

# **CITY OF FULLERTON**

## **REQUEST FOR PROPOSALS**



### **WATER WELL SITING AND FEASIBILITY STUDY**

### **CIP PROJECT # 53034**

**Issued: March 10, 2025**

**REVISED: MARCH 28, 2025**

**PROPOSALS DUE: APRIL 28, 2025, BY 1:00 PM P.S.T.**

City of Fullerton  
303 W. Commonwealth Avenue  
Fullerton, CA 92832-1775

## I. INTRODUCTION

The City of Fullerton (City) is requesting proposals for an engineering consultant firm (Consultant) to prepare a Water Well Siting Feasibility Study (Study) pursuant to all Terms and Conditions of the Consultant's current On-Call contract with the City of Fullerton.

The City's water service area covers about 22.3 square miles, serving approximately 144,000 customers with 32,144 service connections. The distribution system is comprised of four main pressure zones with twelve sub-zones. Storage reservoirs and pumping stations equalize flows and maintain adequate system pressures for each zone, which are interconnected through pressure regulating and flow control valves, as well as pressure relief and check valves. The water infrastructure includes 15 reservoirs with a combined storage capacity of 67.5 million gallons, 14 booster pump stations, 8 active groundwater wells, 7 import water connections, 3 generators, and approximately 424-miles of pipeline.

The existing water distribution system delivers potable water to its customers from two primary supply sources: (1) groundwater pumped from the Orange County Groundwater Basin and (2) treated imported water connections from the Metropolitan Water District of Southern California (MWD). The City's 8 active water supply wells serve as the City's primary source of water. These wells pump from the Orange County Groundwater Basin and provide potable water adding Chlorine as a disinfectant prior to discharging into the distribution system.

The City is evaluating the feasibility of new water wells to enhance the City's existing water supply system to meet peak water demands in the City. Currently, when a well is down due to maintenance or rehabilitation, the City must purchase water from MWD to meet demands and pressure requirements. The goal of drilling and equipping a new water well is to reduce the City's need to purchase water from MWD.

The purpose of this Water Well Siting Feasibility Study is to identify and rank 3-5 feasible locations for a new well site based on water availability, quality, and location. Following the results of this Study, it is anticipated that a separate RFP and selection process will be undertaken for a Focused Well Feasibility Study and Preliminary Design Report for the preferred well site candidate(s).

The City intends to replace one well that has begun to experience sanding issues. Additionally, the City's draft Water Master Plan proposes an additional new well. It is anticipated that at least two new potable water wells will be developed as a result of this study. Ideally, each well will have a production between 2,000 and 4,000 gallons per minute.

A Notice to Proceed is expected to be issued approximately **July** 2025.

## II. SCOPE OF WORK

The Consultant shall perform a Well Siting Feasibility Study to assist the City in determining the optimal location for a new potable water well(s). Proposals should include a detailed scope of work and methodology that comprehensively defines and describes the individual tasks required. The Scope of Work shall be based upon, but is not limited to the information contained in this RFP and shall generally include the following:

1. Kick off meeting: Consultant shall schedule, facilitate and document (meeting minutes) an in-person kickoff meeting prior to the start of project activities. Attendees will include all applicable City staff. The purpose of this meeting is to confirm and document the City's needs and objectives for the study.
2. Project Management: Consultant shall organize, schedule, chair and document all meetings, including the kick-off meeting and regular update meetings as needed (4 minimum, at least 2 in-person). Meeting agendas shall be prepared and distributed a minimum of two days prior to the meetings. Meeting minutes shall be prepared within three days after the meeting. Additional project development meetings with various City staff shall be conducted as needed. In addition, communication between Consultant and City staff via email and telephone communications will be ongoing throughout the project. Consultant shall include a separate additional service to prepare and present the final Study to City Council.
3. Considerations of the Feasibility Study: City will provide a list of 15-20 potential well site candidates to selected Consultant, who shall then identify a short-list of 3-5 preferred candidates, which shall be ranked in priority order. The sizes of the potential sites will vary. Consultant is encouraged to deviate from list if promising sites are located. Consultant shall establish and evaluate criteria for selecting the preferred sites for a high-capacity production well, which shall include the following:
  - a. Proximity of residents/businesses and adequate City access
  - b. Ideal system hydraulic location
  - c. Ability to purchase or acquire adequate real estate for the proposed well site
  - d. Proximity of power supply and other infrastructure and needs
  - e. Potential of water quality issues regarding PFAS/PFOS, Iron and Manganese, Color and Odor and/or other known contaminants and treatment needs
  - f. Effect on neighboring wells
  - g. Potential capacity
  - h. Size and depth of proposed well and casing
  - i. Overall projected cost
4. Coordination with City: Consultant will coordinate with City staff as required to facilitate the strategic selection of a new well site(s) and respond to questions from City staff and decision makers.

