SPECIAL MEETING OF THE WATER RESOURCES COMMITTEE
WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA
4040 PARAMOUNT BLVD., LAKEWOOD, CA. 90712
10:00 AM, MONDAY, MARCH 25, 2019

AGENDA

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "For information" or "For discussion" may also be the subject of an "action" taken by the Board or a Committee at the same meeting.

1. DETERMINATION OF A QUORUM

2. PUBLIC COMMENT
   Pursuant to Government Code Section 54954.3

3. OPERATIONS UPDATE
   Staff Recommendation: For discussion and possible action.

4. GROUNDWATER BASIN UPDATE
   Staff Recommendation: For discussion and possible action.

5. REGIONAL BRACKISH WATER RECLAMATION PROGRAM FEASIBILITY STUDY UPDATE
   Staff Recommendation: For discussion and possible action.

6. UPDATE ON THE NEW WELL CONSTRUCTION AND REHABILITATION LOAN PROGRAM
   Staff Recommendation: For discussion and possible action.

7. AUTHORIZE RELEASE OF A REQUEST FOR QUALIFICATIONS FOR THE DEVELOPMENT OF A CUSTOMER PORTAL FOR WATER PRODUCERS AND RIGHTS HOLDERS
   Staff Recommendation: The Water Resources Committee recommends that the Board of Directors authorize staff to release a request for qualifications for the development of a customer portal for water producers and rights holders.

8. DIRECTORS’ REPORTS, INQUIRIES, AND FOLLOW-UP OF DIRECTIONS TO STAFF

9. ADJOURNMENT
   The Water Resources Committee will adjourn to the next regular meeting currently scheduled for April 17, 2019, at 10:00 A.M.
In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact Brandon Mims, Deputy Secretary at (562) 921-5521 for assistance to enable the District to make reasonable accommodations.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 4040 Paramount Boulevard, Lakewood, California 90712.

Agendas and minutes are available at the District’s website, www.wrd.org.

EXHAUSTION OF ADMINISTRATIVE REMEDIES – If you challenge a District action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Deputy Secretary at, or prior to, the public hearing. Any written correspondence delivered to the District office before the District’s final action on a matter will become a part of the administrative record.
MEMORANDUM
ITEM NO. 4

DATE: MARCH 25, 2019
TO: WATER RESOURCES COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: GROUNDWATER BASIN UPDATE

GROUNDWATER BASINS AT A GLANCE

Precipitation % of Normal to Date
Oct. 1 - Mar. 7

GW Basin Operating Range

Minimum Quantity (0 AF) Optimum Quantity (288K AF)

Basin Pumping (Q)
July - Jan.

FY17-18 FY18-19
Central Basin West Coast Basin
20,123 111,687
16,522 109,622

WRD Recharge - WY 2018-19

Spreading Grounds

Inj. Barriers

* - Preliminary numbers, subject to change.
SUMMARY

Staff monitors groundwater conditions in its service area throughout the year. A summary of the latest information is presented below.

Precipitation (Oct 1 – Mar 7)

The WRD precipitation index reports that for the 2018-19 Water Year, there has been 18.75 inches of rainfall. The normal rainfall for this time period is 11.95 inches, so the District is 157% of normal. As of March 5, 2019, the U.S. Drought Monitor is reporting 10% of the State is abnormally dry, 1% is under drought conditions, 0% of the State is under severe drought, and 0% of the State is under extreme drought.

Snowpack (Snow Water Content [SWE] as of March 7, 2019)

In 1929, the State established the California Cooperative Snow Surveys Program with the California Department of Water Resources as the coordinator. Today, over 50 state, national, and private agencies collaborate in collecting snow data from over 300 snow courses with more than 60 of the course being the original courses established in the early 1900’s. The average snow course is 1,000 feet long and consist of about 10 sample points. Anywhere from two to six courses are measured per day depending on weather and access method.

The snow survey is completed using a snow sampling tube equipped with a cutter on the end that is driven through the snow measuring the depth and obtaining a snow core. The snow core is then weighed and the snow water content (or snow water equivalent) calculated. The surveys are completed throughout the winter by returning to the same sample points throughout the season to observe the changing conditions. From February through May the data is used by the State to forecast snow melt runoff. Many snow courses are only measured on or around April 1st, and since it is presumed that the snow accumulates up to April 1st and melts thereafter, April 1st is the benchmark for historic data comparisons.

Snow Water Equivalent (SWE):

Northern Sierra Nevada – 42.6 inches, 158% of normal to date and 149% of April 1st average  
Central Sierra Nevada – 43.9 inches, 164% of normal to date and 151% of April 1st average  
Southern Sierra Nevada – 36.7 inches, 146% of normal to date and 161% of April 1st average  
Statewide – 41.5 inches, 149% of normal to date and 161% of April 1st average
For all 16 reservoirs reported monthly to the committee, water levels have increased in 13 reservoirs compared to levels recorded in the previous month. Water levels rose the most at Lake Shasta (1.11 million acre feet), Lake Oroville (1.03 million acre feet), San Luis Reservoir (0.28 million acre feet), Pine Flat Reservoir (0.26 million acre feet), Lake Mead (0.24 million acre feet), and Trinity and Don Pedro Reservoirs (0.20 million acre feet each). The largest decrease (-0.45 million acre feet) occurred at Lake Powell. The smallest decreases (<0.01 million acre feet) occurred at Lake Perris and Lake Silverwood.
These 16 reservoirs are at 52% capacity (37.4 million acre feet) which is up 5% from the prior month (3.52 million acre feet State Water Project [SWP] and -0.18 million acre feet Colorado River Aqueduct [CRA]). The largest contributing factor to the change in reservoir storage is Lake Shasta and Lake Oroville (SWP) due to February precipitation and MWD’s management of its water storage in Lake Mead and Lake Powell (CRA).

<table>
<thead>
<tr>
<th>Reservoir</th>
<th>Capacity</th>
<th>Storage</th>
<th>% Full</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trinity Lake</td>
<td>2.45</td>
<td>1.78</td>
<td>73%</td>
<td>0.20</td>
</tr>
<tr>
<td>Lake Shasta</td>
<td>4.55</td>
<td>4.01</td>
<td>88%</td>
<td>1.11</td>
</tr>
<tr>
<td>Lake Oroville</td>
<td>3.54</td>
<td>2.42</td>
<td>68%</td>
<td>1.03</td>
</tr>
<tr>
<td>Folsom Lake</td>
<td>0.98</td>
<td>0.63</td>
<td>64%</td>
<td>0.11</td>
</tr>
<tr>
<td>New Melones</td>
<td>2.40</td>
<td>2.04</td>
<td>85%</td>
<td>0.17</td>
</tr>
<tr>
<td>Don Pedro</td>
<td>2.03</td>
<td>1.69</td>
<td>83%</td>
<td>0.20</td>
</tr>
<tr>
<td>Lake McClure</td>
<td>1.02</td>
<td>0.68</td>
<td>67%</td>
<td>0.07</td>
</tr>
<tr>
<td>San Luis</td>
<td>2.04</td>
<td>2.01</td>
<td>99%</td>
<td>0.28</td>
</tr>
<tr>
<td>Millerton Lake</td>
<td>0.52</td>
<td>0.39</td>
<td>75%</td>
<td>0.08</td>
</tr>
<tr>
<td>Pine Flat</td>
<td>1.00</td>
<td>0.64</td>
<td>64%</td>
<td>0.26</td>
</tr>
<tr>
<td>Castaic Lake</td>
<td>0.33</td>
<td>0.26</td>
<td>80%</td>
<td>0.01</td>
</tr>
<tr>
<td>Lake Perris</td>
<td>0.13</td>
<td>0.11</td>
<td>87%</td>
<td>0.00</td>
</tr>
<tr>
<td>Millerton Lake</td>
<td>0.08</td>
<td>0.06</td>
<td>81%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reservoir</th>
<th>Capacity</th>
<th>Storage</th>
<th>% Full</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powell</td>
<td>24.30</td>
<td>9.23</td>
<td>38%</td>
<td>-0.45</td>
</tr>
<tr>
<td>Mead</td>
<td>26.12</td>
<td>10.70</td>
<td>41%</td>
<td>0.24</td>
</tr>
<tr>
<td>DVL</td>
<td>0.81</td>
<td>0.73</td>
<td>90%</td>
<td>0.02</td>
</tr>
</tbody>
</table>

Black Text - Decrease or no change in storage since the last report.
Green Text - Increase in storage since the last report.

Charts illustrating Lake Shasta (SHA) and Lake Oroville (ORO) are currently filling greater than water is being released.
Groundwater Levels (through March 8, 2019)

Groundwater levels in key monitoring wells are shown in the hydrographs below.

<table>
<thead>
<tr>
<th>Well Name</th>
<th>Since Last Report</th>
<th>Since Same Time the Previous Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Basin Key Well 1601T</td>
<td>Increased 25.1 feet</td>
<td>Increased 18.0 feet</td>
</tr>
</tbody>
</table>
Optimum and Minimum Groundwater Quantity

In response to a 2002 State audit of the District’s activities, the Board of Directors adopted an Optimum and Minimum Quantity for groundwater in the District to define an appropriate operating range that would sustain adjudicated pumping rights, leave room for future storage projects, and identify a lower limit. The amounts are based on the accumulated overdraft concept, which the District tracks year by year based on changes in groundwater storage.

After an extensive review of over 70 years of water level fluctuations and discussions with the Board and pumping community, Water Year 1999/2000 was recognized as a representative year for the Optimum Quantity, which equated to an accumulated overdraft of approximately 612,000 acre-feet. The Minimum Quantity was defined as an accumulated overdraft of 900,000 acre-feet, which allowed an operating range from 0 acre-feet (minimum) to 288,000 acre-feet (optimum). The Board also adopted a policy to make-up the groundwater deficit should the accumulated overdraft fall too far below the Optimum Quantity.

The Accumulated Overdraft as of March 8, 2019 has been estimated at 715,000 acre-feet (subject to change), which is 189,300 acre-feet above the Minimum Groundwater Quantity and 98,700 acre-feet below the Optimum Quantity.

<table>
<thead>
<tr>
<th>Well Name</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Basin Key Well Long Beach #6_4</td>
<td>Increased 2.2 feet</td>
</tr>
<tr>
<td>West Coast Basin Key Well Lawndale #1_4</td>
<td>Increased 0.2 foot</td>
</tr>
<tr>
<td>West Coast Basin Key Well Carson #1_2</td>
<td>Decreased 1.1 feet</td>
</tr>
</tbody>
</table>

*GW Basin Operating Range*
Montebello Forebay Spreading Grounds (January 2019)

The following Chart shows the preliminary spreading grounds replenishment water:

The District budgeted for 8,000 acre-feet of imported water for replenishment in Fiscal Year 2018-19 which began delivery on December 24, 2018. To date, 5,340 acre-feet has been delivered. The remaining 2,660 acre-feet will be delivered at a later time.

Preliminary numbers for the first four months of the 2018-19 Water Year show that 18,307 acre-feet of recycled water has been recharged, which is below the year to date target amount of 19,107 acre-feet. The 120-month running average of recycled water contribution in the Montebello Forebay is 38.9% and the regulatory maximum is 45%, with additional studies and monitoring being required once 40% is reached.

Local water (stormwater plus dry weather urban runoff) is captured by the Los Angeles County Department of Public Works
(LACDPW) at the spreading grounds for recharge. Local water amounts are determined as the sum of the total waters conserved at the spreading grounds less the imported and recycled water deliveries. For the first four months of the 2018-19 Water Year, 31,962 acre-feet of local water capture has been reported by the LACDPW which is above the year to date target amount of 24,820 acre-feet.

**Seawater Barrier Well Injection and Replenishment (January 2019)**

The following Chart shows the barrier water injection:

Preliminary numbers for the first four months of the 2018-19 Water Year show that the West Coast Barrier used 1,343 acre-feet of imported water and 2,412 acre-feet of recycled water, or 64% recycled water. The Dominguez Gap Barrier used 2,491 acre-feet of imported water and 0 acre-feet of recycled water. The Alamitos Barrier, on the WRD side, used an estimated 1,198 acre-feet of imported water and 0 acre-feet of recycled water.

**Pumping (Water Year Oct - Jan 2019 and Fiscal Year July - Jan 2019)**

Preliminary numbers for groundwater production in the District for the first four months of the 2018-19 Water Year indicate that 66,832 acre-feet were pumped compared to 71,996 acre-feet the year previous, or a decrease of 5,164 acre-feet (-7.2%). In the
Central Basin, pumping was 3,326 acre-feet lower than the previous water year (-5.5%) and the West Coast Basin pumping was down 1,838 acre-feet from the previous water year (-16.5%). The Chart below shows Water Year 2018-19 pumping versus Water Year 2017-18.

