REQUEST FOR PROPOSALS

to develop an

ASSET MANAGEMENT PROGRAM

Montecito Water District
583 San Ysidro Road
Santa Barbara, CA 93108

August 26, 2022

Proposers shall submit to District an electronic copy (PDF) of the Proposal via email to akanold@montecitowater.com by **12:00 PM on Thursday September 22, 2022**. Proposals shall be clearly labeled **Proposal for Asset Management Program**. The Fee Proposal shall be submitted in a separate PDF labeled **Fee Proposal for Asset Management Program.**

I. STATEMENT OF PURPOSE

The Montecito Water District (District) 5-year Strategic Plan (2022) set an agency goal of improving infrastructure dependability through enhanced repair and replacement of District assets. The Strategic Plan identified the need to prioritize asset repair and replacements, to ensure efficient operations, and to possibly accelerate funding asset repair and replacement projects. The District does not have an explicit Asset Management policy, but desires to fully document all of its assets, their condition and remaining useful life, and to have tools to properly plan for future improvements.

The District is soliciting proposals from qualified consultants to provide professional consulting services to prepare an Asset Management Program (AMP) for the District. The purpose of the AMP is to develop a system for effectively recording the assets managed, documenting the conditions throughout the asset lifecycle, and predicting the asset replacements to most effectively maintain assets at the lowest lifecycle cost. The AMP will optimize the rehabilitation, repair, and replacement of District assets and assist decision makers in prioritizing capital improvements and annual maintenance programs. The program includes two distinct deliverables that will guide future asset management at the District; (1) a written Asset Management Plan and (2) an asset management software platform.

II. BACKGROUND

The District service area encompasses 15.4 square miles and lies in the eastern portion of the coastal plain south of the Santa Ynez Mountains. The service area includes a very small eastern part of the City of Santa Barbara, the unincorporated communities of Montecito and Summerland, Toro Canyon, and small parts of the western Carpinteria Valley as shown in Figure 1. The District provides water service to approximately 4,600 residential, commercial, institutional, and agricultural service connections. Approximately 92 percent of the service connections are low-density, single-family housing. Elevations in the District range from sea level up to about 1,820 feet in the coastal foothills in the northern part of the area.

The District operates a potable water system to provide water service to its customers. The distribution system is complex due to the geographical features of the area and its semi-arid climate. Much of the District's potable water distribution system dates from the late 1920s. This original system is gravity fed from Jameson Lake with a series of pressure regulating stations and pipeline that brings the water into the service area. In 1948 the U.S. Bureau of Reclamation started the Cachuma Project to capture Santa Ynez River water and the District signed on to the project in 1949. This water is conveyed via the South Coast Conduit (SCC) but since it lies below the service area, pump stations are

required to boost SCC water into the District distribution system. The Summerland County Water District, which was contiguous with the District, was annexed to the District in 1995 resulting in an initial 540 new customers and both Cachuma and SWP water entitlement. District groundwater is sourced from the Montecito Groundwater Basin.

In addition to owning and operating Jameson Lake, Juncal Dam and Doulton Tunnel, the District operates and maintains the following major assets:

- 2 surface water treatment plants
- 9 pump stations
- 9 above and below ground concrete and steel storage tanks
- 12 active groundwater wells
- 114 miles of water distribution pipeline and appurtenances

Several assets extend outside of the District service area including the Doulton tunnel, Juncal Pipeline (tunnel to Juncal Dam), Juncal Dam (series of three concrete dams), Jameson Lake, Alder Creek and Fox Creek Diversions, and caretaker's residence. ***In an effort to focus on assets inside the service area, these assets are excluded from this scope of work but may be added to the AMP in future years.***

