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Stephen J. Welch, P.E., S.E.

March 18, 2022

**Subject: Request for Proposal (RFP) – On-call Environmental Services  
PROPOSALS DUE ON MONDAY, April 11, 2022 at 4:00 P.M.**

Ladies and Gentlemen:

The Contra Costa Water District (District) is soliciting proposals from firms to assist the District with its On-call Environmental Services for the period from July 1, 2022 through June 30, 2024 (Fiscal Years 2023-2024). The total contract authority for this effort is \$700,000 over this period, as detailed in this document. The District is requesting that your firm submit a proposal as outlined in the following attachments:

- Attachment 1 – Project Description and Schedule
- Attachment 2 – Required Proposal Format
- Attachment 3 – Selection Criteria
- Attachment 4 – Preliminary Scope of Work
- Attachment 5 – District Standard Agreement for Professional Services
- Attachment 6 – Cost Information
- Attachment 7 – List of Firms Receiving Request for Proposal

The primary purpose of this project is to support the District's access to specialized environmental services to support maintenance as well as ongoing or new construction projects. The District is seeking specialized terrestrial and aquatic species biological expertise to support the District's environmental compliance monitoring requirements. The selected consultant may also be requested to support the Planning Department staff on preparing documents pursuant to the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), the State and Federal Endangered Species Acts (ESA) and cultural resources (Section 106 of the National Historic Preservation Act).

The District is an equal opportunity organization. The District requires that the successful consultant pay Prevailing Wage Rates to all personnel performing work for which wage determinations have been made by the Director of Industrial Relations, pursuant to California Labor Code section 1770 et sequitur.

This Request for Proposal does not commit the District to pay any costs incurred in the preparation and presentation of submittals or to select any interested firm who responds. This solicitation covers only the work described herein and does not commit the District to any work beyond that described. If the District and selected firm are unable to establish mutually acceptable agreement language, this will constitute grounds for dismissal from further negotiations on this project, and the District will pursue negotiations with another firm.

The top-ranking firms based on evaluation of the written proposals will be invited for an interview. The interview will be approximately one hour of which up to 30 minutes will be available for a presentation and 20 minutes will be for questions by the District. Interviews are tentatively scheduled for the week of April 18, 2022. Interviews will be electronic using Microsoft Teams application. Final selection will be based on both the written proposal and interview scores as noted in Attachment No. 3.

To be considered, six copies of the proposal, along with the cost information required in Attachment No. 6, shall be submitted to the District **no later than 4:00 PM PST, Monday, April 11, 2022 at 4:00 P.M.**

If hand delivered or sent by express delivery:

Contra Costa Water District  
Attention: Ms. Christine Schneider, Senior Planner  
2411 Bisso Lane  
Concord, CA 94520

If sent by U.S. Mail:

Contra Costa Water District  
Attention: Ms. Christine Schneider, Senior Planner  
PO Box H20  
Concord, CA 94524

If you have any questions concerning this project, please contact Christine Schneider at (510) 406-1889.

Sincerely,



Mark A. Seedall  
Principal Planner

MAS/CS:

Attachments

cc: Brian Jackson, Purchasing Officer  
Mark Quady, Planning Manager

**ATTACHMENT 1**

**CONTRA COSTA WATER DISTRICT**

**ON-CALL ENVIRONMENTAL SERVICES**

**PROJECT DESCRIPTION AND SCHEDULE**

**PROJECT DESCRIPTION**

Specific on-call assignments include environmental compliance/biological surveys to support maintenance and construction/modernization work on District properties and within U.S. Department of the Interior, Bureau of Reclamation (Reclamation) rights of way (ROW) and easements. The District maintains and operates the Contra Costa Canal System under contract with Reclamation. Maintenance work within the Reclamation ROW is conducted under a U.S. Fish and Wildlife Service (USFWS) Biological Opinion. Other environmental services include compliance/monitoring at the District's Rock Slough Fish Screen which will follow Biological Opinions from National Marine Fisheries Service (NMFS), USFWS and a maintenance permit from the California Department of Fish and Wildlife (CDFW). The environmental compliance work includes monitoring for terrestrial and aquatic resources.

