



REQUEST FOR PROPOSAL FOR FIRE HYDRANT ASSESSMENT & MAINTENANCE PROGRAM

September 25, 2026

Please submit bid proposal no later than October 23, 2026, by 2:00 PM to terryc@camrosa.com

A pre-proposal meeting will be held on October 8, 2026, at 9:30 AM PT at Camrosa's conference room (7385 Santa Rosa Road, Camarillo, CA 93012) or on-line via TEAMS (If attending via TEAMS, please email terryc@camrosa.com for link).

CAMROSA WATER DISTRICT

FIRE HYDRANT ASSESSMENT, LUBRICATING, EXERCISING & FLUSHING PROGRAM

Background:

The Camrosa Water District (District) was formed in 1962 as a County Water District pursuant to the California Water Code and today provides water and wastewater services within a 31-square mile service area of Ventura County. The District provides retail water services to unincorporated areas of Ventura County, as well as areas within the city limits of Camarillo, Thousand Oaks, and Moorpark.

The existing potable water system provides service in four pressure zones consisting of 180 miles of potable water pipelines, 10 tanks, seven well sites, and eight pump stations. Large portions of the system were installed in the first few years of the District's operations, with 68% of pipes installed between 40 and 60 years ago.

Currently, there are approximately 1,169 fire hydrants in the potable water system, 570 (47%) of which were installed between 40 and 60 years ago. The non-potable water system has 28 fire hydrants. Payment will be made on actual hydrants evaluated.

Objective:

The District is soliciting bids from experienced and qualified Contractors to assess and evaluate all fire hydrants and provide limited maintenance work, as required and detailed in this program.

The Contractor will execute a fire hydrant assessment program to include but is not limited to: identify and locate hydrant, , inspecting, photographing, flushing, assessing, operating/exercising the hydrant and hydrant auxiliary valve, lubricating, and recording static pressure. The assessment and maintenance work shall be captured by the consultant using their own spreadsheets and electronic interface that is compatible with ESRI Field Maps V26.2.2 mobile device that is supplied by the contractor using the District's current GIS/Database format. The Field Map will incorporate specific criteria and fields that will be populated. Once the assessment is complete, the contractor will need to perform the necessary work as identified in this proposal.

Once complete, the contractor will provide a final report submitted within 30 days after the completion of the fieldwork.

PROJECT APPROACH AND PROJECT MANAGEMENT

After an award, the Contractor will provide a "Project Approach" summary, demonstrating a complete understanding of fire hydrant assessment methodologies to be employed. This summary shall be a short narrative describing the planned fire hydrant assessment evaluation methodology and approach to the project.

A comprehensive project management plan and planned auditing techniques shall be outlined. Address potential problems such as limited data, inoperable fire hydrants, and restricted access, and outline techniques for resolving these issues. Quality Control and Quality Assurance procedures should be outlined in this section to ensure the accuracy of the analysis of the data.

Outline the proposed Project Management System relating to the objectives of the District's project. Clearly describe the Project Manager's responsibilities, as well as the responsibilities and task assignments of the field team.

FIRM EXPERIENCE

Along with their bid proposal, the proposer shall provide a company overview covering all the services provided. This should include the company's primary line of business, its length of existence, and the length of time it has been providing fire hydrant assessment services.

Submit at least three (3) project references for similar work completed in the last five (5) years, including;

- A brief description of the work completed.
- Contracted amount.
- Contact names, phone numbers, addresses, and e-mail addresses of the agency authorizing the project.

EXPERIENCE OF KEY PERSONNEL

The District is seeking a quality professional services firm that can provide the services in a safe, efficient and professional manner. As a condition of this request the firm must provide experienced, trained and qualified personnel. At a minimum, the project team shall consist of:

- A Project Manager with a minimum of five (5) years of experience in managing fire hydrant assessment programs.
- A Field Project Leader with a minimum of three (3) years of experience in leading and performing fire hydrant assessment programs, and
- A Field Technician is not required to have experience with fire hydrant assessment program if employed by the firm for less than one (1) year. However, the District prefers a Technician that has completed training (certified where applicable) in traffic control and flagging within six (6) months of his/her hire date.

SAFETY

Comply with all applicable safety requirements. Using a one-man project team is prohibited and will be considered non-responsive as it relates to this RFP.

