00 pm**

**Procurement Contact:
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**CITY OF PALO ALTO
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Attachments:

A - Cost Proposal Form _ Water System Master Plan 06162026

B - Firm Experience

C - Professional Services Agreement Sample

D - Attachment _ - Insurance _ Requirement (1)

E - CPAU _ WaterSystem _ HGLProfile(2.24.25)_DB-CPAHydProfile (2)

F - Water _ System _ Pipe _ Replacement _ Report _ - 2015

1. INTRODUCTION

The City of Palo Alto is seeking proposals from qualified firms to provide services for engineering firms to provide a Water System Master Plan. The required services and performance conditions are described in the Scope of Work (or Services).

1.1. Summary

The City of Palo Alto Utilities Department (“CPAU”) of the City of Palo Alto is seeking proposals from engineering firms to provide services for a Water System Master Plan. The required services and performance conditions are described in the Scope of Work.

CPAU seeks firms in delivering engineering consulting services for potable water system master planning. This includes engineering assessment and capital improvement program planning for the City’s water distribution storage, water supply, distribution piping network, and potable water facility sites. The overall objective of the Water System Master Plan is to evaluate the existing potable water system on a 20-year time horizon, identify deficiencies, identify needed improvements, and recommend adequate CIP planning for 5, 10, and 20 year projections. The evaluation will include water system capital improvements, system operation, risk & resiliency planning, and hydraulic modeling.

1.2. Background

The City of Palo Alto (“City”) owns, operates, and maintains a municipal water distribution system for all potable water services within the City’s jurisdictional boundaries, which began operation in 1896. The City funds a Water Capital Improvement Program, with a current five-year projected \$73 million dollar budget, for water projects such as, annual on-going water main replacement, seismic improvements, water service and hydrant replacements, and water system supply improvements. Previous system studies include “Water Wells, Regional Storage, and Distribution System Study Report” and “City of Palo Alto Water System Pipe Replacement Report”, which guides current expenditures for the Water Fund.

CPAU completed the capital improvements recommended in the previous capital planning reports. Past work included rehabilitation of emergency groundwater wells, construction of new wells, construction of a new water storage reservoir, and replacement and rehabilitation of seismically vulnerable water storage facilities and distribution pipelines.

The Water System Master Plan will focus on asset management, energy efficiency, and supply resiliency to guide a proactive capital improvement program for the next 5, 10, and 20 years. This update will recommend useful life, replacement rates, and annual funding levels for future capital projects.

Water System Description

The City's potable water transmission, distribution, and storage system consists of five water supply connections to the San Francisco Public Utility Commission Hetch-Hetchy Regional Water System ("HHRWS"). The City purchases 100% of the normal water demand from the San Francisco Public Utilities Commission ("SFPUC") for an Average Daily Demand ("ADD") of nine million gallons per day. The water system consists of the following key facilities in nine pressure zones.

- five water supply connections to HHRWS
- seven potable water distribution storage reservoirs and tanks, including
 - a four million gallon concrete lined earthen impoundment
 - a two and a half million gallon below ground reservoir
 - a one and a half million gallon pre-stressed concrete tank
 - a one and a half million gallon welded steel tank
 - a one million gallon reinforced and pre-stressed concrete tank
 - two, one million gallon welded steel tanks
- seven pump stations
- eight groundwater wells
- 231 miles of transmission and distribution main
- and 24,000 services connections

Water Storage Reservoir Description

Two water reservoirs with a total storage capacity of six and a half million gallons provide emergency water storage for the three largest pressure zones. Five of the City's seven water storage tanks and pump stations are in a nature preserve area south of highway 280 and up to Skyline Boulevard, along Page Mill Road. Pressure regulating valves at pump stations and pressure regulating sites allow water to flow to lower pressure zones in addition to four pressure sub-zones.

Transmission and Distribution Pipe Description

The City's potable water system consists of 231 miles of transmission and distribution pipelines. The potable water system includes various materials including prestressed concrete cylinder pipe, polyvinyl chloride pipe, high density polyethylene pipe, cast iron pipe, and asbestos cement pipe. Water distribution pipe diameters range from four to 12 inches, and sub-transmission and transmission pipelines range from 14 to 30 inches.

