

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: OCTOBER 27, 2025

SUBJECT: PROFESSIONAL SERVICE AGREEMENT WITH CIVILTEC ENGINEERING, INC. IN RESPONSE TO REQUEST FOR PROPOSAL NO. 2489 FOR THE PREPARATION OF THE 2025 RIVERSIDE PUBLIC UTILITIES URBAN WATER MANAGEMENT PLAN FOR A TERM EFFECTIVE FROM JANUARY 1, 2026 THROUGH DECEMBER 31, 2026, IN AN AMOUNT NOT TO EXCEED \$82,720

ISSUE:

To consider the approval of a Professional Service Agreement in response to Request for Proposal No. 2489 for the preparation of the 2025 City of Riverside Public Utilities Urban Water Management Plan with Civiltec Engineering, Inc, of Monrovia, California, for a term effective from January 1, 2026 through December 31, 2026, in an amount not to exceed \$82,720.

RECOMMENDATION(S):

That the Board of Public Utilities:

1. Approve a Professional Service Agreement for the preparation of the 2025 Riverside Public Utilities Urban Water Management Plan with Civiltec Engineering, Inc., of Monrovia, California, in response to Request for Proposal No. 2489, for a term effective from January 1, 2026 through December 31, 2026, in an amount not to exceed \$82,720; and
2. Authorize the City Manager, or designee, to execute a Professional Service Agreement with Civiltec Engineering, Inc., including making minor and non-substantive changes and to sign all documents and instruments necessary to complete the transactions.

BACKGROUND:

An Urban Water Management Plan (UWMP) is mandated to be prepared by every urban water supplier, as defined in the California Water Code Section 10610 et seq., and must be updated every five years for calendar years ending in "0" or "5." The 2025 update is due to the California Department of Water Resources (DWR) on July 1, 2026. Consequently, Riverside Public Utilities' (RPU) update must be adopted and submitted to DWR prior to that date.

This UWMP summarizes RPU's projected retail and wholesale water demands and characterizes the source waters available to meet those demands over the next 25 years. The plan also

describes the reliability of RPU's water supplies and discusses RPU's Water Shortage Contingency Plan for catastrophic events and drought conditions.

RPU is seeking to hire a consultant to complete its 2025 UWMP that will comply with DWR requirements as well as meet RPU's specific water supply planning needs.

DISCUSSION:

On July 18, 2025, the City's Purchasing Division (Purchasing) issued Request for Proposals (RFP) No. 2489 for a qualified vendor to develop the 2025 Urban Water Management Plan.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	949
Vendors who downloaded the RFP	44
Proposals received	2

RFP 2489 closed on August 19, 2025, with a total of two (2) proposals and both were found responsive and responsible. Purchasing received feedback from the Prospective Proposers on why the RFP was downloaded but failed to provide a proposal/bid submission. The responses received included not having the staff and not being able to provide the services requested. Under the guidance and oversight of the assigned representative from Purchasing, a three-member panel comprised of staff from RPU evaluated the proposals. Each of these three (3) individuals evaluated and ranked the proposals independently and input their scores into the online evaluation portal.

The evaluation criteria and respective weightings were established in collaboration with Purchasing using industry best practices and in consideration of the project needs. Because of the specialized nature of this work, it is essential that the selected vendor have the qualifications and experience needed to successfully complete the work along with a full understanding of the work and a verified track record to back it up. Fair and reasonable pricing is a very important consideration as well to ensure overall good value for the City. The weightings were allocated according to the relative importance of each evaluation criterion based on the project needs:

- Approach and Methodology - 40%
- Experience (Projects of similar size and scope) - 40%
- Pricing - 20%

The vendors that submitted proposals for RFP No. 2489, along with their respective proposal scores, are summarized in the table below:

Vendor Name	City Location	Proposed Fee	Weighted Score Evaluations				
			Approach and Methodology (40%)	Experience (Projects of similar size and scope) (40%)	Pricing (20%)	Total Proposal Score	Rank
Civiltec Engineering, Inc.	Monrovia, California	\$82,720.00	360.00	360.00	200.00	920.00	1
Engineering Resources of Southern California, Inc.	Redlands, California	\$93,685.00	340.00	320.00	176.59	836.59	2

Estimated Budget Range: \$80,000– \$100,000

Upon review of the scores by the assigned representative from Purchasing, Civiltec Engineering, Inc., ranked highest based on their proposal submission. The total contract amount is not to exceed \$82,720, with \$67,720 allocated to the core task of preparing the Plan document to comply with DWR requirements. The remaining \$15,000 is designated for optional tasks, in the event that DWR requests additional information or imposes additional regulatory obligations.

The project breakdown is proposed as follows:

2025 Urban Water Management Plan	Civiltec Engineering, Inc.	\$82,720
Anticipated Start Date:	January 2026	
Anticipated Duration:	6 Months	
Coordination Required With:	RPU Water Engineering staff	
Reimbursements:	None	

Purchasing Resolution 24101, Section 508 Awards states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications.”

Section 203(a). Authorization states “Contracts and purchase orders for Goods, Services and Professional Services of \$100,000 or less, entered into in accordance with the policies and procedures outlined in this resolution, except where City Charter section 1202 requires approval by the Board of Public Utilities.”

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution No. 24101.

FISCAL IMPACT:

The total fiscal impact is not to exceed \$82,720. Sufficient funds are available in the Public Utilities Water Engineering Professional Services Account No. 6210000-421000 for Fiscal Year 2025/26.

Prepared by:	Robin Glenney, Utilities Assistant General Manager/Water
Approved by:	David A. Garcia, Utilities General Manager
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. RFP Award Recommendation
2. Professional Service Agreement with Civiltec Engineering, Inc
3. Presentation