The District may require services to support Planning staff for preparation of environmental documents including National Environmental Policy Act (NEPA) Categorical Exclusion Checklists and California Environmental Quality Act (CEQA) Notices of Exemption as well as potential permit requirements associated with such projects. The selected consultant may be required to prepare more extensive CEQA/NEPA permit documents for larger District capital improvements should any new projects be ready for this level of review over the 24-month duration of this On-call Environmental Services Contract.

The selected consultant may be required to assist the District with biological reconnaissance surveys and site assessments, impacts assessments relating to the District's proposed improvements and analysis pursuant to the California Endangered Species Act and/or the Section 7 of the Federal Endangered Species Act. Specific tasks for each project are contained in Attachment 4 of this Request for Proposal.

Much of the work will be in the field at District construction and maintenance sites. Compensation will be on a time and materials basis. District Planning staff will direct the work of the consultant.

**ESTIMATED AT \$375,000 in FY2023 and \$425,000 in FY2024: Total \$700,000.**

**SCHEDULE**

Proposals Due	April 11, 2022
Conduct Interviews	Week of April 18, 2022
Board Award of Consultant Contract	Wednesday, June 1, 2022
Complete Contract	Wednesday, June 24, 2022
Notice to Proceed	July 1, 2022

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**ATTACHMENT 2**

**CONTRA COSTA WATER DISTRICT**

**ON-CALL ENVIRONMENTAL SERVICES**

**REQUIRED PROPOSAL FORMAT**

The letter of transmittal shall contain the names of the project manager, project engineer(s) and subconsultants that will manage and perform the on-call services. The lead firm shall be indicated if a joint venture is proposed. The office location(s) where the work will be performed shall be stated.

The proposal shall include the following items

**Section 1 - Approach to Work.** Using Attachment 4 - Preliminary Scope of Work as a guide, describe how your firm will approach the proposed work tasks.

**Section 2 - Specialized Experience.** Indicate experience gained from recent work similar to the proposed tasks. Emphasize experience that will be applied to the proposed tasks and the firm's ability to complete the work within budget and on schedule. Describe the qualifications and availability of other professional, technical, and administrative resources that will be used to perform the work.

**Section 3 - Project Team.** Describe the project team (by job title) that will be committed to complete the work described in Section 1. Emphasize the specialized experience of specific individuals. Key personnel that are included in the proposal must be committed for the duration of the project. Any substitutions or changes to the project team must be brought to the attention of and approved by the District. Describe in detail any subcontractors that you are proposing to use and any mark-ups that you will require for their use.

**Section 4 - References.** Provide at least three references that can comment on the past performance of the firm(s) and key staff on a project comparable to the proposed work completed within the last five years. Please include brief descriptions, contact names, and telephone numbers for any related staff that you wish to use as references.

**Section 5 - Appendices.**

Resumes of key personnel and brochures.

The proposal shall be limited to the following page lengths:

Letter of Transmittal:	2 pages
Descriptions for Sections 1 - 4:	4 pages
Figures and Illustrations:	No limit
Resumes and other information:	No limit

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## ATTACHMENT 3

### CONTRA COSTA WATER DISTRICT

### ON-CALL ENVIRONMENTAL SERVICES

#### SELECTION CRITERIA

The top-ranking firms based on the written proposal will be invited to interview. The interview will be in electronic format. Selection of the final consultant shall be based on both the proposal and interview. The evaluation of the top-ranking consultants shall be weighted 50 percent for the proposal and 50 percent for the interview.

#### **PROPOSAL EVALUATION CRITERIA (50 Percent of Score):**

**1. Approach to Work (15 Percent)**

This includes the understanding of the scope of work, proposed project management and cost control techniques, and unique/creative approaches to work.

**2. Specialized Experience and Capabilities (15 Percent)**

This includes specialized experience directly relating to this project and evidence of ability to complete the work within schedule and on budget, and the depth of in-house or sub-consultant support.

**3. Project Team (15 Percent)**

This includes the specialized experience of key personnel such as project manager, project specialist(s)/engineer(s)/scientist(s), lead discipline specialist(s)/engineer(s)/scientist(s), and sub-consultant lead specialist(s)/engineer(s)/scientist(s), their time commitment in the areas assigned, their responsiveness, and estimated labor hours.

**4. Overall Proposal Quality and Other Considerations (5 Percent)**

This includes general responsiveness, clarity of presentation, proposal quality, requests for exceptions to CCWD's Standard Agreement for Professional Services Contract and comments received from references.

