



NOTICE OF ADMINISTRATION COMMITTEE MEETING

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a regular meeting of the Administration Committee to be held Tuesday, **September 27, 2016 at 11:00 a.m.** at the Operations Building, 13057 Highway 9, Boulder Creek, California.

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications
This portion of the agenda is reserved for Oral Communications by the public for items that are not on the Agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of the Committee. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. No actions may be taken by the Committee on any Oral Communications presented; however, the Committee may request that the matter be placed on a future agenda. Please state your name and town/city of residence at the beginning of the statement for the record.
3. Old Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
 - a. DRAFT REQUEST FOR PROPOSAL FOR LEGAL SERVICES
Discussion and possible action by the Committee regarding Draft RFP for legal services.
4. New Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
 - a. DRAFT REQUEST FOR PROPOSAL FOR NEEDS ASSESSMENT
Discussion and possible action by the Committee regarding Draft RFP for needs assessment.
 - b. LEAK ADJUSTMENT
Discussion and possible action by the Committee regarding leak adjustment.

5. Informational Material: None.
6. Adjournment

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Office at (831) 338-2153 a minimum of 72 hours prior to the scheduled meeting.

Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on September 23, 2016, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the regular meeting of the Administration Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on September 23, 2016.

Holly B. Morrison, District Secretary
San Lorenzo Valley Water District



REQUEST FOR PROPOSALS

TO PROVIDE:

**CONSULTING SERVICES TO THE
SAN LORENZO VALLEY WATER DISTRICT**

PROJECT TITLE:

GENERAL LEGAL COUNSEL SERVICES

RESPONSE DUE BEFORE 3:00 P.M.

ON

JANUARY X, 2017

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
(831) 430-4625**

I. INTRODUCTION

The San Lorenzo Valley Water District is soliciting proposals from qualified firms to Provide General Legal Counsel Services. The District is seeking proposals from qualified firms with a comprehensive understanding of county water districts and California water law.

II. GENERAL INFORMATION

A. Water

San Lorenzo Valley Water District (SLVWD or District) is an urban water supplier established in 1941 and serves a population of approximately 20,000 people (8,200 connections) in several communities within the 136 square-mile San Lorenzo River watershed. The District is governed by a five-member Board elected at-large for four-year overlapping terms.

The District owns, operates, and maintains four permitted water systems comprised of thirty-four pressure zones. Each service area has separate individual water sources. The North Service Area includes the unincorporated communities of Boulder Creek, Brookdale, Ben Lomond and Lompico. The South Service Area encompasses portions of the City of Scotts Valley and adjacent unincorporated neighborhoods. The Mañana Woods subdivision became part of the South Service Area as a result of the District's annexation of the Mañana Woods Mutual Water Company in July 2006. The Felton Service Area includes the town of Felton and adjacent unincorporated areas.

The District's legal boundaries encompass approximately 60 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. Within these boundaries, the District's three service areas have a combined area of approximately 26 square miles and individual areas as follows: North Service Area (23 square miles), South Service Area (0.8 square mile), and Felton Service Area (2.2 square miles). Their individual water supply systems are referred to as the North, South, and Felton Systems.

The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. These sources are derived solely from rainfall within the San Lorenzo River watershed. Each service area is supplied as follows:

- North Service Area – Supplied by both stream diversions and groundwater wells. Six points of diversion draw from Peavine, Foremen, Clear, and Sweetwater creeks. Two active groundwater wells draw from the Santa Margarita Sandstone aquifer in each of the Quail Hollow and Olympia areas.
- South Service Area – Supplied by groundwater wells producing from the Lompico Sandstone aquifer, and the overlying Santa Margarita Sandstone aquifer where saturated. These include three active Pasatiempo wells and one active Mañana Woods well.
- Felton Service Area – Supplied by three points of diversion: Fall Creek, Bull Creek, and Bennett Spring.

The scale and complexity of SLVWD's water distribution system (33 pressure zones) reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources. The District's four systems have limited above-ground storage capacity equal to a few days' average use, and rely on groundwater for seasonal and year-to-year storage. The District produces and treats water based on immediate water demand.

