TO: **James L. App, City Manager**

FROM: **Joseph M. Deakin, Public Works Director**

SUBJECT: **Security Vulnerability Assessment of The Water System - Ad Hoc Committee**

DATE: **November 4, 2003**

BACKGROUND:

In accordance with the Bioterrorism Response Act of 2002, the City is required to prepare a Security Vulnerability Assessment of the City's Water System (see attached Request for Proposals [RFP] to review the scope of the required study). The Assessment must comply with Federal Environmental Protection Agency requirements. The RFP (attached) was issued to 12 firms, 6 responded.

Staff recommends three (3) City staff and two (2) City Council members interview the two top firms. The interview has been tentatively scheduled for Thursday, November 13th, 2003 from 2pm to 4:30pm.

OPTIONS:

a. Appoint two Council members to the Interview panel for the Security Vulnerability Assessment.

b. Amend, modify or reject the above option.

Attachments (1)
1) RFP

REQUEST FOR PROPOSALS

Preparation of a Security Vulnerability Assessment of the Water System for the City of Paso Robles

A. INTRODUCTION

The City of Paso Robles uses groundwater only, drawn from a large aquifer known as the Paso Robles Basin and the Salinas River Underflow. Four of the river wells are known as the Thunderbird Wells located on Ramada Drive, and the fifth is known as the Borcherdt Well on South River Road. The remaining nine wells draw from the groundwater basin and are located on the east side of town as follows: Sherwood 9 Well at Sherwood Park, Sherwood 11 Well on Linne Road, Butterfield 12 Well on Golden Hill Road, Osborne 14 Well on Cottonwood Drive, Dry Creek 18 Well on Airport Road, Tarr 19 Well on Aerotech Way, Royal Oak 20 Well on Airport Road, Fox 21 Well on Dry Creek Road, and Cuesta 22 Well on Buena Vista Drive.

The Paso Robles Water Division operates and maintains 14 wells, five booster stations (used to pump water from lower elevations to higher ones), four reservoirs that hold a total of 12,150,000 gallons; two 4-million gallon tanks on Golden Hill Road, one 4-million gallon reservoir on the West Side, and a 150,000 gallon tank on Merryhill (all able to be monitored by a remote system), and 148 miles of water pipe. This extensive water system serves nearly 8,000 residential, over 130 commercial, 700 irrigation and approximately 370 construction meter customers within the City of Paso Robles.

Currently, under the cross connection program, the City requires backflow devices to be placed on all commercial and irrigation meters to protect the City's water supply. The State requires testing of all backflow devises on an annual basis. The County of San Luis Obispo assists the City in this program by sending out test forms to owners and the City enforces testing by tracking all devises in a database and following up on delinquent testing to ensure that all are tested.

In accordance to the requirements of the Bioterrorism Response Act of 2002 and with EPA's Risk Assessment Methodology for Water Utilities, the City is seeking assistance from a qualified firm to assist staff to:

- Assess the vulnerability of the City's water supply and distribution system to accidents or malevolent activities; including intentional harm and vandalism
- Recommend measures to enhance the security of the City's water system

B. SUBMITTAL DEADLINE

Four (4) copies of the Consultant's proposal must be submitted no later than 5:00 p.m. on Friday, September 26, 2003.

Proposals must be delivered or mailed to:

City of Paso Robles
Attn: Ditas Esperanza, P.E.
Capital Projects Engineer
1000 Spring Street
Paso Robles, CA 93446
(805) 237-3861
ditas@prcity.com

C. SERVICES PROVIDED BY CONSULTANT

Task 1 – Facility Prioritization

Consultant to meet with City staff to gather information and to begin addressing many of the components listed below. Consultant and City staff will develop basic criteria for evaluating the importance of various facilities in meeting the City's water needs. A priority ranking of these facilities will be performed.

Task 2 – Threat Assessment

Consultant to identify and describe the types of adversaries who might take deliberate actions to prevent the City from performing one or more of its missions. Risks from each adversary will be ranked.

Task 3 – Site Characterization

Site characterizations will be developed in order to understand the physical attributes of each facility, how it operates, and to determine the interdependencies with other water system components. Field observations will be performed at a few representative well and tank sites. Details about site vulnerabilities and recommendations on how security improvements could minimize or eliminate the vulnerabilities will be provided. Degrees of criticality will be assigned to each facility in order to rank the consequences of possible undesirable events. Potential cost impact and affected population will be assessed as part of this process.

Task 4 – Security System Effectiveness

The effectiveness of the physical protection systems and security policies/procedures will be evaluated. This will include an analysis of the effectiveness of the City's security with respect to insider threats.

Task 5 – Risk Reduction

Recommendations and cost estimates for various security enhancements (including improvements to physical protection, detection, and response systems) will be developed.

Task 6 – Prioritized Plan for Security Upgrades

A priority ranking of recommended improvements will be performed and presented to the City for use.

Task 7 – Risk Reduction Effectiveness

Each recommended improvement will be evaluated in terms of its effectiveness as a single component of the security system and its contribution to the overall effectiveness of the entire system.

Task 8 – EPA Approval

Consultant to assist staff in processing and obtaining approval of its Vulnerability Assessment Program from the appropriate Federal Governmental Agencies.

Task 9 – Deliverables

- 5 hard bound copies of the study
- 1 unbound, camera ready original
- 1 CD containing the document in pdf format

D. THE PROPOSAL

1. Format and requirements: Although there is no maximum proposal length, proposals should be kept to the minimum length necessary to address the requirements of the RFP. Proposals shall be 8.5 inches by 11 inches in size, with pages numbered sequentially. Padding the proposal with "boiler plate" material is strongly discouraged.

2. Proposal contents:

   a. Firm identification
      1. Firm name, address, telephone and e-mail address;
      2. Name, telephone number of contact person;
      3. A list of the firm's experience in development and design of playground equipment.

   b. Location of office where this work would be performed

   c. Description of similar projects that the firm, its personnel, subcontractors and associates have performed previously. For each project listed include location, description of work, client and construction costs.

   d. Project understanding: describe the project background and process as relating to requirements for consultant qualifications.

   e. Work program: based on your understanding of the project, list all required tasks necessary to complete the work.

   f. Work budget: provide a budget breakdown to demonstrate your understanding of the project needs. This budget will not be binding; the final agreement will be the result of a precise scope of work and a negotiated compensation amount. The breakdown should include itemized person-hours, rates and costs for all required work tasks.

   g. Project schedule: provide schedule for all work tasks. **Note: the Study must be completed by June 2004.**

   h. Provide a statement of what especially qualifies your firm to perform this work.

   i. Signature: proposal shall be signed by an authorized corporate officer whose signature is binding upon the firm.

   j. Valid period: include a statement that proposal will remain valid for 60 days.

   k. Conflict of interest: proposal shall include a statement that no conflict of interest exists in the provision of these services.

   l. Information, experience, personnel, timing availability of manpower to perform Design Services for the construction of recommended improvements.

   m. Appendix: include supplemental information, if any, such as firm brochure, fees for additional services, etc. at the end of the proposal

E. THE SELECTION PROCESS

The City will establish a screening committee to review and rank all proposals received. The City may decide to interview consultants with the most competitive proposals. Key criteria to be used by the City in selecting a consultant or consultant team includes the following:

1. Demonstrated experience in preparation of work as outlined in this Request for Proposal.

2. Consultant's understanding of the City of Paso Robles' desires and general approach to the project as demonstrated in the Project Understanding and Work Program.

3. Qualifications of the Consultant's staff being assigned to this project.