5. Coordination with the Orange County Water District (OCWD): Consultant team will meet with OCWD regarding basin hydrology, historical pumping, water quality, and pumping near strategic barriers; and identify advantages and disadvantages of producing water at each proposed location.
6. Consultation/Coordination with local Hydrogeologist: Consultant shall provide and/or subcontract with a local licensed hydrogeologist to identify local hydrogeological conditions; review historical data and all available reports, and review data from other wells in the proximity of potential site.
7. Regulations and Standards: Consultant will review all local, state and federal regulations and standards regarding drilling of wells within City boundaries. Consultant will investigate and identify any and all governing body regulations that may affect drilling a well at each site.

### III. PROPOSAL CONTENTS

Responses must be submitted in the format described below.

#### A. SUBMITTALS

**Please submit an electronic copy (pdf) of your proposal by April 28, 2025 at 1:00 PM to** Deborah De Bow, City of Fullerton Public Works Department Engineering Division at [Deborah.Debow@cityoffullerton.com](mailto:Deborah.Debow@cityoffullerton.com). The proposal must be signed by an official authorized to commit the Consultant. The proposal shall not be more than 15 pages in length, excluding resumes.

Questions regarding this Request for Proposal should be directed in writing electronically to: Deborah De Bow, City of Fullerton Public Works Department Engineering Division at [Deborah.Debow@cityoffullerton.com](mailto:Deborah.Debow@cityoffullerton.com). **Proposing Consultants shall submit all questions no later than Wednesday, April 9, 2025, at 1:00 PM.** No questions will be accepted after this date. Responses will be released via Addendum.

Late proposals shall not be accepted. Proposals must be received by the City in order to be considered and issues with delivery are not reasons to be exempt from the deadline. The City maintains the right to reject any or all proposals. All proposals will become the property of the City of Fullerton and will not be subject to return.

#### B. ORGANIZATION AND CREDENTIALS

Proposal shall include, but not be limited to the following:

1. Consultant name, address and telephone number
  - Local office that will handle City work
  - Local office of any proposed subconsultant
2. Consultant Experience
  - Minimum of three (3) Feasibility Studies completed or in progress within the last five years is preferred, ideally related to water well construction.

Include the project's scope, cost of services, and current contact information of client references that may be contacted by the City.

- Description of the proposed project team's past record of performance on similar projects for which your firm has provided services.

3. Project Team

- Identify the primary representative and an alternative to perform the services described in the Scope of Work. These and other key personnel assigned to the project shall not be reassigned without prior written approval from the City.
- Provide an organizational chart for the project.
- Specific responsibilities of each team member (including subconsultants) along with their anticipated total effort in the project, shall be detailed in a matrix of total hours of work for each task versus each job classification on the project. The City reserves the right to interview, approve, and/or decline project team members.
- Include resumes of all individuals who will be participating in the project as well as their qualifications, including any subconsultants.