Preliminary numbers for groundwater production in the District for the Fiscal Year 2018-19 to date (July – January 2018) indicate pumping in the Central Basin was down 2,065 acre-feet from the same time of the previous fiscal year (-1.8%) and the West Coast Basin pumping was 3,601 acre-feet lower than the previous fiscal year (-17.9%). The total pumping is 126,145 acre-feet compared to 131,810 acre-feet during the same time the previous year for a decrease of 5,665 acre-feet, or -4.3%. The current pumping data do not include three Central Basin pumpers and two West Coast Basin pumpers totaling an estimated 18 additional acre-feet.

FISCAL IMPACT

None
STAFF RECOMMENDATION

For discussion and possible action.
DATE: MARCH 25, 2019

TO: WATER RESOURCES COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: REGIONAL BRACKISH WATER RECLAMATION PROGRAM FEASIBILITY STUDY UPDATE

SUMMARY

The Water Replenishment District of Southern California (WRD) is responsible for managing and replenishing both the West Coast and Central Basins. Within the West Coast Basin a significant plume (approx. 600,000 acre feet) of high Total Dissolved Solids (TDS) has been trapped due to seawater intrusion and the implementation of the West Coast Seawater Intrusion Barrier. WRD has initiated a Regional Brackish Water Reclamation Program (Program) through the Groundwater Basin’s Master Plan to evaluate ways to remediate the basin.

WRD has now initiated a regional planning effort to evaluate the feasibility of remediating the high TDS plume with six additional stakeholders (Stakeholder Group) who pump and wholesale potable water within the basin. The West Coast Basin stakeholder group consists of seven agencies and WRD. A Feasibility Study has been identified as the first step to determining how to remediate this plume to allow for future groundwater use within the basin.

Staff will provide a verbal update for this item.

FISCAL IMPACT

None

STAFF RECOMMENDATION

For discussion and possible action.
DATE: MARCH 25, 2019

TO: WATER RESOURCES COMMITTEE

FROM: ROBB WHITAKER, GENERAL MANAGER

SUBJECT: UPDATE ON THE NEW WELL CONSTRUCTION AND REHABILITATION LOAN PROGRAM

SUMMARY

At the January 15, 2019 Water Resources Committee meeting, the Board directed staff to send an announcement to all Central Basin and West Coast Basin purveyors regarding the opportunity to submit an application for the Well Construction and Rehabilitation Loan Program (Program). The Program is modeled after the Safe Drinking Water Program and is intended to assist groundwater producers within our service area to increase their groundwater pumping capabilities. The overall goal of the Program is to reach full adjudicated pumping rights by 2040 and to provide assistance to disadvantaged communities.

At the February 19, 2019 Committee meeting, staff indicated that they received applications from the City of Signal Hill and the City of Vernon. Both cities previously submitted an application during the initial program announcement in September 2018. The Committee asked that this item come back to the March meeting along with any paperwork submitted by the entities. Staff has attached the applications submitted by the City of Vernon and City of Signal Hill to this report for discussion and possible action at the meeting.

FISCAL IMPACT

The previously Board authorized maximum amount for the initial loan program is $1.5 million which was funded from a transfer from the Safe Drinking Water Program. None of this amount has been encumbered to date pending entering into an agreement with a groundwater producer.

STAFF RECOMMENDATION

For discussion and possible action
Well Construction and Rehabilitation Loan Program Application

Part A. General Information

1. Name of Applicant's Water System  City of Vernon

2. Type of Ownership:  ✔  Public Ownership  _______ Private Ownership

3. Water System Identification (ID) Number or Alpha Number  1910167

4. Project Location, if known*:  2716 Leonis Blvd. and 2828 E. 50th St. in Vernon, CA
   *Please include a site map of the well locations and label the map "Attachment A-4"

5. Mailing Address  4305 S. Santa Fe Avenue, Vernon, CA 90058

6. Current Year Estimated Population Served  50,000

7. Number of Active Water System Service Connections  1,000

8. Authorized Representative  Kelly Nguyen, General Manager
   (Name, Title and Telephone Number, e-mail address)
   (323)583-8811, knguyen@ci.vernon.ca.us

9. Principal Contact Person  Fred Cardenas, Water Administrator
   (Name, Title and Telephone Number, e-mail address)
   (323)583-8811 x872, fcardenas@ci.vernon.ca.us

10. Is this application for a new well or rehabilitation of an existing well?  New wells

11. Estimated Amount of Funds Requested $ 1,500,000

12. Proposed Schedule for Project Completion  October 2018 - 2019

13. Is the project within a disadvantaged community?  Yes

14. Number of existing active wells?  Nine

15. What is the 5-year total production average (for all wells)?  6,900      AFY

16. If applicable, what is the anticipated total production after new well or rehabilitation project is completed?  13,400      AFY
Part B. Technical Information

1. Briefly describe the proposed project. If more space is needed, please include a description as "Attachment B-1":

The City of Vernon is drilling two new wells, Wells 22 and 23, to serve potable water. The wells will pump from the Central Basin and are expected to yield 2,500 GPM for Well 22 and 2,000 GPM for Well 23. The new wells improve the reliability of groundwater production, allow the City to fully pump its adjudicated water rights and greatly decreases its dependency on imported water.

The City is applying for program funds to construct only one of the two proposed wells and plans to fund the remaining cost from its Water Division reserve account.

2. Describe any work that has been completed to-date (i.e. preliminary design, CEQA, geological investigations, etc.) If more space is needed, please include a description as "Attachment B-2": Note that previous work is not eligible for Program funding.

Preliminary Design Reports (Well Siting Studies) are complete.

The plans and specifications are complete.

The Request for Bids is complete.

Two sites have been chosen and the project is ready to bid out.
Part C. Environmental Documentation

Is the applicant or any other public agency acting as lead agency for the preparation of environmental documents pursuant to the California Environmental Quality Act (CEQA) for this project?

☐ Yes ☐ No

If "NO", please explain on a separate piece of paper and label "Attachment C".
If "YES", please attach a copy of the document(s) from the following list that pertains to this project:

Documents not yet determined ☐

Negative Declaration/Initial Study ☐

Environmental Impact Report ☐

Resolution making CEQA findings ☐

Notice of Determination filed with State Clearinghouse ☐

Categorical Exemption ☑

Note: Some CEQA environmental documents may require circulation through the State Clearinghouse.

Part D. Financial Information

1. Table 1: Estimated Project Costs

<table>
<thead>
<tr>
<th>Cost Classification</th>
<th>Estimated Project Cost $</th>
<th>(A) Applicant $ Contribution</th>
<th>(B) Other Loans and/or Grants Secured</th>
<th>(C) Funds Requested from Loan Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Planning &amp; Design</td>
<td>$ 1,800,000</td>
<td>$ 300,000</td>
<td>0</td>
<td>$ 1,500,000</td>
</tr>
<tr>
<td>B. Construction</td>
<td>$ 1,200,000</td>
<td>$ 1,200,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C. Engineering/Geology</td>
<td>$ 16,000</td>
<td>$ 16,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Equipment (pumps, motors, etc.)</td>
<td>$ 1,200,000</td>
<td>$ 1,200,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>F. Land Acquisition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Contingencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Funding Requirements</td>
<td>$ 3,016,000</td>
<td>Total (A)</td>
<td>Total (B)</td>
<td>Total (C)</td>
</tr>
<tr>
<td>(Total required &amp; Total (A+B+C)</td>
<td></td>
<td>$ 1,516,000</td>
<td>$ 1,500,000</td>
<td></td>
</tr>
<tr>
<td>should match)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WRD Well Construction and Rehabilitation Loan Program (Version 1)
2. Source of other funds - Please describe the sources of Other Loans and/or Grants Secured identified in Part D, Table 1 Column B of this Financial Information section. (If more space is needed, please include a description as “Attachment D-2”.

The City Has Reserve Funds To Pay For Portions Of Work Required To Construct Two Wells.

3. Identify and describe the dedicated revenue source to be used for loan repayment. (If more space is needed, please include a description as “Attachment D-3”.

Water Sales Revenue Though The Annual Operating Budget.

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

I hereby certify that I am the authorized representative of this public or private water system and that the information provided in this application and supporting information is accurate to the best of my knowledge.

7-19-18
Date

Signature
Kelly Nguyen
Name (Print)
General Manager of Vernon Public Utilities
Title
RESOLUTION NO. 2018-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON APPROVING AND AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR FUNDING FROM THE WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA’S WELL CONSTRUCTION AND REHABILITATION LOAN PROGRAM

WHEREAS, the City of Vernon (the “City”), is a municipal corporation and a chartered city of the State of California organized and existing under its Charter and the Constitution of the State of California; and

WHEREAS, the City has the authority to modify, operate, and maintain its water system; and

WHEREAS, the City desires to construct two new wells in order to eliminate the use of imported water and to increase the reliability of the City’s Water Supply; and

WHEREAS, on or about June 28, 2018 the Water Replenishment District of Southern California ("WRD") instituted a zero interest loan program for the purpose of funding new wells and the rehabilitation of existing wells; and

WHEREAS, WRD program application procedures require, among other things, an applicant’s governing body to declare by resolution certain authorizations related to the program; and

WHEREAS, by memorandum dated July 19, 2018, the General Manager of Public Utilities has requested the authority to submit a funding application to the WRD; and

WHEREAS, the City Council of the City of Vernon desires to approve and authorize the submittal of an application to the WRD for funding to construct the two new wells.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF VERNON AS FOLLOWS:

SECTION 1: The City Council of the City of Vernon hereby finds and determines that the above recitals are true and correct.

SECTION 2: The City Council of the City of Vernon finds that this action is exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines sections 15308 (actions taken to protect the environment), 15323 (normal operations of public facilities) and 15061(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment.

SECTION 3: The City Council of the City of Vernon hereby resolves that, pursuant and subject to all of the terms and provisions of the Well Construction and Rehabilitation Loan Program application be made to the Water Replenishment District of Southern California for funding.

SECTION 4: The City Council of the City of Vernon hereby authorizes and directs the General Manager of Public Utilities, or his or her designee, to cause the necessary data to be prepared and application to be signed and filed with the Water Replenishment District of Southern California.
SECTION 5: The City Clerk of the City of Vernon shall certify to the passage, approval and adoption of this resolution, and the City Clerk, of the City of Vernon shall cause this resolution and the City Clerk’s certification to be entered in the File of Resolutions of the Council of this City.

APPROVED AND ADOPTED this 19th day of July, 2018.

Name: William J. Davis
Title: Mayor / Mayor Pro-Tem

ATTEST:
Maria E. Ayala, City Clerk

APPROVED AS TO FORM:

Zaynah Moussa, Senior Deputy City Attorney
STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

I, Maria E. Ayala, City Clerk of the City of Vernon, do hereby certify that the foregoing Resolution, being Resolution No. 2018-30, was duly passed, approved and adopted by the City Council of the City of Vernon at a special meeting of the City Council duly held on Tuesday, July 19, 2018, and thereafter was duly signed by the Mayor or Mayor Pro-Tem of the City of Vernon.

Executed this 19th day of July, 2018, at Vernon, California.

[Signature]

Maria E. Ayala, City Clerk

(SEAL)
August 31, 2018

Water Replenishment District of Southern California
Attn: Ted Johnson, Chief Hydrogeologist
4040 Paramount Blvd.
Lakewood, CA 90712

Subject: City of Signal Hill Application
WRD Well Construction and Rehabilitation Loan Program

Dear Mr. Johnson:

The City of Signal Hill respectfully submits an application for a Well Construction and Rehabilitation Loan to replace Well 8. The City has reviewed the terms and conditions of WRD's Well Construction and Rehabilitation Program and finds them acceptable. Attached is a completed loan application package.

The replacement of Well 8 is a high priority for the City and is a recommended priority improvement in the City's Water Master Plan. This fiscal year the City intended to begin planning work and arriving at a preferred funding approach for the project. The announcement of WRD's New Well Construction and Rehabilitation Program presents an excellent funding opportunity with which the City's other financing alternatives cannot compete.

The City, as the lead agency for the project, is committed to begin permitting, design, and construction of the well upon notification that WRD will enter into a funding agreement. The City commits to complete the project within 15 months, or sooner from said notification.

WRD is to be commended for developing this Loan Program as there is a critical need in the region for infrastructure funding. Signal Hill looks forward to working with WRD on this well replacement project.

If you have any questions, please feel free to call Ms. Tunnicliff at 562-989-0037 or myself at the letterhead number.

