



**CITY OF MORRO BAY  
WATER RECLAMATION FACILITY  
CITIZEN ADVISORY COMMITTEE (WRFCAC)  
AGENDA**

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The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life. The City shall be committed to this purpose and will provide a level of municipal service and safety consistent with and responsive to the needs of the public.

**Regular Meeting  
Wednesday, April 8, 2015  
Community Center Multi-Purpose Room - 3:00 P.M. to 5:00 P.M.  
1001 Kennedy Way, Morro Bay, CA**

John Diodati, Chairperson

Bill Woodson,  
Vice Chairperson

Dale Guerra

Barbara Spagnola

Mary (Ginny) Garelick

Paul Donnelly

Valerie Levulett

Planning Commission  
Member: Richard Sadowski

Public Works Advisory Board  
Member: Steven Shively

ESTABLISH QUORUM AND CALL TO ORDER  
MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE  
ANNOUNCEMENTS/PRESENTATIONS

**PUBLIC COMMENT PERIOD**

Members of the audience wishing to address the Board on City business matters other than scheduled items may do so at this time. To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Chair, please come forward to the podium and state your name and address for the record. Board meetings are audio and video recorded and this information is voluntary and desired for the preparation of minutes.
- Comments are to be limited to three minutes.
- All remarks shall be addressed to the Board, as a whole, and not to any individual member thereof.
- The Board respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Board to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in Board meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department at (805) 772-6262. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**A. CONSENT CALENDAR**

- A-1 Approval of minutes from the Water Reclamation Facility Citizen Advisory Committee meeting of March 11, 2015  
**Staff Recommendation:** Approve minutes as submitted.

**B. OLD BUSINESS**

B-1 WRFCAC Sub-Committee Updates and Recommendations

Finance, Environmental and Engineering Sub-Committees to present their analyses and findings to the entire committee.

**Recommendation:** Receive and consider updates.

B-2 WRF Project Update

**Recommendation:** Receive and consider update.

**C. NEW BUSINESS**

C-1 Appoint Committee Members to Request for Proposals (RFP) for Facility Master Plan (FMP) Review Committee

**Recommendation:** Appoint two WRFCAC members to the RFP Review Committee.

**D. COMMITTEE MEMBER CLOSING COMMENTS**

**E. ADJOURNMENT**

Adjourn to the Water Reclamation Facility Citizen Advisory Committee meeting at the Community Center Multi-Purpose Room, 1001 Kennedy Way, on May 13, 2015, at 3:00 p.m.

This agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the agenda posted at the Public Works Department, 955 Shasta Avenue, for any revisions or call the department at 772-6262 for further information.

Materials related to an item on this Agenda are available for public inspection during normal business hours in the Public Works Department, at Mill's/ASAP, 495 Morro Bay Boulevard, or the Morro Bay Library, 695 Harbor, Morro Bay, CA 93442, or online at [www.morro-bay.ca.us/wrfcac](http://www.morro-bay.ca.us/wrfcac). Materials related to an item on this Agenda submitted to the Committee after publication of the Agenda packet are available for inspection at the Public Works Department during normal business hours or at the scheduled meeting.

MINUTES – WATER RECLAMATION FACILITY CITIZEN ADVISORY COMMITTEE (WRFCAC)  
REGULAR MEETING – MARCH 11, 2015  
COMMUNITY CENTER – MULTI-PURPOSE ROOM 3:00 P.M.

PRESENT: Bill Woodson Steven Shively  
Barbara Spagnola Dale Guerra  
Paul Donnelly Valerie Levulett  
Richard Sadowski Mary (Ginny) Garelick

VIA TELECONFERENCE CALL: John Diodati

STAFF: Rob Livick Public Services Director  
Bruce Keogh WWTP Manager  
Kay Merrill Administrative Utilities Technician

CONSULTANT: John Rickenbach

ESTABLISH QUORUM AND CALL TO ORDER  
MOMENT OF SILENCE/PLEDGE OF ALLEGIENCE

The meeting was called to order at 3:01 p.m., and a quorum was present.