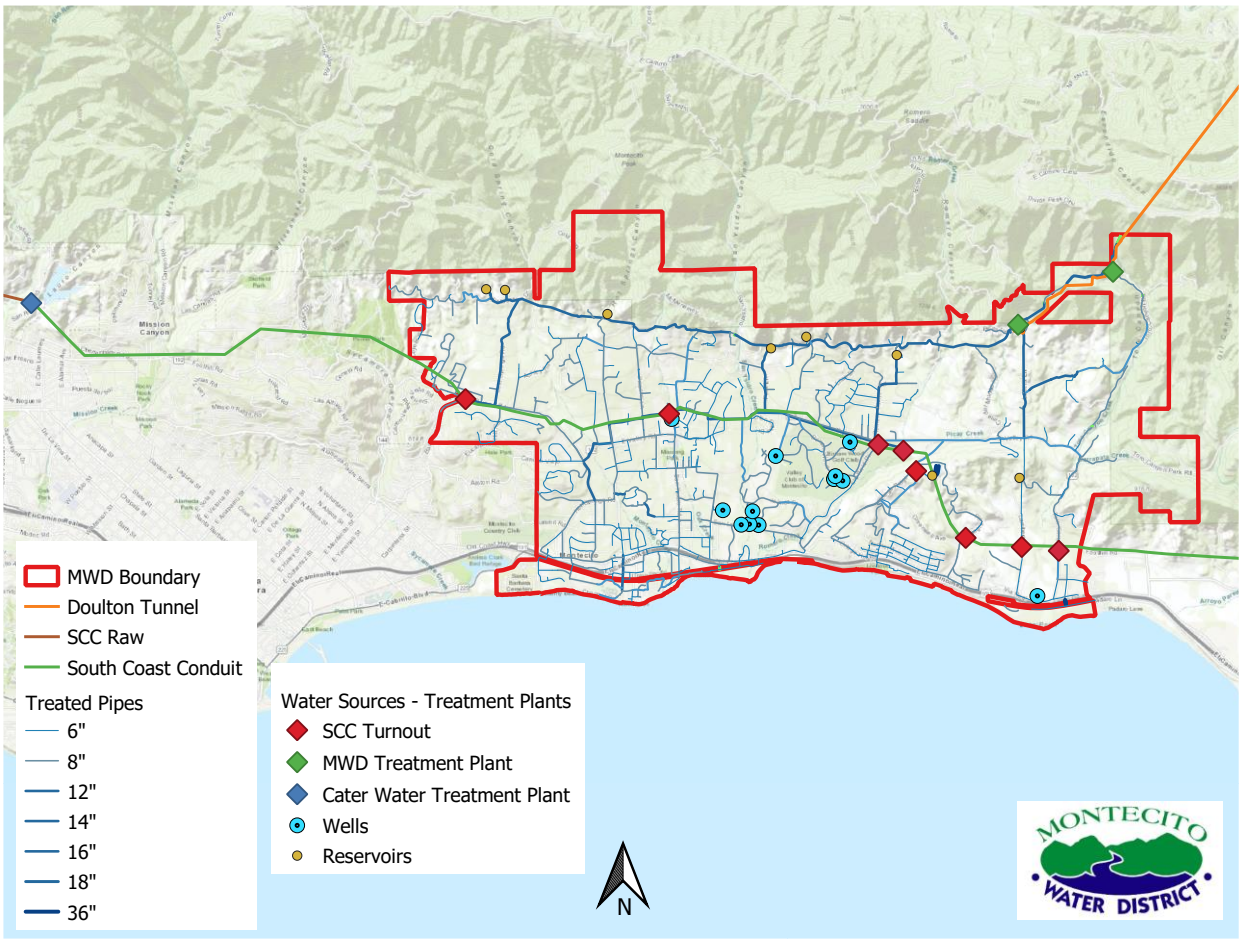

Figure 1 – District Service Area

III. EXISTING ASSET DATA

The District does not have an AMP but does have an active annual capital improvement program and performs routine preventative and reactive maintenance on all assets, with records in various formats and in various locations. This AMP will become the central location for storing and maintaining comprehensive asset data.

The District data that will support the AMP development are listed below. The District does not have a Computerized Maintenance Management System (CMMS) or any condition data nor has it selected a level of service for any assets.

