

REQUEST FOR PROPOSALS

Five-Year Title 22 Engineering Report Update

RFP No. 2026WRF055

Issue Date: October 8th, 2026 | Proposal Due: November 19th, 2026 at 2:00 p.m.

District Project Manager: James Green, Utility Department Manager

1. INTRODUCTION

The Cambria Community Services District ("CCSD" or "District") is soliciting proposals from qualified engineering consulting firms to provide professional engineering, regulatory, and technical services necessary to update the District's Title 22 Engineering Report, originally approved in October 2014, for the District's indirect potable reuse/groundwater replenishment project.

The selected consultant ("Consultant") will review the existing Engineering Report and associated permitting, engineering, operational, monitoring, water-quality, and hydrogeologic information; identify changes and regulatory gaps since the original report; coordinate with the California State Water Resources Control Board, Division of Drinking Water ("DDW"), the applicable Regional Water Quality Control Board ("RWQCB"), and other agencies as appropriate; and prepare draft and final deliverables suitable for regulatory review and approval.

The District seeks a Consultant with demonstrated experience in California potable reuse requirements, indirect potable reuse and groundwater replenishment, advanced water treatment facilities, regulatory coordination, engineering reports, source control, operations optimization, water-quality monitoring, and hydrogeologic analysis/modeling.

2. PROJECT BACKGROUND

CCSD operates wastewater treatment and advanced water treatment facilities that support the District's long-term water-supply reliability and groundwater replenishment objectives. The existing Title 22 Engineering Report was completed in October 2014. The District's May 17, 2019 Conditional Acceptance Letter establishes additional permit-related operational requirements for the project.

Since completion of the 2014 Engineering Report, potable reuse regulations, regulatory expectations, treatment practices, monitoring approaches, source-control requirements, and operational standards have evolved. The update is expected to evaluate, as applicable:

- Wastewater source control and pretreatment requirements.
- Monitoring, alarm, diversion, and shutdown requirements.
- Treatment-process and pathogen-removal crediting.
- Reverse osmosis and free-chlorine treatment credits.
- Air-gap, cross-connection control, and backflow-protection requirements.
- Critical Control Point (CCP) development and verification.
- Groundwater modeling and comparison of predicted versus observed conditions.
- Advanced oxidation process considerations, including UV/AOP performance and radical scavenging, as applicable.
- Potential NDMA reformation following advanced treatment.
- Water-quality monitoring and reporting requirements.
- Operations, maintenance, compliance, and recordkeeping documentation.

The purpose of this solicitation is to obtain professional services to comprehensively update the Engineering Report using current available information and to address requirements applicable to the District's existing permitted project. Nothing in this RFP directs the Consultant to presume that the 2014 report remains sufficient solely because the project previously received regulatory approval.

3. REGULATORY FRAMEWORK

The Consultant shall identify and apply the current California regulatory requirements governing the District's project, including applicable provisions of Title 22 of the California Code of Regulations and requirements established through DDW and RWQCB direction. The Consultant shall verify the specific regulatory citations and requirements applicable to this project as an early project task and shall document that determination in the gap analysis.

At a minimum, the update shall address, where applicable, project changes; anticipated changes in recycled-water contribution; compliance with applicable recycled-water requirements; retention-time performance; and inconsistencies between groundwater-model predictions and observed or measured conditions, including how future predictions will be improved.

The Consultant shall distinguish in its work products among: (1) legally or regulatorily required measures; (2) requirements specifically directed by DDW or RWQCB for this project; and (3) recommended best practices or enhancements. Material regulatory uncertainty shall be elevated to the District promptly for direction.

4. SCOPE OF SERVICES

The following scope is the District's anticipated minimum scope. Proposers may recommend modifications or additions that improve regulatory defensibility, schedule, or value, provided all deviations and associated fee impacts are clearly identified in the proposal.

Task 1 - Project Management, Coordination, and Regulatory Meetings

- Conduct a project kickoff meeting and establish project objectives, responsibilities, communication protocols, regulatory strategy, and initial data request.
- Develop and maintain a detailed project schedule and decision/action-item log.
- Coordinate District staff, Consultant team members, and subconsultants.
- Provide monthly progress meetings, concise written status reports, invoices, budget status, and schedule updates.
- Prepare for and participate in up to four (4) virtual meetings with DDW and RWQCB, including agendas, technical materials, meeting notes, and action-item tracking.
- Identify regulatory issues early and obtain agency direction before substantial drafting where practical.