1.3. Contact Information

Procurement Contact:

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Water System Master Plan

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Department:

Utilities

1.4. Timeline

Release Project Date:	June 18, 2026
Pre-Proposal Meeting (Mandatory):	July 8, 2026, 10:30am Conference Room 3 at 1007 Elwell Court, Palo Alto, CA 94303
Question Submission Deadline:	July 24, 2026, 1:00pm
Proposal Submission Deadline:	August 7, 2026, 3:00pm

2. PRE-PROPOSAL CONFERENCE AND CERTIFICATIONS

2.1. Mandatory Pre-Proposal Conference

A **MANDATORY** pre-proposal conference will be held on Wednesday, July 8, 2026 beginning at 10:30 am and located at:

Conference Room 3 at 1007 Elwell Court, Palo Alto, CA 94303

All prospective Proposers are required to attend. Only those in attendance shall have the ability to submit a responsive proposal.

2.2. Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that it:

- Has carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- Has the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represents that all information contained in the proposal is true and correct.

- Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

2.3. Addenda / Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be submitted to the Questions & Answers section of this project listing on OpenGov.

Correspondence shall be communicated through the City's electronic procurement system. Responses from the City will be provided through the Questions & Answers section of OpenGov for this project and available to all. Inquiries received after the deadline for questions stated in the timeline will not be accepted. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's submittal.

The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

2.4. Submission of Proposals

All proposals shall be submitted electronically through the City's electronic procurement system (OpenGov) at: <https://procurement.opengov.com/portal/palo-alto-ca>

Proposals shall be in a submitted status no later than 3:00 pm on Friday, August 7, 2026.

The e-procurement system will not accept any proposals after the specified close time.

2.5. Withdrawal or Modification of Proposals

A Proposer may withdraw or modify its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by entering the project on OpenGov and selecting to "unsubmit" the proposal. Proposal must be resubmitted after using the "unsubmit" button and making any updates or modifications to the submittal or it shall not be considered as a valid submittal. No request for modification of the proposal shall be considered after its submission and acceptance on grounds that Proposer was not fully informed to any fact or condition.

2.6. Rights of the City of Palo Alto

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals
- Issue subsequent Requests for Proposals
- Postpone opening for its own convenience
- Remedy technical errors in the Request for Proposals process
- Approve or disapprove the use of particular subconsultants
- Negotiate with any, all or none of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City

An agreement shall not be binding on the City unless and until it is executed by authorized representatives of the City and of the Proposer.

3. PROPOSAL CONTENT AND FORMAT

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered in the proposal document.

3.1. Proposal Summary

This Section of the Proposal shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Section to a total of three (3) pages including the separate sheet.

3.2. Profile on the Proposing Firm(s)

This Section of the Proposal shall include a brief description of the Proposer's firm size as well as the proposed local organization structure. Include a discussion of the Proposer

firm's financial stability, capacity and resources. Include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this Section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

3.3. Qualifications of the Firm(s)

This Section of the Proposal shall include a brief description of the Proposer's and any sub-Proposer's qualifications and previous experience on similar or related projects. Separately complete and upload the required attachment provided as "Qualifications of Firm Relative to City's Needs", provide descriptions of pertinent project experience with other public municipalities and private sector entities, including a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for the project.

This Section of the Proposal shall include information regarding any relationships with firms and/or individuals that may submit proposals in response to the RFPs being developed.

3.4. Work Plan or Proposal

This Section of the Proposal shall present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the City's schedule, outlining the approach that would be undertaken in providing the requested services.

3.5. Project Staffing

This Section of the Proposal shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project. An organizational chart for the project team and resumes for key Proposer personnel shall be included. Key personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the proposal.

3.6. Proposal Exceptions

This Section of the Proposal shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions, requirements and sample contract. If there are

no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified in the "Sample Agreement for Services." Items not excepted will not be open to later negotiation.

