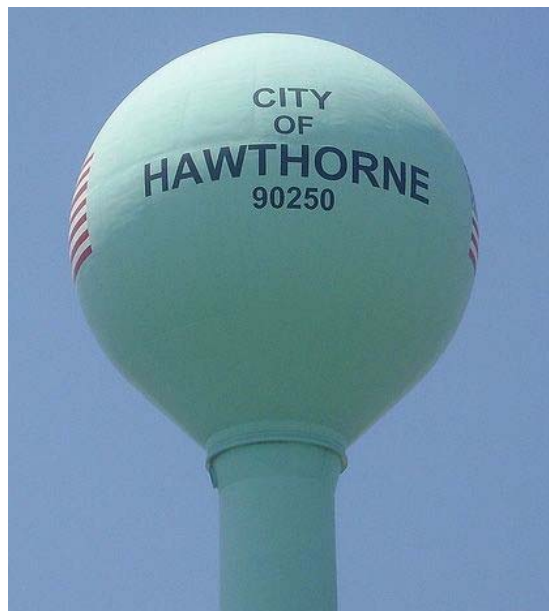




REQUEST FOR QUALIFICATION
FOR
OPERATIONS, MAINTENANCE, AND MANAGEMENT
OF HAWTHORNE MUNICIPAL WATER SYSTEM &
ASSOCIATED GROUND WATER





Request for Qualifications

Cover Page

City of Hawthorne, CA

RFP TITLE	Request for Qualifications for Operations, Maintenance, and Management of the Hawthorne Municipal Water System and Associated Ground Water	
PURPOSE	The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the operations, maintenance and management of the City of Hawthorne’s Municipal Water System and Associated Ground Water in the City of Hawthorne, CA.	
DEADLINE FOR RFQ SUBMISSION	<p>DEADLINE FOR PROPOSALS TO BE RECEIVED January 22, 2025 4:00 P.M. Pacific Standard Time ORIGINAL RFQ ONLY LATE OR UNSIGNED RFQs WILL BE REJECTED</p>	
SUBMIT RFQ TO THIS ADDRESS	<p>CITY OF HAWTHORNE CITY CLERKS OFFICE ATTN: SELENA ACUNA 4455 W. 126TH ST. HAWTHORNE, CA 90250</p>	
SPECIAL INSTRUCTIONS	SUBMIT ONE ORIGINAL WITH TWO ADDITIONAL COPIES OF PROPOSAL WITH REQUIRED FORMS	
DIRECT ALL INQUIRES TO	NAME	SELENA ACUNA
	TITLE	PUBLIC WORKS MANAGER
	EMAIL	SACUNA@CITYOFHAWTHORNE.ORG

DATE RFQ ISSUED 12/19/2025

**REQUEST FOR QUALIFICATIONS FOR OPERATIONS, MAINTENANCE AND
MANAGEMENT FOR HAWTHORNE MUNICIPAL WATER SYSTEM
& ASSOCIATED GROUND WATER**

1. INTRODUCTION & PURPOSE:

The City of Hawthorne (“City”) is soliciting Statements of Qualifications (SOQs) from qualified firms to provide operations, maintenance, and management (O&M) services for the City’s municipal potable water system.

The Purpose of this RFQ is to:

- Identify highly qualified firms with demonstrated experience in municipal water system operations,
- Establish a shortlist of firms eligible for interviews,
- Select a preferred firm with whom the City may negotiate one or more agreements, which may include:
 - Contract O&M services,
 - A phased transition agreement,
 - A public-private partnership (PPP),
 - A hybrid operating or management structure,
 - Or other mutually acceptable delivery models.

This RFQ is not a request for pricing and does not obligate the City to enter into a lease or long-term agreement.

2. CITY’S WATER SYSTEM (SUMMARY):

Providing a **High-level description only** :

- Approx. 6,000 connections
- Treatment plant, wells, reservoirs, booster stations
- Purchased water+ adjudicated groundwater
- Distribution system mileage
- Existing billing structure
- Regulatory oversight agencies

(Detailed systems data will be made available during later negotiation phases.)