ANNOUNCEMENTS

<https://youtu.be/-gmSNOSMR14?t=2m19s>

PUBLIC COMMENT

The public comment period was opened, and seeing none, the public comment period closed.

A. CONSENT AGENDA

<https://youtu.be/-gmSNOSMR14?t=14m37s>

A-1 APPROVAL OF MINUTES FROM THE WRFCAC MEETING OF MARCH 11, 2015

MOTION:

Steve Shively moved to approve Item A-1. The motion was seconded by Valerie Levulett and carried unanimously, 8-0.

A-2 Director's Report

<https://youtu.be/-gmSNOSMR14?t=15m34s>

Rob Livick presented the Director's Report.

B. OLD BUSINESS

B-1 WRFCAC SUB-COMMITTEE UPDATES AND RECOMMENDATIONS

Finance, Environmental and Engineering Sub-Committees to present their analyses and findings to the entire committee.

<https://youtu.be/-gmSNOSMR14?t=17m23s>

B-2 CAYUCOS SANITARY DISTRICT (CSD) DRAFT PROPOSED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF MORRO BAY AND CAYUCOS SANITARY DISTRICT  
<https://youtu.be/-gmSNOSMR14?t=21m52s>

The public comment period was opened.

Marla Jo Bruton Sadowski commended the committee for their time and effort on the work they are doing. She questioned how do we know the CSD will commit to the project.

The public comment period was closed.

MOTION:

Richard Sadowski moved the Committee approve Item B-2 as follows:

Morro Bay staff draft a simple customer purveyor relationship document to present to the JPA and City Council tomorrow that reflects the discussion today by our committee. Treat Cayucos as a customer and the MOU reflects that clearly and City Council reach a decision as quickly as possible. The motion was seconded by Dale Guerra and carried unanimously 7-2, with Barbara Spagnola and Paul Donnelly voting no.

C. NEW BUSINESS

C-1 DRAFT REQUEST FOR PROPOSALS (RFP) FOR FACILITY MASTER PLAN (FMP)  
<https://youtu.be/-gmSNOSMR14?t=1h34m25s>

The public comment period was opened.

Marla Jo Bruton Sadowski stated herself and another Morro Bay citizen gave a twenty minute presentation to the RWQCB regarding the nitrate issue in the City's wells and believes sewage is entering the drinking water aquifer and has prepared a report that is available to the public.

The public comment period was closed.

ADJOURNMENT

The meeting adjourned at 5:11 p.m.



**AGENDA NO: B-2**

**MEETING DATE: April 8, 2015**

# Staff Report

**DATE:** April 3, 2015  
**TO:** Water Reclamation Facility Citizens Advisory Committee  
**FROM:** Rob Livick, PE/PLS - Public Services Director/City Engineer  
**SUBJECT:** WRF Status Update

## RECOMMENDATION

Staff recommends the WRFCAC review the information regarding the current status and the proposed next steps regarding the development of a WRF project proposal for the Rancho Colina site and for the WRFCAC to provide any comments.

## ALTERNATIVES

No alternatives are recommended.

## FISCAL IMPACT

The following is a summary of the existing contract with specialty consultants used to assist in the WRF site selection.

<i>JFR Consulting – Site Selection/Project Management Assistance</i>	
Original Contract	\$117,256
Amendment #1	\$76,129
Amendment #2	\$91,336
Amendment #3	\$23,147
Amendment #4	\$44,279
Total Contract	<b>\$352,147</b>
<i>Kestrel Consulting – Assessment Funding</i>	
Contract Amount	<b>\$20,530</b>
<i>Larry Walker and Associates – Permitting Constraints</i>	
Original Contract	\$24,970
Amendment #1	\$5,100
Total Contract	<b>\$30,070</b>
<i>Cleath-Harris Associates – Stream Flow Augmentation</i>	
Contract Amount	\$7,500
Amendment #1	\$6,500
Amendment #2	\$4,000
Total Contract	<b>\$18,000</b>
<i>Carollo Engineers – CMC Capacity, Siting Evaluation and Cost</i>	