Water Enterprise operating expenses for the 2015/16 year are budgeted at \$5.727M.

B. Wastewater

The District's Bear Creek Estates Wastewater System operates in and around the neighborhoods along Deerwood Drive, Harmon Gulch and Timberwood Road. The Bear Creek Estates Sanitary System (BCESS) system serves approximately four dozen homes. The System consists of:

1. Gravity sewer pipes collecting wastewater from individual homes within the service area. Total length and size of gravity system is unknown
2. Force main delivering wastewater from a centralized collection point to a treatment plant. Size, material and length of force main are unknown.
3. One pump station.
4. One bio-treatment plant with leach field disposal

The system is operated under California Regional Water Quality Control Board Order No. 00-043.

C. Recent History

The District currently employees 33 individuals within four departments (Administration, Accounting/Customer Service, Operations (Distribution and Treatment), and Engineering.

The District is currently involved in one litigation case brought by a private citizen concerning the alleged location of District facilities on private property.

The District is currently providing defense in one litigation case brought by a private citizen against a past Board Member for an alleged conflict of interest.

District anticipates a five-year agreement (Three-year firm with a two-year extension option) with the selected legal firm. Estimated start date for legal services would be July 1, 2017.

III. PROJECT SCOPE OF SERVICES

The proposed scope of required services for this project includes:

TASK 100 – GENERAL SERVICES

Council shall provide overall legal contract management including administration and invoicing.

Council shall attend all regularly scheduled Board Meetings.

Council shall advise the District regarding conduct of all District meetings, elections and referendums.

Council shall interpret laws, legislation, rulings and regulations for the District

Council shall represent the District in administrative and legal proceedings, providing litigation services as needed.

Council shall coordinate and manage the services and costs of outside legal counsel as assigned.

TASK 200 – BOARD SERVICES

Consultant shall advise the Board and District Manager on legal matters including, but not limited to:

- The Brown Act,
- Agenda Preparation,

- Parliamentary Procedures (currently Sturgis Standard Code)
- FPPC requirements,
- Ethics,
- Risk Avoidance,
- Legislative updates and information pertinent to the operation and functions of the District
- Other Legal Compliance issues.

TASK 300 – STAFF SERVICES

Consultant shall advise the Board and District Manger on legal matters including, but not limited to:

- Labor issues and employment law,
- Public Records Requests,
- Consulting Contract Review,
- Contractor Contract Review,
- Assist in revisions to the District's Rules & Regulations and Policies & Procedures documents.
- Easement, deeds, leases and property management.

TASK 400 – SPECIALIZED SERVICES

Consultant shall advise the Board and District Manger on legal matters including, but not limited to:

- Water Rights and Permitting Issues,
- Conjunctive use and Storage Rights.
- Sustainable Groundwater Management Act (SGMA) and subsequent Groundwater Sustainability Agency (GSA),
- Interaction with Government Oversight Agencies (NOAA, Dept. of Water Resources, Fish and Wildlife, CEQA, etc.),.
- Bond, Assessment District formation and management

IV. PROPOSAL REQUIREMENTS

The proposal shall not exceed 15 pages excluding resumes, cover letter, dividers, front and back covers. Responses to this RFP shall be in the following order and shall include:

1. Executive Summary (2 pages maximum)

Summarize the contents of your firm's proposal in a clear and concise manner.

2. Firm Description (3 pages maximum)

Describe the nature of your law firm's practice and your qualifications for providing general legal services for the District.

3. Identification of Prime Counsel (4 pages maximum per individual, excluded from proposal page maximum)

Provide a professional resume of the individual who will be designated to serve as primary legal counsel as well as for others who you anticipate will be involved in providing legal services to the District. For each person whom you propose to designate as prime, deputy or supporting counsel provide the following:

- Legal training and years of practice (including date of admission to the California Bar)
- Years of municipal or other local public sector law practice as full-time attorney.
- Knowledge of and experience with California special districts, water law and codes and other public sector experience.
- Litigation experience and demonstration of good track record.

