# Request for Proposal

No. RFP No. WATER-0338

FOR

2027 SAN LORENZO RIVER AND NORTH COAST WATERSHEDS DRINKING WATER WATERSHED SANITARY SURVEY UPDATE

**Contact:** Zeke Bean, Associate Planner II

**Email:** ebean@santacruzca.gov

**RESPONSE DEADLINE:** December 23, 2026, 5:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

https://procurement.opengov.com/portal/santacruzca

# City of Santa Cruz
# 2027 San Lorenzo River and North Coast Watersheds Drinking Water Watershed Sanitary Survey Update


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Attachments:

A - 2027 River and No.Coast Drinking Water Watershed Sanitary Survey.RFP

B - 2027 WSS PSA Template with Insurance Options.Updated 0626

# 1. INTRODUCTION

## 1.1. Summary

The City of Santa Cruz (City), in partnership with the San Lorenzo Valley Water District (District), is soliciting proposals from qualified environmental, hydrological, or water resource consulting firms to update its Watershed Sanitary Survey.

The selected consultant (Consultant) will perform a comprehensive evaluation of the City and District surface water supply watersheds. The final report will adhere to the Watershed Sanitary Survey Guidance Manual 2025 update (CA/NV AWWA) in order to satisfy the statutory and regulatory requirements of Title 22 of the California Code of Regulations (CCR), Section 64665 (California Surface Water Treatment Regulation).

At a minimum, the Scope should include:

- Meetings/review sessions with City /SLVWD staff (minimum of 4 meetings)
- Interviews with relevant regional agency and partner staff (Up to 10 interviews with staff from City, SLVWD, County of Santa Cruz, Santa Cruz County Resources Conservation District, RWQCB, etc.)
- Data Collection and review/analysis
- Watershed characterizations and assessments
- Identification and evaluation of Potential Contaminant Sources (PCAs),
- Water treatment plant capability assessments
- Mitigation and management recommendations
- Draft and final Report

## 1.2. Background

The City of Santa Cruz Water Department provides drinking water for nearly 100,000 customers through 25,429 service connections. Drinking water sources are primarily surface waters with groundwater comprising a small percentage of the total supply. Water supply watersheds include the San Lorenzo River, Newell Creek, Majors Creek, Laguna Creek and Liddell Spring (refer to map in Attachment B).

The San Lorenzo Valley Water District provides drinking water for approximately 20,000 customers through 7,935 service connections. Drinking water sources are a blend of surface waters and groundwater. Water supply watersheds include Fall Creek, Bull Creek, Bennett Spring, Sweetwater Creek, Clear Creek, Foreman Creek, Silver Creek, and Peavine Creek watersheds (refer to map in Attachment B).

The first sanitary survey for this area was completed in 1996 with updates in 2001 by the City and in 2007, 2013, 2018 and 2022 in collaboration with the San Lorenzo Valley Water District (SLVWD). The 2022 San Lorenzo River and North Coast Watersheds Sanitary Survey Update can be viewed here:

https://www.santacruzca.gov/files/assets/city/v/1/wt/documents/online-reports/scwd2022wssupdate__030623_clean.pdf

Please contact Zeke Bean, Associate Planner II at 831/420-5478 or ebean@santacruzca.gov with any questions concerning this solicitation.

## 1.3. Contact Information

**Project Contact:**
**Zeke Bean**
Associate Planner II
Email: ebean@santacruzca.gov
Phone: (831) 420-5478

**Procurement Contact:**
**Zeke Bean**
Associate Planner II
Email: ebean@santacruzca.gov
Phone: (831) 420-5478

**Department:**
Water

**Department Head:**
Rosemary Menard
Water Director

## 1.4. Timeline

The City will make every effort to adhere to the following tentative schedule. All dates set forth in this RFP are subject to change at the City's sole discretion. Any change will be set forth in an addendum. All references in this RFP to "time" are Pacific Standard Time.

| | |
|---|---|
| **Release Project Date** | November 24, 2026 |
| **RFP Questions and Clarification Due Date** | December 4, 2026, 5:00pm |
| **City/SLVWD response to additional questions** | December 11, 2026, 5:00pm |
| **Proposal Submission Deadline** | December 23, 2026, 5:00pm |

# 2. GENERAL INFORMATION FOR PROPOSERS

## 2.1. Summary Scope of Work

All applicants must provide thorough and comprehensive responses that clearly demonstrate their team's approach to and consistency with the below-mentioned standards.