The Consultant shall assume approximately twelve (12) months of project management and coordination for proposal purposes, subject to refinement after kickoff and initial regulatory coordination.

Deliverables: kickoff materials; project schedule; monthly status reports and invoices; regulatory meeting agendas/materials; meeting notes; regulatory issues/action-item log.

Task 2 - Site Visit, Document Review, and Gap Analysis

Within four (4) weeks after kickoff, the Consultant shall conduct a comprehensive review of available District materials and perform a site visit. The review shall include, as applicable:

- 2014 Title 22 Engineering Report and 2019 Conditional Acceptance Letter.
- Current permits, orders, approvals, and regulatory correspondence.
- Treatment-process configuration, performance, monitoring, and process crediting.
- Source and purified water-quality data.
- Groundwater monitoring information and groundwater modeling.
- Operations and maintenance information, SOPs, monitoring/reporting procedures, and compliance records.
- Existing source-control and pretreatment programs.
- Alarm, diversion, and shutdown setpoints and response procedures.
- Cross-connection, backflow-protection, physical-separation, and air-gap documentation.
- Planned capital improvements or process modifications.
- Prior regulatory comments and responses and other relevant District-provided materials.

The site visit shall evaluate installed treatment equipment and process configuration, operations and maintenance practices, monitoring systems, alarms and diversion systems, air gaps, cross-connection and backflow protection, feedwater and purified-water quality, existing and planned improvements, and other elements relevant to regulatory compliance.

The Consultant shall prepare a written gap analysis that identifies information that remains current, information requiring verification or update, new or changed regulatory requirements, missing technical information, additional studies or analyses that may be required, potential agency concerns, recommended actions, responsible party, and schedule/decision implications.

Deliverables: digital gap analysis; site-visit notes; data-gap/action-item matrix; preliminary regulatory issues list.

Task 3 - Five-Year Engineering Report Update

The Consultant shall prepare a comprehensive update to the 2014 Engineering Report based on Tasks 1 and 2 and regulatory direction. The updated report shall verify and update applicable portions of the prior report and accurately describe current project conditions, treatment processes, monitoring data, hydrogeologic information, regulatory requirements, and planned improvements. Deliverables shall be provided in both searchable PDF format and editable native electronic format. Supporting calculations, models, technical memoranda, figures, tables, databases, GIS files, spreadsheets, and other work product developed as part of the project shall be provided in editable format unless otherwise approved by the District. The final report shall include a comment-response matrix documenting substantive District and regulatory comments and the disposition of each comment.

3.1 Chapter-by-Chapter Review

- Review each chapter of the 2014 Engineering Report.

- Verify existing conditions with District staff.
- Identify information that has changed and information that remains valid.
- Update project descriptions, figures, tables, calculations, and technical information as necessary.

3.2 Water Quality and Treatment Performance

- Current source-water and purified-water quality.
- Treatment performance and process monitoring.
- Treatment-process, reverse-osmosis, free-chlorine, and pathogen-removal credits.
- Potential loss or modification of wastewater-treatment pathogen credits.
- Advanced oxidation process considerations, potential NDMA reformation, and UV/AOP radical scavenging, as applicable.

3.3 Source Control and Pretreatment

Review and document the existing wastewater pretreatment and source-control program. Identify deficiencies or additional requirements anticipated by DDW or RWQCB and distinguish existing District programs, currently applicable requirements, recommended enhancements, and potential Enhanced Source Control Program requirements.

3.4 Reverse Osmosis Concentrate Management

Update the discussion of RO concentrate management, including current treatment configuration, concentrate generation, handling, disposal, compliance considerations, and planned improvements.

3.5 Critical Control Points

Develop or update CCPs for the treatment system, including critical process parameters, monitoring requirements, alarm limits, diversion/shutdown setpoints, response actions, verification, documentation, and reporting requirements.

3.6 Cross-Connection, Backflow, and Air-Gap Protection

Evaluate and document cross-connection control, backflow prevention, physical separation, air-gap requirements, and applicable operational and inspection requirements. Coordinate with DDW regarding current project-specific expectations.

3.7 Monitoring and Alarm Setpoints

Review and document monitoring and alarm setpoints for applicable treatment processes, including process and water-quality monitoring, alarm conditions, automatic diversion or shutdown conditions, response procedures, and data recording/reporting.