#### **INTERVIEW EVALUATION CRITERIA (50 Percent of score if conducted):**

The presentation duration will be a maximum of 30 minutes, which will be followed by a questions and answers session lasting up to 20 minutes. Following the interview, the firm will provide an electronic copy of its presentation materials

**1. Presentation (25 Percent)**

This includes content of presentation, demonstrated ability to meet time constraints on previous projects, and presentation effectiveness. The presentation should include discussion of project approach, project issues, and how the consultant will complete the assigned

project tasks on schedule and on budget. This presentation should include time commitment of key people, project team qualifications and related experiences.

**2. Questions and Answers (25 Percent)**

This will address technical and managerial experiences, creativity and communication skills, and other related questions regarding the proposal.



## ATTACHMENT 4

### CONTRA COSTA WATER DISTRICT

#### ON-CALL ENVIRONMENTAL SERVICES

##### PRELIMINARY SCOPE OF WORK

The Preliminary Scope of Work for the project is outlined in the tasks below. Individual tasks will be assigned by the District. Work will be performed in a collaborative effort between the District and the selected consultant. The consultant will need to be available when requested to satisfy District environmental and permit requirements and to provide specialized environmental expertise as needed.

The District operates and maintains 48 miles of Contra Costa Canal owned by the United States Bureau of Reclamation. This includes the Contra Loma Reservoir and dam facilities in Antioch and the Martinez Reservoir in Martinez. In addition, the District has untreated water facilities on Victoria Canal, the Old River Intake as well as the Old River and Los Vaqueros pipeline right of way. Each of these facilities requires biological monitoring prior to routine maintenance. The District also owns and manages two water treatment plants-- one in Oakley and the other in Concord, as well as a series of pump stations and water tanks within its treated water service area within Concord, Clayton, Pleasant Hill, Walnut Creek and Martinez.

##### **Task 1 – Biological Surveys to Support District Operations and Maintenance Projects [\$360,000 over the 24-month contract]**

- Conduct terrestrial and aquatic biological surveys/monitoring on Reclamation ROW consistent with Reclamation’s Operations and Maintenance requirements and consistent with U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Wildlife (CDFW) requirements.
- Conduct terrestrial and aquatic biological surveys on District property consistent with CDFW and USFWS requirements.
- Submit necessary compliance reports following each monitoring event.
- Environmental Monitoring and Compliance at the Rock Slough Fish Screen (RSFS) and Segment 5 unlined Canal Right-of-Way
  - Environmental compliance during mechanical harvesting in the RSFS, the forebay and afterbay areas of the RSFS and the unlined canal.
  - Submit necessary compliance reports following each monitoring event.
  - Prepare annual Reclamation report to the National Marine Fisheries Service (NMFS) to address RSFS Operations, Maintenance and Improvements.
  - Prepare annual CDFW Maintenance Permit Compliance Report for the RSFS.

##### **Task 2-Regional Planning Support [\$75,000 over the 24 month contract]**

- Environmental review (CEQA and or NEPA) for smaller District and third party projects
- Annexation Applications and Central Valley Project Inclusion reviews.
- Environmental Compliance for smaller District capital projects.

**Task 3 – Environmental compliance for Major District Projects [\$175,000 over the 24 month contract]**

- Unlined Canal Segment 5 compliance monitoring including fish rescue. Terrestrial species monitoring for Giant Garter Snake, Western Pond Turtle, Burrowing owl and nesting birds.
- The District's Short Cut Pipeline biological compliance monitoring/inspection/reporting during construction.

**Task 4 –Additional Services [\$90,000 over the 24 month contract]**

- There may be other projects that need specialized environmental services as described above in Tasks 1-3. These tasks will be requested in writing under written direction from the District.

**ATTACHMENT 5**

**ON CALL ENVIRONMENTAL SERVICES**

**DISTRICT STANDARD AGREEMENT FOR PROFESSIONAL SERVICES**

The attached sample agreement is the District's standard Consulting Services Agreement.

