



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

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February 8, 2006

SUBJECT: REQUEST FOR PROPOSALS FOR PREPARATION OF AN INTEGRATED WATER RESOURCE MANAGEMENT PLAN FOR THE MONTEREY PENINSULA, CARMEL BAY, AND SOUTH MONTEREY BAY

Your firm has been selected to receive this Request for Proposals to conduct certain consulting services for completing work on an Integrated Water Resource Management Plan (IRWM Plan, or Plan) for this Region. If you wish to be considered for this work, please submit three copies of a proposal to this office **by 5:00 PM on Tuesday, February 28, 2006.** Your proposal should include the items listed in Attachment 1, Contents of Proposal. Responding firms are encouraged to compile a compact proposal.

PROJECT DESCRIPTION

The Monterey Peninsula Water Management District (MPWMD, or District) is responsible for completing the “Monterey Peninsula, Carmel Bay, and South Monterey Bay Integrated Regional Water Management Plan”. The IRWM Plan will detail in one document how local, State, and Federal water management strategies work together within the Region. This Scope of Work describes some, but not all, of the tasks required for developing the Plan. There are several stakeholders, in addition to MPWMD, that are contributing products intended to be incorporated into the Plan. These stakeholders include the Big Sur Land Trust, the Carmel River Watershed Conservancy, and a consortium comprised of the Cities of Monterey and Pacific Grove, and the Pebble Beach Company. A detailed description of all the tasks required to complete the IRWM Plan is at the following web site:

http://www.mpwmd.dst.ca.us/Mbay_IRWM_ICWM/Mbay_IRWM_ICWM.htm

Click on “Scope of Work” under “2006 IRWM Planning Grant.”

In your proposal, we anticipate that you will describe the approach you expect to employ in order to obtain the desired information and carry out the stated Scope of Work. It is recognized that the Scope of Work eventually incorporated into the agreement for consultant services will likely contain more detail and specificity than the scope described in this request. Accordingly, the District is receptive to suggested modifications, alternatives, and expansion on the described items.

SCOPE OF WORK

The tasks for this contract are a subset of the IRWM Plan Scope of Work. The MPWMD Consultant will be responsible for combining existing planning documents, work products by MPMWD and other stakeholders, and work products described in Attachment 2 into a “functionally equivalent” IRWM Plan.

PROJECT BUDGET

MPWMD has received a Prop. 50 grant from the California Department of Water Resources to complete the Plan. As shown in Attachment 3, approximately \$135,000 is budgeted for work under this contract.

PROJECT SCHEDULE

Unless otherwise described, the anticipated completion date for most tasks will be the end of June 2006, when a draft Plan is scheduled to be completed. A final Plan must be adopted no later than December 31, 2006. See Attachment 4, for a detailed schedule of all tasks associated with development and completion of the Plan.

MPWMD STAFF PARTICIPATION:

It is anticipated that District staff will work closely with the consultant on this project. At the outset, MPWMD staff will be responsible for compiling and providing all current existing documents and data in the District’s possession, and will assist the consultant in obtaining desired information. The consultant will be responsible for obtaining documents as described in the Scope of Work and summarizing pertinent existing data for presentation, and for incorporating District-provided materials into the Plan. The consultant will meet with MPWMD staff in Monterey at the outset of the contact to discuss the approach for developing the Plan.

SELECTION PROCESS, SCHEDULE, AND AGREEMENT

Attachment 5 outlines the process and schedule for selection of the consultant. Following receipt of proposals, District staff will review the proposals. At this time, it is not anticipated that firms will be invited to make oral presentations of their proposals. However, it is possible that you will be asked to clarify your proposal or provide additional information.

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After a firm has been selected, an agreement will be negotiated for the scope of services to be performed at a not-to-exceed cost. The District has a standard contract form for consulting services, which includes the insurance requirements contained in Attachment 6 and completion of a Conflict of Interest Affidavit and Disclosure (Attachment 7).

We look forward to your response. If you have any questions regarding this invitation, please contact me at (831) 658-5650 or Larry Hampson at (831) 659-2543.