Prepared by: RL Dept. Review: RL

City Manager Review: \_\_\_\_\_

City Attorney's Review: \_\_\_\_\_

<i>Estimate</i>	
<i>(Proposed to be Reimbursed by RWQCB using SEP Funds)</i>	
Total Contract	<b>\$101,945</b>
<i>Kevin Merk Associates – Preliminary Bio Assessment</i>	
Contract Amount	\$12,835
<i>Total Consultant Contract Amount</i>	<b>\$545,527</b>

**DISCUSSION**

Staff provides this report as a monthly update to the progress made to date on the new WRF project. With the denial of the permit for the WWTP project in its current location, the City has embarked on a process for a WRF. This staff report provides a review of what has occurred to date. See Attachment 1 for a brief review of dates, status and accomplishments on the WRF facility project. Note the shaded information has been added since your last review.

**ATTACHMENTS**

1. Timeline of WRF events January 2013 to present
2. Draft Revised Project Schedule

WRF Project Timeline  
January 2013 - Present

Date	Action
April 30, 2015	Scheduled Joint Meeting of the CSD Board of Directors and Morro Bay City Council for continued discussion regarding the MOU for the New WRF
April 8, 2015	Rate Notices to be Mailed out to all City property owners and residents
April 8, 2015	WRFCAC Meeting to appoint members to WRF FMP review committee
March 24, 2015	City Council Approves Proposition 218 Notice for Water and Sewer Rate Adjustments and Schedules Public Hearing for May 26, 2015
March 19, 2015	Issued Contract to KMA not to exceed \$12,835 for Preliminary Biological Assessment of Rancho Colina site and pipeline corridor.
March 19, 2015	Release RFP for WRF Facilities Master Planning
March 11, 2015	Joint Meeting of Morro Bay City Council and Cayucos Sanitary District Board of Directors in Cayucos
February 25, 2015	JFR Contract Ammendment #4 for \$44,279.00 to assist with fatal flaw analysis
February 25, 2015	Facilities Master Plan RFP Completed for internal staff review
February 23, 2015	CSD Legal Council transmitted CSD DRAFT MOU to City
February 19, 2015	Letter from Ken Harris, RWQCB regarding the New WRF project and deadline for operations.
February 19, 2015	Public Works Advisory Board – Second Water and Sewer Rate Study Workshop
February 11, 2015	WRFCAC Meeting to review MOU for Now
February 11, 2015	Scheduled Joint Meeting of Morro Bay City Council and Cayucos Sanitary District Board of Directors in Cayucos was canceled
February 5, 2015	Meeting between Morro Bay Council Subcommittee and Cayucos Sanitary District Board Sub Committee to Discuss the MOU for Now
January 29, 2015	Public Works Advisory Board – Water and Sewer Rate Study Workshop
January 26, 2015	Meeting with between Morro Bay and Cayucos Staff to discuss next steps and "MOU for Now"
January 26, 2015	Meeting with between Morro Bay Staff, JFR/MKN and City Council sub-committeeto discuss next steps and "MOU for Now"
January 13, 2015	City Council to review "Next-Steps" and provide direction to Staff.
January 8, 2015	Staff presentation of the "Next-Steps" to the City Council and CSD Board
December 11, 2014	Staff presented to the City Council and the CSD Board of Directors the Final JFR report, including the CMC evaluation by Carollo Engineers. The csd Board of Directors concured that based on the information presented that the Rancho Colina site appeared the most viable and cost effective.
December 9, 2014	City Council meets to review the Final JFR report, including the CMC evaluation by Carollo Engineers. The City Council expresses their preference for Rancho Colina as their preferred site for the New WRF. The cost estimates indicated that the CMC site was nearly double that of the Rancho Colina site.
December 8, 2014	Corollo Engineers releases their Technical Morandum regarding CMC WWTP capacity and necessary facility expansion to accommodate increase flows from City and CSD.
December 8, 2014	Meeting between MBNEP and City staff to discuss concerns regarding the siting of the WRF at CMC and increased pollutant loads to Chorro Creek.
December 8, 2014	Meeting between City staff and the WRF Technical Committee (Irons/Smukler) to review the project status.
December 1, 2014	Tour of the existing CMC facility with representatives from CDCR, CSD and the City.
November 19, 2014	Conference call between CDCR, CSD and Morro Bay staff regarding the logistics of siting at the CMC location.
November 18, 2014	Meeting between City and California Coastal Coastal Commission staff regarding a varieity of projects in Morro Bay including the WRF siting.