The City invites qualified firms to respond to this Request for Proposal (RFP) for the project ("Project") titled below:

2027 San Lorenzo River and North Coast Watersheds Drinking Water Watershed Sanitary Survey Update

RFP No. **RFP No. WATER-0338**

The City anticipates awarding a contract to a vendor for a 1 year term. The Proposer will provide the services outlined in Section Summary Scope of Work.

The successful Proposer shall furnish all tools, equipment, materials, tax, apparatus, facilities, labor, transportation, supervision, and management, not specifically provided by the City, to complete the work described in this RFP. The successful Proposer will provide a brief statement of services, as detailed further in Section Summary Scope of Work.

## 2.2. Contact

If you have any questions concerning this solicitation, please ask questions utilizing City's e-Procurement Question & Answer feature. This RFP document may be downloaded from the City's e-Procurement Portal at https://procurement.opengov.com/portal/santacruzca/projects/329205. For technical assistance, contact OpenGov using the real-time chat feature on the Portal (located in the lower right-hand corner of the screen), or via email at procurement-support@opengov.com for support. All questions must be received by 5:00 pm on Friday, December 4, 2026.

## 2.3. Proposal Submittal Due Date

Proposals are due no later than 5:00 pm on Wednesday, December 23, 2026, to guarantee review. Proposals received after the deadline will be deemed non-responsive. All proposals will be submitted via City's e-Procurement Portal at: https://procurement.opengov.com/portal/santacruzca/projects/329205. Proposers take full responsibility for City's receipt of its Proposal. The City will not be liable for any expenses incurred by Proposers in responding to this solicitation, including but not limited to any costs associated with interviews.

It is the responsibility of the Proposer to ensure that electronic submittals are received by the City prior to the deadline.

## 2.4. Pre-Proposal Meeting

A pre-proposal meeting will not be held for this RFP.

## 2.5. Responsiveness and Responsibility

When determining the **Responsiveness** of the proposal, the City may consider any of the following but not limited to:

A. Proposal received on time and completed per instructions.

B. Proposal contains required contents, forms and signatures submitted in accordance with RFP instructions.

C. Proposal is compliant with specifications and industry standards.

When determining the **Responsibility** of the Proposer, the City may consider any of the following but not limited to:

A. Possession of industry standard licensing and/or certifications.

B. Financial capacity of the Proposer.

C. Experience or past performance of the Proposer.

D. Use of Subcontractors / Subconsultants.

E. Past, Present and Pending Legal Actions.

F. Exceptions with City's Terms and Conditions.

G. Anticipated adherence with Project delivery schedule.

H. Ability to respond to City's inquiries for proposal clarification.

Proposers have the right to take exception to the specifications or terms and conditions of this RFP, however, such exceptions may deem the proposal non-responsible. Any exceptions taken must be explained in the proposal and submitted by the submittal due date. Any exceptions that contradict the City's terms and conditions or contain provisions that are not in the best interest of the City will disqualify the Proposer. If exceptions are not explained, the Proposer will comply with the specifications as stated in this RFP. Exceptions submitted after the proposal due date will not be accepted.

The City reserves the right to reject any or all proposals and to waive any informality or minor defect in proposals received.

## 2.6. Definitions

In this RFP document:

A. "Proposer" means contractor, firm, supplier, vendor, or consultant submitting a proposal to this RFP.

B. "Proposal" means the complete submittal of Proposer to the City in response to this RFP, including any written documentation and oral interview responses.