Sincerely,

David A. Berger
General Manager

- Attachments:
1. Contents of Proposal
 2. Scope of Work
 3. Budget
 4. Schedule
 5. Selection Process
 6. Insurance Requirements
 7. Conflict of Interest Affidavit and Disclosure

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

**CONSULTING SERVICES FOR
PREPARATION OF AN INTEGRATED WATER RESOURCE MANAGEMENT PLAN
FOR THE MONTEREY PENINSULA, CARMEL BAY, AND SOUTH MONTEREY BAY**

CONTENTS OF PROPOSAL

1. Names, qualifications and resumes for only those persons who would perform the necessary work.
2. Availability and home office location of each of these persons.
3. Experience records of the firm and of individual personnel in related work, with specific emphasis on the type of work solicited.
4. Other firms or services to be utilized, if any, with a description of the work to be performed, and names, qualifications, experience records, and home office locations of personnel who would perform the work.
5. Proposed project organization, including individuals and their respective firms. A "team leader" (key contact with District staff for the duration of the project) should be designated who is willing and able to commit adequate time to manage and coordinate the study efforts.
6. Description of how the Scope of Work is proposed to be accomplished.
7. Proposed schedule to complete the Scope of Work.
8. Estimated costs to complete the Scope of Work. Costs should be broken down by major category of work. This information is not intended as the primary criterion for selection, but rather to provide the District with an indication of costs for the anticipated work.

**MPWMD Consultant
Scope of Work
Prepare Integrated Regional Water Management Plan for the
Monterey Peninsula, Carmel Bay, and South Monterey Bay Region**

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Acronyms

AF – acre-feet
AFA – acre-feet per annum
AFY – acre feet per year
AMBAG – Association of Monterey Bay Area Governments
ASBS – Areas of Special Biological Significance
ASR – Aquifer Storage and Recovery
AWT – advanced wastewater treatment
BIRP – Begonia Iron Treatment Plant
BMP – best management practice
BSLT – Big Sur Land Trust
CDPR – California Department of Parks and Recreation (see also CSP)
CSIP – Castroville Seawater Intrusion Project
CALTRANS – California Department of Transportation
CAW – California American Water
CAWD – Carmel Area Wastewater District
CCA – Critical Coastal Area
CCC – California Coastal Commission
CCR – Central Coast Region
CDFG – California Department of Fish and Game
CDP – Coastal Development Plan
CEQA – California Environmental Quality Act
CDO – cease and desist order
CRB – Carmel River Basin
CRLF – California red-legged frog
CRMP – Carmel River Management Plan
CRWC – Carmel River Watershed Conservancy
CSA – County Service Area
CSP – California State Parks
CSU – California State University
CSUMB – California State University Monterey Bay
CVSIM – Carmel Valley Simulation Program
CWA – Clean Water Act
CZARA – Coastal Zone Act Reauthorization Amendment
DSOD – California Division of Safety of Dams
DWR – California Department of Water Resources
EIR – Environmental Impact Report
EIS – Environmental Impact Statement
FEP – Functionally Equivalent Plan
GRP – Groundwater Recharge Project
GWR – groundwater replenishment
ICWM – Integrated Coastal Watershed Management
ICWMP – Integrated Coastal Watershed Management Plan
IRWM – Integrated Regional Water Management
IRWMP – Integrated Regional Water Management Plan

LCP – Local Coastal Plan
LUP – Land Use Plan
MBNMS – Monterey Bay National Marine Sanctuary
MCWRA – Monterey County Water Resources Agency
MCWRP – Monterey County Water Recycling Project
MGD – million gallons per day
MM – Management Measures
MOU – memorandum of understanding
MPRPD – Monterey Peninsula Regional Parks District
MPWRS - Monterey Peninsula Water Resource System
MPWMD – Monterey Peninsula Water Management District
MRSWMP – Monterey Regional Storm Water Management Program
MRWPCA – Monterey Regional Water Pollution Control Agency
MURP – Model Urban Runoff Program
NOAA – National Oceanic and Atmospheric Administration
NOP – Notice of Preparation
NPDES – National Pollutant Discharge Elimination System
NPS – non-point source
NTU – nephelometric turbidity units
PBCSD – Pebble Beach Community Services District
RURWP – Regional Urban Recycled Water Project
RM – river mile (measured from the Pacific Ocean)
RWQCB – Regional Water Quality Control Board
SVRP – Salinas Valley Reclamation Project
SBGMP – Seaside Basin Groundwater Management Plan
SFBCDC – San Francisco Bay Conservation and Development Commission
SGB – Seaside Groundwater Basin
SSAMP – Sewer System Asset Management Plan
SWQPA – State water quality protection area
SWRCB – State Water Resources Control Board
TAC – technical advisory committee
TMDL – Total Maximum Daily Load
USACE – United States Army Corps of Engineers
USFWS – United States Fish and Wildlife Service
USGS – United States Geological Service
WDR – Waste Discharge Requirement
WQPP – Water Quality Protection Program
WMI – Watershed Management Initiative