3.7. Proposal Costs and Rates

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the City in determining the firm's understanding of the project, and provides staff with tools to evaluate (and, if applicable, negotiate) the cost.

This Section of the Proposal shall include the proposed costs to provide the services desired. The proposal shall also detail any other relevant cost and price information (such as any change to the fees based on any options a proposer is able to offer), plus a proposed not-to-exceed amount that would be contained in a potential agreement with the City. The hourly rates or a schedule of rates may be used for pricing the cost of additional services outlined in the Scope of Services. Supplementary to this RFP and any submitted Proposal is the Cost Proposal Attachment provided with this RFP which must be upload electronically as part of your Proposal.

PLEASE NOTE: The City of Palo Alto does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

3.8. Evidence of Financial Stability

Proposers are required to establish to the City's satisfaction that they are financially stable and can complete the obligations of a contract resulting from this solicitation. To meet this requirement, Proposers shall submit one of the following items that must be prepared by an independent third party:

- The most recent audited financial statement
- Reviewed financial statements for the last two years
- A letter of good standing from a credible financial institution or a Certified Public Accountant that contains sufficient information for proposal evaluators to reasonably conduct an objective assessment of the Proposer's financial viability and/or the Proposer's risk of default, OR
- A Dun & Bradstreet Business Information Report or Comprehensive Report prepared or updated within the last 12 months.

NOTE: The City recognizes the confidential nature of certain financial disclosures and will treat the information as such in accordance with applicable law, referenced in the Section of this RFP entitled "Public Nature of Materials".

4. CONTRACT TYPE AND METHOD OF PAYMENT

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a Fixed Fee form of contract. A Sample Agreement of Services is provided as an Attachment to this RFP. The method of payment to the successful Proposer shall be on a Fixed Fee with a maximum “not to exceed” fee as set by the Proposer in the proposal or as negotiated between the Proposer and the City as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but limited to, transportation, communications, subsistence and materials and any subcontracted items of work. Progress payments will be based on a percentage of project completed.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Proposal Exceptions of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for, as well as specific recommendations, for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the proposed Agreement may be determined by the City, at its sole discretion, to be unacceptable and no longer considered for award.

Insurance Requirements

The selected Proposer(s), at Proposer’s sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in this RFP and its attachments.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Risk Manager of the City of Palo Alto as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Risk Manager. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

5. SCOPE OF WORK

5.1. Water System Master Plan Scope of Work

Professional Services for the Water System Master Plan will include a study of the City’s potable water distribution storage, pumping operations, water storage, hydraulic modeling, and asset management. The CPAU is soliciting proposals for a new master plan to develop a comprehensive 2050 capital improvement program to inform budgets.

WATER SUPPLY DESCRIPTION

The City's water supply consists of five water supply connections to the Hetchy-Hetchy Regional Water System ("HHRWS"). The City purchases 100% of the normal drinking water demand from the San Francisco Public Utilities Commission ("SFPUC") for a current average day demand ("ADD") of nine million gallons per day. The City first connected to the HHRWS in 1938, when the City partnered with SFPUC and completed the construction of the Palo Alto Pipeline ("PAPL"), a five mile long, 36-inch diameter steel transmission line from Redwood City to California Avenue in Palo Alto that connects to Bay Division Pipelines ("BDPL") #1, #2, and #5. The City maintains a total of three supply connections to the PAPL. The other two water supply connections are located near Foothill Expressway and connect to the HHRWS on BDPL #3 and #4.

The City maintains eight groundwater wells. They are a potential water supply source during an emergency or a prolonged drought. Seven of the wells are designated as standby or emergency sources, and the eighth well is permitted as an active, production well. These wells are not used for regular supply and are kept offline under normal conditions. The City has chlorine injection systems at each well, and could supply chlorination treatment to every well in an emergency; however, the chemical would need to be brought to each well site.

WATER STORAGE DESCRIPTION

The City of Palo Alto's total water storage capacity is 13.5 million gallons within a total of seven potable water storage facilities, including: a four million gallon concrete lined earthen impoundment, a two and a half million gallon below ground reservoir, a one and a half million gallon pre-stressed concrete tank, a one and a half million gallon welded steel tank, a one million gallon reinforced and pre-stressed concrete tank, and two one million gallon steel tanks.