3.8 Groundwater and Hydrogeologic Analysis

Update applicable groundwater and hydrogeologic information using the most recent available data. Compare prior model predictions with observed/measured conditions; identify and evaluate inconsistencies; identify necessary model refinements; describe how subsequent predictions will be improved; and incorporate current groundwater-monitoring information. Any material new modeling effort not reasonably inferable from the available record shall be identified in the gap analysis with a recommended scope and fee treatment before proceeding.

3.9 Regulatory Coordination and Comment Resolution

Coordinate with DDW and RWQCB to identify additional technical requirements necessary for acceptance or approval of the updated Engineering Report. Prepare written responses to agency comments and revise the report as authorized by the District.

The Consultant shall anticipate: (1) an internal District review draft; (2) a revised draft addressing District comments; (3) a regulatory review draft; and (4) a final Engineering Report. The first District review draft shall be provided in tracked changes or accompanied by an equivalent change log that clearly identifies substantive modifications from the 2014 Engineering Report.

Deliverables: Draft Five-Year Engineering Report; revised District review draft; regulatory review draft; Final Five-Year Engineering Report; editable source files and PDF; technical appendices; updated figures/tables; and comment-response matrix.

Task 4 - Enhanced Source Control Program (Optional; Not in Base Fee)

The District recognizes that DDW or RWQCB may require an Enhanced Source Control Program (ESCP). Because that requirement has not been confirmed, ESCP development shall not be included in the base proposal fee.

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Proposers shall describe relevant ESCP qualifications and may provide an optional planning-level allowance or rate schedule, clearly identified as non-binding unless incorporated into the final agreement. If an ESCP is directed, the Consultant shall submit a separate written scope, schedule, and fee for District authorization before performing that work.

Task 5 - Operations Optimization Plan (Optional; Not in Base Fee)

The District recognizes that DDW or RWQCB may require an Operations Optimization Plan (OOP). The OOP may address operations, maintenance, analytical methods, monitoring, compliance, reporting, AWPf operational requirements, and related regulatory activities. It is intended to complement, not replace, O&M manuals, SOPs, CCSD's CMMS, and existing monitoring programs. OOP development shall not be included in the base proposal fee. If directed, the Consultant shall submit a separate written scope, schedule, and fee for District authorization.

5. PROJECT MANAGEMENT AND REGULATORY STRATEGY

The Consultant shall use a proactive regulatory strategy developed with the District. Significant issues shall be identified and elevated before completion of the Draft Engineering Report. The Consultant shall:

1. Identify anticipated DDW and RWQCB requirements and areas of uncertainty.
2. Meet with regulatory staff early in the project.
3. Document agency direction, including unresolved or conflicting direction.
4. Incorporate confirmed regulatory direction into the Engineering Report.
5. Identify additional studies, testing, modeling, documentation, or capital improvements that may be required.
6. Maintain a regulatory issues/action-item log.
7. Support the District through the agreed regulatory review and comment-resolution process.

6. SCHEDULE

The District anticipates approximately twelve (12) months for preparation and submittal of the updated Engineering Report, excluding or subject to agency review durations. The Consultant shall provide a detailed schedule identifying Notice to Proceed, kickoff, data collection, site visit, gap analysis, initial regulatory meeting, technical evaluations, District review drafts, regulatory review, comment resolution, final report, and regulatory submittal.

The schedule shall clearly distinguish Consultant-controlled activities from District- and agency-controlled activities and identify assumptions concerning review durations and the effect of delayed decisions or third-party review.

7. PROPOSAL REQUIREMENTS

A. Cover Letter

- Firm name and address; primary contact, telephone, and email.
- Proposed project manager and confirmation of authority to submit the proposal.
- Statement of availability and ability to meet the proposed schedule.
- Acknowledgment of all addenda, if any.
- Disclosure of any actual or potential conflict of interest known at the time of proposal.

B. Firm Qualifications

Describe experience with Title 22 Engineering Reports, indirect potable reuse, groundwater replenishment, advanced water treatment, DDW and RWQCB permitting, source control, CCPs, treatment-process crediting, groundwater modeling, and regulatory coordination. Provide comparable projects completed within the last ten (10) years.

C. Project Team

Identify key personnel and subconsultants, including the project manager, lead engineer, treatment/process engineer, regulatory specialist, hydrogeologist/modeler, water-quality specialist, source-control specialist, and operations specialist, as applicable. Provide concise resumes and identify each person's proposed role and availability. Material substitution of key personnel after award shall be subject to District approval.