- **GIS Database** – developed in 2017 and field verified using a handheld GPS unit in 2019. The database includes locations of water mains, valves, meters, appurtenances (such as end drains, division gates, pressure relief valves, sample stations, blow off valves), pressure regulators, pump stations, treatment plants, hydrants, storage tanks and groundwater wells. Metadata for each asset typically includes age, material, diameter, or horsepower (if applicable).
- **Hydraulic Model** – the District has a hydraulic model created using Innovyze Infowater that contains all District water main information taken from GIS.
- **As-Built Data** – the District has as built drawings from the treatment plants (built in 1990s), pump stations (various ages), groundwater wells (various ages), storage tanks (built 1924 to 1970s), water mains and hydrants (various ages), and pressure regulators (maintained annually).
- **Maintenance Records –** the District can provide records of the scope and cost of maintenance and repairs of most assets in the last 5-10 years.

IV. SCOPE OF SERVICES

The proposed Scope of Services for completing the District's AMP is described below. The scope of services may be revised by the Consultant during their proposal process if additional tasks or methods are advised by the Consultant.

The consultant will work under the direction of the Assistant General Manager/Engineering Manager. The Consultant shall perform the following tasks for preparing the AMP and shall follow the guidelines and requirements developed by the US Environmental Protection Agency (EPA) and American Water Works Association (AWWA) for asset management including but not limited to:

1. AWWA Asset Management Definitions Guidebook
2. US EPA Asset Management Best Practice Guide
3. US EPA Reference Guide for Asset Management Tools

Task 1: Project Management

Under this task, the Consultant shall perform project management of the AMP scope of services including but not limited to:

- Communicating all aspects of the project with the District
- Coordinating and leading all meetings
    - Kickoff meeting
    - Status update meetings
    - Consultant presentation of Draft AMP at one (1) Committee meeting and one (1) Board meeting
- Assembling and disseminating meeting minutes
- Developing and maintaining a project schedule
- Establishing and managing the contract with the District

Task 2: Asset Register

Under this task, the Consultant will develop a central database of major assets owned and operated by the District. The Asset Register task should include, at a minimum; gathering existing data, defining assets, establishing an asset hierarchy, and developing asset classes or categories as appropriate. Assets should be presented in hierarchy format and be in the Maintenance Managed Item level of detail. The Asset Register should use all existing information as described in Section III above, and should supplement existing data for the major assets listed below. For the large assets listed below, the minimum asset register is provided in **Appendix A**.

- Bella Vista Treatment Plant (large asset)
- Doulton Treatment Plant (large asset)
- 48 Pressure Regulating Stations (large asset)
- 9 pump stations (large asset)
- 9 storage tanks (large asset)
- 12 active groundwater wells (large asset)
- 114 miles of water distribution pipelines
- 2,781 Valves
- 65 Blowoff Valves
- 173 Air Release Valves
- 3 Pressure Relief Valves
- 944 Fire Hydrants
- Approximately 4,630 Water Meters
- Approximately 4,630 Service Lines
- 38 Sample Stations
- 62 End Drains

The Consultant shall consolidate existing asset data and perform data gap analysis to clearly documents asset not in the database and assets with missing attributes. The Consultant shall perform a field visit to all treatment plants, pump stations, groundwater

wells, and storage tanks to inventory the asset, record asset attributes, take pictures, and take note of any immediate and/or future maintenance needs. A condition assessment shall be performed for each asset including the current physical condition, performance, and/or remaining useful life. The assessment should be based on physical observation/inspection, interviews, and/or use of instrumentation.

Asset inventory and condition assessment shall be performed by a qualified engineer and at the agreed maintenance managed item (i.e., defined asset level). The District will provide a lead operator to escort Consultant at all field visits. For accessible assets, a visual condition assessment should be performed. For inaccessible assets such as pipelines, an age based assessment should be utilized. A condition score shall be recorded for each asset. Assets identified as "poor" and "failed" condition should shall have pictures and notes documenting the reason for the condition score. The Consultant shall establish a condition assessment system, to be approved by the District, for assessing each asset.

Deliverables: (1) Condition Assessment Forms (2) Photos (3) Asset Hierarchy & Inventory (4) Asset Definition

Task 3: Risk Assessment

The Consultant shall establish a system for ranking assets based on risk score. This process should be guided by industry best practices and terminology developed by the USEPA and AWWA and should include consequence of failure and probability of failure for each asset. The Consultant shall propose methods for establishing probability and consequence of failure. The probability of failure should consider the failure modes of mortality, capacity, level of service, and financial efficiency. The District strongly desires the Consultant to use the existing hydraulic model to determine criticality of pipelines and associated infrastructure.