The Proposer will adhere to the following:

- Proper personal protection equipment (PPE) shall be worn at all times. A Class III reflective safety vest will be worn for all work.
- The Project Team will follow all applicable traffic safety rules. Project personnel will be trained (certified where applicable) by an organization such as the American Traffic Safety Services Association (ATSSA), in Traffic Control and Safety (MUTCD Standards). Traffic control may be required and shall be accounted for in the bid proposal accordingly.
- The Project Team will follow all procedures regarding Workplace First Aid & CPR. Project personnel will be trained (certified where applicable) in First Aid & CPR.
- The Project Manager and the Project Leader will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10-Hour or 30-Hour Card.

PROPOSER SHALL PROVIDE A COVER LETTER THAT PROVIDES THE FOLLOWING:

1. Details of company such as address, phone number, etc.
2. Proposer's qualifications
3. Understanding of the project
4. Project staffing by full-time employees of the Proposer
5. Structure (outline) of the proposal

FIRE HYDRANT ASSESSMENT SCOPE OF SERVICE

The Proposer shall develop, plan and execute a program to locate, inspect, assess, operate, photograph, record static pressure, lubricate, exercise auxiliary valve, hydrant flush, and create a deliverable database in a format compatible with the District's current GIS/Database system platform. This program will address all fire hydrants and valves throughout the potable water and non-potable water distribution systems.

This work shall essentially consist of the following elements:

- Locations of all fire hydrants that will allow their positions to be known and readily re-created by District personnel upon demand.
- Inspection of all fire hydrants and valves for appearance, accessibility, leakage and functionality in accordance with the AWWA M-17 manual, NFPA 291 and ISO requirements.
- Operation of each fire hydrant and valves to ensure ability to operate and fully "flow" upon demand. Adherence to the AWWA M-17 manual, NFPA 291 and ISO requirements is required.
- Compilation of the fire hydrant information collected by means of a fire hydrant online/web-based database or compatible spreadsheet with hard copy reproduction capabilities. The online/web-based database must be accessible by ARC/GIS systems that support Open Database Connectivity.

Fire Hydrant Appearance

- Condition of the paint. Does the hydrant need to be painted Y/N
- Does the hydrant have breakaway bolts or flange? Are they correctly installed (bolt head on bottom) or show signs of corrosion? Do they need to be replaced Y/N
- Does the hydrant have missing caps? Y/N. If yes, what size?
- Does the hydrant have two or three ports. (commercial or residential)

Fire Hydrant Accessibility

- Does the fire hydrant need to be raised, or lowered? Y/N
- Do the pumper port and nozzles face the correct direction? Y/N
- Does the fire hydrant need to be relocated?

Fire Hydrant Functionality

- Are the nozzle/pumper threads in working condition?
- Do the nozzle/pumper ports require any maintenance or need to be replaced?
- Is the hydrant difficult to operate?
- Is the operating nut of the fire hydrant in good condition?

The firm shall notify the District's Operations Director of their intent to operate a certain group of water fire hydrants. Permission shall be obtained to perform the work, at least twenty-four (24) hours or one (1) working day in advance of the intended start of that work.

Documentation

The Proposer will provide a fire hydrant assessment report for each fire hydrant located and provide the information in an electronic format report. The report should include, but not be limited to, the following fire hydrant information:

- Location and number.
- Make, model and year.
- Photograph of hydrant
- Number of ports
- Missing or damaged caps including size
- Physical damage or defect.
- Obstructions on or around the fire hydrant.
- Fire hydrant outlets face proper direction.
- Minimum 15" clearance between lowest outlet and ground.
- Auxiliary valve is visible.
- Condition of paint
- All outlets and cap threads are cleaned and lubricated.
- Breakaway bolts or flange assessment.
- Static pressure reading is taken.
- Operating stem is exercised and lubricated.
- Hydrant was flushed
- Exercise Hydrant auxiliary valve. Record number of turns to open/close.
- Missing Fire hydrant reflectors and markers are replaced and/or repaired.