4. Identification of General Council Expertise (5 pages maximum)

Provide demonstrated legal expertise in the following areas as it relates to special districts or municipal governments:

- Laws and regulations governing California special districts and operating procedures relative to the conduct of special district business.
- Experience and knowledge of Public Contracting Code, Labor Code and other California statutes governing the bidding, awarding, contracting and construction of public works.
- Environmental law including California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Contracts, Joint Powers Authorities, Memorandums of Understanding including risk transfer provisions.
- Preparation and review of ordinances and resolutions
- Real estate law, easements, right-of-way and other related agreements and negotiations
- California Public Records Request Act, Ralph M Brown Act, Fair Political Practices Commission regulations and public official conflict statues and the California Elections code.
- Formation of Assessment and Improvement Districts
- Law pertaining to fees and taxes, including Proposition 218
- Other relevant areas pertaining to special district/water district or municipal law.

5. Experience and Past Performance (3 pages max / 3 firms max)

i. Include a summary of the past experience and performance for similar agencies. Include the following information:

1. Owner, contact name and phone number
2. Agency size and description
3. Agency budget
4. Total term of relationship with Agency

6. Firm's Local Experience (1 page maximum)

Describe the firm's experience and knowledge with the County of Santa Cruz and San Lorenzo Valley. Include a commitment of availability to attendance at District meetings.

7. Conflict of Interest / Ethics (1 page maximum)

It is the desire of the District to hire a law firm that does not frequently have to recuse itself from issues due to conflict of interest or concerns. Please address this issue. Also, provide a statement identifying any potential conflicts of interest with other clients or interests in the firm.

The firm should identify and disclose any business relationship, direct or indirect, with any of the neighboring agencies, cities or special districts.

Identify any past malpractice complaints or suits, complaints filed with the State Bar or discipline imposed by the State Bar.

8. Proposed Total Professional Fee and Fee Schedules Submitted Under Separate Sealed Cover

- i. Compensation shall be shown as an hourly rate by description/type of service and by person as well as any costs that are chargeable under the terms of agreement.
- ii. All billings for legal services will be subject to audit and review at any time.

9. Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and takes no exceptions to this RFP including, but not limited, to the Consultant Services Agreement (attached). If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00.

V. EVALUATION CRITERIA

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

- 1. Executive Summary 10%
- 2. Project Description 25%
- 3. Identification of Consultant 5%
- 4. Project Organization and Experience 25%
- 5. Past Performance, Including Cost and Schedule Control 20%
- 6. Firm's Local Experience 5%
- 7. Conflict of Interest 5%
- 8. Proposed Fee 5%

VI. SELECTION PROCESS

The District will enter into negotiations with the top ranked firm. At this time, the District contemplates the use of a Time and Material contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee.

After negotiating a proposed agreement that is fair and reasonable the District Manager will present the contract to the District's Board for authorization to execute a contract with the most responsive firm.

VII. SELECTION SCHEDULE

The District anticipates that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

Proposal Due Date	
Interview	
Board of Directors Approval	
Final Selection and Notification	

VIII. SPECIAL CONDITIONS / ATTACHMENTS

- None

IX. SUBMITTAL REQUIREMENTS

1. One (1) executed original marked "ORIGINAL" in red ink and three (3) copies of the Proposal shall be submitted. One single sealed Proposed Fee Estimate marked "FEE ESTIMATE" in red ink shall be submitted separate from the proposal. Emailed proposals will not be accepted. Submit one electronic copy of the proposal in PDF format (on CD, DVD or Thumb Drive). The Response shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.
2. The Response Proposal must be received no later than **3:00 p.m.** local time, on or before **January 15, 2015** at the office of:

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006**

Attn: District Secretary (Holly Morrison)

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted in writing to **hmorrison@slvwd.com**.



REQUEST FOR PROPOSALS

TO PROVIDE:

**CONSULTING SERVICES TO THE
SAN LORNZO VALLEY WATER DISTRICT**

PROJECT TITLE:

ADMINISTRATIVE AND OPERATIONAL FACILITY NEEDS ASSESSMENT

RESPONSE DUE BEFORE 3:00 P.M.