Project Description/Consultant Responsibilities

The Monterey Peninsula Water Management District (MPWMD) is responsible for completing the “Monterey Peninsula, Carmel Bay, and South Monterey Bay Integrated Regional Water Management Plan” (IRWM Plan or Plan). The IRWM Plan will detail in one document how local, State, and Federal water management strategies work together within the Region. This Scope of Work describes some, but not all, of the tasks required for developing the Plan. There are several stakeholders, in addition to MPWMD, that are contributing products intended to be incorporated into the Plan. These stakeholders include the Big Sur Land Trust, the Carmel River Watershed Conservancy, and a consortium comprised of the Cities of Carmel-by-the-Sea, Monterey, Pacific Grove, and the Pebble Beach Company. A detailed description of all the tasks required to complete the IRWM Plan is at the following web site:

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Click on “Scope of Work” under “2006 IRWM Planning Grant.” The tasks described in this document are a subset of the IRWM Plan Scope of Work. The MPWMD Consultant will be responsible for combining existing planning documents, work by MPMWD and other stakeholders, and work described below into a “functionally equivalent” IRWM Plan.

MPWMD has received a Prop. 50 grant from the California Department of Water Resources to complete the Plan. Approximately \$135,000 is budgeted for this scope of work.

Unless otherwise described, the anticipated completion date for most tasks will be the end of June 2006, when a draft Plan is scheduled to be completed. A final Plan must be adopted no later than December 31, 2006. A detailed schedule of all tasks associated with development and completion of the Plan is shown in Exhibit C, Schedule.

1.0 Prepare Functionally Equivalent Integrated Regional Water Management Plan

MPWMD Contact - Larry Hampson

Within five (5) days of executing a contract for this scope of work, the Consultant shall meet with MPWMD staff responsible for completion portions of the IRWM Plan. The Consultant will be expected to work with the individual MPWMD staff members to complete each task. The purpose of the meeting will be to familiarize the Consultant with the requirements for developing and adopting an IRWM Plan.

The Consultant shall complete a functionally equivalent IRWM Plan consisting of the following information:

- a Draft IRWM Plan provided by MPWMD
- information gathered as described in the tasks in this scope of work

- information provided by stakeholders as described in the Scope of Work, Monterey Peninsula, Carmel Bay, and South Monterey Bay Integrated Regional Water Management Plan
- other planning documents that may become available during development of the Plan

The Consultant shall circulate a draft of the IRWM Plan for review by June 30, 2006 to MPWMD, Federal, State, and local regulators, stakeholders, and other interested parties. The Plan may be circulated by posting a link to the Plan on a web site and by providing other means to obtain a copy (such as on compact disc or paper). Any charges for CD's or paper copies shall be at the cost of reproduction and mailing and shall be paid by the party requesting the copy. The comment period for the draft Plan shall close 60 days after circulation of the Plan. The Consultant shall consolidate comments on the draft Plan and provide them to MPWMD. MPWMD will review the comments and provide direction to the Consultant for incorporating comments into the final Plan. A Final Plan is due within 30 days of the completion of the comment period. The Consultant shall provide to MPWMD electronic copies of the draft and final IRWM Plan as editable files (MS Word, Excel), as a .PDF file, and a minimum of two bound paper copies.

Task	Description	Deliverables
1.0.a.	Prepare draft functionally equivalent IRWM Plan	<ul style="list-style-type: none"> • Draft IRWM Plan
1.0.b.	Prepare draft functionally equivalent IRWM Plan	<ul style="list-style-type: none"> • Final IRWM Plan

1.1. Initial review/editing/feedback for sections 2.0 through 14.0

MPWMD Contact - Larry Hampson

A review of existing resource plans and strategies will help determine which component plans help meet the objectives of the Plan and also conform to IRWM plan standards set by the California Department of Water Resources (DWR) and the California State Water Resources Control Board (SWRCB). A cohesive set of plans and strategies that can form the basis of a functionally equivalent Plan (FEP) will be identified. Gaps in water management plans and strategies will be identified.

Task	Description	Deliverables
1.1.a.	Review various plans and strategies in the Region for water resources management that are in progress or have been previously adopted by participating agencies	<ul style="list-style-type: none"> • List of local area plans and strategies reviewed • Brief summary of each plan reviewed
1.1.b.	Identify a set of plans and strategies for a functionally equivalent Plan	<ul style="list-style-type: none"> • Comments on suitability for use in the Region Plan

1.2. Prepare executive summary

MPWMD Contact - Larry Hampson

Task	Description	Deliverable
1.2.	Prepare executive summary	<ul style="list-style-type: none"> • Executive summary (not to exceed 10 pages)

2.4. Major water infrastructure

MPWMD Contact - Larry Hampson

No single database currently exists showing major infrastructure, although it is apparent that many agencies are using GIS and AUTOCAD to generate documents. Coordination between agencies responsible for maintaining infrastructure is likely on an as-needed or ad-hoc basis. Synergistic effects from coordinating system upgrades and maintenance activities may be possible. In addition, by mapping and understanding existing facilities, projects involving the use of or affecting existing facilities can be more easily understood.