C. MINIMUM QUALIFICATIONS

Below are the minimum qualifications for the selected Consultant:

- a. Valid California Professional Civil Engineer License;
- b. Valid City of Fullerton business license (if selected);
- c. Comprehension of the City of Fullerton's water system and operational needs;
- d. Ability to provide deliverables consistent with the latest City-adopted formats;
- e. Familiarity with City of Fullerton standards, provisions, and practices.
- f. Familiarity with OCWD including water quality and supply issues in the County.

D. PROJECT UNDERSTANDING/APPROACH

Proposal should provide a precise overview of the Consultant's understanding of the City's needs for this project and the approach the Consultant would take to address them. Anticipated challenges or obstacles should be identified and discussed.

E. SUBCONSULTANTS

Proposal shall identify and describe the qualifications and role of any subconsultants anticipated to be used on the project, as described above. Subconsultants shall be directed and compensated by Consultant.

#### F. SCHEDULE

Consultant shall prepare a detailed schedule showing milestones and proposed durations for each task. At a minimum, the following milestones shall be included:

- City Award of Professional Services Agreement **June 2025\***
- City Issues NTP **July 2025**
- Submit Draft Feasibility Study
- City Review/Comment on Draft Study (30 days)
- Submit 95% Feasibility Study
- City Review/Comment on 95% Draft Study (14 days)
- Submit Final Feasibility Study\*\* and PPT Presentation

\*Tentative date

\*\* Assume only minor comments/edits needed

#### G. CURRENT WORKLOAD

Consultant shall provide a brief discussion/statement with respect to Consultant's history and commitment to providing the required services on a timely and continuous basis, particularly with respect to key personnel. Consultants shall provide assurance of their ability to complete all work, considering their team's current and planned workload based on the aforementioned proposed schedule.

#### H. PROPOSED FEE

In a separate PDF, proposers are to provide an estimated total not-to-exceed (NTE) fee to complete all work stated in the proposal. Provide a breakdown of the estimated hours for each individual, for each project task defined in the Scope of Work. Billing rates for each individual as well as the total project fee proposal shall be submitted. Proposals should anticipate billing rates that will be effective beginning May 2025, and throughout the duration of project. These rates should be used in calculating estimated costs. Include a schedule of charges for individuals and/or positions for all project work, including incidentals and reimbursables.

The final NTE fee determination shall be based on an agreed upon scope of work.

#### I. ADDITIONAL INFORMATION AND COMMENTS

The contents under this heading are left to the discretion of the Consultant. Material must be pertinent to clarifying qualifications/credentials not requested in this RFP.

### IV. **OTHER INFORMATION**

#### A. PLAN AND SPECIFICATIONS

N/A.

**B. PRIME CONSULTANT RESPONSIBILITIES**

The selected Consultant shall be required to assume responsibility for all services offered in the proposal. The selected Consultant shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the task order.

**C. SELECTION PROCESS AND CONTRACTUAL DEVELOPMENT**

The Project Selection Committee will review and evaluate all proposals received. The Selection Committee may elect to interview proposed staff to make a final determination.

If a Consultant is selected, the City intends to enter into a contractual agreement with the Consultant for providing the subject services. Fee negotiations may follow selection of the qualified proposal. The final fee determination shall be based on an agreed upon scope of work. Proposal shall be valid for a period of 90 days.

The content of the RFP and successful Consultant's proposal will become an integral part of the contract but may be modified by the provisions of the executed on-call contract. If, in the opinion of the City, the contract for any reason cannot be negotiated, the City may notify the Consultant and shall then be free, if it so chooses, to select another Consultant.

**D. SERVICES PROVIDED BY THE CITY**

The City shall provide the following items to the selected Consultant:

1. Copy (pdf) of City GIS Water Distribution System Network Map.
2. Copy (pdf) of City GIS Storm Drain System Network Map.
3. Copies of City of Fullerton draft Water Master Plan (updated March 2025).
4. City of Fullerton Standard Plans and Specifications

ATTACHMENT to this RFP:

Attachment 1- City of Fullerton Water System Map (showing City water wells and pipelines 12-inches and larger).