ON

OCTOBER 3, 2016

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
(831) 430-4625**

I. INTRODUCTION

A water district need appropriate facilities from which to provide service. The San Lorenzo Valley Water District is soliciting proposals from qualified firms to conduct an Administrative and Operational Facility Needs Assessment to assist in determining the spatial and infrastructure needs of running a functional district.

The goals of the Facility Needs Assessment include:

- Determining how much square footage of administration and operational space is needed,
- Determining if existing facilities meet the minimum square footage needs,
- If existing facilities are adequately sized, determine the budgetary cost to modernize said facilities (new offices, ADA compliance, structural seismic retrofits, electrical and plumbing modernization, meeting current building codes and standards, etc.),
- If existing facilities are not adequately sized, ~~determine what options are available for the District~~ provide an assessment of available alternatives, with pros/cons and relative costs-

The District anticipates submission of a final Facility Needs Assessment no later than January 15, 2016 and a Formal Board Presentation in February 2017.

II. GENERAL INFORMATION

A. Water

San Lorenzo Valley Water District (SLVWD or District) is an urban water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River watershed. The District owns, operates, and maintains four water systems that supply separate service areas from separate water sources. The North Service Area includes the unincorporated communities of Boulder Creek, Brookdale, and Ben Lomond and Lompico (under separate water permit). The South Service Area encompasses portions of the City of Scotts Valley and adjacent unincorporated neighborhoods. The Mañana Woods subdivision became part of the South Service Area as a result of the District's annexation of the Mañana Woods Mutual Water Company in July 2006. The Felton Service Area was acquired by the District from California American Water in September 2008 and includes the town of Felton and adjacent unincorporated areas.

The District's legal boundaries encompass approximately 62 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. Within these boundaries, the District's four service areas have a combined area of approximately 26 square miles and individual areas as follows: North Service Area (20.9 square miles) and Lompico (2.5 square miles), South Service Area (0.8 square mile), and Felton Service Area (2.2 square miles). Their individual water supply systems are referred to as the North, South, and Felton Systems.

The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. These sources are derived solely from rainfall within the San Lorenzo River watershed.

The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources. The District's three systems have limited above-ground storage capacity equal to a few days' average use, and rely on groundwater for seasonal and year-to-year storage. The District produces and treats water based on relatively immediate water demand.

Commented [MB1]: Do you want the consultant to do a real estate survey and identify available spaces and assess their suitability, or do you want the consultant to limit their consideration to alternatives on existing District properties? That will make a YUUUGE difference in price and complexity.

Commented [Office2R1]: I was hoping we could avoid crossing the line into a reconnaissance mission. That is simply too much to take on without a hard stop for public discussion. My \$0.02.

B. Wastewater

The District's Bear Creek Estates Wastewater System operates in and around the neighborhoods along Deerwood Drive, Harmon Gulch and Timberwood Road. The Bear Creek Estates Sanitary System (BCESS) system serves approximately four dozen homes.

C. District Operations

The District currently operates from four distinct facilities; Administration Building (Boulder Creek), Operations Building (Boulder Creek), Lyon Treatment Plant (Boulder Creek) and Kirby Treatment Plant (Felton). In addition, the District utilizes one document storage building (Zayante) and one meeting room (Lompico).

The Administration Building currently houses administration, customer service, accounting, environmental services, engineering services and small-part storage. Currently, there are 11 employees utilizing this building. The structure is 100+ years old and has been repeatedly adjusted to fit then-current needs. Current issues (not an all-inclusive list) include antiquated electrical, mechanical and plumbing issues, lack of seismic improvements, lack of ADA compliance, lack of developed meeting and office space, settled foundation corresponding to warp flooring, concerns regarding indoor air quality / mold. Last year the District installed a modern HVAC system with filtering and a positive-pressure system to restrain outside odors.

The Operations Building currently houses field services, SCADA control and a combined cafeteria/break room/ Board room/ meeting room. Currently, there are 22 employees utilizing this building, the majority of which arrive in the morning and evening and disperse to the field during the day. The structure is a 40-ish year old converted gas station. Parking for vehicles is limited and the District often resorts to storing operational vehicles at alternative locations.