New items are indicated by shading.

WRF Project Timeline  
January 2013 - Present

Date	Action
November 13, 2014	Staff presented to the City Council and the CSD Board of Directors the status of the CMC Capacity Analysis and also updated the CSD Board on the City Council meeting of November 12, 2014
November 12, 2014	The City Council reviewed the draft report from John Rickenbach Consulting regarding final site preference. As the result of the report being incomplete, without the Carollo CMC engineering analysis including comparable cost estimates, the City Council choose to delay their decision on final site preference until such time that the report is complete and the WRFCAC has had a chance to review and make a recommendation.
November 5, 2014	The WRFCAC met and reviewed the draft report from John Rickenbach Consulting regarding final site preference. As the result of the report being incomplete, without the Carollo CMC engineering analysis including comparable cost estimates, the WRFCAC moved to recommend to City Council to delay their decision on final site preference until such time that the report is complete and the WRFCAC has had a chance to review and make a recommendation to the City Council.
October 28, 2014	Cleath-Harris and Associates presented the Hydrogeological Technical Memoranda regarding the relative benefits of a Creek discharge in the Chorro Valley and In-Lieu recharge in the Morro Valley to the City Council at their regular meeting.
October 22, 2014	Meeting of the WRFCAC where they reviewed the Hydrogeological Technical Memoranda by Cleath-Harris and Associates and toured the Rancho Colina site.
October 20, 2014	A conference call between Morro Bay, CSD, CMC, Regional Board and CDCR was held to discuss the viability and timing of a regional facility at CMC. At that meeting CDCR authorized the release of WWTP data to Carollo for their process modeling.
October 10, 2014	A project kick off meeting was held at the City's Public Services offices for the Carollo CMC work, City and CSD staff along with the City's consultants were in attendance.
October 9, 2014	Meeting between the Morro Bay City Council and the Cayucos Sanitary District Board of Directors Meeting in Cayucos. City Council directed, by motion, City staff to work cooperatively with Cayucos Sanitary District staff.
October 8, 2014	Meeting of the WRFCAC where they reviewed the LWA report regarding permitting constraints, Kestral Consulting report regarding financing and grants and they formed three technical subcommittees.
October 2, 2014	Meeting of the Morro Bay City Council Technical/Executive Committee and the Cayucos Sanitary District Board of Directors in Morro Bay
September 30, 2014	The Public Services director executed a contract with Carollo Engineers for the study of capacity and expansion capability at the CMC site.
September 26, 2014	Meeting with Bartle Wells (Sewer and Water Rate Consultant) regarding hearing schedule and additional data needs
September 25, 2014	Received final scope and estimated fee (\$101,945) from Carollo Engineers for the evaluation of the CMC option, Carollo requested changes to the standard City contract which are being reviewed by the City Attorney
September 23, 2014	City Council Special Meeting reviewed the Report by Larry Walker and Associates regarding the Water Quality permitting implications at each of the two final proposed sites. Council also discussed the potential of joint City Council/WRFCAC meetings and status of the CMC evaluation
September 11, 2014	Joint meeting of the Morro Bay City Council and the Cayucos Sanitary District Board of Directors Meeting in Morro Bay.
September 10, 2014	First Meeting of the WRFCAC
August 12, 2014	City Council confirmed Citizen Appointments to the WRFCAC
July 16, 2014	Kick off meeting with Larry Walker Associates regarding discharge permit requirements for various disposal/reuse options for the new WRF project.

New items are indicated by shading.