Sincerely,

[Signature]

Desi Alvarez, PE
Consultant

Cc: Ms. Kelli Tunnicliff, PE
Part A. General Information

1. Name of Applicant’s Water System __________________________ City of Signal Hill

2. Type of Ownership: ☑ Public Ownership ______ Private Ownership

3. Water System Identification (ID) Number or Alpha Number __________ 1910149

4. Project Location, if known* __________________________ 6065 Cherry Ave., Long Beach, CA 90805
   *Please include a site map of the well locations and label the map “Attachment A-4”

5. Mailing Address __________________________ 2175 Cherry Ave., Long Beach, CA 90755


7. Number of Active Water System Service Connections __________________________ 2,904

8. Authorized Representative __________________________ Ms. Kelli Tunnicliff, PE, Director of Public Works
   (Name, Title and Telephone Number, e-mail address)
   __________________________ 562-989-7356, ktunnicliff@cityofsignalhill.org

9. Principal Contact Person __________________________ Mr. Desi Alvarez, PE, Consultant
   (Name, Title and Telephone Number, e-mail address)
   __________________________ 310-739-1625, mcm_management@verizon.net

10. Is this application for a new well or rehabilitation of an existing well? __________________________ New Well

11. Estimated Amount of Funds Requested $ __________________________ $3,520,000.00

12. Proposed Schedule for Project Completion __________________________ Twelve months from notification of intent to approve loan application

13. Is the project within a disadvantaged community? ☐ No

14. Number of existing active wells? __________________________ 3 wells

15. What is the 5-year total production average (for all wells)? __________ 1,664.00 AFY

16. If applicable, what is the anticipated total production after new well or rehabilitation project is completed? __________ 2,022.00 AFY
Part B. Technical Information

1. Briefly describe the proposed project. If more space is needed, please include a description as “Attachment B-1”:

See Attachment B-1.

2. Describe any work that has been completed to-date (i.e. preliminary design, CEQA, geological investigations, etc.) If more space is needed, please include a description as “Attachment B-2”: Note that previous work is not eligible for Program funding.

This is a high priority project for the City and planning work for this project was scheduled to start this fiscal year. The first effort is to secure funding for the project. The City intended to investigate either procuring a loan from the State Revolving Loan Fund or possibly bond funding. WRD's recently announced Well Construction and Rehabilitation Loan Program provides the City with what it believes is an excellent low cost financing opportunity for the project and hence has determined it to be its preferred funding source.
Part C. Environmental Documentation

Is the applicant or any other public agency acting as lead agency for the preparation of environmental documents pursuant to the California Environmental Quality Act (CEQA) for this project?

☑ Yes  □ No

If "NO", please explain on a separate piece of paper and label "Attachment C". If "YES", please attach a copy of the document(s) from the following list that pertains to this project:

Documents not yet determined  □
Negative Declaration/Initial Study  □
Environmental Impact Report  □
Resolution making CEQA findings  □
Notice of Determination filed with State Clearinghouse  □
Categorical Exemption  ☑

Note: Some CEQA environmental documents may require circulation through the State Clearinghouse.

Part D. Financial Information

1. Table 1: Estimated Project Costs

<table>
<thead>
<tr>
<th>Cost Classification</th>
<th>Estimated Project Cost $</th>
<th>(A) Applicant $ Contribution</th>
<th>(B) Other Loans and/or Grants Secured</th>
<th>(C) Funds Requested from Loan Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Planning &amp; Design</td>
<td>$300,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>B. Construction</td>
<td>$2,600,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,600,000.00</td>
</tr>
<tr>
<td>C. Engineering/Geology</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>D. Other</td>
<td>$350,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$350,000.00</td>
</tr>
<tr>
<td>E. Equipment (pumps, motors, etc.)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>F. Land Acquisition</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>G. Contingencies</td>
<td>$320,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$320,000.00</td>
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<tr>
<td><strong>Total Funding Requirements</strong></td>
<td>$3,520,000.00</td>
<td><strong>Total (A)</strong></td>
<td>$0.00</td>
<td><strong>Total (B)</strong></td>
</tr>
</tbody>
</table>
2. Source of other funds - Please describe the sources of Other Loans and/or Grants Secured identified in Part D, Table 1 Column B of this Financial Information section. (If more space is needed, please include a description as "Attachment D-2".

The City does not intend to seek additional funding for the replacement of Well 8.

3. Identify and describe the dedicated revenue source to be used for loan repayment. (If more space is needed, please include a description as "Attachment D-3".

The City will repay the loan from dedicated water revenues.

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

I hereby certify that I am the authorized representative of this public or private water system and that the Information provided in this application and supporting information is accurate to the best of my knowledge.

08/31/2018

Signature

Desi Alvarez, PE

Name (Print)

Consultant

Title
RESOLUTION NO. 2018-08-6279

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING THE APPLICATION FOR FUNDING FROM THE WATER REPLACEMENT DISTRICT OF SOUTHERN CALIFORNIA, WELL CONSTRUCTION AND REHABILITATION LOAN PROGRAM FOR THE REHABILITATION OF WATER PRODUCTION WELL NO. 8

WHEREAS, the City of Signal Hill has the authority to modify, operate and maintain the City of Signal Hill water system; and

WHEREAS, the City of Signal Hill Water Master Plan recommends the replacement of Water Production Well No. 8 of the City’s water system; and

WHEREAS, the replacement of Well No. 8 is identified as a need in the City’s Strategic Plan.

THEREFORE, BE IT RESOLVED by the City of Signal Hill that, pursuant and subject to all terms and provisions of the Well Construction and Rehabilitation Loan Program application be made to the Water Replenishment District of Southern California for funding; and

BE IT FURTHER RESOLVED that the Director of Public Works for the City of Signal Hill is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Water Replenishment District of Southern California.
PASSED, APPROVED and ADOPTED this 28th day of August, 2018.

LARRY FORESTER
VICE MAYOR

ATTEST:

KEIR JONES
CITY CLERK

STATE OF CALIFORNIA  )
COUNTY OF LOS ANGELES  )ss.
CITY OF SIGNAL HILL  )

I, KEIR JONES, City Clerk of the City of Signal Hill, California, hereby certify that Resolution No. 2018-08-6279 was adopted by the City Council of the City of Signal Hill at a regular meeting held on the 28th day of August, 2018, and that the same was adopted by the following vote:

AYES:  VICE MAYOR LARRY FORESTER, COUNCIL MEMBERS ROBERT D. COPLELAND, EDWARD H.J. WILSON, LORI Y. WOODS

NOES:  NONE

ABSENT:  MAYOR TINA L. HANSEN

ABSTAIN:  NONE

Resolution No. 2018-08-6279
August 28, 2018
Page 2 of 2
Packet Page 29 of 78
ATTACHMENT A-4

Well 8 Vicinity Map
ATTACHMENT B-1

BACKGROUND
The City of Signal Hill owns and operates a municipal water system serving a population of approximately 11,800. The City’s water supply consists of groundwater from the Central Basin supplemented by the use of imported Metropolitan District Water purchased through Central Basin Municipal Water District (CBMWD). The average water usage in the City for the five-year period ending June 30, 2018 was 2007 AFY with groundwater making up 1,664 AFY and the other 343 AFY being imported water. A summary of the water production for the period is provided in Table 1.

Table 1
City of Signal Hill Water System Five Year Water Production History

<table>
<thead>
<tr>
<th>Water Year</th>
<th>Well Water, AF</th>
<th>MWD Water, AF</th>
<th>Total Water, AF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>1,621.8</td>
<td>441.1</td>
<td>2,062.9</td>
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<tr>
<td>2015</td>
<td>1,643.2</td>
<td>613.0</td>
<td>2,256.2</td>
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<tr>
<td>2016</td>
<td>1,708.2</td>
<td>67.3</td>
<td>1,776.2</td>
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<tr>
<td>2017</td>
<td>1,512.5</td>
<td>248.9</td>
<td>1,761.4</td>
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<tr>
<td>2018</td>
<td>1,834.8</td>
<td>344.2</td>
<td>2,179.0</td>
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<tr>
<td>Average</td>
<td>1,664.1</td>
<td>342.29</td>
<td>2,007.14</td>
</tr>
</tbody>
</table>

The City historically relied on ground water production from two wells, Well 7 and 8, located north of the city in the City of Long Beach. However, the City found that it could not rely on two wells to meet all its operational needs and decided to add a third well. In 2017, the City completed and brought on line a new well (Well 9) and treatment plant to provide it with the capacity to meet 100% of its demands from the Central Basin.

PROJECT NEED
Notwithstanding having just completed an investment of over $8M in a new well and an advanced water treatment facility the City found that due to continuing problems with Well 8 was not able to produce all the groundwater necessary to meet the City’s needs in FY 2017-18. The inability to produce groundwater resulted in an unexpected water fund over-expenditure of $226,000.00 in FY 2017-2018, see Table 2, Water Fund Expenses. The adopted water budget for FY 2018-2019 and going forward reflects water supply costs based on 100% groundwater usage. Should the City not be required to procure imported water it will have to fund it from the water system operating reserves.
### 2015-2020 WATER FUND EXPENSES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>500-40-110 Salaries &amp; Wages - Full-time</td>
<td>702,188</td>
<td>847,377</td>
<td>656,650</td>
<td>892,357</td>
<td>854,421</td>
<td>840,589</td>
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<tr>
<td>500-40-120 Part-time Salaries</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>500-40-130 Overtime Salaries</td>
<td>63,655</td>
<td>81,191</td>
<td>60,000</td>
<td>79,057</td>
<td>29,480</td>
<td>30,137</td>
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<tr>
<td>500-40-135 Standby Pay - Water</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>13,000</td>
<td>-</td>
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<td>500-40-136 Weekend Rounds - Water</td>
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<td>-</td>
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<td>17,000</td>
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<td>500-40-140 Special Functions Salaries</td>
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<td>-</td>
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<td>500-40-160 Car Allowance</td>
<td>900</td>
<td>554</td>
<td>900</td>
<td>866</td>
<td>900</td>
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<td>500-40-220 FICA Contributions</td>
<td>55,030</td>
<td>68,335</td>
<td>52,550</td>
<td>73,565</td>
<td>65,735</td>
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<td>500-40-230 Retirement Contributions</td>
<td>107,062</td>
<td>945,561</td>
<td>191,330</td>
<td>170,899</td>
<td>223,681</td>
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<td>500-40-270 Other Employee Benefits</td>
<td>106,846</td>
<td>226,361</td>
<td>251,820</td>
<td>190,503</td>
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<td>500-40-271 Defined Contribution</td>
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<td>-</td>
<td>-</td>
<td>19,664</td>
<td>20,409</td>
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<td>500-40-272 Workers’ Compensation</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>19,786</td>
<td>20,414</td>
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<td>500-40-273 Health Benefit</td>
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<td>-</td>
<td>-</td>
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<td>120,030</td>
<td>126,032</td>
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<td>500-40-274 Dental Benefit</td>
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<td>500-40-275 Vision Benefit</td>
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<td>500-40-276 Life Insurance Benefit</td>
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<td>500-40-277 Other Optional Benefit</td>
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<td>500-40-278 Defined Contribution</td>
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<td>866</td>
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<td>500-40-290 ER OPEB Expense</td>
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<tr>
<td><strong>Total Salaries and Benefits</strong></td>
<td><strong>1,035,751</strong></td>
<td><strong>2,169,430</strong></td>
<td><strong>1,213,250</strong></td>
<td><strong>1,407,247</strong></td>
<td><strong>1,374,313</strong></td>
<td><strong>1,375,868</strong></td>
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<tr>
<td>500-40-310 Dues &amp; Memberships</td>
<td>16,965</td>
<td>3,992</td>
<td>17,200</td>
<td>17,200</td>
<td>20,420</td>
<td>20,420</td>
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<tr>
<td>500-40-320 Travel &amp; Training</td>
<td>8,918</td>
<td>15,064</td>
<td>7,000</td>
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<td>500-40-330 Meetings</td>
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<td>240</td>
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<td>500</td>
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<td>500-40-340 Books &amp; Periodicals</td>
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<td>52</td>
<td>500</td>
<td>500</td>
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<td>500-40-360 Education</td>
<td>1,040</td>
<td>7,954</td>
<td>1,500</td>
<td>1,500</td>
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<tr>
<td>500-40-400 Contract Services - General</td>
<td>197,606</td>
<td>312,914</td>
<td>125,000</td>
<td>125,000</td>
<td>284,600</td>
<td>192,600</td>
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<td>500-40-410 Legal Services</td>
<td>27,460</td>
<td>5,948</td>
<td>20,000</td>
<td>20,000</td>
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<td>500-40-420 Professional Services</td>
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<td>868</td>
<td>1,500</td>
<td>1,500</td>
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<td>500-40-423 Engineering Services</td>
<td>62,753</td>
<td>200</td>
<td>100,000</td>
<td>100,000</td>
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<td>500-40-450 Contract Professional Labor</td>
<td>98,845</td>
<td>840</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>500-40-511 Telephone/Data</td>
<td>21,161</td>
<td>22,419</td>
<td>40,000</td>
<td>40,000</td>
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<td>500-40-512 Utility Services</td>
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<td>210,285</td>
<td>350,000</td>
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<td>500-40-540 Vehicle Maintenance</td>
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<td>9,000</td>
<td>9,000</td>
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<td>500-40-552 Rental of Equipment &amp; Vehicles</td>
<td>25</td>
<td>-</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
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<tr>
<td>500-40-560 Repair &amp; Maintenance Services</td>
<td>210,993</td>
<td>57,006</td>
<td>520,000</td>
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<tr>
<td>500-40-570 Software Licensing &amp; Support</td>
<td>1,930</td>
<td>3,962</td>
<td>3,000</td>
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<td>500-40-581 Street Maintenance</td>
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<td>10,000</td>
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<td>500-40-590 Fleet Provision Charge</td>
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<td>77,680</td>
<td>89,590</td>
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<td>89,590</td>
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<tr>
<td>500-40-610 Insurance</td>
<td>242,071</td>
<td>193,188</td>
<td>275,000</td>
<td>275,000</td>
<td>259,574</td>
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<td>500-40-633 Public Education</td>
<td>28,679</td>
<td>5,084</td>
<td>30,000</td>
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<td>10,000</td>
<td>10,000</td>
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<tr>
<td>500-40-692 Property Taxes</td>
<td>4,518</td>
<td>4,714</td>
<td>4,600</td>
<td>4,600</td>
<td>6,000</td>
<td>6,000</td>
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<tr>
<td>500-40-721 Water System Supplies-Chemical</td>
<td>51,988</td>
<td>50,531</td>
<td>60,000</td>
<td>60,000</td>
<td>100,000</td>
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<tr>
<td>500-40-730 Uniforms</td>
<td>9,081</td>
<td>6,837</td>
<td>10,000</td>
<td>10,000</td>
<td>8,700</td>
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<td>500-40-740 General Supplies</td>
<td>45,871</td>
<td>70,693</td>
<td>168,000</td>
<td>168,000</td>
<td>100,000</td>
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<td>500-40-764 Tools</td>
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<td>500-40-768 Gasoline, Oil, &amp; Tires</td>
<td>8,169</td>
<td>7,557</td>
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<td><strong>500-40-780 Water Supply Costs</strong></td>
<td><strong>649,384</strong></td>
<td><strong>641,036</strong></td>
<td><strong>700,000</strong></td>
<td><strong>926,000</strong></td>
<td><strong>690,000</strong></td>
<td><strong>724,000</strong></td>
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<td>500-40-790 Loss on Disposal of Fixed Assets</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td><strong>Total Maintenance and Operations</strong></td>
<td><strong>1,966,898</strong></td>
<td><strong>1,699,064</strong></td>
<td><strong>2,563,140</strong></td>
<td><strong>2,691,140</strong></td>
<td><strong>2,229,384</strong></td>
<td><strong>2,201,810</strong></td>
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<tr>
<td><strong>Total Water Operations</strong></td>
<td><strong>2,874,996</strong></td>
<td><strong>3,868,494</strong></td>
<td><strong>3,776,390</strong></td>
<td><strong>4,098,387</strong></td>
<td><strong>3,603,697</strong></td>
<td><strong>3,577,678</strong></td>
</tr>
</tbody>
</table>