Two water storage reservoirs with a total storage capacity of 6.5 million gallons provide emergency water storage for the three largest pressure zones.

The other five water storage tanks are located within several nature preserves located along Page Mill Road from Highway 280 to Skyline Boulevard. This portion of the water service area is referred to as the Foothill Water Storage System ("FWSS"). The FWSS system consists of an in-series network of tanks and pumps ranging from an elevation of 140-feet to 2,400-feet above sea level. The water facilities are connected by a single concrete cylinder pipe transmission pumping line, ranging in diameter from 14 to 18 inches. Pressure regulating valves at each pump station allow water to flow to lower pressure zones. Six additional pressure-reducing facilities in the FWSS supply four pressure sub-zone areas. The FWSS reservoirs are located within Pressure Zones 4 through 9, and each reservoir and booster pump station are in its own pressure zone.

The FWSS in this area was constructed to service newly annexed land, which eventually resulted in lower demands and higher water age. To avoid water quality problems, the CPAU currently employs a weekly flush down/pumping program which affects overall operational efficiency and reliability of the City's water system.

The Foothills area is also located near the San Andreas fault and is susceptible to a major earthquake. Two of the five tanks have been seismically retrofitted and rehabilitated in the past 10 years, and one of the tanks was replaced in 2022. The two remaining tanks are currently being evaluated for rehabilitation and seismic improvements.

ASSET MANAGEMENT DESCRIPTION

The City is currently undergoing a major transition from AutoCAD Map 3D Enterprise to Esri ArcGIS Pro, which is the primary focus for both CPAU and the City's IT Department. While this transition will reduce long-term reliance on legacy systems, Service Order Generation program ("SOGEN"), Water Asset Manager ("WAM"), and certain AutoCAD-based workflows remain essential to daily operations and project delivery. CPAU is currently contracted with CAD Masters to support the water utility migration work.

Water utility pipelines and appurtenances have been fully mapped within the AutoCAD Map 3D enterprise, and all available pipe data has been captured in map attribute tables. Other City departments have been migrating asset management information to "Accruent" program, and water utility facilities and non-pipe assets will be entered into the Accruent program.

The City's water main replacement program began in 1988 and about 28% of the entire network has been replaced since the beginning of the program. The primary criteria for pipe replacement from 1988 to 1999 was old and undersized cast iron pipe. Beginning in 2000, the City began including aging asbestos cement pipe ("ACP"). In 2015, a consequence of failure and likelihood of failure for all water distribution and transmission pipelines was created by G&E Engineering within a seismic analysis model program called "SERA". The primary focus of the 2015 study was to develop a pipeline replacement program to resolve aging pipelines and seismic vulnerability. The highest priority pipe has been replaced.

Currently ACP material constitutes 55% of the City's water pipeline network, and ACP is prioritized for replacement. In 2019, CPAU began testing ACP samples collected from the network. Current useful life and rehabilitation techniques will need to be identified for ACP.

WATER MODEL DESCRIPTION

The City's first computerized hydraulic model was developed in 1957 by Brown and Caldwell, using a newly developed digital computer technique at the time that was similar to the Hardy-Cross method. The model was later rebuilt by JMM Consulting in 1983 with Pathfinder, and the steady-state, skeletonized model of the systems eight inch and larger pipe was run by CPAU in Waterworks until 1999. Carollo Engineers converted the Waterworks model to H₂ONet and added extended period simulation and the FWSS. The current version of the hydraulic model in WaterCAD was developed by SRT in 2019. The

model includes all distribution piping, reservoir draw-down scenarios, water age modeling scenarios, tracer analysis scenarios, and system wide fire flow analysis.