Deliverables: (1) Risk Methodology (as part of AM plan) (2) Hydraulic Analysis Results (as part of AM plan)

Task 4: Asset Replacement Cost

The Consultant should also establish a reasonable and defensible replacement cost for each asset. The Consultant should review recent project bids, interview District staff members, review current market costs for materials, and use any other sources to estimate the replacement cost. The replacement cost should represent reasonable estimated budget needed to replace the asset.

Deliverables: (1) Asset Replacement Cost (as part of AM Plan)

Task 5: Asset Management Software

The Consultant shall recommend an Asset Management software platform to be populated by the Consultant during the AMP scope of services and used by District staff following the completion of the AMP. The software shall be an established, cloud based asset management software, used by other water utilities with the ability to support the asset management decision making process. The Consultant shall create and configure the database to suit the specific needs of the District. All data collected during previous tasks should be uploaded into the software including all asset data, asset classification, asset hierarchy, condition score, risk scoring, replacement costs, and other relevant information. The software should allow District users to view assets in map and list format. The software should be able to filter the assets based on hierarchy, asset class, or any other user defined fields.

The District strongly desires a software platform that can perform the following functions;

- Cloud-based software with secured multi-user access
- Ability to connect and integrate with GIS and other expert systems to automatically bring new and updated data into the asset management system
- Ability to create user-based security features on the software
- Asset register with customizable asset hierarchy (for both vertical and horizontal assets)
- Have a separate updateable database for cost
- Have a separate updateable database for management strategies
- Ability to perform life cycle cost analysis based on various (i.e., deterministic, probabilistic) scenarios
- Ability to develop and incorporate customized risk assessment methodology
- Risk analysis with risk profile with customizable risk parameters and with ability to identify assets based on risk groups (i.e., high risk, medium risk, low risk)
- Condition profile with ability to identify and select poor and failed condition assets for replacement
- Ability to group high risk assets or poor and failed condition assets in a GIS map
- Ability to record historical and new condition data to continuously update asset management analyses
- Ability to create multiple financial budget scenarios to determine sustainable financial plan and to understand the impact of budget on risk, condition, and work backlog
- Ability to create custom dashboards based on asset type or stakeholder

The proposal should include the cost of software licensing for the District throughout the duration of the AMP development. Consultant shall provide a list of water clients currently utilizing the software and provide three references for the District to contact.

Deliverables: **(1) Fully installed and configured Asset Management Software**

Task 7: Life Cycle Cost Analysis

The Consultant shall perform a life cycle cost analysis for each asset in the asset register to estimate the cost required to perform maintenance, refurbishment, and/or replacement for each asset. The Consultant shall work closely with District staff to determine the planning horizon, levels of service, and strategies to manage the cost of ownership of all assets. The Life Cycle Cost Analysis should be completed in tandem with the asset management software, ultimately to determine annual budget amounts needed to fund the repair and replacement of District assets.

This task should identify the assets needing repairs requiring action by the District, the type of action, the estimated cost of each action, and estimated total budget for each year. The District desires the ability to perform future capital investment scenarios to determine the impact to assets.

Deliverables: (1) Asset Cost Database (2) Asset Management Strategy (part of Asset Management Plan) (3) Repair and Replacement Plan (part of Asset Management Plan)

Task 6: Asset Management Plan

The Consultant shall develop a written Asset Management Plan for the District summarizing the prior tasks. The asset management plan will be a long-range planning document that will provide a framework for understanding the assets the District owns, services it provides, risks it assumes, and financial investments it requires. The Asset Management Plan should fully describe District assets, their current conditions, value and replacement costs, risk of failure, levels of service, maintenance and capital projects needed and when, and any other details relevant to the program as determined by the Consultant. The Asset Management Plan should include the following information, at a minimum:

1. Executive Summary and/or Introduction
2. Asset Summary
3. Lifecycle Analysis
4. Risk Assessment
5. Management Strategies
6. Future Investment Needs
7. Future AMP Recommendations

The Consultant shall prepare a Draft Asset Management Plan and allow for District staff comment and revisions. The Consultant shall then present the Draft Asset Management Plan to one Committee and also to the Board of Directors in a public meeting. *The Consultants participation in the Committee and Board meetings will be remote via Zoom.*

Deliverables: (1) Draft Asset Management Plan (PDF) (2) Final Asset Management Plan (PDF) (3) PowerPoint Presentation

V. SUBMITTAL REQUIREMENTS AND PROPOSAL FORMAT

Submittals shall conform to the requirements described herein.