WRF Project Timeline  
January 2013 - Present

Date	Action
July 10, 2014	Meeting with Cayucos Sanitary District staff to discuss the scope of work for the proposed Carollo Engineers CMC capacity evaluation study.
July 9, 2014	City Council conducted interviews for positions on the WRF Citizens Advisory Committee (WRFCAC). City Council appointed seven members to the WRFCAC.
June 30, 2014	Staff met internally to gather preliminary information for Bartle Wells Rate Study. Staff will have all info to Bartle Wells by the end of July.
June 27, 2014	Kick off meeting with Kestrel Consulting to discuss funding strategies for the new WRF project.
June 27, 2014	Meeting with Cleath-Harris to review draft Chorro Creek discharge study and effect on City water supply. Authorized Cleath-Harris to perform a similar study for the Morro Valley.
June 25, 2014	Meeting with John Rickenbach and Mike Nunley to discuss project schedule for the WRF project
June 20, 2014	City executed a contract with Larry Walker Associates in the amount of \$24,970 to advise the City regarding discharge permit requirements for various disposal/reuse options for the new WRF project.
June 15, 2014	City executed a contract with Kestrel Consulting in the amount of \$20,530 to develop funding strategies for the new WRF project.
June 14, 2014	Staff has met with a variety of alternative project delivery method firms to explore the requirements for this process, firm include: Corollo, CDMSmith; and Black and Veatch.
May 27, 2014	City Council adopted Resolution 34-14 that provides direction to staff regarding the "Rancho Colina" site, continuing parallel path discussion regarding the CMC site, and forming a Citizen's Advisory Committee.
May 23, 2014	Selected Bartle Wells as Water and Sewer Rate Study consultant. The estimated fee for the study is not to exceed \$67,440.
May 22, 2014	The City Clerk posted the notice of the formation of a new, limited term and scope, i.e. Water Reclamation Facility Citizen's Advisory Committee. Applications are due to the Clerk by Friday, June 13, 2014.
May 13, 2014	Council Approved New Water Reclamation Facility Project Report on Reclamation and Council Selection of a WRF Site and provided direction to staff to return to Council with a resolution that captured the motions made.
May 8, 2014	May JPA Meeting cancelled.
May 1, 2014	Scheduled site visit at Giannini site with WRF Subcommittee, JRF Consulting and Property Owner.
April 23, 2014	Meeting to review the "Rancho Colina" site with the Morro Bay and CSD Sub-Committees along with Water Board staff.
April 21, 2014	"Rancho Colina" site visit with staff and Council persons Leage and N. Johnson.
April 18, 2014	Letter sent to property owners of potential WRF sites, inviting a discussion regarding siting potential
April 11, 2014	"Rancho Colina" site visit with staff and Council person C. Johnson.
April 10, 2014	April JPA Meeting cancelled
March 21, 2014	Meeting between City of Morro Bay (Irons/Smukler) and CSD (Enns/Lloyd) Sub-Committees along with Morro Bay and CSD County and Water Board Staff to discuss overall project status and the CMC option.
March 20, 2014	WRF Sub-Committee meeting along with staff and property owner at the "Rancho Colina" Morro Valley site to get an overview of the potential for it as a project location.

New items are indicated by shading.