The CPAU with the City of Palo Alto Fire Department conduct routine fire flow testing for new developments in the field. While past modeling efforts have calibrated the hydraulic model using industry practices for c-factor testing and calibrated pressures within a 5% accuracy of steady state and/or localized c-factor data, discrepancies between the field data and model data still may need to be resolved. The City maintains a thorough valve exercising program and the discrepancies may not be explained by “closed valves” or other generally accepted explanations for discrepancies. Over 95% of the system demands and connections are serviced by pressure-reducing facilities, and fine tuning and balancing multiple pressure-reducing facilities with large pressure zones may be required. Additional study and calibration may be needed to resolve differences between model results and field data, and the intent will be to use the model to simulate fire flow events for new development.

The current model includes an extended period simulation for multiple scenarios. However, the water age assumes an initial zero hour age for all pipe in the network and the 48 hour extended period simulation scenarios does not capture actual water age within the network. CPAU has extended the simulation to up to two months to determine actual residence time within the network. The water age model scenario will need calibration with chloramination decay rates and actual water quality data.

PHASE 1 SERVICES – CAPITAL IMPROVEMENT PLANNING

Demand and Projection Modeling

- A. Update the City’s hydraulic model in WaterCAD. Add all water pipes that have been replaced since 2019.
- B. Review historical water demands.
- C. Review 2050 population projections developed by the City of Palo Alto’s Planning & Development Services Department.
- D. Prepare a water demand projection worksheet for new developments by use type. Review existing and historical data to assign demand by square footage for commercial, industrial, research, and hospital uses. Include demand projections for various residential uses including single family home, townhouses, and condominiums.
- E. Review list of proposed developments and development planning areas to identify capital projects triggered by supply, fire storage, emergency water storage, and/or demand trends.

- F. Review fire flow requirements, fire storage, and emergency water storage available during a water supply disruption event. Peer review the 2016 Foothills Configuration Study by SRT and include new findings.
- G. Model water pressure needs and fire flow requirements for new developments located near the edges of pressure zones. Recommend pressure zone changes to pressure zone boundaries, system pressures, and pressure regulating facilities.
- H. Review “Water Will Serve Letter” process and recommend changes.

Existing Conditions

- A. Build a model scenario to calculate energy costs, energy demand, and electrical costs for booster stations.
- B. Review the City of Palo Alto’s asset management system for water facility sites and recommend:
 - 1. changes to remaining useful life and cost of replacement or maintenance,
 - 2. reactive condition assessment criteria for non-critical assets,
 - 3. predictive condition assessment criteria for critical assets,
 - 4. monitoring activities for critical systems,
 - 5. industry standard PLCs for future replacements,
 - 6. frequency for coating and crack sealing of welded steel and concrete tanks, and
 - 7. major capital improvement projects to be completed in the next 5, 10, and 20 year time horizons.
- C. Review the City of Palo Alto’s water pipe replacement program and recommend:
 - 1. condition assessment approaches for large diameter pipe,
 - 2. cathodic protection for large diameter pipe,
 - 3. predictive condition assessment,
 - 4. pipe condition monitoring approaches,
 - 5. desktop analysis of useful remaining life for each pipe class based on industry best practices, and
 - 6. replacement rates for small and large diameter pipe on a 5, 10, and 20 year time horizon.

Cost Estimates for Capital Improvement Projects

- A. Review the current 10 year capital budget projection and recommend new fundings levels for the 5, 10, and 20 year time horizons.
- B. Prepare a rough cost estimate of major capital improvement projects that are identified for the next 20 years.
- C. Identify target fiscal years for each major capital improvement project.
- D. Prepare maps and descriptions of proposed projects.

Phase 1 Deliverables

- A. Technical Memoranda of findings.
- B. Excel Worksheet to calculate water demand projections for new development projects.
- C. Word file of template “Water Will Serve Letter”.
- D. WaterCAD model files of water distribution network updates and electrical demand.
- E. Maps with locations and descriptions of proposed projects.