**Table 2.**
Water Fund Expenses
Signal Hill FY 2018-2019 Budget
To avoid this situation the City plans on replacing Well 8 with a new well. Due to the high cost of land and associated facilities required to connect to the water system the City proposes to construct the replacement well at the Well 8 site located at 6065 Cherry Ave., North Long Beach. An area/parcel map of the property is provided in Figure 1.

![Area/Parcel Map](source: LA County Assessor Maps)

**Figure 1. Area/Parcel Map**

**PROJECT DESCRIPTION**
The project consists of drilling and equipping a new 18-inch diameter stainless steel well with 175 HP, 1200 GPM vertical turbine pump to replace Well 8 located at 6065 Cherry Ave., Long Beach, CA. The replacement well will be located at the same location as the existing Well 8.
MEMORANDUM
ITEM NO. 7

DATE: MARCH 25, 2019
TO: WATER RESOURCES COMMITTEE
FROM: ROBB WHITAKER, GENERAL MANAGER
SUBJECT: AUTHORIZE RELEASE OF A REQUEST FOR QUALIFICATIONS (RFQ) FOR THE DEVELOPMENT OF A CUSTOMER PORTAL FOR WATER PRODUCERS AND RIGHTS HOLDERS

SUMMARY

WRD as Administrative Body of Watermaster relies on timely and accurate reporting of groundwater pumping from water producers and rights holders or their designees (hereinafter “Pumpers”). WRD as the replenishment agency also charges a replenishment assessment on all groundwater produced by Pumpers. Every month, the 100+ active Pumpers are required to report groundwater production on paper forms called “production reports”, with each form being unique to each Pumper (due to Pumper-specific information). The forms are individually delivered by email, fax, regular mail, or phone calls, and they are returned to WRD in the same manner. There is a limited time period for submitting these production reports. All production reports for a particular reporting month must be submitted to WRD by the 15th day of the following month after which the production period is “closed.” WRD allows Pumpers to correct production figures up to one year after submission.

WRD as Watermaster also processes transactions for water rights holders within its service area. Sales, leases, requests for groundwater storage, use of stored water and use of non-consumptive rights are examples of transactions that are tracked under WRD’s current system, which is based on email exchanges with water rights holders.

WRD aims to greatly improve the efficiency and accuracy of these processes by creating an internet-based customer portal that will:

- Streamline the WRD process for groundwater production and other Watermaster activity tracking and reporting.
- Provide individual accounts for the Pumpers with access to user-specific data.
- Improve the overall efficiency and Pumper satisfaction of the reporting and form submission processes.
• Provide Pumpers better records of groundwater production and water transactions.
• Integrate information with the District’s on-premises SQL Server database.
• Create automated e-mail notifications associated with upcoming, pending, and completed data submissions.
• Create a clean-looking and simple user interface to minimize the need for support and training that is also mobile-friendly.

FISCAL IMPACT

None

STAFF RECOMMENDATION

The Water Resources Committee recommends that the Board of Directors authorize staff to release a request for qualifications for the development of a customer portal for water producers and rights holders.
REQUEST FOR QUALIFICATIONS
(RFQ-18-003)

DEVELOPMENT OF A CUSTOMER PORTAL FOR WATER PRODUCERS AND RIGHTS HOLDERS

Issued: April 3, 2019

Questions Regarding this RFQ Due:
May 3, 2019
Melody Wu, Project Administrator
E-mail: mwu@wrd.org

STATEMENT OF QUALIFICATIONS DUE:
May 17, 2019 PST

Submit sealed Statement of Qualifications to:
Attn: Melody Wu, Project Administrator
Water Replenishment District of Southern California
4040 Paramount Boulevard
Lakewood, CA 90712
Phone: (562) 921-5521
www.wrd.org
NOTICE TO RESPONDENTS

Request for Qualifications

DEVELOPMENT OF A CUSTOMER PORTAL FOR WATER PRODUCERS AND RIGHTS HOLDERS

PURPOSE: The Water Replenishment District of Southern California (WRD or District) is seeking Statements of Qualifications (SOQ) from qualified and experienced firms (also referred to as “Consultant” or “Respondent” herein) to create a customer portal to manage monthly water production and water rights transactions for water producers and rights holders in the Central and West Coast Basins of WRD’s service area.

Interested firms are requested to submit a Statement of Qualifications (SOQ) to present their expertise and experience in designing and implementing innovative online customer solutions as well as the ability to integrate the developed product into WRD’s established database frameworks. WRD intends to evaluate the SOQs received and enter into negotiations with the selected Consultant for a Professional Services Agreement (Contract) with a specific scope of work, budget, and schedule. Should negotiations fail, the District will enter into negotiations with the District’s selection for second most qualified firm.

This Request for Qualifications (RFQ) describes the required scope of services, the information that must be included in the SOQ, and the Respondent selection process. Respondents are encouraged to carefully review this RFQ in its entirety prior to submitting their SOQs. Failure to submit information in accordance with these requirements and procedures may be cause for disqualification. This RFQ is available for downloading from the WRD website: http://wrd.org/content/business-opportunities.

SOLICITATION SCHEDULE: Milestones for the RFQ process are summarized in the table below. The District reserves the right to modify the schedule below at its discretion. Proper notification changes will be made to interested respondents.

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<tr>
<td>Deadline for Questions Regarding this RFQ</td>
<td>May 3, 2019</td>
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<td>Statement of Qualifications Due</td>
<td>May 17, 2019</td>
</tr>
<tr>
<td>Interviews (if conducted) (Date Tentative)</td>
<td>May 27, 2019</td>
</tr>
<tr>
<td>WRD Board Awards Contract (Date Tentative)</td>
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QUESTIONS REGARDING THIS RFQ: All questions regarding the technical aspects or general requirements/provisions of this Request for Qualifications (RFQ) must be directed in writing to Melody Wu, Project Administrator, via e-mail: mwu@wrd.org, with the subject heading “Question – RFQ-18-003 DEVELOPMENT OF A CUSTOMER PORTAL FOR WATER PRODUCERS AND RIGHTS HOLDERS by no later than May 3, 2019.”
Questions received from prospective respondents, and responses from WRD, will be formally documented in a Question and Answer (Q&A) table that will issued in an Addendum and be posted on the WRD website: http://wrd.org/content/business-opportunities. The Q&A table will be updated regularly as questions are received from prospective respondents.

**DEADLINE FOR SOQS:** Five (5) hard copies and one (1) electronic copy of the SOQ must be received in a sealed envelope by WRD no later than **May 17, 2019**, or such later time that WRD may announce by addendum to respondents at any time prior to the submittal deadline. The envelope shall be plainly marked on the exterior “SOQ DEVELOPMENT OF A CUSTOMER PORTAL FOR WATER PRODUCERS AND RIGHTS HOLDERS” and with the name and address of the Respondent. Envelopes containing proposals will be time stamped upon receipt by WRD.

SOQs must be mailed or delivered in person or via courier services to:

Attn: Melody Wu, Project Administrator  
Water Replenishment District of Southern California  
4040 Paramount Blvd.  
Lakewood, CA 90712

SOQs received after the deadline will not be considered under any circumstances. Faxed or e-mailed SOQs will not be accepted. There will be no formal opening of the received SOQs. WRD reserves the right to reject any and/or all SOQs received.
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**LIST OF EXHIBITS:**

Exhibit A: Description of Scope of Work and Services
Exhibit B: Key Personnel Participation in Example Projects
Exhibit C: Evaluation Scoring Sheet
Exhibit D: WRD Standard Professional Services Agreement
Exhibit E: Sample Invoice Format
Exhibit F: Rate Sheet Example
Exhibit G: Acceptance Letter
1.0 INTRODUCTION

The WRD is a State Special District that was established in 1959 under the California Water Code (Division 18, §60000 through §60622) to manage the groundwater resources within the Central Basin and West Coast Basin in southern Los Angeles County. WRD’s mission is to provide, protect and preserve high-quality groundwater through innovative, cost-effective and environmentally sensitive basin management practices for the benefit of residents and businesses of these groundwater basins. The aquifers in the Central Basin and West Coast Basin provide for about 40 percent of the total water needs for the people and businesses in the 43 cities covering WRD’s 420-square mile service area.

To accomplish its mission, WRD conducts managed aquifer recharge using imported water, recycled water, and storm water, prevents seawater intrusion through injection of imported water and recycled water into coastal barrier wells, protects and preserves groundwater quality through monitoring, testing, data analysis, and treatment, and ensures a future supply of reliable groundwater through planning, conjunctive use, and development of new projects. More information regarding the WRD can be found at www.wrd.org.

2.0 BACKGROUND

WRD as Administrative Body of Watermaster relies on timely and accurate reporting of groundwater pumping from water producers and rights holders or their designees (hereinafter “Pumpers”). WRD as the replenishment agency also charges a replenishment assessment on all groundwater produced by Pumpers. Every month, the 100+ active Pumpers are required to report groundwater production on paper forms called “production reports”, with each form being unique to each Pumper (due to Pumper-specific information). The forms are individually delivered by email, fax, regular mail, or phone calls, and they are returned to WRD in the same manner. There is a limited time period for submitting these production reports. All production reports for a particular reporting month must be submitted to WRD by the 15th day of the following month after which the production period is “closed.” WRD allows Pumpers to correct production figures up to one year after submission.

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WRD aims to greatly improve the efficiency and accuracy of these processes by creating an internet-based customer portal that will:

- Streamline the WRD process for groundwater production and other Watermaster activity tracking and reporting.
- Provide individual accounts for the Pumpers with access to user-specific data.
- Improve the overall efficiency and Pumper satisfaction of the reporting and form submission processes.
- Provide Pumpers better records of groundwater production and water transactions.
- Integrate information with the District’s on-premises SQL Server database.
• Create automated e-mail notifications associated with upcoming, pending, and completed data submissions.
• Create a clean-looking and simple user interface to minimize the need for support and training that is also mobile-friendly.