D. Project Understanding and Approach

Describe the proposed approach to the 2014 report review, gap analysis, agency coordination, technical updates, regulatory changes, report preparation, comment resolution, quality assurance/quality control, and schedule/budget management. Clearly identify assumptions, exclusions, proposed scope modifications, and items requiring District or third-party action.

E. Regulatory Experience

Describe direct experience working with DDW, RWQCB, the State Water Resources Control Board, and other agencies with jurisdiction over potable reuse projects. Identify representative projects involving successful regulatory acceptance or approval and the proposed team members who performed that work.

F. References

Provide at least three (3) references for comparable projects, including client/agency, project name, services performed, contact information, contract value, and completion date.

G. Schedule

Provide a detailed schedule showing major milestones, critical dependencies, District review periods, and anticipated regulatory coordination.

H. Fee Proposal

For purposes of consultant selection, the District will evaluate qualifications, experience, technical approach, and project understanding. Cost will not be used as a scored evaluation criterion.

Following completion of the qualifications-based evaluation process and identification of the highest-ranked proposer, the District intends to negotiate a detailed scope of services and fair and reasonable compensation with that proposer.

Proposers shall submit a current schedule of standard hourly billing rates for proposed personnel and subconsultants, together with any anticipated adjustments during the project period. Hourly rate information is requested for negotiation purposes only and will not be assigned a numerical evaluation score.

If the District is unable to successfully negotiate a professional services agreement with the highest-ranked proposer, the District may terminate negotiations and enter into negotiations with the next highest-ranked proposer in the order of ranking.

8. BUDGET AND COMPENSATION BASIS

The District has established no predetermined budget for this solicitation. Proposers shall provide sufficient cost detail for the District to evaluate level of effort and reasonableness. The District anticipates negotiating a not-to-exceed professional services agreement based on the selected Consultant's final scope and fee. No optional or additional service shall be performed without prior written authorization in accordance with the executed agreement.

9. QUESTIONS, CLARIFICATIONS, AND ADDENDA

All questions concerning this RFP shall be submitted in writing to:

Cambria Community Services District
Utilities Department
Attn: James Green
Email: jgreen@cambriacsd.org

Questions must be received no later than November 18, 2026, at 2:00 p.m. Oral interpretations or statements by District personnel shall not modify this RFP. Any material clarification, interpretation, or change to the solicitation will be issued by the District in writing as an addendum. Proposers are responsible for acknowledging all addenda in their proposals.

10. PROPOSAL SUBMITTAL

Proposals shall be submitted electronically in PDF format to engineering@cambriacsd.org with the subject line: "RFP - Five-Year Title 22 Engineering Report Update." Proposals must be received no later than November 19th at 2:00 pm Pacific Time. The District may reject late proposals. Proposers are responsible for confirming timely delivery.

Proposal preparation and submittal costs are solely the responsibility of the proposer and are not reimbursable by the District.

11. EVALUATION AND SELECTION

The District intends to select the proposer determined to be the most qualified to perform the required services based upon demonstrated competence and professional qualifications.

Proposals will be evaluated using the following criteria:

Evaluation Criterion	Weight
Relevant Firm Qualifications and Experience	20%
Key Personnel and Project Team	20%
Technical Approach and Understanding	25%
Title 22 / DDW / RWQCB Regulatory Experience	20%
Project Schedule and Availability	15%
TOTAL	100%

The District may request clarifications, conduct interviews, contact references, and investigate the qualifications of any proposer. Following evaluation and ranking, the District intends to negotiate a professional services agreement, including final scope, schedule, and compensation, with the highest-ranked proposer. If negotiations are unsuccessful, the District may terminate negotiations and commence negotiations with the next-ranked proposer. Nothing in this RFP obligates the District to award a contract.

12. SOLICITATION CONDITIONS AND DISTRICT RIGHTS

To the extent permitted by applicable law and District policy, the District reserves the right to reject any or all proposals; waive immaterial irregularities; request clarification or supplemental information; modify, suspend, cancel, or reissue the solicitation; modify the scope before contract execution; conduct interviews; verify information and references; and negotiate final scope, schedule, and compensation with the selected proposer. Issuance of this RFP does not obligate the District to award a contract or reimburse any proposer costs.