C. "Subcontractor" means those performing any portion of the services as subcontractors, vendors, suppliers, and other business entities and individuals that is not the Proposer.

D. "Key Staff", if required, means the employees of the Contractor or subcontractor(s) that will provide project leadership or expertise in lead technical services and are considered essential to the success of the Project.

E. "Contract" also means Purchase Order or Agreement.

# 3. PROPOSAL SUBMITTALS

## 3.1. Proposal Response*

By confirming, the proposer is affirming to the following:

The proposer, upon acceptance, agrees to furnish the following in accordance with the specifications and terms and conditions per City of Santa Cruz "Request for Proposals for 2027 San Lorenzo River and North Coast Watersheds Drinking Water Watershed Sanitary Survey Update" at the prices indicated herein.

The proposer, under penalty of perjury, declares not to be a party with any other business to an agreement to propose a fixed or uniform price in connection with this proposal.

The proposer declares under penalty of perjury that she/he is authorized to submit this proposal and bind the business or organization to the terms of this Proposal.

The proposer recognizes the right of the City of Santa Cruz to reject any or all proposals received and to waive any informality or minor defects in proposals received.

The proposer declares under penalty of perjury that the information contained in this Proposal and all accompanying documents are true and correct.

☐ Please confirm

*Response required

## 3.2. Technical Proposal*

*Response required

## 3.3. Cost Proposal*

Proposers must complete and submit a **Cost Proposal** with their Proposal submittal by the Proposal Submittal Due date. It is the Proposer's responsibility to state all costs required to provide the services outlined in **Attachment A: 2027 River and No.Coast Drinking Water Watershed Sanitary Survey.RFP.** A Proposer's failure to submit a Cost Proposal will deem the Proposal non-responsive.

*Response required

## 3.4. Non-Collusion Declaration*

The undersigned declares:

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Sub-contractor to put in a false or sham proposal; and has not directly or indirectly colluded, conspired, connived, or agreed with any anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Proposer has not in any manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer or Subcontractor, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer or Subcontractor, or to secure any advantage against the public body awarding the

Contract of anyone interested in the proposed Contract; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted their proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

☐ Please confirm

*Response required

## 3.5. LOCAL PREFERENCE CERTIFICATION

Local Businesses and Locally Owned Businesses must submit this certification with each bid or proposal in order to receive the 2% and additional 4% preference applied during the evaluation of any competitive process for goods, supplies, equipment, materials, services, or professional services.

**Local Businesses**

To qualify for the 2% local business preference, a business must meet the following criteria:

### *3.5.1. Does the business have an office with at least one employee located in the City of Santa Cruz?**

☐ Yes

☐ No

*Response required

When equals "Yes"

### *3.5.2. Business Address:**

*Response required

### *3.5.3. Is the business current in the payment of all taxes, charges, assessments, or fees owed to the City of Santa Cruz? **

☐ Yes

☐ No

*Response required

### *3.5.4. Does the business hold a valid City of Santa Cruz business license?**

☐ Yes

☐ No

*Response required

When equals "Yes"

### *3.5.5. DBA/license number:**

*Response required

### *3.5.6. Locally Owned Businesses*

To qualify for an *additional* 4% locally owned business preference, a business must meet the above requirements for a local business and at least 50% of the business' owners must live in the *County* of Santa Cruz.

To qualify for the locally owned business preference, list all of the business' owners and their county of residence.

- Owner Name, County

### *3.5.7. By submitting information for Local Preference, I represent that I qualify as a (check all that apply):**

☐ Local Business
☐ Locally Owned Business
☐ None of the above
*Response required

### *3.5.8. I understand that by submitting false information or failing to disclose material information in order to qualify for the preference my business will be 1) required to pay the city any difference between the contract amount and what the city's cost would have been if the contract had been properly awarded, and 2) prohibited from bidding on any city contract or receiving any city contract for a period of three years of the discovery of facts supporting the same.**

☐ Please confirm

*Response required

### *3.5.9. Acknowledgment of Addenda and Question and Answer**

In order to submit a proposal, the vendor acknowledges that they have read all addenda, and questions and answers posted for this solicitation.