3.0 SCOPE OF SERVICES
See Exhibit A.

4.0 STATEMENT OF QUALIFICATION (SOQ) CONTENTS
To provide a degree of consistency in review of the written SOQs, firms are requested to include the following content in their SOQs. The information requested below will be used to evaluate each SOQ based on the evaluation criteria outlined in this RFQ. Emphasis shall be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis. Excessive or irrelevant materials will not be favorably received. SOQs may be deemed nonresponsive if they do not respond to all areas specified below. The SOQ shall be of such scope and depth to sufficiently describe and demonstrate the Respondent’s qualifications and capabilities.

The following subsections describe the contents required in the SOQ, and shall be organized in separate sections tabbed with corresponding letters and related headings in the order they are presented.

4.1 Title Page
Respondent should identify the RFQ title, name and title of the firm’s contact person, address, telephone number, fax number, email address, and date of SOQ submission.

4.2 Cover Letter
A principal of the firm authorized to commit the firm to the requirements of the RFQ must sign the cover letter. The letter shall discuss the Respondent’s commitment to providing high quality services as described in the RFQ. Additionally, the letter shall briefly describe the firm’s understanding and approach to the services. The letter should identify a contact person (name, e-mail address, and phone number) for future communication during the selection process.

4.3 Table of Contents
The table of contents should include a clear and complete identification by section and page number of the submitted materials.

4.4 Company Background
Provide a brief background of the firm including history, types of services provided, organization structure, number of employees, annual revenues, number of offices and locations with staff size and disciplines, and any other relevant information that may be useful in determining the firm’s qualifications to provide the services described in this RFQ.
4.5 Project Team and Qualifications

Provide an organizational chart that describes the structure of the project team, including subconsultants/subcontractors. The project team description shall identify the following:

(i) The Project Manager,

(ii) The names of readily-available key personnel that will be deployed for each task and their contact information, and the primary office locations of each project team member (preferably within the southern Los Angeles County area),

(iii) The role each team member will play in providing services under the Contract, and

(iv) A written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the District’s prior approval. The SOQ shall clearly identify who will lead the execution of assigned tasks and the respective personnel that will be assigned to them.

Provide a description of the experience, qualifications including required licenses and certifications, area of expertise or specialization, and availability (including current workload) of the project team members, including subconsultants/subcontractors, if any. Describe other project commitments by project team members and the anticipated level of involvement of each team member based on the abilities and expertise required for the type of work desired.

Provide the resumes of all members of the project team, including subconsultants/subcontractors, as an appendix. Each resume shall not exceed three (3) pages and shall include name and title, education, years with the company, licenses and certifications (issue and expiration dates), home office location, relevant experience within at least the last five (5) years, and other required qualifications discussed in this RFQ.

The identified Project Manager will be WRD’s main point of contact for all assigned projects for the duration of the Contract. The SOQ shall include the Project Manager’s contact information, including phone and e-mail address.

Once a Contract has been executed, the Consultant must request approval of the District in advance of any new personnel being assigned to the project. The District reserves the right to reject or remove personnel performing services at any time for the duration of the Contract.

4.6 Experience and Record of Past Performance

Describe Respondent’s experience in completing similar assignments, preferably using the same project team proposed for the services described in this RFQ. Using the form provided as Exhibit B, list at least three (3) customer portal applications successfully completed within the last five (5) years of similar nature that demonstrate the firm’s and its subconsultants’ (if needed) qualification and capability to conduct the services
described in this RFQ. Ongoing projects currently being performed by the Respondent may also be submitted for consideration.

Clearly identify the role of all team members in each of the projects referenced. For each of the reference projects listed, provide the following information:

1. Name and location of project;
2. Name and address of project owner/sponsor;
3. Name and current phone number and e-mail address of owner's representative intimately familiar with the project, to contact for reference. Verify the reference person that can be contacted at the phone number provided;
4. A description of type and extent of services provided for the project;
5. Project budget (both projected and "as completed");
6. Project schedule milestones (both projected and "as completed"). Include dates of project initiation, key milestones and deliverables, and completion date or status of the project;
7. Special problems or difficulties encountered, such as project budget and schedule control issues, and how they were resolved by the Consultant; and
8. Applicability and relevance of the referenced project to the services described in this RFQ.

The District at its discretion may contact other firms or agencies for additional information. Failure to provide accurate contact information, adequate information or project reference summaries may be cause for rejection of the SOQ as being nonresponsive.

4.7 Additional Comments

Include any comments, suggestions, or additions the Respondent may have regarding the scope of services or any other aspects of the services that the Respondent feels would be helpful to WRD in selecting a firm for the services described in the RFQ. Identify the potential impact(s) or benefit(s) that these recommendations would have if accepted by WRD.

4.8 Conflict of Interest

Provide a statement that the Respondent, individuals employed by the Respondent, or firms employed by or associated with the Respondent, including subconsultants/subcontractors, do not have a conflict of interest with the Project. The Respondent shall exercise reasonable efforts to prevent any actions or conditions that could result in a conflict of interest and shall include, but is not limited to, establishing precautions to prevent its employees or agents from making, receiving, providing in, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to appear to influence individuals to act contrary to the best interest of the District. If a potential conflict of interest is identified in any form, the Respondent shall
inform the District immediately. Respondents are subject to disqualification on the basis of a conflict of interest as determined by WRD.

4.9 Other Information

The SOQ shall include:

- A statement that the Respondent will meet the insurance requirements per Section 12 of the District’s standard Professional Services Agreement, which is attached to this RFQ as Exhibit D.
- A statement or description regarding any litigation to which the firm is a party, any bankruptcy settlements, or unpaid judgments against the firm or its principals.
- A statement as to whether the firm has defaulted on previous professional contracts.

4.10 WRD Standard Contract

The selected Consultant shall be expected to execute a Contract using the District’s standard Professional Services Agreement, which is provided as Exhibit D. Respondents shall provide a statement in their SOQs clearly stating acceptance of all the terms and conditions specified in the standard Professional Services Agreement (i.e. no exceptions can be made to WRD’s standard Professional Services Agreement).

4.11 Monthly Billing

The monthly invoice shall be in a similar format shown in Exhibit E. At a minimum, each invoice shall contain the purchase order or contract number and shall be itemized by task. A subtotal cost for each task shall be included. Names of persons, their job titles, hourly billing rates, actual hours worked during the billing period, and subtotal labor costs must be summarized in a table. Attach to each invoice timesheet details of the individuals billing to the project, and all other documentation for other direct costs in the form of receipts or vendor invoices, with the applicable costs identified for items such as equipment costs. WRD will provide reporting requirements to Consultant, and Consultant shall prepare invoices that comply with the requirements. Failure to satisfy the reporting requirements may result in rejection or short pay of the invoices submitted to WRD for payment.

4.12 Rate Sheet

Provide the hourly rate for each project team member proposed to work on the District’s projects. It is expected that the indicated hourly rates will remain in effect for the duration of the Contract unless otherwise specified and approved by WRD. The rate sheet shall also include any other rates or fees, such as markups for subconsultants/subcontractors not identified as part of the project team, equipment markups, or other direct costs that may be incurred, and also include a rate sheet structure format similar to the example shown in Exhibit F. Any other rates to be potentially incurred by the District shall be included.

5.0 SOQ SUBMISSION REQUIREMENTS

5.1 SOQ Format
The SOQ shall be limited to no more than 25 single-pages in length. This does not include the title page, table of contents, cover letter, appendices, dividers, or résumés. All sections of the SOQ shall be printed on 8.5” x 11” size recycled paper or recyclable white bond paper, paginated, and bound. Any oversized documents, such as charts or tables, must be folded to size and secured in the envelope.

All files shall be in a text searchable PDF format (i.e., not scanned images) compatible with Adobe Acrobat Version 8.0 (at a minimum). The main directory of the flash drive shall contain the entire SOQ as a single PDF file. All sections of the PDF file shall be bookmarked.

5.2  **SOQ Signing**

The SOQ shall be wet-signed by an officer, or officers, authorized to execute legal documents on behalf of the Respondent. The submission and signing of the SOQ shall indicate the intention of the Respondent to adhere to the provisions described in this RFQ and certifies that the SOQ was prepared independently and was submitted without any collusion designed to limit competition or bidding.

5.3  **SOQ Submittal Procedures**

Five (5) hard copies of the SOQ shall be submitted in a sealed envelope to WRD no later than the SOQ due date and time indicated in this RFQ. The envelope shall be plainly marked on the exterior “STATEMENT OF QUALIFICATIONS for DEVELOPMENT OF A CUSTOMER PORTAL FOR WATER PRODUCERS AND RIGHTS HOLDERS” and with the name and address of the Respondent. In addition, an electronic copy of the SOQ on a flash drive shall be submitted. Envelopes containing SOQs will be time stamped upon receipt by WRD.

SOQs must be mailed or delivered in person or via courier services to:

Attn:  Melody Wu, Project Administrator  
Water Replenishment District of Southern California  
4040 Paramount Blvd.  
Lakewood, CA 90712

It is the Respondent’s responsibility to ensure that SOQs are received prior to the submittal deadline. SOQ packages should also include all signed Acknowledgment of Addendum forms that may be issued by WRD as part of this RFQ process, as further described below.

The WRD will not be responsible for the proper identification and handling of any SOQs submitted incorrectly. Late SOQs, late modification, or late withdrawals will not be considered under any circumstances. Faxed or emailed SOQs will not be accepted.

There will be no formal opening of the received SOQs.

5.4  **SOQ Preparation Costs**

This solicitation does not commit the District to award any work nor to pay any costs incurred from the preparation of SOQs. Firms responding to this RFQ will be solely responsible for all costs and expenses incurred during the selection process.
5.5 Acknowledgement

An Acceptance Letter (Exhibit G attached) has been attached to this solicitation. This Acceptance Letter is to be completed and signed by the Respondent and shall be included with the Respondent’s submittal.

6.0 EVALUATION CRITERIA

Selection will be made on the basis of WRD’s evaluation as to which SOQ best serves WRD’s interest. The SOQ will be evaluated on the basis of the criteria listed below in this section and as contained in the scoring sheet attached hereto as Exhibit “C.” SOQs also will be evaluated based on the clarity, completeness, and professional quality of the documents submitted, as well as conformance to the RFQ instructions and responsiveness to the RFQ requirements in a straightforward and concise manner.

6.1 Project Team and Qualifications

Project team’s technical and management competence to perform the work specified herein will be evaluated. Considerations include, but are not limited to the following:

- Professional qualifications and education of the project team.
- Expertise and the appropriate mix of skills and disciplines of the project team and percentage of work to be self-performed.
- The accessibility and commitment of the Respondent’s key personnel and subconsultants/subcontractors to successfully complete assigned projects, including the geographic proximity of each team member’s primary office location with respect to the District’s service area.
- Ability to perform work on short notice and anticipated response times.
- Capacity and flexibility to complete high quality work in a timely manner that meets the established schedule.
- Familiarity with the policies and procedures of the District, County, and other local agencies.

6.2 Performance on Similar or Related Projects

WRD reserves the right to conduct an independent verification of the Respondent’s experience qualifications by contacting project references, accessing public information, or contacting independent parties. Prospective respondents shall respond and provide additional information that may be requested during the evaluation of SOQs. Factors to be considered will include, but may not be limited to, experience with similar projects, project coordination, cost control, quality of work, technical capability, and adherence to project schedules and standards.

6.3 Billing Rates

Each firm will be evaluated on billing rates for services that may be provided. WRD considers the potential services to be Professional Services, meaning they will be judged based on anticipated overall value for services rendered.
6.4 **Organizational and Support Resources**

The following will be considered in the evaluation of SOQs:

- Capability under current workload to perform the work specified herein. Factors to be considered include, but may not be limited to, number of qualified staff allocated to assigned projects, availability of key personnel and support staff.
- Anticipated response times after notification of work assignments by WRD.

7.0 **SELECTION PROCESS**

This solicitation is being conducted by WRD through a fair and open process in accordance with procurement policies established for water replenishment districts in the State of California, those policies established by WRD, and applicable State laws.

All responsive SOQs will be evaluated by a selection committee formed by the District. The SOQ shall be of such scope and depth that sufficiently describe and demonstrate the Respondent’s understanding, approach, capability, and qualifications. Submittal of incomplete or vague responses to any section or subsection of this RFQ may result in rejection of the SOQ. SOQs will be evaluated, scored, and ranked based on the criteria specified in Section 6 of this RFQ.