PHASE 2 SERVICES – OPERATIONAL EFFICIENCY

Operational, Storage, and Water Quality Efficiency

- A. Update the extended period simulation in the City’s hydraulic model.
 - 1. Build a model scenario for lowest water demands to model water age and to propose improvements.
 - a. Review historical annual demand data and select the year with the lowest demand.
 - b. Calculate associated wintertime average day demand and generate new diurnal curves for the low water demand scenario.
 - 2. Create a new model scenario for an extended period simulation for water age.
 - 3. Model chloramine decay rates.
 - 4. Increase accuracy of the existing “Tank Flushdown” modeling scenario.
- B. Peer review the 2016 Foothills Configuration Study by SRT and include new findings into the Master Plan.
 - 1. Recommend a site for a chloramine boosting facility.

2. Identify VFD's, actuators, and other improvements to remotely isolate, down flush, and fill storage tanks in the FWSS.

System Resiliency

- A. Peer review the 2015 Water System Pipe Replacement Report by G&E Engineering Systems. Project package, "SP-1", has not been implemented.
 1. Review the SP-1 project package and provide recommendations for a revised SP-1 package to be included in the CIP budget.
- B. Peer review the 2025 Risk and Resiliency Assessment report by AARC Environmental and include significant findings into the Master Plan.
 1. Prepare a cost estimate for significant capital improvement projects.

Groundwater Emergency Resiliency

- A. Prepare a resiliency plan to utilize groundwater during an emergency exceeding 5 days of supply disruption.
- B. Identify improvement projects for emergency groundwater operation.

System Resiliency Planning

- A. Prepare a rough cost estimate to add pressure regulating facilities and metering at the two emergency interties with the City of Mountain View.
- B. Evaluate the benefit-cost of covering or enclosing outdoor pumping systems.
- C. Prepare a benefit and cost estimate for each improvement identified in Phase 2.
- D. Recommend a timing and trigger-based improvement program for Phase 2 to implement over a 5, 10, and 20 year time horizon.
- E. Prepare maps and descriptions of proposed projects.

Phase 2 Deliverables

- A. A presentation of findings and proposed operational changes.
- B. Technical Memoranda of findings.
- C. WaterCAD model files of two month extended period simulation, water age, chloramine decay, and operational scenarios.
- D. Maps with locations and descriptions of recommended improvement projects.

PHASE 3 (OPTIONAL) SERVICES – ENHANCED RESILIENCY IMPROVEMENTS

Emerging Contaminants

- A. Identify projects triggered by emerging contaminants.
- B. Recommend preliminary steps to address compliance.

Additional Modeling

- A. Model well pumping supply scenarios. Review well groundwater level data and update the hydraulic model.
- B. Model other emergency scenarios.
- C. Evaluate enhanced water supply resiliency.
- D. Improve hydraulic model accuracy.
 - 1. Add minor-loss factors and calibrate to field data.
 - 2. Add transient modeling.
- E. Recommend locations for automatic flushing systems.
- F. Identify improvements for District Metering Areas (“DMA”) and recommend opportunities to utilize AMI data.

Phase 3 Deliverables

- A. A presentation of findings on emerging contaminants and recommended preliminary steps..
- B. Technical Memoranda of findings.
- C. WaterCAD model files of well pumping supply scenarios, emergency scenarios, and updated network calibration.
- D. Maps with locations and descriptions of proposed automatic flushing system sites and DMA improvements.

FINAL PROJECT DELIVERABLES

The Final Project Deliverable shall include a detailed final report and final WaterCAD model file. The report shall include a summary of recommended capital improvements and timing on a 5, 10, and 20-year time horizon, for each phase. The recommended capital improvements shall be trigger-based and ranked by prioritization.

REFERENCE AND DATA COLLECTION AND REVIEW

Past water utility plans and reports may be available online. A list of publicly available documents are listed here below. Other internal documents may be requested.

The documents listed below as internal documents may be requested from the City of Palo Alto's Utility Department's Water, Gas, and Wastewater Engineering Asset Management Group. To request internal documents, respondents can obtain a copy of the City's Utility Map Request Form at the following link: [utility-map-request-form.pdf](https://www.paloalto.gov/files/assets/public/v/1/utilities/utilities-engineering/utility-map-request-form.pdf) (at the URL, <https://www.paloalto.gov/files/assets/public/v/1/utilities/utilities-engineering/utility-map-request-form.pdf>), and submit the completed Utility Map Request Form to UtilityMapRequest@PaloAlto.gov. Include "Reports for Water System Master Plan" in the title of the subject line.