The District relies on street parking (primarily in downtown Boulder Creek) for employee's personal vehicles during the day.

Lyon Treatment Plant houses District laboratory services and Lyon treatment staff. Kirby Treatment Plant houses Kirby treatment staff.

The District recently completed a staffing study to assist in determining what compliment of positions a water district of equivalent size and complexity would need to operate efficiently. The staffing study proposes that the District should consider expanding its workforce from the current 33 positions to a total of 39 positions. The proposed Organization Chart is provided for your reference.

In addition, the District is considering hiring a capital project construction crew of four to five individuals. The intent would be to capitalize the employee cost and dedicate this construction crew to pipeline installation.

The District desires to conduct a Facility Needs Assessment that determines the square footage necessary for efficient operation of the District. The Facility Needs Assessment shall include professional opinions regarding appropriate office, equipment yard, employee and District vehicle parking, material laydown, public meeting spaces (including restroom) and break room/s), staff meeting room/s, IT and communications/SCADA interconnections and housing, records retention and equipment storage needs. This is not an all-inclusive list and the Consultant shall provide their own expert opinion of appropriate space needs.

District anticipates a 3-month schedule for completion of this Needs Assessment. Estimated Board presentation is anticipated in February 2017.

III. PROJECT SCOPE OF SERVICES

The proposed scope of required services for this project includes:

TASK 100 – PROJECT MANAGEMENT AND INFORMATION COLLECTION

Consultant shall provide overall project management including contract administration, budget and schedule tracking, kick-off and progress meetings and controls. Consultant shall assume five meetings with staff and three public meetings (Board and/or special meetings).

Consultant shall provide internal quality control and quality assurance procedures.

Consultant shall propose a project schedule that meets or exceeds the timeline provided in this Request for Proposals.

TASK 200 – NEED ASSESSMENT

The consultant shall perform an overall analysis of the function, classification and allocation of District Operations. The consultant shall make recommendations as appropriate for improvements consistent with industry standards, best practices, and State law. The consultant shall prepare a Needs Assessment that provides a clear, written analysis of the methodology used and the basis for allocating space to appropriate departments/personnel.

The analyses shall provide:

- A professional opinion of the total square footage of space the District needs, broken down by department and/or individual positions.
- A professional opinion regarding the adequacy of current district facilities to meet the needs of the District, based on the provided Organization Chart.
- A high-level budgeting Opinion of Probable Construction Cost to appropriately modify current facilities to meet the District's Needs (added offices, ADA compliance, structural, seismic, electrical, mechanical, plumbing, etc.).
- A discussion regarding the efficiencies and deficiencies associated with a consolidated Admin/Ops facility versus operating from multiple/split locations (e.g 1/2 admin/ops center in Felton and 1/2 admin/ops center in Boulder Creek).

Consultant shall study available documentation and conduct sufficient field investigation to establish appropriate knowledge of the age, condition and workings of the existing facilities to make appropriate assumptions.

TASK 300 – FINAL NEEDS ASSESSMENT REPORT

Consultant shall prepare a final report that provides a detailed analysis of work performed and assumptions made. The report shall provide a clear written analysis of the basis upon which needs were calculated.

Consultant shall provide seven (7) hard copies (one wet signature and six copies) and a digital pdf of the final report.

IV. PROPOSAL REQUIREMENTS

The proposal shall not exceed 13 pages excluding resumes, cover letter, dividers, front and back covers. Responses to this RFP shall be in the following order and shall include:

1. Executive Summary (1 page maximum)

Summarize the contents of your firm's proposal in a clear and concise manner.

2. Project Description (2 pages maximum)

- i. Explain the objective of the project and how you propose to accomplish the recognized goals.
- ii. Describe the services and deliverables to be provided.
- iii. Include a statement on what makes your firm uniquely qualified.