Once the Respondents are ranked, WRD will initiate negotiation with the top-rated respondent. If WRD is unable to reach an agreement with the top-rated respondent, negotiations will be formally terminated. WRD will then negotiate with the next highest-ranked respondent and so on until an agreement is reached. Once negotiations with a respondent are terminated, WRD will not renegotiate with that respondent.

The firm that is selected and recommended to the WRD Board of Directors for an award of contract will be the one whose SOQ is determined to be the most advantageous to the District in consideration of successful negotiation of terms, acceptability of fees, and all other evaluation factors that are set forth in this RFQ. No other factors or criteria not listed in this RFQ shall be used in the evaluation.

8.0 **GENERAL PROVISIONS**

8.1 **Contract Amendments**

Changes that affect the scope of work, period of performance or time schedule, and costs will be effected by written notices of amendment. No payments will be made for work performed outside the original scope of work unless prior written approval was granted by WRD.

8.2 **Term of Contract**

Upon approval by the WRD Board of Directors, the District shall enter into a contract with a maximum term of **two** years with selected firm.

8.3 **Ownership and Use of Documents**
Consultant will be required to treat WRD’s documents in confidence and shall indemnify WRD in case of alteration, loss, or damage thereto. Consultant shall not release to the general public, public agencies, or private businesses in any manner, any information, data, or documents developed pursuant to the performance of services specified herein without the expressed written consent of WRD.

Any preliminary or working drafts, notes, and inter-agency or intra-agency memoranda that are not expected to be retained by the Consultant or WRD in the ordinary course of business shall be exempt from disclosure to any public entity under provisions of the Public Records Act.

8.4 Business Records Access and Retention

All records pertaining to this Project, which are retained by the Consultant, shall be accessible to WRD while work is ongoing and for at least five years thereafter.

8.5 Termination

WRD may terminate the project at any time at its sole discretion. Notice of termination will be provided in writing. Upon termination of the project, WRD shall make payment to the Consultant only for services provided up to the date of termination.

9.0 TERMS AND CONDITIONS

9.1 SOQ Rejection

WRD reserves the right to accept or reject any or all SOQs received in response to this RFQ or cancel in whole or part the selection process if it is in the best interest of the District to do so. Alternatively, the District reserves the right to waive any minor defect or technicality in any SOQ received.

9.2 SOQ Clarification and Requests for Additional Information

All SOQs shall be afforded fair and equal treatment with respect to any opportunity for clarification. WRD reserves the right to request clarification of information submitted and to request additional information from any or all respondents. The District may require any evidence it deems necessary, such as documentation regarding the Respondent’s financial stability, before any contract is awarded. In conducting discussions with respondents, there shall be no disclosure of information derived from SOQs submitted by competing firms.

9.3 SOQ Validity Period

Respondents may withdraw their SOQs at any time prior to the due date and time by submitting a written notification of withdrawal signed by the firm’s authorized agent. Respondents who withdraw their SOQs prior to the designated date and time may still submit another SOQ if done in accordance within the proper time frame. A SOQ cannot be changed or modified after it has been submitted by the designated due date and time and shall constitute an irrevocable offer, for a period of ninety (90) days, to WRD for the services set forth in the SOQ.
9.4 RFQ Revisions and Addenda

WRD reserves the right to issue a written Addendum or Addenda to provide further clarification or make revisions/corrections to the RFQ. All Addenda will be issued via e-mail to prospective respondents who were initially forwarded the RFQ via e-mail as well as other prospective respondents who have subsequently provided WRD with their contact information (i.e. e-mail address and telephone number). All Addenda will also be posted on the WRD website (http://www.wrd.org/business/water-replenishment-business.php) within a reasonable timeframe prior to the SOQ due date. If an Addendum is necessary within 72 hours of the SOQ submittal deadline, the District, at its discretion, can extend the SOQ submittal deadline.

Any Addendum issued must be acknowledged by the Respondent by signing and submitting the “Acknowledgment of Addendum” form that will be provided with each Addendum. All Acknowledgment of Addendum forms must be submitted to WRD as part of the SOQ package that is submitted by the SOQ due date. Failure to acknowledge any Addenda may result in the SOQ being considered nonresponsive and subject to rejection.

The Respondent shall be responsible for ensuring that its SOQ reflects any and all addenda issued by the District prior to the submittal due date. Therefore, the District recommends that prospective respondents check the WRD website prior to making their submission.

9.5 Confidentiality

The content of SOQs will be kept confidential until the award of contract by the WRD’s Board of Directors. All materials submitted in response to this RFQ will become the property of the WRD and will become public record after award of contract to the successful Consultant. The WRD will not return any SOQs to respondents.

If a Respondent believes any portion of its SOQ contains confidential or proprietary information, exempt from public disclosures under the California Public Records Act, the Respondent must label that information within its SOQ as “CONFIDENTIAL”, “TRADE SECRET”, or “PROPRIETARY.” The above restrictions may not include cost or price information, which shall be open to the public upon award of contract. Notwithstanding the foregoing, the District will not be responsible or liable in any way for losses that the Respondent may incur from the disclosure of information or material to third parties.

10.0 LEGAL POLICIES

10.1 Compliance

The Consultant shall abide by and obey all applicable federal, state, and local laws, rules, regulations, and ordinances.

10.2 Governing Laws and Requirements
Performance of services herein shall be governed and construed in accordance with the laws of the State of California. The selected Consultant hereby agrees that in any action relative to the performance of said services, venue shall be in the County of Los Angeles, State of California.

10.3 **Public Releases**

The Consultant agrees not to use or otherwise make public in any manner, either for profit or nonprofit, any of the information, data, procedures, systems, or documentation developed pursuant to the performance of services specified herein without the expressed written permission of WRD.

10.4 **Business License**

The Consultant will be required to show evidence of all valid and applicable business license(s), which must be in effect during the period of the performance of services specified herein.

10.5 **WRD’s Property**

All deliverables submitted pursuant to the performance of services specified herein shall become the sole property of WRD and they may be used in any manner and for any purpose WRD deems in its best interest.
EXHIBITS
Exhibit A

Scope of Services

WRD is requesting qualifications for the development of a customer portal for groundwater water rights holders and groundwater producers in the Central and West Coast Basins. Any response should demonstrate the Respondent’s ability to develop a customer portal that can:

1) Allow administrators to create and manage user accounts

2) Process monthly groundwater production reporting. This will require users to sign into the portal and view and edit user-specific data. This includes automatic population of the owner’s well numbers, previous month’s meter readings, previous month’s production, meter units, manual input of the current month’s meter readings, any changes to well status, water drawn from storage, injected water, and notes, and finally automated calculations of production totals in acre-feet per well and total acre-feet produced by the well owner for the month. The will also have the option to manually enter the current month’s production. The system will also be able to:

   a) Open and close the system to data entry for monthly reporting period; in other words, there is a time-based window for inputting each month’s meter readings.

   b) Important dates, such as those auto-generated by the system opening and closing for each month (see item above), need to be put on a calendar within the website. System administrators should be able to add other dates to this calendar as well, preferably by adding a link to a constantly-updating .ics file.

   c) Maintain and display historical production data.

   d) Provide a system for users to request adjustments to previously-submitted reports.

   e) Provide a system to update internal WRD systems with production data.

   f) Output reports in a tabular format (e.g. CSV or direct to SQL Server), with notifications as soon as all new data has been input, or warnings that data is missing triggered by dates (e.g. 7 days before month’s end, get notification that users X, Y, and Z are delinquent on their reporting).

3) Maintain well information. Well information is maintained primarily on WRD’s internal SQL servers. Respondent should demonstrate the ability to create a customer portal that can draw on such an internal system to provide users with useful information. In addition, the Respondent should be able to:
a) Allow users to request updates to well status (Active/Inactive/Destroyed etc.).

b) Allow users to request inclusion of new wells to production reporting forms.

4) Process water-rights transactions. Pumpers and rights-holders submit records of water rights transactions to WRD on an ongoing basis. WRD’s role is to check the identity of the parties and determine if sufficient rights exist to support the transaction. If these conditions are met, the transaction is approved, a letter to the parties is issued and a record of the transaction is entered into WRD’s system. Respondent should demonstrate the ability to create a customer portal that can:

a) Provide a system for the submission of water rights transactions and ability to attach documents

b) Calculate the status of the user’s existing water rights. Water rights consist of 1) adjudicated rights; 2) lease rights without flex, 3) lease rights with flex, 4) annual carryover, 5) drought carryover (DCO, DCO 77, DCO 91), 6) non-consumptive rights, and 7) stored water. The system will have the capability to sell, lease, or transfer all of these types of rights.

c) Provide a workflow for routing the approval process with email-based notifications of submission status

5) Synchronize the customer portal data with WRD’s on-premises SQL Server database. WRD is seeking Respondent’s expertise in reconciling data transactions with our on-premise central database in a secure way with rollback capabilities.

6) Provide basic content management capabilities for administrators. Administrators may need to build some simple pages for downloads of PDFs (e.g. yearly notices).

7) Utilize a responsive design to make the website mobile-friendly. WRD also invites respondents to provide options for developing a companion mobile application.

8) Provide 12 months customer support to fix bugs or add enhancements.
Exhibit B

Key Personnel Participation in Example Projects
## KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

<table>
<thead>
<tr>
<th>NAMES OF KEY PERSONNEL</th>
<th>ROLE IN THIS PROPOSAL</th>
<th>EXAMPLE PROJECTS LISTED IN SECTION 4.2.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>John D.</td>
<td>Construction Manager</td>
<td>Const. Manager</td>
</tr>
<tr>
<td>Peter L.</td>
<td>Electrical Inspector</td>
<td>Elec. Inspector</td>
</tr>
</tbody>
</table>

### EXAMPLE PROJECTS KEY

<table>
<thead>
<tr>
<th>NO.</th>
<th>DESCRIPTION OF EXAMPLE PROJECT (FROM SECTION 4.2.1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Canyon Water Treatment Plant Expansion - xxxxxxxxxx</td>
</tr>
<tr>
<td>2</td>
<td>xxxxxxxxxxxxxxxxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>3</td>
<td>xxxxxxxxxxxxxxxxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>4</td>
<td>xxxxxxxxxxxxxxxxxxxxxxxxxxxx</td>
</tr>
</tbody>
</table>
Exhibit C

Evaluation Scoring Sheet
### RFQ Evaluation Scoring Sheet

**Water Replenishment District of Southern California**

<table>
<thead>
<tr>
<th>RFQ</th>
<th>Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluator | Date
--- | ---

#### Criteria | Evaluator Notes | Points | Points Possible
--- | --- | --- | ---
**6.1 Project Team and Qualifications (45%)** | | Enter points for subcriteria below | Obtain total from subcriteria below

<p>| Subcriteria | Points | | | | |
|-------------|--------|---|---|
| 6.1.1 Professional qualifications and education of the project team. | | | 20 |
| 6.1.2 Expertise and the appropriate mix of skills and disciplines of the project team and percentage of work to be self-performed. | | | 20 |
| 6.1.3 The accessibility and commitment of the Respondent’s key personnel and subconsultants/subcontractors to successfully complete assigned projects, including the geographic proximity of each team member’s primary office location with respect to the District’s service area. | | | 20 |
| 6.1.4 Ability to perform work on short notice and anticipated response times. | | | 10 |
| 6.1.5 Capacity and flexibility to complete high quality work in a timely manner that meets the established schedule. | | | 10 |</p>
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evaluator Notes</th>
<th>Points</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.6 Familiarity with the policies and procedures of the District, County, and other local agencies.</td>
<td></td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>6.2 Performance on Similar or Related Projects (30%)</td>
<td>Enter points for subcriteria below</td>
<td></td>
<td>Obtain total from subcriteria below</td>
</tr>
<tr>
<td>Project 1</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Project 2</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Project 3</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>6.3 Billing Rates (15%)</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>6.4 Organizational and Support Resources (10%)</td>
<td>Enter points for subcriteria below</td>
<td></td>
<td>Obtain total from subcriteria below</td>
</tr>
<tr>
<td>6.4.1 Capability under current workload to perform the work specified herein. Factors to be considered include, but may not be limited to, number of qualified staff allocated to assigned projects, availability of key personnel and support staff.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>6.4.2 Anticipated response times after notification of work assignments by WRD.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>
Exhibit D

WRD Standard Professional Services Agreement
PROFESSIONAL SERVICES AGREEMENT
[INSERT CONTRACTOR NAME]

This Professional Services Agreement (the “Agreement”) is made and entered into this ___ day of ________, ____ by and between the Water Replenishment District of Southern California (“District”) and [Insert Contractor Name], (“Consultant”) (collectively the “Parties” or individually as “Party”) for the furnishing of certain professional services upon the following terms and conditions.

1. Scope of Services. Consultant shall perform the scope of services described in Exhibit A hereto (“Services”). Tasks other than those specifically described in Exhibit A shall not be performed without a prior written amendment to this Agreement.