DOCUMENTATIONS and COMMUNICATIONS

The Proposer is expected to perform the following:

- Conduct a kick-off meeting with the District to cover the goals of the project and outline work procedures. After work begins, the field crew will meet weekly or as agreed upon (typically Monday morning and Friday Afternoon), with assigned District personnel to go over areas of the fire hydrant assessment program for the prior workday, and plan current day and areas to survey.
- At the end of each day, or as requested, a list of any broken or inoperable fire hydrants will be turned in. Critical fire hydrants that may be subject to breakage will be discussed as far as operation PRIOR to exercising to prevent loss of fire protection.
- Information collected by the Project Team during the fire hydrant assessment program and any other information provided by the District shall be regarded as **CONFIDENTIAL** and will not be shared without permission from the District.
- **A Final report** will be prepared at the completion of the project which will include all fire hydrant assessment reports and other problems found that need the attention of the District.

This final report shall be submitted to the District within 45 working days of the completion of the fieldwork.

- The final deliverable shall be a complete fire hydrant database accessible by the utility and is compatible with the District's ESRI GIS database.
- Reports of fire hydrant assessment data shall be available from the export of the database into Excel.

PROPOSED SCHEDULE

The Proposer will submit as part of the proposal, a work schedule detailing the work plan. This will include a time and date estimate for each task session of the project. A calendar or timeline would be helpful for detailing the work proposed. This schedule shall include time and dates from the kick-off meeting to the submission of the final report. Interim reporting will be detailed as well as the day-to-day activity monitoring. Any meeting involving the District shall be identified here as well.

FIRE HYDRANT ASSESSMENT PROPOSED PRICING

The Proposer shall supply the District a **unit price (per fire hydrant)** and a **total price** for the proposed fire hydrant assessment program. This unit price will include all costs associated with the fire hydrant assessment program for the selected fire hydrants in the distribution system.

ASSUMPTIONS AND SERVICES PROVIDED BY THE UTILITY

- The District will furnish all maps, atlases, and records necessary in an electronic format to properly conduct the fire hydrant assessment program
- The District will assist as necessary where traffic control may be extreme.
- The District will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful with inoperable or difficult to operate fire hydrants and for general information about the water system. This person will assist the Project Team on an "as needed" basis.
- The District will assist, if needed, to locate all nonmetallic pipes within the service area.

EVALUATION OF PROPOSAL

The District uses a point's system/scale to evaluate each submission. The point values are as follows:

Scope of Work, Project Approach and Project Management:	20 points
Firm Experience:	20 points
Experience of Key Personnel:	15 points
Overall Evaluation of the Firm and its ability to provide the required services:	15 points
Proposal Price	30 points

The District reserves the right to reject any or all proposals received. Award consideration shall go to the professional services firm which demonstrates that it possesses the skills, judgment, and experience, availability of appropriate manpower, and ability to track and record all required data. In addition, having the necessary judgments as to skill, experience, availability of

appropriate staff, and record of on-time delivery will be made in the sole judgment of the District. The District has the right to interview and negotiate with any and all respondents.

**CAMROSA WATER DISTRICT
BID FORM
Fire Hydrant Assessment**

Bid Item No.	Description	QTY	Unit	Unit Price	Extended Price
1	Mobilization/Demobilization	1	LS		
2	Safety and traffic control	1	LS		
3	Assess potable water hydrant in accordance with RFP requirements.	1169	EA		
4	Assess non-potable water hydrant in accordance with RFP requirements.	28	EA		
5	Final report	1	LS		
	TOTAL BID				

Total Bid Price: _____
(Amount Written in Words)

Addendum Acknowledgement (if applicable):

Addendum #1: Sign/Date: _____

Addendum #2: Sign/Date: _____

Bidder:

