



DATE: October 6, 2020

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Adopt Resolutions Authorizing the City Manager to Execute a Professional Services Agreement with Maddaus Water Management Inc., to Prepare the 2020 Urban Water Management Plan and Appropriate \$139,614

RECOMMENDATION

That Council adopts the attached resolutions authorizing the City Manager to execute a professional service agreement (PSA) with Maddaus Water Management Inc., (Maddaus) to prepare the 2020 Urban Water Management Plan, in an amount not to exceed \$139,614 (Attachment II) and appropriating funds in the Water System Operating Fund (Attachment III) for the Urban Water Management Plan.

SUMMARY

The Urban Water Management Planning Act requires all urban water suppliers, including Hayward, to prepare and adopt an Urban Water Management Plan (UWMP) and update it every five years. UWMP provides a framework for long-term water resource planning at the local level to ensure adequate water supplies to meet current and future demands. The 2020 UWMP must be adopted by Council and submitted to the Department of Water Resources (DWR) by July 1, 2021. The City does not have the adequate staff resources to perform this work in-house. Therefore, staff recommends that Council approve a PSA with Maddaus, in an amount not-to-exceed \$139,614, for preparation of the 2020 UWMP. Staff also recommends that the work be funded from the Water System Operating Fund and that \$139,614 be appropriated from the fund balance for this service.

BACKGROUND

In 1983, the California Legislature enacted the Urban Water Management Planning Act, as codified in the California Water Code (CWC) Section 10610 et seq. The law requires an urban water supplier providing water for municipal purposes to more than 3,000 customers or serving more than 3,000 acre-feet annually to adopt an UWMP every five years. As a public water system serving the City's residential and business community of approximately 160,000 customers plus additional commercial, industrial, and institutional customers, the City is subject to the requirements of CWC and DWR. The UWMP is intended

to provide information to DWR, stakeholders, and the public on water supplies, water use, water conservation programs, water shortage contingency planning, and water supply reliability under different planning scenarios. An UWMP is required for an urban water supplier to be eligible for DWR state grants, loans, and drought assistance.

The 2020 UWMP will build on the City's 2015 UWMP, and will be developed in accordance with requirements of CWC and the DWR Guidebook. Preparation of this document involves comprehensive review and assessment of water usage data, projected water demand, water resources, water supply reliability, and water conservation. Information includes, but is not limited to, water demand and conservation projections, system water loss report, drought risk assessment, progress report on State mandated per capita water usage targets, and update of Water Shortage Contingency Plan. The work required to comply with CWC and DWR requirements is highly specialized and the City does not currently have the staff resources to prepare an effective and compliant UWMP in-house. Staff recommends use of consultant services to ensure that the City meets all applicable requirements and deadlines.

DISCUSSION

Development of the 2020 UWMP

The 2020 UWMP will integrate information from local and regional land-use planning, regional water supply, infrastructure, and demand management projects, as well as statewide issues of concern like climate change and regulatory revisions. The document will include:

- Assessment of the reliability of water sources over a 20-year planning time frame
- Description of demand management measures and water shortage contingency plans
- Report progress toward meeting a targeted 20 percent reduction in per-capita (per-person) urban water consumption by the year 2020 and
- Information on the use and planned use of recycled water and groundwater.

The 2020 UWMP must be adopted by City Council and submitted to DWR by July 1, 2021.

Consultant Selection

Staff issued a Request for Proposals on August 14, 2020, to four qualified consulting firms to obtain professional services for preparation of the 2020 UWMP. The scope of work includes all activities necessary to comply with the requirements of the CWC and DWR, including data collection and analysis, write-ups of required sections, data presentation, preparation of draft and final reports, and development, documentation, and coordination of information with City staff, DWR, and outside agencies.

The City received two proposals, one proposal from Carollo Engineers and a joint proposal from Maddaus and EKI Environment & Water. The proposals were evaluated and ranked by a team of staff members based on qualifications, experience, proposed work plan, and

the reasonableness of the labor hours and rates. Based on this objective evaluation, staff recommends Maddaus.

Maddaus, with EKI Environment & Water as subcontractor, has proposed a knowledgeable and experienced project team, with extensive experience in UWMP and water resources planning specific to California for a diverse range of agencies, including Bay Area Water Supply & Conservation Agency, Mid-Peninsula Water District, and the City of Menlo Park. The firm demonstrated knowledge of the DWR requirements and has prepared a work plan and detailed schedule to meet the City's requirements and timeline, including sufficient time for City staff review. The number of labor hours and hourly rates are reasonable for the scope of work. The original proposed fee from Carollo was \$157,347 and from Maddaus/EKI was \$149,150.

Given the scope of work, staff has negotiated a not-to-exceed amount of \$125,586 for the basic services and \$14,028 for additional services that the City may authorize if needed, for a total not-to-exceed contract amount of \$139,614. Staff has reviewed the costs for similar work performed for other agencies and believes that the negotiated contract amount is reasonable.

ECONOMIC IMPACT

An UWMP is a primary document for local planning and action, as well as for statewide water supply-reliability data accumulation and analysis. Completion of the UWMP provides the City with a reliable water management action plan that can be confidently referred to continuously, as conditions change and management decisions arise. Reliable water supplies can strengthen economic conditions and foster sustainable growth. The cost of preparing an UWMP will not significantly impact water rates.

FISCAL IMPACT

Staff had originally planned to prepare the 2020 UWMP in-house, anticipating hiring staff and filling existing vacant positions. After further review of CWC and DWR requirements, staff determined that in view of current staffing levels, consultant services would be more efficient and suitable to complete this work. Staff is therefore requesting that a total of \$139,614 be appropriated from the Water System Operating Fund. Sufficient funds are available in the fund balance. There would be no impact on the City's General Fund.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Combat Climate Change. This item is not specifically related to a project identified in the Strategic Roadmap. Staff is bringing forth this new item because completion of UWMP is a legal and regulatory requirement of CWC and a reliable water management action plan is a critical component in water conservation planning and sustainability. Staff will include this item in the next bi-annual update to Council on the Strategic Roadmap.

SUSTAINABILITY FEATURES

Thoughtful urban water management planning provides an opportunity for the City to integrate supplies and demands in a balanced and methodical planning platform that addresses short-term and long-term water planning conditions. A well-constructed UWMP will result in an assessment of the City's water supplies, uses and reliability, which helps ensure that the City is adequately prepared for conservation and sustainable growth.

PUBLIC CONTACT

The public will have two opportunities to comment on the City's 2020 UWMP draft: (1) at the Sustainability Committee meeting currently scheduled for May 10, 2021; and (2) at the City Council public hearing tentatively scheduled before the adoption of the final UWMP. A draft of the 2020 UWMP will be made available to the public at least 60 days prior public hearing on the plan. Interested community members can submit comments and suggest revisions affecting reliability and future investments in local water management before the adoption of the final UWMP.

NEXT STEPS

If Council approves staff's recommendation, staff will take the steps necessary to execute a PSA with Maddaus and prepare the 2020 UWMP in compliance with all mandated requirements and submittal deadlines. The following schedule has been developed for this project:

Milestone	Date
Notice to Proceed	October 13, 2020
Council Sustainability Committee Presentation	May 10, 2021
Final draft UWMP available	May 14, 2021
City Council Presentation & Public Hearing	May 25, 2021
Submission of 2020 UWMP to CA DWR	June 18, 2021

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Recommended by: Alex Ameri, Director of Public Works

Approved by:



Kelly McAdoo, City Manager