The District's selection or notice of intent to select does not create a contractual right. No agreement is binding until approved and executed by authorized District representatives in accordance with District requirements.

Proposals submitted to the District become records of the District and may be subject to disclosure pursuant to the California Public Records Act and other applicable laws. If a proposer believes that specific information contained in its proposal is exempt from disclosure, the proposer shall clearly identify the specific material claimed to be exempt and provide the legal basis supporting the claim. Blanket designations such as "confidential" or "proprietary" are discouraged and may not be sufficient. The District shall make the final determination concerning disclosure of records as required by law and does not guarantee that information identified by a proposer will be withheld from disclosure. Proposers shall disclose any known actual or potential conflicts of interest involving the District, its elected officials, employees, consultants, or the subject matter of this project. The selected Consultant shall comply with all applicable conflict-of-interest laws, regulations, and District policies. Prior to execution of an agreement, the District shall determine whether any Consultant position must be designated under the District's Conflict of Interest Code or otherwise be subject to financial disclosure requirements. The Consultant shall promptly disclose any actual or potential conflict that arises during performance of the services. Any protest procedure, if applicable, shall be governed by District policy and applicable law.

13. CONTRACT REQUIREMENTS

The selected Consultant will be required to enter into the District's professional services agreement in a form acceptable to the District. The agreement is expected to address, among other matters, scope and deliverables, schedule, compensation, invoicing, insurance, indemnification, ownership and use of work product, records retention, audit rights, confidentiality, conflicts of interest, compliance with law, termination, and dispute provisions. The RFP does not supersede the executed agreement.

The Consultant shall maintain professional liability, commercial general liability, automobile liability, workers' compensation/employer's liability, and any other insurance required by the District's agreement. Required limits, endorsements, and evidence of coverage shall be established in the final agreement.

The Consultant shall perform services under the responsible charge of appropriately licensed California professionals where required by law. All final engineering documents requiring professional certification shall be signed and sealed as required by applicable law.

Attachment D contains the District's proposed Professional Services Agreement. Any exceptions, requested modifications, or proposed revisions shall be identified in the proposal and accompanied by specific alternative language. Failure to identify requested exceptions in the proposal may be deemed acceptance of the agreement form provided with the solicitation. The District reserves the sole discretion to accept or reject any requested modifications.

14. DISTRICT-PROVIDED INFORMATION

Subject to availability and applicable restrictions, the District anticipates providing the selected Consultant with the following information:

- 2014 Title 22 Engineering Report.
- May 17, 2019 Conditional Acceptance Letter.
- Applicable permits, orders, approvals, and regulatory correspondence.
- Existing treatment-process information and operational documentation.
- Water-quality and groundwater-monitoring data.
- Groundwater modeling information.
- Monitoring and reporting documentation.
- Source-control and pretreatment documentation.
- Planned capital improvement information.
- Other relevant Engineering Report materials in the District's possession.

The Consultant remains responsible for identifying additional information reasonably required to complete the work through the Task 2 gap-analysis process. The Consultant may reasonably rely upon factual information provided by the District unless the Consultant becomes aware of inconsistencies, omissions, errors, or circumstances indicating that verification is warranted. The Consultant shall promptly notify the District in writing of any apparent conflict, deficiency, anomaly, or missing information that may materially affect the scope, schedule, conclusions, or regulatory defensibility of the Engineering Report. Professional opinions, technical conclusions, engineering analyses, and regulatory interpretations shall remain the responsibility of the Consultant.

15. EXPECTED OUTCOME AND ACCEPTANCE

The primary outcome is a complete, technically defensible, internally consistent, and regulatorily supportable Five-Year Title 22 Engineering Report Update that accurately reflects the District's current project, treatment processes, monitoring program, groundwater conditions, operational practices, and planned improvements.

The final report shall provide a clear basis for continued regulatory compliance and operation of the project and shall incorporate confirmed direction and requirements established through coordination with DDW and RWQCB. The Consultant shall also identify additional regulatory, technical, operational, permitting, study, or capital work that should be considered to maintain long-term compliance and support continued operation of the District's potable reuse program.

District review or acceptance of a deliverable does not relieve the Consultant of responsibility for professional accuracy, completeness, coordination, or compliance with the standard of care established in the executed agreement.

16. ATTACHMENTS

- Attachment A - Existing Title 22 Engineering Report (October 2014).
- Attachment B - May 17, 2019 Conditional Acceptance Letter and other current regulatory documents, as provided.