Proposers shall submit to District an electronic copy (PDF) of the Proposal via email to akanold@montecitowater.com by **12:00 PM on Thursday September 22, 2022**. Proposals shall be clearly labeled **Proposal for Asset Management Program**. The Fee Proposal shall be submitted in a separate PDF labeled **Fee Proposal for Asset Management Program.**

Proposals shall be sent to:

Montecito Water District
Attn: Adam Kanold, PE
akanold@montecitowater.com
Montecito Water District
583 San Ysidro Road
Santa Barbara, CA 93108

The minimum information required for inclusion in the Proposal shall be as listed below. The Proposer may submit additional information if needed.

1. Table of Contents

2. Background of Firm

3. Proposer's qualifications and experience within the last five (5) years as the prime consultant of record, and descriptions of representative projects similar in nature and scope that include owner name and references that can be contacted by District.

4. Subconsultant's (if any) qualifications and experience within the last five (5) years and descriptions of representative projects similar in nature and scope that include owner name and references that can be contacted by District.

5. Proposer's understanding of the project and a description of how the Proposer will approach the project with specific milestones and deliverables for each task.

6. Detailed description of the Scope of Services to be provided with a breakdown of different tasks. Proposer may revise the scope of services in this RFP and should call out the proposed revisions in their proposal.

7. Organization chart of key personnel and resumes for project team, including name of Project Manager, key staff members, and any subconsultants to be retained by Proposer.

8. Proposed project schedule provided by Proposer shall include time for review of deliverables by District staff and include any meetings.

9. Confirmation of Receipt of all related addenda (if any).

10. Proposer's fee for the project, broken down separately for each of the tasks. The fee shall be based on the Proposer's employee rate schedule with a not to exceed amount, including the estimated costs for mileage, reimbursable and reproduction costs. Please submit employee rate schedule with the proposal. Fee Proposal shall be submitted separately and marked **Fee Proposal for Asset Management Program**. Proposer's fee will not be used as the sole basis for selection; however, it will be a key factor for consideration.

VI. EVALUATION OF PROPOSALS AND SELECTION PROCESS

Proposer submittals will be evaluated as described below. Submittals which do not comply with all submittal requirements as stipulated herein may be considered non-responsive by the District and may not be considered for selection. Proposals deemed responsive will be evaluated based on the following.

1. Qualification of Firm and Key Personnel including any Subconsultants

2. Experience and qualifications of the project team with similar projects

3. Understanding of District's project goals

4. Quality and completeness of the proposal

5. Total fee

6. Proposed Scope of Work

The District may elect to conduct interviews and/or software demonstrations of some or all Proposers. The above items will be used to evaluate and select a qualified firm to complete the project. The District will evaluate the submittals and create a ranking of the consultants. Selection of the consultant who is deemed to be the most qualified among those submitting will be made on the basis of the experience of the firm and proposed project team, and expertise and success with similar projects.

VII. SCHEDULE

While a detailed schedule shall be developed by the Consultant, the District expects that the Consultant will meet several critical dates:

- **September 2022 –** interviews (if needed)
- **September/October 2022 –** Board selection of Consultant, contract execution
- **November 2022 –** project kickoff
- **April 2023** – Draft Asset Management Plan for staff review
- **May 2023** – Draft Asset Management Plan for Committee and Board review
- **June 2023** – final Asset Management Plan submittal. All work under this scope must be completed

VIII. RESERVATION OF RIGHTS

The District reserves the rights to reject any and all Proposals. This Request for Proposals is a solicitation, not an offer to contract. The District reserves the right to issue clarifications and other directives regarding this RFP, to require further clarification or information with respect to any Proposal submitted, and to determine the final terms and conditions of any contract. Any and all costs associated with the preparation and response to this RFP shall be borne solely by the Proposer and at no cost to the District.