3. Identification of Prime Consultant (1 page maximum)

- i. Legal name and address of the company.
- ii. Legal form of company (partnership, corporation).
- iii. If company is wholly owned subsidiary of a "parent company," identify the "parent company."
- iv. Name, title, address and telephone number of person to contact concerning the Response Submittal.
- v. Number of staff and the discipline/job title of each.

4. Identification of Sub Consultants, if any (1 page maximum)

- i. Legal name and address of the company.
- ii. Name, title, address and telephone number of prime contact
- iii. Number of staff and the discipline/job title of each.

5. Project Organization and Experience of the Project Team (3 pages maximum, not including resumes)

- i. Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
- ii. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- iii. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the District, lines of communication necessary to maintain design on schedule.
- iv. Describe a proposed schedule showing all facets of work that will meet the District's objectives and goals in a timely manor.
- v. Describe the Firm's capacity to perform the work within the time limitations, considering the firm's current and planned workload and the firm's current and planned work force.

6. Experience and Past Performance. Including Cost and Schedule Control (3 pages max / 3 projects max)

- i. Include a summary of the past experience and performance of the Project Manager on similar projects. Include the following information:
 1. Owner, contact name and phone number
 2. Project size and description
 3. Project budget and total dollar value of completed project
 4. Budgeted project schedule and total time to completion
 5. Estimated construction costs and actual construction costs
- ii. Describe the firm's past experience and performance on similar projects. Include the information listed above.

7. Firm's Local Experience (1 page maximum)

Describe the firm's experience and knowledge with Cost of Service Studies.

8. Creative Alternatives (1 pages maximum)

Discuss any creative solutions to meet the project objectives.

9. Proposed Total Professional Fee and Fee Schedules Submitted Under Separate Sealed Cover

- i. Proposed fee shall be organized with appropriate breakdown into subtasks.
- ii. Proposed Fee Schedule shall include an estimated timeline (Gantt Chart Format) for completion of each task and subtask.
- iii. Proposed fee shall not be the sole basis of award, but will be used to evaluate the Consultant's understanding of the Scope of Work.
- iv. Include the hourly rates of all staff that will charge directly to the project.

10. Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and takes no exceptions to this RFP including, but not limited, to the Consultant Services Agreement (attached). If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00.

V. EVALUATION CRITERIA

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

1. Executive Summary	10%
2. Project Description	25% <u>20</u>
3. Identification of Consultant	5%
4. Project Organization and Experience	25% <u>20</u>
5. Past Performance, Including Cost and Schedule Control	20% ₁
6. Firm's Local Experience	5% <u>10</u>
7. Creative Alternatives	5% <u>10</u>
8. Proposed Fee	5%

Commented [MB3]: Brian - I think your % allocations are fine. If I were doing it, these are the weightings I would choose, but ... its really not very different and I am glad to defer to your judgement and experience in these matters.

VI. SELECTION PROCESS

The District will enter into negotiations with the top ranked firm. At this time, the District contemplates the use of a Time and Material Not to Exceed contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee.

After negotiating a proposed agreement that is fair and reasonable the District Manager will present the contract to the District's Board for authorization to execute a contract with the most responsive firm.

VII. SELECTION SCHEDULE

The District anticipates that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

Proposal Due Date	X
Interview (TBD-If Necessary)	TBD
Board of Directors Approval	October 13, 2016
Final Selection and Notification	October 17, 2016

VIII. SPECIAL CONDITIONS / ATTACHMENTS

The following documents are included on the CD to provide background:

- 2016 Staffing Study
- Maps of District Service Ara

IX. SUBMITTAL REQUIREMENTS

1. One (1) executed original marked "ORIGINAL" in red ink and three (3) copies of the Proposal shall be submitted. One single sealed Proposed Fee Estimate marked "FEE ESTIMATE" in red ink shall be submitted separate from the proposal. Emailed proposals will not be accepted. Submit one electronic copy of the proposal in PDF format (on CD, DVD or Thumb Drive). The Response shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.
2. The Response Proposal must be received no later than **3:00 p.m.** local time, on or before **October 3, 2016** at the office of:

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006**

Attn: District Secretary (Holly Morrison)

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted in writing to hmorrison@slvwd.com.