**NOTE: The successful consultant shall be prepared to work within the terms and conditions of this agreement.**

**CONTRA COSTA WATER DISTRICT  
Standard Services Agreement**

THIS AGREEMENT for services is between Contra Costa Water District ("District") and \_\_\_\_\_ (the "Consultant"). Consultant's address is \_\_\_\_\_, telephone \_\_\_\_\_, and fax number \_\_\_\_\_. Consultant is a [ ] corporation, [ ] partnership, [ ] sole proprietor, having taxpayer's identification number \_\_\_\_\_.

1. The Agreement. District and Consultant agree that Consultant shall provide \_\_\_\_\_ and shall perform these services for District on the terms and conditions herein set forth in connection with District's project number \_\_\_\_\_ for \_\_\_\_\_. The specific scope of services, and any special performance conditions are defined in Attachment A - Scope of Work.

The following documents are attached hereto and are a part of this Agreement:

Attachment A - Scope of Work

Attachment B - Consultant's Rates and Charges

This Agreement, including said attachments, constitutes the entire agreement between the parties and supersedes any prior proposals, representations, or understandings. This Agreement may be modified only by a written amendment signed by each party.

2. Time of Performance. Unless otherwise stated in Attachment A, Consultant is authorized to commence performance of this Agreement upon its execution by District. Consultant shall complete all services covered by this Agreement no later than \_\_\_\_\_ unless this date is extended by District in writing. At the District's discretion, the District may extend the term of the Agreement. Should the District elect to extend this Agreement through \_\_\_\_\_, there shall be no change to the terms and conditions of this Agreement (other than to the time of performance).

3. Payment. Consultant shall at convenient intervals not more frequent than monthly submit itemized statements of services performed at the rates and charges in Attachment B. District shall pay for work satisfactorily performed within thirty (30) days after receipt of a statement. Without

the prior written approval of the District, the total amount payable by District for Consultant's services pursuant to this Agreement shall not exceed \$\_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_, and \$\_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_ upon extension of the Agreement.

4. Consultant an Independent Contractor. Consultant shall perform the consulting services under the Agreement as an independent contractor and not as an employee of District. Consultant shall be responsible for the methods of performance. District shall have no right to supervise or control Consultant's performance but shall have the right to observe it. Consultant shall work closely with District in performing the services.

5. Insurance.

A. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverage:

(1) Workers' Compensation, in not less than statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

(2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and

(4) Professional liability insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under this Agreement.

B. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to:

(1) Name as Additional Insureds, Contra Costa Water District and its respective Directors, Officers, Agents, and Employees.

(2) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

C. Regarding Workers' Compensation, Contractor hereby agrees to waive its rights to subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of Contra Costa Water District for all work performed by the Contractor, its employees, agents and subcontractors.

D. All policies shall provide thirty days' advance written notice to Contra Costa Water District of reduction or nonrenewal of coverage or cancellation of coverage for any reason.

E. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of four years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

F. Before commencing any work under this Agreement, Contractor shall furnish to Contra Costa Water District certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to Contra Costa Water District, in form evidencing all coverage set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

G. Approval of the insurance by District shall not relieve or decrease the liability of Contractor hereunder.

H. If a subcontractor will be used to complete any portion of this agreement, the Contractor shall ensure that the subcontractor obtains all necessary insurance, which shall name Contra Costa Water District, and its respective directors, officers, agents and employees and the Contractor as Additional Insureds.

6. Payment of Prevailing Wages. If any personnel of Consultant or a subcontractor of Consultant performs work under the Agreement for which a general prevailing wage has been determined by the Director of the Department of Industrial Relations, Consultant or subcontractor shall pay the prevailing wage for such work and shall comply with all applicable provisions of the California Labor Code Section relating to public works (Section 1720 et. seq.). Copies of such wage rates are on file at the District's principal office. For questions regarding this section, Consultant should visit [www.dir.ca.gov/oprl/pwd/index.htm](http://www.dir.ca.gov/oprl/pwd/index.htm) or call the Department of Industrial Relations at (415) 703-4774.

The general prevailing wage rates for such work which establish minimum wages for this Agreement shall be posted by Consultant in a prominent place at the site where such work is performed. Consultant shall comply with all of the provisions of Section 1775 of the Labor Code relative to penalties paid to the District regarding wage under- payments to workers employed under this Agreement, and Consultant shall comply with all of the provisions of Section 1776 of the Labor Code regarding payroll records requirements.

