

CITY OF SANTA ROSA  
BOARD OF PUBLIC UTILITIES

TO: CHAIR AND BOARD MEMBERS  
FROM: TERESA GUDINO, WATER RESOURCES ANALYST, SANTA ROSA WATER  
SUBJECT: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT (PSA) WITH EKI ENVIRONMENT AND WATER, INC. FOR PREPARATION OF THE 2025 URBAN WATER MANAGEMENT PLAN WATER DEMAND AND CONSERVATION ANALYSIS

AGENDA ACTION: MOTION

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RECOMMENDATION

It is recommended by the Contract Review Subcommittee and Santa Rosa Water that the Board of Public Utilities, by motion, approve a Professional Service Agreement (PSA) with EKI Environment & Water Inc., in an amount not to exceed \$546,804.00, and authorize the Director of Santa Rosa Water to sign the Letter Agreement for cost share among the Water Contractors participating in the project.

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EXECUTIVE SUMMARY

The California Urban Water Management Planning Act requires each urban water provider serving at least 3,000 connections or delivering at least 3,000 acre-feet per year of water to prepare and adopt an Urban Water Management Plan (UMWP) every five years for submittal to the California Department of Water Resources.

Nine members of the Sonoma Marin Saving Water Partnership (Cities of Santa Rosa, Cotati, Petaluma, Rohnert Park, Sonoma, the Town of Windsor, and the Water Districts of Marin Municipal, North Marin, and Valley of the Moon), collectively known as the Water Contractors, desire to contract with EKI Environment and Water Inc. (EKI) to develop the 2025 UWMP Water Demand Analysis and Water Conservation Measures Update and individual reports for incorporation in their UWMPs.

The City of Santa Rosa will be the contracting agent with EKI. A proposed Letter Agreement between the City and the other Water Contractors will provide the mechanism for funding the proposed PSA.

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## BACKGROUND

By law, UWMPs must assess the adequacy and reliability of water sources for existing and future customers during normal and dry years over a 20-year planning time frame. The plans must describe demand management measures, include water shortage contingency plans, report progress toward meeting water conservation targets, and discuss the existing and planned use of recycled water.

The City of Santa Rosa 2025 UWMP update will require data review and analysis, development of demand projections through 2050, analysis of existing and future demand management measures and programs, and the preparation of water demand and conservation analysis suitable for inclusion in the 2025 UWMPs, which are due to the Department of Water Resources (DWR) by July 1, 2026.

New requirements for 2025 will include planning for long-term compliance with the urban water use objectives (UWUO) that were included in the “Making Water Conservation a California Way of Life” regulations which were adopted by the State Water Resources Control Board (State Water Board) on July 3, 2024. Beginning January 1, 2025, urban water suppliers are being required to calculate their UWUO and report their UWUO compliance.

The Water Contractors have found it beneficial to engage one consultant to use a common methodology to develop water demand analyses and water conservation measure updates and provide individual reports for each agency for incorporation into their UWMPs. This approach was successful for preparation of the 2010, 2015, and 2020 UWMPs.

## ANALYSIS

City staff prepared a Request for Proposals (RFP) for the 2025 UWMP Water Demand Analysis and Water Conservation Measures Update in coordination with the Water Contractors. The RFP was advertised on July 2, 2024. More than 900 vendors received notification. One proposal was submitted by the deadline from EKI Environment & Water, Inc.

The Technical Advisory Committee (TAC) to Sonoma Water formed a 2025 UWMP Ad Hoc Subcommittee (Subcommittee) to review the proposals. The Subcommittee was chaired by City staff and included representatives from the City of Petaluma, City of Rohnert Park, Marin Municipal Water District, and the Valley of the Moon Water District. The Subcommittee unanimously recommended EKI. All agency references provided by EKI confirmed the quality and reliability of EKI’s work on similar projects.

As in the past, the City agreed to be the administrative agent for the PSA with EKI. The Water Contractors agreed to execute a joint Letter Agreement as a mechanism to share

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the cost of the PSA, just as they did for the 2020 UWMP effort.

The total contract award is \$546,804, including a 10 percent contingency. A cost sharing methodology in which the other Water Contractors will reimburse the City has been established and incorporated into a Letter Agreement. The base cost of the work performed under the PSA will be shared fifty percent (50%) on an equal basis and fifty percent (50%) on a pro-rated basis based on the number of water service connections in each agency's service territory as of July 2024. Water Contractors that elect to have further detailed analysis in two optional tasks (tasks 5 & 6) will pay a flat fee of \$10,500 and \$17,500, respectively. The City's base share portion of the contract amount is \$64,196 with the option to add tasks 5 & 6 as a flat fee of \$10,500 and \$17,500.

### FISCAL IMPACT

Funds for this project are appropriated in JL Key 55420 in the Water Capital Budget. Approval of this contract has no additional budgetary impact.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guidelines Section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

On October 21, 2024, the Contract Review Subcommittee reviewed the proposed PSA and Cost Sharing Letter Agreement, and unanimously recommended that the Board of Public Utilities approve a PSA with EKI Environment & Water Inc., in an amount not to exceed \$546,804, and authorize the Director or Santa Rosa Water to sign the Letter Agreement for cost share among the Water Contractors participating in the project.

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Attachment 1 – Draft Professional Services Agreement with EKI Environment and Water, Inc.
- Attachment 2 - Letter Agreement between Contractors with Exhibit B

### PRESENTER

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