2.4. Major water infrastructure		
Task	Description	Deliverables
2.4.a	Conduct a survey of stakeholders in the Region concerning locations of major water infrastructure, infrastructure conditions, life expectancy, and proposed infrastructure maintenance, upgrade and replacement projects. Ask stakeholders to estimate the quantity of water passing through the infrastructure.	<ul style="list-style-type: none">• Copy of survey and responses provided by stakeholders
2.4.b	Based on survey results, identify major infrastructure information and format (e.g., as-built paper drawings, AUTOCAD files, ARC VIEW, etc.). Major infrastructure includes major trunk lines for water supply, sanitary sewer, and storm water; pumping facilities; storage facilities; and known point source discharges to local streams and the ocean.	<ul style="list-style-type: none">• Electronic format where available; paper copies of infrastructure information where no other format exists. Note: For multi-sheet sets of paper copies, obtain a summary or cover sheet and note where and how to obtain full sets.
2.4.c	Based on estimates provided by stakeholders and/or other methods, estimate the total quantity of water handled by all water systems, including municipal water supply, wastewater, storm water, individual wells and septic systems.	<ul style="list-style-type: none">• Estimate of total quantity of water in Region

4.3.3. Evaluate water conservation efforts

MPWMD Contact - Rob Cline

Through its Conservation program, MPWMD has enacted and enforces several ordinances designed to conserve water on an ongoing basis as well as during drought conditions. MPWMD also provides assistance to other agencies and the general public in understanding water conservation and encourages conservation by providing small water saving devices free and through rebate programs offered for larger fixtures. The following study of water savings associated with various ultra-low consumption retrofits will be completed for inclusion into the Plan.

4.3.3. Evaluate water conservation efforts		
Task	Description	Deliverables
4.3.3.a.	Summarize the findings from reports prepared by other agencies related to the following list of water conservation retrofits/installations, including an analysis that quantifies the average water savings/cost (cost/benefit) associated with a comprehensive CII (Commercial/Industrial/Institutional) Conservation Program. The following water saving retrofits are to be evaluated: 1. Weather-Based Irrigation Controller Program 2. High-Efficiency/Dual Flush Toilet Replacement Program 3. Municipal/Public, and Large Landscape Irrigation System Upgrades 4. Pre-rinse spray valve 5. Cooling tower conductivity controllers 6. Water softener retrofit from timed-regeneration to demand initiated regeneration 7. Zero water consumption urinals 8. High-efficiency commercial clothes washers	<ul style="list-style-type: none"> • Monthly progress/status reports. • Comprehensive documentation of conservation and rebate programs which foster the use of the aforementioned conservation technologies
4.3.3.b	Prioritize potential retrofit programs based on cost/benefit	<ul style="list-style-type: none"> • Prioritized list of water saving retrofits based on a cost/benefit ratio and other variables which may affect considering these technologies in an expanded conservation program
4.3.3.c	Develop proposal to expand District conservation program on a priority basis determined by cost/benefit	<ul style="list-style-type: none"> • Proposal
4.3.3.d	Identify key issues, problems, and criteria for past and/or existing successful implementation of these water conservation programs	<ul style="list-style-type: none"> • Final document detailing water conservation program recommendations, conclusions, and potential problems that have been identified in the review of multiple studies and research compiled by various agencies.

4.4.1. Update the Carmel River Management Plan

MPWMD Contact - Larry Hampson or Thomas Christensen

The lower 27 miles of the Carmel River require intensive management efforts by a number of government and private agencies. There are currently several plans either in effect or in the process of being implemented in the watershed to protect, enhance and restore the resources of the river. These include:

- ▶ The Carmel River Management Plan (CRMP), which was adopted in 1984 by MPWMD to halt the decline of steelhead in the river, restore stream bank stability, and enhance the value of the riparian corridor. The CRMP focused on 15.5 miles of the river from the ocean to River Mile 15.5, near Carmel Valley Village.
- ▶ The Carmel River Watershed Action Plan, which was completed in 2005, and is discussed in Section 4.4.3.

- ▶ The Carmel Valley Master Plan (CVMP), which was adopted in 1986 and contains policies concerning land use in the watershed.

Since the adoption of the CRMP and the CVMP in the 1980’s, there have been significant advancements in the field of river restoration and watershed management. In addition, protection of CRLF and steelhead under the Federal and State ESA in the 1990’s has resulted in a dramatic shift in priorities of several groups involved in activities along the river including Cal-Am, MPWMD, BSLT, State Parks, Monterey County, MPRPD, and CRSA.