7. Abandonment by Consultant. In the event the consultant ceases performing services under this Agreement or otherwise abandons the project prior to completing all of the services described in this Agreement, Consultant shall, without delay, deliver to District all materials and records prepared or obtained in the performance of this Agreement, and shall be paid for the reasonable value of the services performed up to the time of cessation or abandonment, less a deduction for any damages or additional expenses which District incurs as a result of such cessation or abandonment, such as expenses associated with obtaining substitute services.

8. Records and Documents. Upon request, and at no additional charge, Consultant shall deliver to District all records, data, and reports prepared or obtained in the performance of the Agreement, which shall become and remain the property of District. This includes, but is not limited to, all materials and records of a finished nature, such as final plans, specifications, and maps prepared or obtained in the performance of this Agreement, and all materials of a preliminary nature, such as survey notes, sketches, preliminary plans, computations and other data prepared or obtained in the performance of this Agreement.

9. Right to Audit. Consultant shall permit District and its authorized representatives to examine, re-examine, make excerpts, transcribe and copy Consultant's books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes and any and all data relevant to the Agreement at any reasonable time within three years after final payment under the Agreement. Consultant shall also permit District and its authorized representatives to audit and verify statements, invoices, or bills submitted by Consultant pursuant to the Agreement. Consultant shall provide such assistance as may be required in the course of such examination and audit.

10. Safety and Compliance with Laws and Regulations. In performing this Agreement, Consultant shall comply with all applicable laws, statutes, ordinances, rules and regulations whether federal, state or local in origin.

Consultant shall also comply with the Contra Costa Water District Contractor/Consultant Safe Practices Handbook (Handbook) at all times when present on District property or at the site(s) of public works being installed, altered, repaired or removed for the District. Consultant has been provided a copy of the Handbook which is also available at <https://www.ccwater.com/DocumentCenter/View/124/Contractors-Safe-Practices-Handbook-pdf>.

Immediate and appropriate corrective action by District, up to and including termination of this Agreement, will be implemented as warranted for any failure to comply with the Handbook. Consultant shall provide copies of the Handbook to all Sub-Consultants/Sub-Contractors.

Pursuant to Contra Costa Water District Administrative Procedure XII-4 entitled Equal Employment Opportunity; Prohibition of Discrimination, Harassment, Retaliation and Abusive Conduct (AP XII-4), the District is an equal employment opportunity employer. The District does not tolerate discrimination, harassment, retaliation, and abusive conduct. Consultant has been provided a copy of AP XII-4 which is also available at: <https://www.ccwater.com/DocumentCenter/View/973/XII-4-Equal-Employment-Opportunity-pdf>. In performing this Agreement, Consultant shall comply with AP XII-4 and shall not allow its employees and/or agents to discriminate, harass, or allow harassment, retaliation, or abusive conduct by or against any person or persons. Immediate and appropriate corrective action by District, up to and including termination of this Agreement, will be implemented as warranted for any and all such reported misconduct. Consultant shall provide copies of AP XII-4 to all Sub-Consultants/Sub-Contractors.

11. Breach, Error, and Omission. In the event that Consultant fails to perform any of the services described in this Agreement or otherwise breaches this Agreement, District shall have the right to pursue all remedies provided by law or equity. Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Agreement as would be exercised by a reasonable professional performing similar work under similar circumstances, and shall, at no cost to District, re-perform services which fail to satisfy this standard of care. In addition, any costs incurred by the District (including but not limited to additional design and administrative costs, to the extent that such costs are recoverable under California law) and used to correct deficiencies caused by the Consultant's errors and omissions shall be borne solely by the Consultant. The District is relying upon the Consultant's qualifications concerning the services furnished under this agreement, and therefore the fact that the District has accepted or approved the Consultant's work shall in no way relieve the Consultant of these responsibilities.

12. Endorsement on Plans. All work of an engineering nature shall bear the stamp and signature of an engineer registered in the State of California.

13. Indemnification. If an action is filed in which it is claimed or alleged that any damages, injuries, or deaths arose out of, pertained to, or related to negligent acts, errors or omissions, recklessness, or willful misconduct of Consultant (or any person or organization for whom Consultant is legally liable), in the performance of the services for District, Consultant agrees, at its own expense, to defend District and its Directors, officers, employees, and agents; provided, however, that no settlement of a claim shall be made without the consent of District.