IX. QUESTIONS

Questions regarding this Request for Proposal (RFP) shall be emailed to:

Adam Kanold, PE
Montecito Water District
583 San Ysidro Road
Santa Barbara, CA 93108-2124
akanold@montecitowater.com

Questions submitted after 5:00 PM on Monday September 12, 2022 will not be answered.

APPENDIX A

MINIMUM ASSET REGISTER FOR LARGE ASSETS

Minimum Asset Register

Treatment Plants

- Site
  - Access road
  - Vehicle Gate
  - Personnel Gate
  - Fencing
  - Security System
  - Paving
  - Lighting
  - Drainage
- Building
  - Foundation
  - Walls
  - Roof
  - Rooms
  - Hoist
  - Roof Hatches
  - Ventilation
  - Sound Attenuation
  - Fire Suppression
  - Eye Wash Station
  - Floor Drains
  - Lab Cabinets
  - Lab Equipment
- Treatment
  - Hypochlorite Generator
  - Coagulant Tanks
  - Coagulant Pumps
  - Inline Mixer (within pipe)
  - Filter Aid Coagulant Tank
  - Filter Aid Coagulant Pump & Motor
  - Backup Chlorination Tank
  - Backup Chlorination Pump & Motor
- Pumping
  - Backwash Recycle Pumps & Motors
  - Backwash Pumps & Motors
  - Surface Wash Pump & Motor
- Filters
  - Plastic Clarifier Media
  - Anthracite Sand Filter Media
- Equipment
  - Chlorine Analyzers
  - Turbidity Analyzers
- Electronics

    - SCADA
    - PLC
    - Backup Generator
- Reclaim Basins
    - Concrete basins including walls
- Valving
    - Control Valves (inlet & effluent)
    - Backwash Valves
    - Filter to Waste Valves
    - Air Scour Valves
- Metering
    - Vault & Lid
    - Influent & Effluent Meters
    - Backwash Recycle Meter
- Tanks
    - Surge Tank

Pump Stations

- Site
    - Access road
    - Vehicle Gate
    - Personnel Gate
    - Fencing
    - Security System
    - Paving
    - Lighting
    - Drainage
- Building
    - Foundation
    - Walls
    - Roof
    - Rooms
    - Hoist
    - Roof Hatches
    - Ventilation
    - Sound Attenuation
    - Fire Suppression
    - Eye Wash Station
    - Floor Drains
- Chemical System (only 1 pump station)
    - Tank
    - Pumps
    - Secondary containment
    - Piping
- Electrical System

    - Backup Generator
    - Transfer switch
    - PLC
    - SCADA
    - Solar
- Discharge Piping
- Pump
    - Pump & Motor
    - Control Valves
    - Pump Base

Groundwater Wells

- Site
    - Fencing
    - Gates
    - Alarms
    - Security
- Building
    - Foundation
    - Roof
- Treatment (3 out of 12 wells only)
    - Filter vessels
    - Chemical dosing system
- Electrical/Controls
    - Variable Frequency Drive
    - MCC
    - PLC
    - SCADA Antenna
    - Backup Generator
- Well
    - Pump & Motor
    - Column Pipe
    - Control Valves

Storage Tanks

- Site
    - Access road
    - Vehicle Gate
    - Personnel Gate
    - Fencing
    - Security System
    - Paving

    - Lighting
    - Drainage
- Instrumentation/Electrical
    - Cathodic Protection System
    - Backup Generator
    - PLC
    - SCADA
    - Solar Panels
- Mechanical
    - Inlet/Outlet
    - Control Valves
- Reservoir Structure
    - Coating
    - Exterior Walls
    - Ladder
    - Manway
    - Overflow
    - Cleanouts
    - Sample Ports
    - Drains
    - Level Indicator
    - Roof Hatch
    - Hand Holds
    - Roof vents
    - Anchors
    - Interior Baffles
    - Safety Rails
    - Fall Prevention

Pressure Regulator Vaults

- Vault
- Lid
- PRV valves
- Isolation Valves (within vault)
- Piping
- Pressure Relief Valves