1.1 Standard of Care. In performing the scope of services under this Agreement, Consultant shall exercise the standard of care and expertise prevailing in California for the performance of such services.

2. Term. The term of this Agreement shall commence on Month, Day, Year and shall end on Month, Day, Year (the “Expiration Date”). At least sixty (60) days prior to the Expiration Date, District staff shall evaluate the quality of the Services that have been provided by the Consultant, the cost of such Services relative to the benefits, and the need for any continuation of the services. The results of such evaluation shall be provided to the appropriate District Committee, which committee shall provide a report to the District’s Board of Directors (“Board”). If the Board determines that there is a demonstrated need for the continuation of such Services, the Board may renew the Agreement on terms and conditions that do not provide for a significantly longer term, increased scope of services or increased fee schedule than is provided for in Paragraphs 1 or this Paragraph 2. If the Board desires to modify the Agreement to provide for such a significantly longer term, increased scope of services or increased fee schedule, the District shall comply with the provisions of its then current Administrative Code concerning the solicitation and approval of proposals for professional services.

2.1 Termination by District

2.1.1 Termination for Convenience. The District may terminate this Agreement for its convenience at any time upon five (5) days written notice to Consultant. Consultant’s compensation in the event of such a termination shall be exclusively limited to payment for all authorized services performed and for all authorized expenses incurred up to the effective date.
of such termination. Consultant understands and agrees that it shall not be entitled to any additional compensation or reimbursement whatsoever in the event of such termination.

2.1.2 **Consultant’s Obligations Upon Termination.** Following any termination of this Agreement by the District or Consultant, the Consultant shall promptly return all District property, and shall likewise provide to District all finished and unfinished data, studies, maps, reports, and other deliverables and work-product prepared by Consultant pursuant to this Agreement.

3. **Consultant’s Compensation.** District will compensate Consultant for services performed and for expenses incurred pursuant to this Agreement as follows:

3.1 **Fee.** Consultant shall be paid in accordance with the fees and Consultant Rate Schedule attached to this Agreement as Exhibit B which may not be changed except with District’s written approval.

3.2 **Reimbursable Expenses.** Consultant shall be reimbursed for only pre-approved expenses, subject to the provisions of this Agreement. Consultant shall obtain the District’s prior written approval before incurring an expense not specifically provided for under this Agreement.

3.2.1 **Third Party Expenses.** Unless specifically provided in Exhibit B, and subject to the provisions of Paragraph 3.2, the District shall not reimburse Consultant for any costs charged to Consultant by third parties unless said costs are preapproved. In the event such costs are approved, such reimbursement shall be at cost without any markup by Consultant.

3.3 **Invoices.** Consultant shall submit monthly invoices to District for services performed and expenses incurred during the preceding month. District shall process Consultant’s invoice upon receipt and issue any undisputed payment in a timely manner. Consultant’s invoices shall separately identify all personnel for whose services payment is sought, the services performed, and all expenses for which reimbursement is requested. As a condition precedent to payment, District may require Consultant to furnish supporting information and documentation for all charges for which payment is sought. District shall have the right to withhold from payments to Consultant reasonably disputed amounts including, without limitation, amounts for services not performed in accordance with this Agreement and costs, expenses or damages incurred by District as a result of Consultant’s breach of this Agreement or Consultant’s negligence.

4. **Consultant’s Obligation to Provide Notice of Changes.** Consultant shall provide written notice to the District no later than twenty (20) days after the occurrence of any event (including any direction by the District) which Consultant believes requires a change in its compensation or the time for performance of its obligations under this Agreement. Said notice shall describe the event and the basis for any change in compensation or time for
performance requested by Consultant. The Parties shall thereafter meet and confer to determine whether such a change is appropriate. However, no such change to this Agreement may be made except by written amendment to this Agreement executed by the Parties. Consultant’s failure to provide the notice required under this Paragraph shall constitute a waiver of its right to seek a change in its compensation or the time for performance of its obligations under this Agreement.

5. Ownership and Use of Documents. All proprietary information developed by Consultant in connection with, or resulting from, this Agreement, including but not limited to inventions, discoveries, improvements, copyrights, patents, data, maps, reports, textual material or software programs, shall be the sole and exclusive property of the District. Consultant agrees that the compensation to be paid pursuant to this Agreement includes adequate and sufficient compensation for any proprietary information developed in connection with or resulting from this Agreement. Consultant further understands and agrees that full disclosure of all proprietary information developed in connection with, or resulting from, this Agreement shall be made to the District, and that Consultant shall do all things necessary and proper to perfect and maintain District’s ownership of such proprietary information. All documents, reports, surveys, renderings, photographs, data and other materials furnished by the District to Consultant shall remain the exclusive property of the District and shall not be distributed or provided to third parties without the express written authorization of the District.

6. Publication of Project Information. Consultant shall notify and obtain written approval from the District before presenting verbal or written information to outside individuals or entities about the services or project for which Consultant was retained.

7. Patents and Copyrights. The Consultant shall assume all costs arising from the use of patented or copyrighted materials, including but not limited to, equipment, devices, processes, and software programs used or incorporated in the work performed under this Agreement. Consultant shall defend, indemnify hold the District, its officers, directors agents, employees, representatives and assigns harmless from any and all claims, demands, suits at law, and actions of every nature for or on account of the use of any patented or copyrighted materials.

8. Consultant’s Status. Consultant is an independent contractor and neither Consultant nor any employee of Consultant is or will be treated as an employee of the District under this Agreement. District controls the result to be accomplished under this Agreement, but not the means by which Consultant achieves such results.

8.1 Payments made to Consultant pursuant to this Agreement shall be the sole and complete compensation to which Consultant is entitled. Consultant is solely responsible for any taxes levied by local, state or federal authorities on such sums. Consultant shall defend and indemnify the District for any taxes, fines, penalties and attorneys’ fees assessed or threatened to be assessed against District for failure to properly withhold taxes as a result of any determination that Consultant, or any
of Consultant’s employees, is an employee rather than an independent contractor of District.

8.2 District will not make any contribution to any retirement plan or Social Security on behalf of Consultant or any of Consultant’s employees. Consultant shall defend and indemnify the District for any contribution, fines, penalties and attorneys’ fees assessed or threatened to be assessed against District for failure to contribute to any retirement plan or Social Security as a result of any determination that Consultant, or any of Consultant’s employees, is an employee rather than an independent contractor of District.

8.3 District will not make any payments to Consultant, or Consultant’s employees, which rely upon employee status, including, but not limited to, FLSA and other overtime and minimum wage requirements, prevailing wage laws, worker’s compensation benefits, FMLA, CFRA, Paid Leave, and unemployment benefits. Consultant shall defend and indemnify the District for any payment, fines, penalties and attorneys’ fees assessed or threatened to be assessed against District for failure to make any such payment or otherwise provide the benefits of such laws as a result of any determination that Consultant, or any of Consultant’s employees, is an employee rather than an independent contractor of District.

8.4 Consultant shall comply with the Political Reform Act of 1974, as amended including, but not limited to, disclosure of all conflicts of interest and other financial disclosure requirements required thereunder.

9. Instructions to Consultant. In the performance of the services set forth in this Agreement, Consultant shall report to and receive instructions from the following person on behalf of the District: ________________________.

10. Subconsultant Services. Any subconsultants to be used by Consultant in the performance of the scope of services shall be identified in Exhibit A hereto. Consultant shall obtain the District’s prior written approval before retaining a subconsultant to perform any portion of the scope of services of this Agreement. Notwithstanding Consultant’s use of any subconsultants, Consultant shall be responsible to the District for the performance of its subconsultants as it would be if Consultant had performed those services itself. Nothing in this Agreement shall be deemed or construed to create a contractual relationship between the District and any subconsultant employed by Consultant. Consultant shall be solely responsible for payments to any subconsultants. Consultant shall defend and indemnify the District for any payment, fines or penalties assessed or threatened to be assessed against District as a result of any claim brought by any subconsultant of Consultant for any matter arising from, or related to, the services performed by subconsultant under this Agreement.

11. Compliance With Laws and Regulations; Licensing. Consultant shall perform its services under this Agreement in compliance with all applicable provisions of Federal, State and local laws, statutes, codes, rules, regulations, ordinances and professional standards.
By entering into this Agreement, Consultant represents and warrants that it possesses and will keep current all license and registrations required by Applicable Laws to enter into this Agreement and to perform the scope of services hereunder.

12. **Insurance.** Consultant, at its sole cost and expense, shall obtain, keep in force, and maintain the following policies of insurance at all times while this Agreement is in effect, and shall not commence any work under this Agreement until proof of such insurance has been provided to the District. The coverages provided by such insurance shall not be construed as limitations of liability.

12.1 **Required Policies.**

12.1.1 **Commercial General Liability Insurance** (contractual, products, and completed operations coverages included) with a combined single limit of no less than $2,000,000 per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage.

12.1.2 **Business or Comprehensive Automobile Liability Insurance** for owned, scheduled, non-owned, or hired automobiles, with a combined single limit of no less than $1,000,000 per accident.

12.1.3 **Professional Liability Insurance** with limits of $1,000,000 per claim and $1,000,000 in the aggregate.

12.1.4 **Employers’ Liability Insurance** with limits of $1,000,000 per claim and $1,000,000 in the aggregate.

12.1.5 **Workers’ Compensation Insurance** as required under the Workers’ Compensation Insurance and Safety Act of the State of California.

12.2 **Required Terms.**

12.2.1 All polices except workers’ compensation and professional liability, shall name as additional insureds the Water Replenishment District of Southern California, its directors, officers, employees, agents authorized volunteers and representatives. The coverage shall contain no special limitations on the scope of protection afforded the District, its directors, officers, employees, or authorized volunteers.

12.2.2 All policies (with the exception of Professional Liability) shall be written on an occurrence basis. If a policy may only be obtained on a claims made basis, the policy shall be maintained continuously for a period of no less than three (3) years after the date of final completion of the scope of services under this Agreement.
12.2.3 All policies shall provide that coverage cannot be cancelled without thirty (30) days prior written notice to the District.

12.2.4 All insurance required under this Agreement shall be considered primary to any insurance maintained by the District. All policies except Professional Liability shall include waivers of subrogation in favor of the District and its insurers.

12.2.5 Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to District, its directors, officers, employees, or authorized volunteers.

12.2.6 The Consultant’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

12.2.7 Liability insurance shall indemnify the Consultant and his/her sub-contractors against loss from liability imposed by law upon, or assumed under contract by, the Consultant his/her sub-contractors for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

12.2.8 Deductibles and Self-Insured Retentions – Any deductible or self-insured retention must be declared to and approved by District. At the option of District, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or additional insureds, co-insurers, and/or insureds other than the first named insured.

12.2.9 Evidence of Insurance – Prior to execution of the agreement, the Consultant shall file with District a certificate of insurance signed by the insurer’s representative evidencing the coverage required by this agreement. Such evidence shall include an additional insured endorsement signed by the insurer’s representative. Such evidence shall also comply with the Evidence and Required Forms of Insurance attached hereto as Exhibit “C”. In the event that the Consultant employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Consultant’s responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above. Failure to continually satisfy the Insurance requirements is a material breach of contract.

12.2.10 All policies required under this Agreement shall be issued by companies authorized to transact insurance business in the State of California acceptable to the District and having a Best rating of A- or equivalent or as otherwise approved by District.
13. **Indemnification.** Consultant shall indemnify, defend and hold harmless the District and its directors, officers, employees, agents and representatives (collectively “District”), from and against any and all claims, liabilities, costs, damages, suits, proceedings, injuries (including injuries to real and personal property, and injuries to persons, including death) incurred by District (“Losses”), as a result of Consultant’s breach of any provision of this Agreement, Consultant’s failure to comply with applicable laws, Consultant’s negligent acts or omissions, or Consultant’s willful misconduct. However, Consultant’s obligation to defend shall arise regardless of any claim or assertion that the District caused or contributed to the Losses. Nothing in this paragraph shall constitute a waiver or limitation of any legal rights which the District may have including, without limitation, the right to implied indemnity.

14. **Arbitration and Attorneys’ Fees.** Any dispute arising from or relating to this Agreement shall be submitted to final and binding arbitration before an arbitrator who is a member of the National Academy of Arbitrators. The parties will obtain a list of five names of potential arbitrators from the National Academy of Arbitrators, or the American Arbitration Association, and will take turns striking the names of arbitrators until one arbitrator remains, who shall preside over the arbitration. The arbitrator will have no power to rewrite any of the terms of this Agreement. The parties shall split the cost of the arbitrator’s fee and any court reporter required by the arbitrator or if both parties agree to having the proceedings taken down by a court reporter. The prevailing Party in any action arising from or relating to this Agreement shall be entitled to recover its reasonable attorneys’ fees, expert witness fees and arbitration fees and costs in addition to any other relief and recovery ordered by the arbitrator or other tribunal hearing any matter related to this Agreement.