To the extent permitted by law, Consultant shall indemnify District and its Directors, officers, employees, and agents from any and against all claims, demands, costs, including reasonable attorney's fees, and liability for any damages, injuries, or deaths arising directly or indirectly from, or connected with, the services provided under this Agreement and due to, or claimed or alleged to be due to, negligence, recklessness, or willful misconduct of Consultant (or any person or organization for whom Consultant is legally liable). Consultant will reimburse District for any expenditures, including reasonable attorney's fees, District may make by reason of such matters and, if requested by District, will defend any such suits at the sole cost and expense of Consultant.

To the extent permitted by law, Consultant shall also indemnify the District and its Directors, officers, employees, and agents, against any and all claims, demands, costs and expenses at law or in equity including reasonable attorney's fees, and liability, suffered or incurred on account of, or that may at any time arise out of, or are in any way connected with, any breach by Consultant, or its employees, agents, subconsultants, or subcontractors, of the obligations, covenants, or any other provisions of this Agreement.

This Section shall survive any expiration or termination of this Agreement.

14. Confidentiality. Consultant shall treat any information it may come to have relating to the Agreement with confidence, revealing information to third parties only with prior written approval of District.

15. Assignment. The Agreement shall not be assignable or transferable in whole or in part by Consultant, whether voluntarily, by operation of law, or otherwise; provided, however, that Consultant with the prior written consent of District may subcontract that portion of the services for which Consultant does not have the facilities to perform so long as Consultant receives written approval from the District of the qualifications of the subcontractor or sub-consultant qualifications prior to execution of this Agreement. Any other purported assignment, transfer, or subcontracting shall be void. Nothing in the Agreement shall be construed to give any right or benefit to anyone other than District and Consultant.

16. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

17. Termination. District may terminate this Agreement at any time by thirty (30) days prior written notice to Consultant. Upon termination, District shall pay Consultant for all amounts due for services rendered up to the date of termination.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement as of the day and year written below.

**CONTRA COSTA WATER DISTRICT**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Stephen J. Welch  
Title: General Manager

**CONSULTANT:** \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
District Legal Counsel



**Consulting Services Agreement  
Between Contra Costa Water District (“District”) and  
 (“Consultant”)**

**SCOPE OF WORK**

Any work or services in addition to the work or services described in this Attachment shall be performed by Consultant according to the rates or charges listed in Attachment B. In the event that no rate or charge is listed for a particular type of extra work, Consultant shall not be entitled to compensation for extra work unless a written authorization or Amendment describing the work and payment terms has been executed by the District prior to the commencement of the extra work.

Consultant shall provide:

- (Briefly describe service or services)

District shall provide the following services and facilities:

- (Describe District obligations, if any)

**EXAMPLE**

Consultant shall provide financial and banking services, meeting facilitation, and planning study services that may include the following without limitation:

- Provide information on matters concerning urban development in East Contra Costa County, related to the impacts of potential needs for water services.
- Revise and update information in the Draft East County Water Services Status Report.
- Provide information concerning circulation, transmission, and distribution systems

District shall provide the following services and facilities:

- Timely access to land for field work;
- Reports, contracts, maps, and other data in District's possession necessary for completion of the services.

**Consulting Services Agreement  
Between Contra Costa Water District (“District”) and  
 (“Consultant”)**

CONSULTANT’S RATES AND CHARGES

Position Title (Additional description, if necessary)     \$\_\_\_\_\_ per hour

Position Title (Additional description, if necessary)     \$\_\_\_\_\_ per hour

Position Title (Additional description, if necessary)     \$\_\_\_\_\_ per hour

\* If overtime is anticipated, it is assumed to be at the same hourly rate unless otherwise noted in this Attachment.

**ATTACHMENT 6**

**CONTRA COSTA WATER DISTRICT**

**ON-CALL ENVIRONMENTAL SERVICES**

**COST INFORMATION**

One copy of the following information is to be submitted inside a separate sealed envelope:

- The requested overhead rate as a percentage of direct labor for this project for the prime consultant and all sub-consultants.
- The requested markup on sub-consultants.
- The requested markup on any direct costs (e.g., equipment, etc).
- An estimate of other direct costs by item. No mark-ups will be allowed on other direct costs.
- An estimated daily cost for environmental compliance monitoring.
  - Include total employee (hourly) cost for travel.
  - Include mileage cost for travel.
  - Include total cost for monitoring from 7 a.m. to 2:30 p.m.
  - Include the cost to prepare a letter report that presents the results to the District from the day's monitoring.
  - Include any supervisory costs for report reviews and for editing and final completion of the report.