Documents available online:

- A. City's Water, Gas, and Wastewater (WGW) Utilities Standards 2026
- B. Urban Water Management Plan and Water Shortage Contingency Plan, June 2021
- C. 2030 Comprehensive Plan, November 2017, amended December 19, 2022
- D. 2023 – 2031 Housing Element, August 2024
- E. 2025 One Water Plan, January 2025, Carollo Engineers
- F. North County Recycled Water Strategic Plan, Final Groundwater Assessment and Indirect Potable Reuse Feasibility Evaluation and Implementation Strategy, November 2018, Woodard & Curran and Todd Groundwater
- G. FY 2027 Proposed Capital Budget, Fiscal Year 2027

Internal documents and data:

- A. Water Wells, Regional Storage, and Distribution System Study, December 1999, Carollo Engineers
- B. Water System Pipe Replacement Report, July 2015, G&E Engineering System Inc.
- C. City of Palo Alto Foothill Water Storage System Study, TM3 Alternative Analysis, June 2016, SRT
- D. City of Palo Alto Water System Assessment Project, TM4, June 2019, SRT
- E. Water system inventory data, schematics, system maps, and as-built drawings
- F. Operation and maintenance records
- G. Current water CIP plan and previous CIP projects
- H. Water Utility budgets
- I. Vendor contracts
- J. Software program data

6. EVALUATION CRITERIA

City staff will evaluate the responsive submittals provided based on the following criteria, at a minimum. **Please Note: The Scoring Method and Points assigned to each criterion are not published on the RFP. The Scoring Methods and Points are applicable to the RFP.**

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Quality of the Proposal (Required) Quality and completeness of proposal	Points Based	10 (10% of Total)
2.	Proposed Solution (Required) Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer	Points Based	25 (25% of Total)
3.	Experience (Required) Consultant or contractor's experience, including the experience of staff to be assigned to the project, with engagements of similar scope and complexity	Points Based	20 (20% of Total)
4.	Cost (Required) Proposed cost to the City	Reward Low Cost	5 (5% of Total)
5.	Financial Condition and Stability (Required) Consultant or contractor's financial condition and stability	Points Based	5 (5% of Total)
6.	Timely Performance (Required) Consultant or contractor's ability to perform the contract within the time specified	Points Based	10 (10% of Total)
7.	Prior Record of Performance for Government Agencies (Optional) Consultant or contractor's prior record of performance with the city or other local, county or state agency	Points Based	10 (10% of Total)
8.	Ability to Provide Ongoing Services (Optional) Consultant or contractor's ability to provide in the future any maintenance, repairs, parts and/or services	Points Based	10 (10% of Total)
9.	Compliance (Required) Consultant or contractor's compliance with applicable laws, regulations, policies (including city policies), guidelines and orders governing prior or existing contracts performed by the consultant or contractor	Points Based	5 (5% of Total)

7. ORAL INTERVIEWS

Proposers may be required to participate in an oral interview. The oral interview will be a panel comprised of members of the selection committee.

Proposers may only ask questions that are intended to clarify the questions that they are being asked to respond.

Each Proposer's time slot for oral interviews will be determined randomly. Proposers who are selected shall make every effort to attend. If representatives of the City experience difficulty on the part of any Proposer in scheduling a time for the oral interview, it may result in disqualification from further consideration.

8. PUBLIC NATURE OF MATERIALS

Responses to this RFP become the exclusive property of the City of Palo Alto. At such time as the Administrative Services Department recommends to form to the City Manager or to the City Council, as applicable, all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential", "Trade Secret", or "Proprietary". The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential", "Trade Secret", or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential", "Trade Secret", or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Palo Alto may not accept or approve that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential", "Trade Secret", or "Proprietary", the City shall provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

9. COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

10. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal
- Any attempt to improperly influence any member of the evaluation team
- Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City
- Evidence of incorrect information submitted as part of the proposal
- Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal
- Proposer's default under any previous agreement with the City, which results in termination of the Agreement

11. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

12. GRATUITIES

No person shall offer, give or agree to give any City employee any gratuity, discount or offer of employment in connection with the award of contract by the city. No city employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a city contract.

