

From: vhusen@housenassociates.com
To: [Sofia Recalde](#)
Subject: RE: Seeking consultant for peer review
Date: Wednesday, December 7, 2022 3:22:03 PM

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Hi Sofia,

Yes, either day after 3pm would work best.

Thank you,
Vivian

Vivian Housen, P.E.
Principal | V. W. Housen & Associates

1777 N. California Blvd. Suite 330
Walnut Creek, CA 94596

p: 925-518-3487
www.housenassociates.com

From: Sofia Recalde <srecalde@smcgov.org>
Sent: Wednesday, December 7, 2022 3:04 PM
To: vhusen@housenassociates.com
Subject: RE: Seeking consultant for peer review

Hi Vivian,

Does a Zoom call on either Monday 12/12 or Wednesday 12/14 work for you?

Sofia

From: vhusen@housenassociates.com <vhusen@housenassociates.com>
Sent: Wednesday, December 7, 2022 11:52 AM
To: Sofia Recalde <srecalde@smcgov.org>
Cc: Rob Bartoli <RBartoli@smcgov.org>
Subject: RE: Seeking consultant for peer review

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Hi Sofia,

I am happy to review the F&L report. However, I would likely do the review myself to be efficient, and 50 hours would cost \$16,000. If this is acceptable, then a phone call would be great. I am very flexible over the next two weeks for a call, other than Friday 12/9 and Tuesday 12/19. For next week only, late afternoons would be best.

Thank you,
Vivian

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From: Sofia Recalde <srecalde@smcgov.org>
Sent: Wednesday, December 7, 2022 10:08 AM
To: vhousen@housenassociates.com
Cc: Rob Bartoli <RBartoli@smcgov.org>
Subject: RE: Seeking consultant for peer review


Good morning Vivian,

Thank you for your proposal. Upon further consideration, our scope is narrower than what we presented in our original request. We are seeking a peer review of the City of East Palo Alto's application to establish the East Palo Alto Sanitary District as a subsidiary district of the City, specifically the Capital Improvement and Operation Plan prepared by Freyer & Laureta, with the goal of comparing the proposal against industry standards and best practices. We think that this would take approximately 50 hours and have budgeted \$5-8K for this work. If you are still interested in this project and would like to discuss further, please let us know your availability for a phone call in the next few weeks.

Thank you,

Sofia

From: vhousen@housenassociates.com <vhousen@housenassociates.com>
Sent: Monday, December 5, 2022 12:49 PM
To: Sofia Recalde <srecalde@smcgov.org>
Subject: RE: Seeking consultant for peer review



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Hi Sofia,

Thank you for the opportunity to proposed on the LAFCO peer review. Attached is our 3-page proposal, along with my resume and a rate sheet. Our proposal is based on an assumption that the District has prepared the full array of documents needed to represent their system (capacity study, asset management study, financial study, etc.), and that we will provide an in-depth review with recommendations. If this is not the case, then we can adjust our scope and budget accordingly.

Thank you,
Vivian

Vivian Housen, P.E.
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From: Sofia Recalde <srecalde@smcgov.org>
Sent: Thursday, December 1, 2022 10:40 AM
To: Sofia Recalde <srecalde@smcgov.org>
Subject: FW: Seeking consultant for peer review

Good morning,

I am sending a reminder for those interested in this solicitation that proposals are due on Monday, December 5th by 5pm. Thank you in advance for your interest.

Best,

Sofia

From: Sofia Recalde
Sent: Wednesday, November 23, 2022 11:24 AM
To: Sofia Recalde <srecalde@smcgov.org>
Cc: Rob Bartoli <RBartoli@smcgov.org>
Subject: Seeking consultant for peer review

Hello,

The San Mateo Local Agency Formation Commission (LAFCo) is seeking an engineering consultant who has experience with wastewater engineering and operations and capital improvement plans to conduct a peer review of engineering documents, capital improvement plans, and budgets prepared by the City of East Palo Alto (City) and the East Palo Alto Sanitary District (District) and their contracted consultants that relate to the District's existing system conditions, identified areas for improvement, and proposals for capacity improvements, an operational and maintenance plan and costs to customers to support proposed improvements.

The City has submitted an application to LAFCo to have the East Palo Alto Sanitary District, an independent special district that provides wastewater service in portions of East Palo Alto and Menlo Park, to become a subsidiary district of the City. As part of this application, the City has submitted engineering and budget documents related to the operation of the wastewater system.

The scope of work will include the review of engineering documents produced by City and District against standards and industry best practices, review of budget and proposed capital improvement plans, the preparation of a peer review memo that will evaluate the feasibility of implementing the City's proposed capital improvement plan and the presentation of the memo at public meetings (estimated to be two meetings).

If you are interested in this solicitation, **please respond to this email by 5 pm on Monday December 5th** with a brief (no more than 3 pages) proposal that includes the following:

- Relevant experience of your company and staff regarding the scope of work
- Cost estimate for scope of work
- Consultant hourly rates
- Availability in December and the first and second quarter of FY23

Thank you,

Sofia

Sofia Recalde
Management Analyst
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