4.4.1. Update the Carmel River Management Plan		
Task	Description	Deliverables
4.4.1.a	Evaluate the effectiveness of the CRMP to restore the resources of the Carmel River riparian corridor and mitigate for impacts due to water extraction.	<ul style="list-style-type: none"> • Report on restoration and mitigation activities along the Carmel River and the effectiveness of these activities to mitigate for the impacts of water extraction
4.4.1.b	Describe physical and biological constraints to restoration activities. Evaluate and recommend appropriate restoration techniques and activities in the future to apply to the Carmel River.	<ul style="list-style-type: none"> • List of recommended restoration techniques for the Carmel River.
4.4.1.c	Revise the CRMP to incorporate new information concerning threatened species, watershed management, and BMPs for activities within the riparian corridor of the Carmel River.	<ul style="list-style-type: none"> • Updated Carmel River Management Plan

4.5.5. Seaside Groundwater Basin

MPWMD Contact - Darby Fuerst

The adjudication of the water rights in the Seaside Basin began in August 2003 when California American Water (Cal-Am), an investor-owned public utility and the largest pumper of groundwater in the basin, filed a complaint for determination of its water rights in relation to the rights of other pumpers in the basin. In its complaint, Cal-Am indicated that the basin was in a state of overdraft. The District filed a motion to intervene in the adjudication to protect the basin and the public interest in September 2003. This motion was granted and, following mediation discussions, the case went to trial in Monterey in December 2005. A Tentative Decision was issued in January 2006. The Tentative Decision addressed the “safe yield” and “operating yield” of the basin and the composition of the watermaster. In addition, the Tentative Decision requires the watermaster to complete a monitoring and management plan for the Basin. MPWMD is a member of the watermaster board and anticipates cooperating with and assisting the watermaster to incorporate relevant elements of the decision and accommodate the continuing jurisdiction of the court. The following tasks are designed with this in mind.

4.5.5. Seaside Groundwater Basin		
Task	Description	Deliverable
4.5.5.a	Review Principles and Procedures in Tentative Decision for developing the Seaside Basin Monitoring and Management Plan (Exhibit A, Tentative Decision)	
4.5.5.b	Assist watermaster in development of Basin Monitoring and Management Plan	Draft recommendations for Monitoring and Management Plan
4.5.5.c	Prepare final recommendations for Basin Monitoring and Management Plan	Final Technical Memorandum or report

4.7.3. Evaluate barrier beach management options at the Carmel River Lagoon

MPWMD Contact - Dave Dettman or Larry Hampson

The Carmel River flows into a lagoon just downstream of Highway 1 and drains into the Carmel Bay through a barrier beach. It has been a practice, dating back to as early as the 1920's, to open the river mouth mechanically and with shovels to prevent flooding of low-lying areas and structures around the lagoon. Since approximately the 1960's, Monterey County has been responsible for opening the mouth. This practice has come under increasing scrutiny by resource agencies as several impacts to sensitive species in the lagoon environment have been identified.

Beach management activities usually occur in three different phases during the year. These phases include: management in fall/early winter prior to initial breaching event; winter and early spring maintenance activities at inflows greater than or equal to 20 cfs; and late-spring and summer at inflows less than 20 cfs.

A number of impacts to steelhead are associated with rapid changes in lagoon stage after a breach occurs. For activities associated with mechanical breaching, Monterey County must now obtain permits from several regulatory agencies and develop a long term plan to avoid or mitigate take of steelhead. In addition, several other protected species, most notably California red-legged frogs, brown pelican, and snowy plover, breed or temporarily reside in the lagoon.

The existing relationship for storage volume and elevation is based on 1994 topography and is out of date. In 1996 and 2004, restoration projects were carried out to enhance and increase aquatic and riparian habitats, which resulted in an increase in lagoon storage volume. The increase in volume associated with the 1996 project is not known. Approximately seven acres of the south arm were dredged, but a large flood in 1998 filled a significant portion of the excavation in with silt. The most recent project, which was completed by CDPR in 2005, may have increased the storage volume by approximately 200% at monthly median water surface elevations, depending on season. It is estimated that instantaneous peak outflows from the lagoon immediately after breaching may range up to 10,000 cfs. A reduction in lagoon stage from flood level to a sustained lower level can require several hours and depends on inflow and ocean conditions. Outflow during this period can result in several thousand cubic yards of sand being washed out of the river mouth and into the near-shore environment.

In addition to effects on sensitive species in the lagoon, manipulation of the beach may affect the interaction between the river and ocean in Stewart's Cove, which is immediately north of the

lagoon mouth. Erosion of the bluff along Scenic Road, which parallels the cove, threatens to undermine the road and also impairs access to the beach.

