



Folsom City Council Staff Report

MEETING DATE:	7/8/2025
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 11414 – A Resolution Authorizing the City Manager to Execute an Agreement with Water Systems Consulting, Inc. for \$137,828 from the Water Operating Fund (Fund 520) for Professional Services for the 2025 Urban Water Management Plan and Water Shortage Contingency Plan
FROM:	Environmental and Water Resources Department

RECOMMENDATION / CITY COUNCIL ACTION

The Environmental and Water Resources Department recommends the City Council pass and adopt Resolution No. 11414 – A Resolution Authorizing the City Manager to Execute an Agreement with Water Systems Consulting, Inc. for \$137,828 from the Water Operating Fund (Fund 520) for Professional Services for the 2025 Urban Water Management Plan and Water Shortage Contingency Plan.

BACKGROUND / ISSUE

The Environmental and Water Resources (EWR) Department identifies projects that are critical to ensuring the delivery of adequate and high-quality water supply to all residents. Specifically, EWR is seeking to develop the City's 2025 Urban Water Management Plan (UWMP).

The California Water Code (CWC) Section 10620(a) requires an urban water supplier to prepare and adopt an UWMP consistent with CWC Section 10640. All urban water suppliers, either publicly or privately owned, serving municipal water to 3,000 customers or supplying more than 3,000 acre-feet annually, are required to prepare an UWMP. The UWMP is required for an urban water supplier to be eligible for California Department of Water Resources (DWR) state grants, loans, and drought assistance. The UWMP must be adopted by City Council and submitted to DWR by July 1, 2026. Included in the adoption of the 2025 UWMP shall be a

Water Shortage Contingency Plan (WSCP) consistent with the requirements of Senate Bill 606.

The City issued a Request for Proposals for professional services for the 2025 UWMP and WSCP. Because of their knowledge and experience with UWMPs and WSCPs, Water Systems Consulting, Inc. (WSC) has the experience, qualifications and expertise to complete the City's 2025 UWMP and WSCP. City staff recommends authorizing the City Manager to execute an agreement with WSC for professional services for the 2025 UWMP and WSCP.

This resolution will authorize the City Manager to execute an agreement with WSC for professional services for the 2025 Urban Water Management Plan and Water Shortage Contingency Plan for a not-to-exceed amount of \$137,828.

POLICY / RULE

In accordance with Chapter 2.36 of the Folsom Municipal Code, supplies, equipment, services, and construction with a value of \$75,049 or greater shall be awarded by City Council.

California Water Code, Section 10620(a):

“Every urban water supplier shall prepare and adopt an urban water management plan in the manner set forth in Article 3 (commencing with Section 10640).”

California Water Code, Section 10621(a):

“Each urban water supplier shall update its plan at least once every five years on or before July 1, in years ending in six and one, incorporating updated and new information from the five years preceding each update.”

ANALYSIS

On January 24, 2025, the City requested proposals for consulting services to complete the City's 2025 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP). On April 29, 2025, EWR received proposals from Blackwater Consulting Engineers, Verdantas, and Water Systems Consulting, Inc.

The three proposals were evaluated by four EWR staff members for technical evaluation prior to reviewing project costs. The proposals were reviewed and scored for project understanding, qualifications, experience, understanding of the scope of work, and project team staffing. The technical evaluations were scored as shown in Table 1.

Consultant	EWR 1	EWR 2	EWR 3	EWR 4	Average
Blackwater	37	35	42	39	38.3
Verdantas	41	46	61	49	49.3
WSC	69	70	62	69	67.5

Table 1: Consultant Technical Scores without Costs

After reviewing each proposal for project understanding, qualifications, experience, understanding of the scope of work, and project team staffing, the proposals were reviewed for project costs. The fee schedules for the scope of work outlined in the request for proposals from each consultant are shown in Table 2.