WRF Project Timeline  
January 2013 - Present

Date	Action
March 10, 2014	March JPA Meeting cancelled.
March 6, 2014	Scheduled WRF Subcommittee meeting with staff to discuss grant opportunities and schedules.
February 28, 2014	Received a revised scope of work for a contract amendment received from Rickenbach recognizing the accelerated time schedule for the WRF. Estimated fees not to exceed \$76,129.
February 25, 2014	City Council received a status update on the New WRF and adopted Resolution 17-14 prescribing a 5-year time frame for the construction of the New WRF.
February 24, 2014	City Council Discussion of Eater and Sewer Rates at special Workshop and Council discussion and direction regarding City DRAFT MOU and CSD DRAFT MOU.
February 13, 2014	WRF Sub-Committee meeting to discuss the 5 year time schedule and grant opportunities.
February 13, 2014	February JPA Meeting held.
February 11, 2014	Mid-year Budget adjustment to include additional funding for WRF alternative site analyses. \$100,000 was approved.
January 31, 2014	Status report preparation assigned to Public Services Director.
January 29, 2014	Received proposal from Rickenbach for a contract amendment to perform due diligence on alternative WRF sites for final site selection. Estimated fees not to exceed \$63,806.
January 23, 2014	Onsite staff meeting with property owner at Rancho Colina to tour a potential location.
January 23, 2014	Telephone discussion with City's Water Attorney regarding water rights to creek discharge of wastewater.
January 20, 2014	Received proposal from Cleath-Harris to study Chorro Creek discharge and effect on City water supply. Estimated fees not to exceed \$7,500.
January 16, 2014	January JPA Meeting canceled.
December 19, 2013	December JPA Meeting held – Verbal update by both CMB and CSD.
December 10, 2013	Presentation of Options Report to City Council.
November 19, 2013	Meeting with RWCQB Staff regarding project Status and Permit Renewal.
November 14, 2013	November 2013 JPA Meeting Cancelled.
November 12, 2013	Presentation of Options Report to City Council.
November 5, 2013	Second Public Workshop – Presentation of Options Report for Public Feedback.
November 4, 2013	Public Works Advisory Board – Options Report to Board for Public Feedback.
October 29, 2013	Release of Public Draft – Options Report.
October 21, 2013	Quarterly Coastal Commission/City of Morro Bay Meeting.
September 27, 2013	October 2013 JPA Meeting cancelled.
September 16, 2013	Biosolids and Treatment Options Workshop at MB Veteran's Hall.
September 12, 2013	September JPA Meeting held.
August 19, 2013	Week ofmWorkshop Summary posted on City's website. Comments Form available on City's website for additional comments on the workshop and/or project.
August 15, 2013	Community Workshop #1 held at MB Veteran's Hall.
August 8, 2013	August JPA Meeting Cancelled.
July 25, 2013	Stakeholder Interviews conducted by Rickenbach team.
July 19, 2013	WSC Report entitled <u>Conceptual Wastewater Treatment Alternatives Technical Memorandum</u> commissioned by the Cayucos Sanitary District (CSD) released on the CSD website and delivered to the City. Report located at the following address: <a href="http://www.cayucossd.org/documents/Conceptual%20WW%20Treatment%20AltTM_CSD.pdf">www.cayucossd.org/documents/Conceptual%20WW%20Treatment%20AltTM_CSD.pdf</a>

New items are indicated by shading.

WRF Project Timeline  
January 2013 - Present

Date	Action
July 18, 2013	Quarterly Coastal Commission/City of Morro Bay meeting, Rickenbach Team participated in review and discussion of the status of the WRF project.
July 11, 2013	July JPA Meeting Cancelled.
July 3, 2013	Tentative Schedule from Rickenbach for the New WRF posted online and available.
July 3, 2013	Working with Coastal Commission staff to finalize date for quarterly meeting/teleconference.
June 28, 2013	Work with Rickenbach to determine updated schedule pursuant to the scope of work in the RFP. Determination of Stakeholder groups/individuals.
June 24, 2013	Kick-off Meeting with John Rickenbach and team members.
June 13, 2013	JPA Meeting – Cayucos Veteran’s Hall.
May 28, 2013	Closed Session Item scheduled to discuss Righetti appraisal.
May 15, 2013	Public Services staff continues to work with John F. Rickenbach, Consulting to finalize the consultant contract
May 14, 2013	City Council meeting – Approval of John F. Rickenbach, Consulting as the Preliminary Planning Consultant for the WRF project.
May 9, 2013	May JPA meeting held, “Verbal Report by the City and District on the Progress of the future WWTP” was on the agenda and discussed.
May 2, 2013	Interviews to recommend the individual/team for the WRF project manage.
April 29, 2013	WRF Study Session at Veteran’s Hall.
April 25, 2013	Quarterly Meeting with California Coastal Commission staff, WRF discussion and status report on the meeting agenda.
April 25, 2013	Initial meeting with Selection Committee for the RFP for Planning Services for the WRF.
April 23, 2013	City Council meeting for the reaffirmation of 5 members of citizen selection committee.