***NOTE: This information does not constitute a bid but ensures that a detailed review of the merits of the proposal is complete before costs information is reviewed.***

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**ATTACHMENT 7**

**CONTRA COSTA WATER DISTRICT**

**ON-CALL ENVIRONMENTAL SERVICES**

**LIST OF FIRMS RECEIVING REQUEST FOR PROPOSAL**

Linda Pappas  
AECOM  
300 Lakeside Drive, Suite 400  
Oakland, CA 94612  
linda.pappas@aecom.com

Trent Wilson  
Analytical Environmental Services  
1801 7th Street, Suite 100  
Sacramento, CA 95811  
twilson@analyticalcorp.com

Katie Chamberlain  
ANCHOR QEA, LLC  
33 New Montgomery Street, Suite 1210  
San Francisco, CA 94105  
kchamberlin@anchorqea.com

Tiffany Peal  
Cardno ENTRIX  
2300 Clayton Road, Suite 200  
Concord, CA 94520  
tiffany.peal@cardno.com

Patrick Kobernus  
Coast Ridge Ecology  
1410 31st Avenue  
San Francisco, CA 94122  
crecology@gmail.com

Sean Dexter  
Condor Country Consulting  
1815 Estudillo Street  
Martinez, CA 94553-1617  
info@condorcountry.com

Kate Mirante  
ESA  
180 Grand Avenue, Suite 1050  
Oakland, CA 94612  
kmirante@esassoc.com

Lydia Holland  
GEI Consultants  
2868 Prospect Park Drive, Suite 400  
Rancho Cordova, CA 95670  
lholland@geiconsultants.com

Summer Pardo  
HDR, Inc  
2379 Gateway Oaks Dr #200  
Sacramento, CA 95833  
Summer.Pardo@hdrinc.com

Kenneth Schwarz, Ph.D., Principal  
Horizon Water and Environment  
180 Grand Ave, Suite 1405  
Oakland, CA 94612  
ken@horizonh2o.com

Matt Wacker  
HT Harvey and Associates  
1331 Garden Highway, Suite 310  
Sacramento, CA 95833  
mwacker@harveyecology.com

Colin Brennan  
ICF International  
630 K Street, Suite 400  
Sacramento, CA 95814  
Colin.Brennan@icf.com

Ms. Meera Velu  
Klienfelder/GANDA  
1512 Franklin Street, Suite 100  
Oakland, CA 94612  
MVelu@garciaandassociates.com

Ross Dobberteen, Managing Principal  
LSA Associates, Inc.  
157 Park Place  
Pt. Richmond, CA 94801  
Ross.Dobberteen@LSA-assoc.com

Michael Marangio  
5446 Sutter Ave  
Richmond CA 94804  
mmar@earthlink.net

Tracy Bartlett  
NCE  
8795 Folsom Blvd., Suite 250  
Sacramento, CA 95826  
tbartlett@ncenet.com

Jeff Olberding  
Olberding Environmental, Inc.  
193 Blue Ravine Road, Suite 165  
Folsom, CA 95630  
jeff@olberdingenv.com

Ellen Cross  
Rincon Consultants  
449 15th Street #309  
Oakland, CA 94612  
ecross@rinconconsultants.com

Debbie Montana  
Sequoia Ecological Consulting, Inc.  
319 Diablo Road, Suite 220  
Danville, CA 94526  
dmontana@sequoiaeco.com

Nikolaus Gillen  
Transcon Environmental  
1942 University Avenue, Suite 206  
Berkeley, CA 94704  
ngillen@transcon.com

John Vollmar  
Vollmar Consulting  
1720 Solano Avenue  
Berkeley, CA 94707  
jvollmar@vollmarconsulting.com

Jenn Hyman  
WRA  
2169-G East Francisco Boulevard  
San Rafael, CA 94901  
jennifer.hyman@wra-ca.com