Consultant	Cost	Hours	Cost/Hour
Blackwater	\$63,496	298	\$213.07
Verdantas	\$105,237	479	\$219.70
WSC	\$137,828	629	\$219.12

Table 2: Consultant Project Costs

The 2020 Urban Water Management Plan and Water Shortage Contingency Plan cost \$91,265 for 453 total hours. As part of the 2025 UWMP, EWR requested several scope of work items not included in the 2020 UWMP. This included a detailed analysis of water use unit demand factor by account type and by area within the City, establishing a consistent and defensible methodology for estimating the City's water service area population and projections that can be used in the new Urban Water Use Efficiency Standards, developing a demand dashboard that incorporates growth and water use unit demand factors, included four additional public meetings, and updating the City's Water Conservation Ordinance for consideration by the City Council.

Water Systems Consulting, Inc. (WSC) was determined to provide the best value to the City based on the scope of work provided in their proposal, the project team, their expertise for these types of plans, and the fee amount. WSC included a detailed and thorough project understanding as well as past relevant experience developing Urban Water Management Plans and Water Shortage Contingency Plans. WSC completed 46 UWMPs in 2020 while the other two firms listed less than five (5) UWMPs completed in 2020. EWR staff attached the three proposals submitted to show the distinct difference in the responses to the City's RFP. WSC also offered several recommendations to improve data analysis, improve on the information presented in the public workshops, improved water use and population forecasting, and how to leverage other planning documents to improve the required drought risk assessment. Table 3 shows the overall total scores including project costs based on a maximum score of 100.

Consultant	Technical Score (Avg.)	Cost Score	Total Score
Blackwater	38.3	30.0	68.3
Verdantas	49.3	23.6	72.9
WSC	67.5	21.6	89.1

Table 3: Consultant Overall Scoring Including Project Costs

In addition to being the highest technical and overall ranking, WSC will provide the following analysis not included in the other proposals that the City will use in other annual reports and in tracking its Urban Water Use Objective on an annual basis. This information will be used by the City in the future without having to seek additional consultant work to develop water use tracking tools on an annual basis.

- Using Excel and GIS, spatially allocate customer water use data based on billing information using available meter coordinates, other available coordinates, APN, or address
- Cross-reference and verify appropriate meter and account locations and water use information using the City's WaterView and Waterfluence platform subscriptions
- Adjust customer and location data as necessary and provide recommended information updates for WaterView and Waterfluence accounts alignment
- Spatially join usage and parcel data with underlying land use, dwellings units, acreage, and other relevant geographic (service and study areas from updated General Plan) and sociodemographic information (household density)
- Analyze combined water use, geographic, and sociodemographic data to derive insights about geographic water use type patterns as well as differences between subcategories of land uses and newer and older development in various areas of the City
- Recommend "baseline" demand factors for existing and new customers in specific areas that ramp down over time in alignment with UWUO standards

The Environmental and Water Resources Department recommends that the City Council authorize the City Manager to execute an agreement with Water Systems Consulting, Inc. for a not-to-exceed amount of \$137,828 to prepare the City's 2025 Urban Water Management Plan and Water Shortage Contingency Plan.

FINANCIAL IMPACT

Sufficient funds have been budgeted and are available in the Water Operating Fund (Fund 520) for this agreement in the FY 2025-26 budget. The FY 2025-26 budget included \$250,000 for this plan.

ENVIRONMENTAL REVIEW

This project is exempt from environmental review under the California Environmental Quality Act, Section 15301 "Existing Facilities".

ATTACHMENTS

1. Resolution No. 11414 – A Resolution Authorizing the City Manager to Execute an Agreement with Water Systems Consulting, Inc. for \$137,828 from the Water Operating Fund (Fund 520) for Professional Services for the 2025 Urban Water Management Plan and Water Shortage Contingency Plan
2. City of Folsom 2025 Urban Water Management Plan Request for Proposal
3. Proposal from Blackwater Consulting Engineers
4. Proposal from Verdantas

5. Proposal from Water Systems Consulting, Inc.

Submitted,

Marcus Yasutake, Director
ENVIRONMENTAL AND WATER RESOURCES DEPARTMENT