In 2005, a Technical Advisory Committee (TAC) was formed to develop a long-term plan to manage the beach, lagoon, and to protect Scenic Road. The TAC is comprised of the landowner (CDPR) and several public agencies responsible for managing and regulating activities in the vicinity of the lagoon. Information and studies acquired in association with this task will be used in developing the long-term management plan for the Lagoon.

Since 1991, MPWMD has collected data on streamflow into the lagoon, lagoon water surface elevation, lagoon volume, lagoon mouth configurations, ocean tides, and buoy data (MPWMD October 2005). This data will be used in the following Planning Grant tasks:

4.7.3. Evaluate sandbar management options at the Carmel River Lagoon		
Task	Description	Deliverable
4.7.3.a	Conduct topographic and bathymetric survey of the Lagoon and update the Lagoon storage volume versus elevation data (stage) up to an elevation of 15 feet (NGVD '29). Horizontal data to be within three (3) feet of true location. Vertical data to be accurate to within 0.2 feet (+-) of true elevation.	<ul style="list-style-type: none"> • Updated storage volume vs. stage relationship. • Topographic map
4.7.3.b	Review hydrodynamics of the Lagoon during three seasonal management periods. Describe factors associated with controlling water surface elevation in the Lagoon.	<ul style="list-style-type: none"> • Report on factors controlling water surface elevations.

5.5. Flood and erosion-prone areas

MCWRA Contact - Elizabeth Krafft or Tom Moss, MPWMD Contact - Larry Hampson

Several areas within identified flood zones in the Region are subject to localized flooding that can cause erosion damage to streambanks, loss of riparian habitat and damage to infrastructure. Flooding occurs most often as a result of undersized storm drainage facilities or from locating infrastructure in areas prone to flooding. Channel erosion is common in wet and extremely wet years in many of the Region's major streams when high flows occur. Using existing Monterey County Flood Insurance Study maps and land use planning maps, areas within the Region will be identified for projects that could meet multiple Plan objectives.

5.5. Flood and erosion-prone areas		
Task	Description	Deliverable
5.5.a	Identify areas within the Region that can be used to convey or detain floodwaters, restore natural floodplain processes, and enhance wetland and riparian values.	<ul style="list-style-type: none"> • A map in GIS-compatible format showing potential areas for multiple use projects consistent with the task description.

5.5.4. Canyon del Rey Creek Drainage

MCWRA Contact - Elizabeth Krafft or Tom Moss, MPWMD Contact - Larry Hampson

The Canyon del Rey Creek drainage along the Highway 218/Highway 68 corridor has several constricted areas and impediments to flood flows that result in bank erosion and flooding of low-lying structures. Overlying soils in the watershed are primarily sedimentary in the upper watershed and highly erodible, even at relatively low flows. Significant head cutting, which may have been caused from drainage facilities under and adjacent to major roads, is apparent at the Laguna Seca golf course adjacent to Highway 68. This has contributed to an increased sand load, bank erosion within the stream channel, and may have resulted in elevated siltation rates downstream.

5.5.4. Canyon del Rey		
Task	Description	Deliverable
5.5.4.a	Identify and map key areas of constriction, erosion, and impediments to flow.	<ul style="list-style-type: none"> • A map in GIS-compatible format showing locations consistent with the task description.
5.5.4.b	Recommend drainage improvements and methods to stabilize eroding banks and reduce siltation along the channel	<ul style="list-style-type: none"> • Report on recommended improvements.

5.13.3. Categorical Plans

MPWMD Contact - Larry Hampson

In the past few years, there have been local efforts to quantify and manage water demand, update general plans in some areas of the Region, carry out watershed planning, deal with storm water issues, and update flood management plans. A description of the known categories and partial list of documents is contained in the draft Plan.

Planning Grant Tasks:

5.13.3. Categorical Plans		
Task	Description	Deliverable
5.13.3.a	Contact stakeholders to request that they provide current planning documents.	
5.13.3.b	Identify water management strategies and priorities described in local plans and provide a summary of planning documents used in the Region.	<ul style="list-style-type: none"> • Summary of categorical plans used in the Region including a brief description of each plan, local priorities, and strategies described in each plan
5.13.3.c	Review management strategies proposed in the IRWM Plan for consistency with local planning strategies and programs. Determine whether there may be conflicts or synergistic effects from implementation of local plans.	<ul style="list-style-type: none"> • Comparison of local planning strategies and strategies proposed in the IRWM Plan
5.13.3.d	Make stakeholder planning documents available over the internet.	<ul style="list-style-type: none"> • Planning documents in .PDF format or other suitable format for uploading to Web site.