15. **Conflict of Interest.** No official of the District who is authorized in such capacity and on behalf of the District to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving this Agreement, or any contract or subcontract relating to work to be performed pursuant to this Agreement, shall become directly or indirectly personally interested in this Agreement or in any part thereof. Consultant shall not accept employment or contract during the term of this Agreement with any firm or individual for the provision of services if such employment or contract would conflict directly with the Services provided to the District under this Agreement.

16. **Equal Opportunity.** During the performance of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, marital status or national origin.

17. **Successors and Assigns.** This Agreement shall inure to the benefit of, and be binding upon, the District, Consultant, and their respective successors and assigns provided, however, that no assignment of the duties or benefits under this Agreement shall be made without the written consent of the Consultant and the District.

18. **Choice of Law and Venue.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. The Parties agree that the exclusive
venue for any action or proceeding arising from or relating to this Agreement shall be in the County of Los Angeles, State of California.

19. **Notices.** All notices provided by this agreement shall be in writing and shall be sent by first-class mail and facsimile transmission as follows:

If to the District:

Water Replenishment District of Southern California  
4040 Paramount Blvd.  
Lakewood, CA 90712  
Phone: (562) 921-5521  
Fax: (562) 921-6101

If to Consultant:

| Contact Name |  
| Address |  
| Address |  
| City, State ZIP |  
| Phone: |  
| Email: |  
| Fax: |

20. **Amendments.** This Agreement may be modified only by a writing signed by the Parties hereto.

21. **Integration; Construction.** This Agreement (inclusive of exhibits incorporated herein by this reference) sets forth the final, complete and exclusive expression of the Parties’ agreement with respect to the subject matter hereof, and supersedes any and all other agreements, representations, and promises, whether made orally or in writing. Notwithstanding anything in Exhibit A to the contrary (or any invoice or other unilateral terms or conditions provided by Consultant), in the event of any conflict or inconsistency between this Agreement and Exhibit A (or any invoice or other unilateral terms or conditions provided by Consultant), this Agreement shall control. The Parties represent and warrant that they are not entering into this Agreement based upon any representation or understanding that is not expressly set forth in this Agreement. This Agreement shall be construed as the product of a joint effort between the Parties and shall not be construed against either Party as its drafter.

22. **Effective Date.** This Agreement is effective as of the date first set forth above.
23. **Authority.** Each person signing this Agreement represents that he or she has the authority to do so on behalf of the Party for whom he or she is signing.

IN WITNESS WHEREOF, the Parties have caused this AGREEMENT to be executed the day and year first above written.

**WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Katherman</td>
<td>Sergio Calderon</td>
</tr>
<tr>
<td><em>Print Name</em></td>
<td><em>Print Name</em></td>
</tr>
<tr>
<td>President, Board of Directors</td>
<td>Secretary, Board of Directors</td>
</tr>
<tr>
<td><em>Title</em></td>
<td><em>Title</em></td>
</tr>
</tbody>
</table>

**[INSERT CONTRACTOR NAME]**, ("CONSULTANT")

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Print Name</em></td>
</tr>
<tr>
<td><em>Title</em></td>
</tr>
</tbody>
</table>

Approved As To Form

LEAL, TREJO LLP

Attorneys for the Water Replenishment District of Southern California
EXHIBIT A
SCOPE OF WORK

[Insert detailed description of scope of work.]
EXHIBIT B
CONSULTANT RATE SCHEDULE

Attach provided Rate Schedule Here.

If Rate Schedule/Budget is not included in proposal, complete the following:

1.0 Consultant shall be compensated for actual services performed in accordance with this Agreement [insert appropriate language: **at the hourly rates, monthly sum or the lump sum amount.**]

2.0 A budgetary amount of $____________ (which amount applies to Consultant’s fee and reimbursable expenses) is established for this Agreement. Notwithstanding any other provision of this Agreement, the District shall not be obligated to pay Consultant any amount in excess of said budgetary amount absent prior written approval from the District. Likewise, Consultant shall not be obligated to perform services or incur expenses in excess of the budgetary amount absent prior written approval from the District.

[Insert additional terms as needed after consultation with counsel.]
EXHIBIT C
EVIDENCE AND REQUIRED FORMS OF INSURANCE

Checklist for Additional Insured Endorsement

Contractor Name: ________________________________
Project Name: ________________________________

Refer to the Additional Insured Endorsements forms (E1-8) following:

Endorsement(s)
☐ Additional Insured (AI) Status – GENERAL LIABILITY - Member Water District, its directors, officers, employees, or authorized volunteers are named as additional insureds as broad as following forms:
  o Form CG 20 10 11 85 (E1) or
  o BOTH CG 20 10 (E2) and CG 20 37 (E3) if forms with later edition dates provided (usually 10 01 or 07 04 editions). Also acceptable CG 20 10 04 13 (or older editions E2) specifically naming the District parties or using language that states "as required by contract")
  o “Blanket” Endorsement - (no specific policy number) (E4) covering one or more of the above endorsements required with words "as required by written contract/agreement".
  o If large number of Subcontractors - Additional Insured endorsement CG 20 38 04 13 recommended. (E5)
  o Policy numbers - matches policy number shown on Certificate of Insurance. (see Optional Dec. Page/Endorsement pages below)
  o Primary Coverage – The primary/non-contributory language is included. “The insurance provided by this policy shall be primary as respects any claims related to the ____________ Project. Any insurance, self-insurance, or other coverage maintained by the district, its directors, officers, employees, or volunteers shall not contribute to it.” e.g. Form CG 20 01 (E6)

☐ Auto liability (Optional (E7)) AI - most standard forms have automatic AI but some carriers provide endorsement

☐ Waiver of Subrogation (Workers Compensation and Property (Course of Construction, if required in contract) (E8)

☐ Optional - For extra confidence in verifying coverage require Declaration Page and Endorsement Schedule pages - compare the endorsement numbers. Look out for Amendment of contractual liability and or prior works exclusions - refer to Legal Counsel.
Exhibit E

Sample Invoice Format
EXHIBIT E – SAMPLE INVOICE

[Consultant Company Name/Company Logo]
[Consultant Company Address]

To:
[WRD Project Manager]
Water Replenishment District
4040 Paramount Blvd.
Lakewood, CA 90712

INVOICE
[Invoice Date]
[Invoice Number]
[Invoice Amount]
[Invoice Period]
[WRD Project Number]
[PO Number]

INVOICE SUMMARY

<table>
<thead>
<tr>
<th>Description</th>
<th>Task XX Subtotal</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task XX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Name - Position Title</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Subconsultants]

BILLING SUMMARY - Cumulative Total

<table>
<thead>
<tr>
<th>Billing</th>
<th>Task Order Total</th>
<th>Current Billing</th>
<th>Previous Billing</th>
<th>Total to Date</th>
<th>Balance Remaining</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task XX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task XX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total All Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Contract Amount

Amendment XX

Revised Contract Amount

TOTAL THIS INVOICE: [Enter Total Invoice Amount]
Exhibit F

Rate Sheet
### EXHIBIT F – SAMPLE RATE SHEET

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Rate</th>
<th>Personnel Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$178.61</td>
<td>M1, M2, M3</td>
</tr>
<tr>
<td>Expert Engineer</td>
<td>$154.44</td>
<td>P6, P7, P8</td>
</tr>
<tr>
<td>Senior Engineer</td>
<td>$110.32</td>
<td>P3, P4, P5</td>
</tr>
<tr>
<td>Engineer</td>
<td>94.56</td>
<td>P1, P2</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>$152.34</td>
<td>P7, P8, M1</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$131.33</td>
<td>P4, P5, P6</td>
</tr>
<tr>
<td>Expert Geologist/Scientist</td>
<td>$144.99</td>
<td>P6, P7, P8</td>
</tr>
<tr>
<td>Senior Geologist/Scientist</td>
<td>$105.06</td>
<td>P3, P4, P5</td>
</tr>
<tr>
<td>Geologist/Scientist</td>
<td>$84.05</td>
<td>P1, P2</td>
</tr>
<tr>
<td>Senior Technician</td>
<td>$70.39</td>
<td>T4, T5, T6</td>
</tr>
<tr>
<td>Technician</td>
<td>$54.63</td>
<td>T1, T2, T3</td>
</tr>
<tr>
<td>Laboratory Program Manager</td>
<td>$99.81</td>
<td>P4</td>
</tr>
<tr>
<td>Senior CADD Operator</td>
<td>$84.05</td>
<td>T4, T5, T6</td>
</tr>
<tr>
<td>CADD Operator</td>
<td>$73.54</td>
<td>T1, T2, T3</td>
</tr>
<tr>
<td>Senior Administrative Assistant</td>
<td>$54.63</td>
<td>A3, A4, A5</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$50.43</td>
<td>A1, A2</td>
</tr>
</tbody>
</table>

### Materials and Equipment

<table>
<thead>
<tr>
<th>Proposed Markup On Subcontracts</th>
<th>5%</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Markup On Expenses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Proposed Markup On Equipment</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Proposed Markup On Consumables</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Proposed Markup On Laboratory</td>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>Communications</td>
<td>4%</td>
<td>0</td>
</tr>
</tbody>
</table>

Assumptions – (1) Hourly rates shown are good for the calendar year and are subject to an annual escalation of 2.5% effective January 1 of each year. (2) Overtime is compensable at straight hourly rates, except for non-exempt employees, for which overtime will be charged at 1.5 times the rates shown.

<table>
<thead>
<tr>
<th>Personnel Classification</th>
<th>Years of Experience</th>
<th>Degrees</th>
<th>Other Credentials and Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>0 - 2</td>
<td>BA/BS</td>
<td></td>
</tr>
<tr>
<td>P2</td>
<td>2 - 4</td>
<td>BA/BS</td>
<td>Masters, Doctorate = 2 yrs exp.</td>
</tr>
<tr>
<td>P3</td>
<td>4 - 6</td>
<td>BA/MS</td>
<td>Masters, Doctorate = 2 yrs exp.</td>
</tr>
<tr>
<td>P4</td>
<td>6 - 8</td>
<td>BS/MS/PhD</td>
<td>Registration/certification</td>
</tr>
<tr>
<td>P5</td>
<td>8 - 10</td>
<td>BS/MS/PhD</td>
<td>Registration/certification</td>
</tr>
<tr>
<td>P6</td>
<td>10 - 12</td>
<td>BS/MS/PhD</td>
<td>Registration/certification</td>
</tr>
<tr>
<td>P7</td>
<td>12 - 15</td>
<td>BS/MS/PhD</td>
<td>Registration/certification</td>
</tr>
<tr>
<td>P8</td>
<td>15+</td>
<td>BS/MS/PhD</td>
<td>Registration/certification</td>
</tr>
<tr>
<td>M1</td>
<td>7 - 10</td>
<td>BS/MS/PhD</td>
<td>Registration possible</td>
</tr>
<tr>
<td>M2</td>
<td>10 - 12</td>
<td>BS/MS/PhD</td>
<td>Registration possible</td>
</tr>
<tr>
<td>M3</td>
<td>12+</td>
<td>BS/MS/PhD</td>
<td>Registration possible</td>
</tr>
<tr>
<td>A1, A2</td>
<td>0 – 5</td>
<td>High school diploma</td>
<td></td>
</tr>
<tr>
<td>A3, A4, A5</td>
<td>5 – 10+</td>
<td>High school diploma</td>
<td></td>
</tr>
<tr>
<td>T1, T2</td>
<td>0 – 5</td>
<td>High school diploma</td>
<td>OSHA, DOT, other training</td>
</tr>
<tr>
<td>T3</td>
<td>5 – 8</td>
<td>High school diploma, BA/BS</td>
<td>OSHA, DOT, other training</td>
</tr>
<tr>
<td>T4, T5</td>
<td>8 – 10+</td>
<td>High school diploma, BA/BS</td>
<td>OSHA, DOT, other training</td>
</tr>
</tbody>
</table>
Exhibit G

Acceptance Letter
EXHIBIT G: ACCEPTANCE LETTER

Company Name: ___________________________
Address: ___________________________

Telephone: ___________________________
Fax: ___________________________

Subject: Solicitation for ______________________

By my signature below, I, on behalf of the Company named above, acknowledge that I have read and understand the subject solicitation and all its attachments. I further acknowledge that, by submission of a submittal, proposal, quotation, or bid in response to the subject solicitation, the Company named above accepts all the terms and conditions, and meets the minimum requirements set forth in the subject solicitation and its attachments, including, but not limited to, the Sample Agreement or the Purchase Order Standard Terms and Conditions.

ACCEPTED:

___________________________________________
Signature

___________________________________________
Name (please print)

___________________________________________
Title

___________________________________________
Date