New items are indicated by shading.









AGENDA NO: C-1

MEETING DATE: April 8, 2015

## Staff Report

**DATE:** April 3, 2015  
**TO:** Water Reclamation Facility Citizens Advisory Committee  
**FROM:** Rob Livick, PE/PLS - Public Services Director/City Engineer  
**SUBJECT:** Appoint Committee Members to Request for Proposals (RFP) for Facility Master Plan (FMP) Review Committee

### RECOMMENDATION

Staff recommends the WRFCAC appoint two members to serve on the RFP review committee.

### DISCUSSION

The City Council and Cayucos Sanitary District Board of Directors reviewed the RFP for Facilities Master Planning of the New WRF at their March 11, 2015 Joint meeting. City council gave direction staff to reconcile the draft facility master plan documents and make the changes as discussed at the meeting and recommended by the boards today, and authorized staff to release that as soon as possible.

The RFP was released on March 19, 2015. The proposal evaluation and selection section provides for a 10 person review committee. Two members on that committee are to be WRFCAC members. Details of the Proposal Evaluation Process are provided below.

*Proposal Evaluation and Selection. Proposals will be ranked by a 10 person City and District review committee, made up of City Council Members and District Board of Directors, City and District Staff, Water Reclamation Citizens Advisory Committee representatives, and Cayucos Citizens Advisory Committee representatives. The request for proposals will be ranked utilizing the following qualifications-based criteria:*

<b>Criteria</b>	<b>Points</b>
<i>1. Understanding of the Scope of Work (e.g. completeness of proposal; demonstrated grasp of work to be completed under this contract; expressed understanding of the project scope, objectives, and complexity).</i>	15
<i>2. Past performance and related experience of firm (e.g. previous experience in performing similar projects, results of reference checks, administrative information)</i>	10
<i>3. Expertise of technical and professional team members assigned to the project (e.g. team qualifications, specialized experience, professional competency of members in critical aspects, proven innovative</i>	25

Prepared by: RL Dept. Review: RL

City Manager Review: \_\_\_\_\_

City Attorney's Review: \_\_\_\_\_

<i>approaches/techniques, knowledge of issues associated with the facility master plan).</i>	
<i>4. Proposed project approach (e.g. conceptual and technical approach in preparing the plan, including assurance of the consultant's ability to provide deliverables in a timely fashion and with high quality).</i>	25
<i>5. Recent experience in successfully performing similar services in the Coastal Zone.</i>	10
<i>6. Demonstrated ability to conform to City and District contract requirements</i>	10
<i>7. Good faith effort to comply with the City's Disadvantaged Business Enterprise (DBE) program.</i>	5
<i>Total</i>	100

*The City and District reserve the right to request clarification of information submitted, and to request additional information of one or more applicants prior to the selection for interviews. Based on the results of the review and ranking process, utilizing the stated evaluation criteria, the 3-4 top ranked firms may be invited back (at no cost to the City and District) for interviews.*

*If interviews are held, each interview will last approximately one hour. Approximately thirty minutes will be devoted to the firm's presentation of its proposal and its various elements, and the remainder a question and answer format between the Interview Committee and the consultant. Upon completion of all interviews, the Interview Committee will deliberate and rank the consultants, and designate the most qualified consultant for award of contract. The other firm's will be notified, and if negotiations are not successful with the top-ranked firm, or if that firm does not execute a contract agreeable to the City and District within 45 days of the notification, the City and District will cease discussions, and begin negotiations with the second highest ranked firm, etc., until a satisfactory contract is agreed upon; or the City and District may decide to reject all proposals and re-advertise the RFP.*

**REFERENCE**

[NOTICE TO CONSULTANTS REQUEST FOR PROPOSAL/QUALIFICATIONS AND CONTRACT FOR A NEW WRF SERVING MORRO BAY AND CAYUCOS FACILITY MASTER PLAN, Dated MARCH 19, 2015](#)