☐ Please confirm

*Response required

## 3.6. California Levine Act Disclosure Statement

**As a party to a proceeding, you are required to comply with the following Levine Act Disclosure Statement:**

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits **City Officers** (as defined below) from participating in any action concerning a license, permit, other entitlement for use, franchise, or contract (collectively "license, permit, or contract") if they accept, solicit, or direct contribution(s) from a party, participant, and its agent(s), totaling more than $500 within the twelve (12) months prior to the proceeding, while a proceeding is pending, and for twelve (12) months following the date of a final decision in a proceeding.

"City Officers" include any City elected or appointed officer, their alternates, and any candidate for elective office. "City Officers" are listed at the following sites:

- City Council and Mayor: cityofsantacruz.com/government/city-council/councilmembers
- Candidates for elective City offices: cityofsantacruz.com/government/city-departments/city-clerk/elections/candidates
- Board and Commissioners with certain decision-making powers: cityofsantacruz.com/government/advisory-bodies, including:

  - Arts Commission
  - Board of Building Appeals
  - Children's Fund Oversight Committee
  - Downtown Commission
  - Historic Preservation Commission
  - Parks & Recreation Commission
  - Planning Commission
  - Sister Cities Committee
  - Transportation and Public Works Commission
  - Water Commission
  - Zoning Administrator

**As a party to a proceeding, you are also required to provide the information below concerning your contributions to City Officers.** *This form is to be submitted to the City of Santa Cruz as soon as practicable, but before the proceeding itself, and is a public record. If you have any questions about this form, please contact your City representative for assistance.*

**You must submit a supplemental form if you make any new reportable contribution(s) while the contract, license, permit, or other entitlement is being considered by the City of Santa Cruz.**

Answering "YES" to any of the questions in this Section does not preclude the City of Santa Cruz from awarding a license, permit, or contract to you or your organization or taking any subsequent action related to said license, permit, or contract. It does, however, preclude any identified **City Officers** from participating in any actions related to this license, permit, or contract, unless the identified **City Officers** return the contribution within 30 days of discovery. (Gov. Code § 84308(d); FPPC Reg. 18438.7.)

In determining whether a contribution has exceeded $500, the contributions of an agent shall not be aggregated with contributions from a party or participant. (Gov. Code § 84308(g).)

*3.6.1. Have you or your organization, or any agent on behalf of you or your organization (except for uncompensated officers of a nonprofit organization), made any contributions totaling more than $500 to any City Officers (as defined above) in the 12 months preceding the date of the submission of your proposals or the anticipated date of any City Council, Board, or Commission action related to this license, permit, or contract?**

*Note that, with respect to elected officers, contributions only count if the elected officer or the body of which they are a member has authority to make a decision or recommendation in the proceeding.*

☐ Yes
☐ No

*Response required

When equals "Yes"

*3.6.2. If yes, please identify the City Officer(s) Name, Payee Name, Payment Date, and Payment Amount in the field below.**
*Response required

*3.6.3. Do you or your organization, or any agent on behalf of you or your organization (except for uncompensated officers of a nonprofit organization), anticipate or plan to make any contribution totaling more than $500 to any City Officers (as defined above) during or in the 12 months following any City Council, Board, or Commission action related to this license, permit, or contract? **

*Note that, with respect to elected officers, contributions only count if the elected officer or the body of which they are a member has authority to make a decision or recommendation in the proceeding.*

☐ Yes
☐ No

*Response required

When equals "Yes"

*3.6.4. If yes, please identify the City Officer(s) Name, Payee Name, Payment Date, and Payment Amount in the field below.**
*Response required