6.0 Prioritization of projects within the Region

MPWMD Contact - Larry Hampson

Stakeholders in the Region initiated a process to prioritize projects as part of the development of a Prop. 50 Implementation Grant application submitted to DWR/SWRCB in July 2005. A Technical Advisory Committee (TAC) comprised of a subset of the stakeholder group was established to guide the development of the prioritization process. It is anticipated that this process will require refinement as the IRWM Plan is developed.

Planning Grant Tasks:

6.0 Prioritization of projects within the Region		
Task	Description	Deliverable
6.0.a	Review current method for ranking priorities/projects and consider additional criteria for evaluating projects.	<ul style="list-style-type: none">Criteria for ranking priorities and projects
6.0.b	Hold a minimum of two workshops involving the stakeholder group to establish a list of priorities and projects. Retain a professional facilitator as required to conduct workshops.	<ul style="list-style-type: none">Facilitate workshops; provide meeting minutes from workshops
6.0.c	Complete a feasibility matrix that evaluates cost, effectiveness, constraints, impacts, environmental benefits.	<ul style="list-style-type: none">Priority/project matrix
6.0.d	Propose a process and schedule for reviewing and reprioritizing projects.	<ul style="list-style-type: none">Process and schedule for future reprioritization
6.0.e	Identify problems and issues within the Region that have or are likely to take a long term approach to resolving.	<ul style="list-style-type: none">Summary of long-term issues/projects

7.0 Project implementation

MPWMD Contact - Larry Hampson

At present, the stakeholders are an *ad hoc* group that came together for the express purpose of applying for Prop. 50 funds. However, this group also recognizes that there are long term benefits from an integrated approach to solving water related problems. There are currently no plans or proposals to form a permanent stakeholder group, but several of the stakeholders have long-term responsibilities in the Region for carrying out the strategies being evaluated in the Plan (e.g., the Cities, Monterey County, special districts, and other long-term groups). Long-term implementation of the Plan may be made possible by the formal adoption of the Plan by each of these agencies.

The stakeholder group proposed 17 individual projects in the Prop. 50 Implementation Grant application submitted to DWR/SWRCB in July 2005. Each project was consistent with at least one objective or strategy proposed in the draft Plan and each project was evaluated in a workshop setting by the stakeholder group. Each project proponent is responsible for funding and carrying out their respective projects. It is anticipated that a somewhat similar process will be used to determine a desired suite of projects and to complete the IRWM Plan. It is proposed

that each stakeholder group provide documentation of the adoption of the Plan (e.g., a copy of a resolution).

Planning Grant Tasks:

7.0 Project implementation		
Task	Description	Deliverable
7.0.a	Develop a standard format for project proposals that will assist in evaluating a project for conformance with the Plan. Solicit project proposals from stakeholders.	<ul style="list-style-type: none"> Copies of project proposals
7.0.b	Conduct at least two meetings of a TAC or stakeholder group to evaluate the feasibility and schedule for the proposed suite of projects. Review suite of projects for consistency with IRWM standards, interdependence between projects, and consistency with the planning Region priorities. Provide results of project prioritization and, if necessary, recommendations to improve performance of the suite of projects to the governing bodies of the stakeholders	<ul style="list-style-type: none"> Facilitate TAC/stakeholder meetings; provide minutes of TAC/stakeholder meetings Recommended suite of projects, including project summaries, budget, and schedule
7.0.c	Evaluate the feasibility of forming and maintaining a permanent stakeholder group.	<ul style="list-style-type: none"> Recommendations about establishing a long-term stakeholder group

7.2. Describe performance measures

MPWMD Contact - Larry Hampson

Each project proponent will be expected to describe project goals, performance measures and a monitoring schedule that is applicable to each project.

Planning Grant Tasks:

7.2. Describe performance measures		
Task	Description	Deliverable
7.2.a	Establish project performance goals and review schedule	<ul style="list-style-type: none"> Written requirements for describing goals, performance measures, monitoring programs and procedure for project review.
7.2.b	Develop a procedure to submit, review, and track project information.	<ul style="list-style-type: none"> Procedure to submit, review, and track project information.
7.2.c	Identify agency(ies) responsible for monitoring project performance	<ul style="list-style-type: none"> Recommendations concerning appropriate oversight agencies

8.0 Analysis of Impacts and Benefits

MPWMD Contact - Larry Hampson

Environmental issues associated with management strategies, objectives, and projects will be described as the Plan is developed and projects are identified. As presently drafted, the Plan and several of the current projects associated with the Plan focus on resolving key issues, which are

discussed in Section 3.0 in the Plan. However, these key issues may be revised during Plan development. As part of each project description, stakeholders will be asked to summarize potential impacts and benefits from each project.