13. FIRMS OR PERSONS NOT ELIGIBLE TO SUBMIT A PROPOSAL

In order to avoid any conflict of interest or perception of a conflict or interest, Proposer(s) selected to provide professional services under this RFP will be subject to the following requirements:

- The Proposer(s) who works on the procurement will be precluded from submitting proposals or bids as a prime contractor or subcontractor in the ultimate procurement.
- The Proposer(s) may not have interest in any potential Proposer for the ultimate procurement.

- The Proposer may not have a conflict of interest as defined under Palo Alto Municipal Code section 2.30.600 or 2.30.610, or as defined under state law including the Political Reform Act or Government Code section 1090 et seq.
- Notwithstanding the above, Proposer(s) may submit proposals or bids as the prime contractor or subcontractor in the ultimate procurement where the Proposer(s) duties and services do not include preparing or assisting the City with any portion of the preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the City, and the Proposer(s) participation in the planning, discussions, or drawing of project plans or specifications is limited to conceptual, preliminary, or initial plans or specifications and cooperates with the City to ensure that all bidders for a subsequent contract on any subsequent phase of the project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by the Proposer(s).

14. SUSPENSION AND DEBARMENT STATUS

As applicable, the City will verify whether a contractor and its subcontractors, if any, are suspended or debarred from doing business with the federal government by searching the Excluded Parties List System (www.sam.gov). This verification process applies to contracts funded by federal grants and which are for \$25,000 or more (including as well any subcontract that is for \$25,000 or more). Unless an exception applies, no such federal funds may go to a person or entity that is suspended or disbarred, thus any such person or entity found to be suspended or disbarred in the check of the www.sam.gov list system will be disqualified under the Request for Proposals.

15. PROPOSER QUESTIONNAIRE

15.1. Business Type*

Please indicate the type of business that your company will continue operating as.

- ☐ Individual
- ☐ Partnership
- ☐ Joint Venture
- ☐ Corporation
- ☐ Other

*Response required

15.2. Business Type Follow-Up*

If you indicated "Other" on the previous question, please explain here.

*Response required

15.3. Year of Incorporation*

Please indicate the year of incorporation (if applicable). If not incorporated, please indicate such.

*Response required

15.4. State Incorporated*

In what state was your company incorporated?

*Response required

15.5. Business In California*

When was your company authorized to do business in the State of California?

*Response required

15.6. Qualifications of Firm - Experience of Firm*

Please download the below documents, complete, and upload. For additional instructions on this form, please see the section of this RFP titled "Proposal Content and Format" and the subsection titled "Qualifications of the Firm".

- [Firm Experience.pdf](#)

*Response required

15.7. Proposal (without Cost)*

Please upload your Technical Proposal without fees/costs here. You will be uploading the fee/cost portion of your proposal separately in another step.

*Response required

15.8. Separate Cost File*

The fees/costs portion of your proposal should not be attached with the rest of your Proposal and should be attached separately here using the document provided. Please download, update and review before uploading your fee/cost information here.

- [Cost Proposal Form Water ...](#)

*Response required

15.9. Cost Rate Sheet and a Schedule of Rates*

In addition to this Cost Proposal Form, submit a Cost Rate Sheet and a Schedule of Rates. Include hourly rates, estimated hours, and total upper limits for each scope. The Cost Rate Sheet and Schedule of Rates will be used for additional information only.

Cost will only be evaluated using the Cost Proposal Form.

*Response required

15.10. Evidence of Financial Stability-REQUIRED SUBMITTAL *

Please upload your Evidence of Financial Stability

*Response required

15.11. Additional Information

If any of your previous answers required additional information to be submitted or provided, please upload all such information here.

15.12. Proposer Confirmation*

By confirming, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

Confirmation by the Proposer represents and warrants that he or she has the legal capacity and authority to bind the Company stated on the RFP submittal.

☐ Please confirm

*Response required