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April 14, 2020

**Subject: Electronic Submissions - Request for Statement of Qualifications - Professional Services  
for the 2021 Treated Water Master Plan - SOQs Due 4:00 p.m., Tuesday, April 28, 2020**

Ladies and Gentlemen:

The Contra Costa Water District (District) submitted a letter dated March 31, 2020 seeking Statements of Qualifications (SOQs) from firms interested in providing professional services for the 2021 Treated Water Master Plan (TWMP).

Only electronic copies of the SOQ will be accepted for the 2021 TWMP. Please email SOQs to Jill Mosley ([jmosley@ccwater.com](mailto:jmosley@ccwater.com)). The SOQ, including the cover letter and appendices, shall be in the form of a single file transmitted as an attachment to the email (10MB or less file size) or via link to where the file can be downloaded. The email submitting the SOQ shall include a description of the file being transmitted, number of pages of the SOQ, size of attachment (if applicable), and file name. Failure to follow the above guidelines may result in rejection of the SOQ. District staff will reply within one hour (M-F 8am-5pm) with an email to confirm receipt of the SOQ.

The SOQ due date remains unchanged and is 4:00 P.M., Tuesday, April 28, 2020.

Questions concerning the 2021 TWMP should be directed to Jill Mosley at (925) 688-8127, [jmosley@ccwater.com](mailto:jmosley@ccwater.com).

Sincerely,

Jill Mosley  
Senior Engineer

JM:kh

cc: Jeff Quimby  
Brian Jackson

File: 120241