3. SCOPE OF SERVICES (QUALIFICATIONS-BASED)

Respondents must demonstrate qualifications to provide some or all of the following services:

3.1 Core Operations & Maintenance

- Day-to-day operations of treatment and distribution facilities
- Preventative and corrective maintenance
- Emergency response (24/7/365)
- Water quality monitoring and compliance
- SCADA and controls oversight

3.2 Regulatory & Compliance Management

- Compliance with State Water Resources Control Board / DDW requirements
- Sampling programs and reporting
- Response to inspections and violations
- Recordkeeping and audit readiness

3.3 Staffing & Workforce Development

- Certified operators (treatment & distribution)
- Sampling programs and reporting
- Response to inspections and violations
- Recordkeeping and audit readiness

3.4 Administrative, Billing & Customer Service Support

- Meter reading oversight
- Billing system management or transition
- Customer service support
- Data management and reporting
- Coordination with City finance staff

3.5 Capital Improvement & Asset Management Support

- Asset inventory and condition assessment
- CIP development and prioritization
- Coordination with City engineers
- Construction oversight or self-performance
- Grant and funding support (optional)

3.6 Construction & Field services (Preferred)

Respondents may demonstrate:

- In-house construction capabilities
- Class A or related contractor licensing
- Ability to self-perform emergency or planned work
- Experience coordinating capital projects in active systems

4. DELIVERY MODELS (INTENTIONALLY OPEN)

Respondents shall describe their experience and capability under various delivery models, including:

- Contract O&M services
- Transitional or interim operations
- Phased operational takeovers
- Public-private partnerships
- Hybrid management models
- Lease or concession support (if applicable)

Respondents are not required to propose a specific structure at this time.

5. STATEMENT OF QUALIFICATIONS-REQUIRED CONTENT:

Each SOQ shall include, at minimum:

5.1 Firm Background

- Legal structure
- Years in operation
- Primary service lines
- Municipal water experience

5.2 Relevant Project Experience

- Comparable municipal systems
- Size, complexity, and services provide
- Duration of engagements
- Reference contacts (minimum 3)

5.3 Key Personnel

- Organizational chart
- Resumes of key staff
- Certifications and licenses
- Local or regional staffing availability

5.4 Technical Capabilities

- Treatment and distribution expertise
- SCADA and technology experience
- Regulatory compliance track record
- Emergency response capabilities
- Distribution system mileage
- Existing billing structure
- Regulatory oversight agencies

5.5 Workforce & Training Programs

- Operator training programs
- Apprenticeship or workforce development
- Retention and recruitment strategies

5.6 Financial Capacity

- Evidence of financial stability
- Ability to scale operations
- Insurance and bonding capacity

5.7 Optional Enhancements

- Innovations, technology, or efficiency tools
- Asset management systems
- Sustainability initiatives
- Grant or funding expertise

6. PROCUREMENT PROCESS

Step 1 – RFQ Issuance

City issues RFQ.

Step 2 – Evaluation & Shortlisting

RFQs evaluated based on qualifications only.

Step 3 – Interviews

Top-ranked firms invited for interviews and discussions.

Step 4 – Negotiation

City enters negotiations with selected firm(s) for:

- Interim or transitional services
- Long-term O&M agreement
- PPP / hybrid structure
- Lease or other arrangements (if desired)

7. EVALUTATION CRITERIA

- Relevant municipal water experience
- Depth of operational and regulatory expertise
- Staffing strength and certifications
- Workforce development and training programs
- Ability to support transition and long-term needs
- Demonstrated reliability and performance
- Overall fit with City objectives

8. CITY RIGHTS

The City reserves the right to:

- Modify or cancel this RFQ
- Request additional information
- Conduct interviews
- Negotiate scope and terms
- Select one or more firms

- Take no action

SERVICE REQUIREMENTS:

- The successful proposer shall provide an up-front payment to the City in the amount of \$10,000,000. The timing and structure of this payment may be negotiated as part of contract execution.

TERM OF CONTRACT:

- The term of the contract will be for ten (10) years, with an optional ten (10) year extension to the discretion of the City.

PRE- SITE VISIT:

- A mandatory pre-bid site inspection of the water treatment and storage tank facilities as well as elevated water tank will be conducted at those facilities on January 13, 2026 at 9:30 A.M. at 12540 Ramona Avenue. All proposers shall execute a sign-in sheet at the Site visit. Proposers' questions will be answered at this time or later through email. Last day of accepting and processing questions is January 16, 2026. No more questions can be accepted and processed after this date.
- **Mandatory Pre-Job Walk will be held on January 13, 2026 at 9:30 am at 12540 Ramona Ave. Hawthorne, CA 90250.**
- ***Note: Contractors that do not attend the Mandatory Job Walk will be disqualified from bidding on the RFQ.**

RELEASE OF RFP	12/19/2025
MANDATORY JOB WALK	1/13/2026
DEADLINE FOR SUBMISSION OF QUESTIONS	1/16/2026
DEADLINE FOR QUALIFICATIONS TO BE RECEIVED	1/22/2026

