



**Central Basin**  
Municipal Water District

**RFP NO.218**

**REQUEST FOR PROPOSALS**

**FOR**

**PREPARATION OF THE 2025 URBAN WATER MANAGEMENT PLAN AND  
WATER SHORTAGE CONTINGENCY PLAN**

**RFP ISSUE: 09/11/2025**

**RFP DUE: 10/20/2025, Time: 12 PM**

**Issued by**

**CENTRAL BASIN MUNICIPAL WATER DISTRICT  
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## CENTRAL BASIN MUNICIPAL WATER DISTRICT

### REQUEST FOR PROPOSAL NO. 218

#### FOR THE PREPARATION OF THE 2025 URBAN WATER MANAGEMENT PLAN AND WATER SHORTAGE CONTINGENCY PLAN

##### I. BACKGROUND

Established in 1952, the Central Basin Municipal Water District (“Central Basin” or “District”) is a water wholesaler agency that was formed under the water code. As one of twenty-six Metropolitan Water District of Southern California (MWD) Member Agencies, Central Basin delivers wholesale imported water to a diverse customer base, that includes 12 cities, 12 retail water agencies, 1 groundwater agency and 1 golf course. In addition to imported water, the District also supplies wholesale recycled water to 13 cities, 8 retail water agencies, and a golf course.

In 1983, the State of California enacted the Urban Water Management Planning Act (Act). The law required an urban water supplier (Supplier), providing water for municipal purposes to more than 3,000 customers or serving more than 3,000 acre-feet annually, to adopt an Urban Water Management Plan (UWMP) every five years. The UWMP must demonstrate water supply reliability under normal, single-dry, and multiple-dry year conditions. The Act also requires preparation of a Water Shortage Contingency Plan (WSCP).

The District is seeking qualified engineering firms (“Consultant”) to prepare its **2025 Urban Water Management Plan and Water Shortage Contingency Plan (WSCP)** in compliance with the Act, subsequent amendments, and the California Department of Water Resources (DWR) 2025 Guidebook for Urban Water Management Plans.

##### II. SCOPE OF WORK

The selected consultant or firm will provide professional engineering services to prepare the District’s 2025 Urban Water Management Plan and Water Shortage Contingency Plan. The Scope of Work includes, but is not limited to, the following tasks:

###### Task 1: Project Management and Meetings

- Conduct a Project Kickoff Meeting
- Hold Bi-weekly Progress Meeting with District staff
- Conduct two workshops to review and discuss deliverables

- Attend and present at a Purveyors Meeting, an Engineering and Water Resources Committee Meetings and a Board of Director Meetings.
- Submit monthly invoices and progress reporting. Invoices must include supporting documentation and a budget tracker table that provides budget spent, and budget remaining.

#### Task 2: Data Collection

- Review of available records, including but not limited to, historical UWMPs, WSCPs, and other relevant District documents.
- Collect water supply, demand, conservation, and production data.
- Obtain and integrate relevant data from Metropolitan Water District (MWD), regional partners, and regulatory agencies.

#### Task 3: Demand and Supply Analysis

- Prepare baseline water demand forecast through 2045, consistent with DWR guidelines.
- Assess water supply reliability under normal, single-dry, and multiple-dry year conditions.
- Quantify recycled water and conservation as future supply sources.

#### Task 4: Draft and Final Draft 2025 UWMP and Water Shortage Contingency Plan

- Prepare a Draft 2025 UWMP and WSCP including all necessary appendices and DWR tables
- Complete the DWR UWMP Preparation Checklist
- Receive, review and incorporate comments from the Draft 2025 UWMP and WSCP
- Incorporate District staff comments and prepare revised draft.

#### Task 5: Stakeholder Engagement and Public Hearing

- Support District staff in outreach and stakeholder engagement.
- Prepare presentation materials for a Purveyor workshop and Board/Committee meetings.
- Assist with preparation and conduct of required public hearing(s).
- Incorporate feedback from stakeholders and the public hearing.

#### Task 6: Final 2025 UWMP and Water Shortage Contingency Plan

- Prepare a Final UWMP and WSCP incorporating District, Board, stakeholder, and public comments.

- Provide deliverables in both electronic (Word, Excel, PDF) and hard-copy format.
- Submit required documents to DWR through the online portal.
- Provide final presentation to Board of Directors summarizing the UWMP and WSCP.

### III. QUALIFICATIONS

Proposers must meet all the following qualifications:

1. Possess a current and valid business license in the State of California.
2. Have a minimum of five (5) years of experience providing engineering consulting or water use analysis and planning services.
3. Demonstrate successful completion of similar projects by firm/project team

### IV. PROPOSAL REQUIREMENTS

Proposals must include the following elements:

1. Cover Letter – Introduction of the firm and understanding of the scope (1 page).
2. Firm Qualifications – Overview of the firm’s experience (2 pages max).
3. Project Team – Key personnel/organization chart, roles, and resumes (4 pages max).
4. Work Plan – Approach, methodology, and timeline (3 pages max).
5. Relevant Experience – At least three examples of similar projects, including references (3 pages max).
6. Fee Proposal – Hourly rates and total estimated hours/cost by task (not-to-exceed amount) (3 pages max).

### V. SUBMITTING PROPOSAL

Proposers must email proposals to the following District staff for consideration by 12pm, Monday, October 20, 2025.

to Braden Yu, P.E., Engineering and Water Resources Manager  
[bradeny@centralbasin.org](mailto:bradeny@centralbasin.org)

Late submissions will not be considered.

### VI. SELECTION PROCESS AND EVALUATION CRITERIA

Proposals will be evaluated on the following criteria. Untimely submissions will be disqualified from consideration.

1. Qualifications/experience – 30%
  - a. The firm’s past experience and performance on a comparable scope

- b. The firm's project team experience and availability
2. Work approach – 50%
  - a. The firm's technical and innovated approach to the scope of work
  - b. The firm's projected schedule for completion
3. Fee proposal – 20%

## VII. SCHEDULE

1. 12pm, Thursday, September 11, 2025 – Release Request for Proposal 218
2. 5pm, Monday, October 6, 2025 – Deadline to submit questions and clarifications. Submit questions and clarifications to Interim General Manager and Engineering and Water Resources Manager.
3. 12pm, Thursday, October 9, 2025 – Distribute responses to questions and clarifications
4. 12pm, Monday, October 20, 2025 – Request for Proposal Due
5. 10am, Wednesday, November 12, 2025 – Review by the Engineering and Water Resources Committee
6. 10am, Monday, November 24, 2025 – Review by the Board of Directors and potential engagement for service.

### EXHIBIT A: 2020 Urban Water Management Plan

**EXHIBIT B: Sample Agreement** (a sample agreement has been provided for your review. If you have questions, comments or request for changes regarding this agreement, please provide them before the deadline to submit questions. If selected, the winning firm will not be able to request any changes to the agreement after the proposal submission deadline)

# EXHIBIT A



# EXHIBIT B