Corporate Name of Bidder: _____

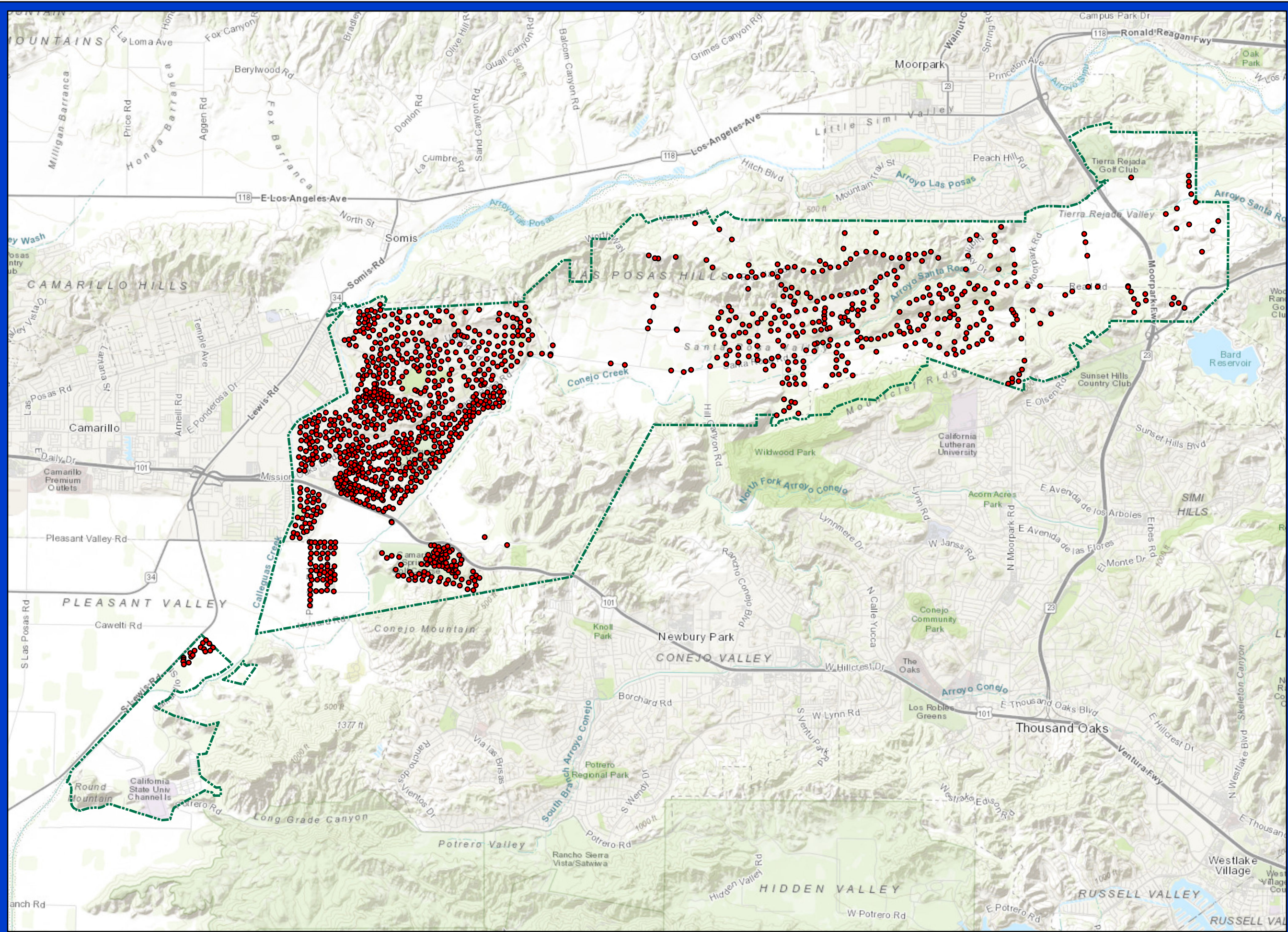
Authorized Signature: _____ Date: _____

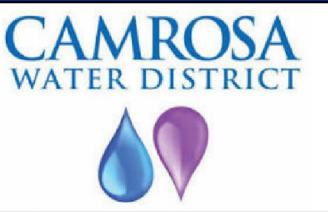
Print Name: _____ E-mail: _____

Office Phone: _____ Mobile: _____

Address: _____

Contractor's License No. _____ Contractor's DIR No. _____





KEY TO FEATURES

- Hydrant
- District Boundary

*****DISCLAIMER*****

This map is for reference only. Although every effort has been made to ensure the accuracy of information, errors and conditions originating from physical sources used to develop the database may be reflected on this map. ZWORLD GIS shall not be liable for any errors, omissions, or damages that result from inappropriate use of this document. No level of accuracy is claimed for the boundary lines shown here on and lines should not be used to obtain coordinate values, bearings or distances.



Feet

0 2,000 4,000 8,000

State Plane California Zone V NAD 1983

Hydrant Locations



GEOSPATIAL INFORMATION SYSTEMS
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