Based on the range of anticipated plan elements and projects, the IRWMP will include, but not be limited to, an analysis of potential benefits to and impacts on:

- level of groundwater in the Seaside Coastal Basin
- streamflow in the lower Carmel River
- stormwater runoff and discharge into Areas of Special Biological Significance
- distribution of state special status species within the region.

Planning Grant Tasks:

8.0 Analysis of Impacts and Benefits		
Task	Description	Deliverable
8.0.a	Conduct impact analysis of Plan elements and strategies.	<ul style="list-style-type: none"> • Preparation of a section in the IRWM Plan on Impacts and Benefits

References

Carmel River Watershed Conservancy, Inc., 2004. *Watershed Assessment and Action Plan of the Carmel River Watershed*, California. Final document submitted to California State Water Resources Control Board, March 31, 2005.

Smith, D.P., Newman, W.B., Watson, F.G.R., and Hameister, J., 2004. *Physical and Hydrologic Assessment of the Carmel River Watershed, California*. The Watershed Institute, California State University Monterey Bay, Publication No. WI-2004-05/2, 88 pp.

MPWMD, October 2004. *Environmental and Biological Assessment of Portions of the Carmel River Watershed*, prepared by B. Chaney, T. Christensen, D. Dettman, C. Hamilton, L. Hampson, P. Watters, J. Wheeler, 159 pp.

MPWMD, October 2005, *Surface Water Dynamics at the Carmel River Lagoon, Water Years 1991 through 2005*, prepared by Greg James, 152 pp.

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Project Budget
For Preparation of an
Integrated Regional Water Management Plan for
the Monterey Peninsula, Carmel Bay, and South Monterey Bay Region

Task No.	Description	Respon- sible Agency	MPWMD Staff Funds (\$)	Estimated Consultant Funds (\$)	Total Grant Amount (\$)
1.0	Prepare Functionally Equivalent IRWM Plan				
1.1	Initial review/editing/feedback of sections 2.0 through 14.0	1	105	1,995	2,100
1.2	Prepare executive summary (summary not to exceed 10 pages of text)	1	105	1,995	2,100
2.4	Major water infrastructure	1	210	3,990	4,200
4.3.3.	Evaluate water conservation efforts	1	1,000	19,000	20,000
4.4.1.	Update the Carmel River Management Plan	1	372	7,073	7,445
4.5.5.	Seaside Groundwater Basin	1	2,000	38,000	40,000
4.7.3.	Identify barrier beach management options at the Carmel River Lagoo	1	1,250	23,750	25,000
5.5	Flood and erosion-prone areas	1 and 5	210	3,990	4,200
5.5.4	Canyon Del Rey	1 and 5	105	1,995	2,100
5.13.3	Categorical Plans	1	158	2,993	3,150
6.0	Prioritization of projects within the Region	1 and 6	420	7,980	8,400
7.0	Project implementation	1 and 6	564	10,723	11,288
7.2	Describe performance measures	1 and 6	210	3,990	4,200
8.0	Analysis of Impacts and Benefits	1 and 6	525	9,975	10,500
TOTAL			\$ 7,234	\$ 137,448	\$ 144,683

Schedule for the Monterey Peninsula, Carmel Bay, and South Monterey Bay Integrated Regional Water Management Plan

Task No.	Description	Responsible Agency	2006											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.1	Initial review/editing/feedback of sections 2.0 through 14.0	1												
	a) Review of current water resource plans in IRWMP region													
	b) Identify a set of plans and strategies for a functionally equivalent Plan													
1.2	Prepare executive summary (summary not to exceed 10 pages of text)	1												
	a) Summarize key issues, plan objectives, region priorities, and recommendations													
2.1	Geographic and political boundaries	1												
	a) Revise the GIS and Region map as necessary													
	b) Provide web-ready images that can be viewed													
2.4	Major water infrastructure	1												
	a) survey of major water infrastructure within planning region													
	b) identify major trunk lines, sanitary sewer, storm water; pumping facilities, etc.													
	c) estimate the total quantity of water handled by all water systems													
2.6	Important ecological processes and environmental resources	1												
	a) Conduct thorough review of distribution and abundance special status species													
	b) Assess effects of water management strategies/projects on Special-Status species													
	c) Develop specific measures to compensate for potential impacts													
4.3.3.	Evaluate water conservation efforts	1												
	a.) Summarize the findings from reports													
	b.) Prioritize potential retrofit programs based on cost/benefit													
	c.) Develop proposal to expand District conservation program													
	d.) Identify key issues, problems, and criteria													
4.3.4.	Expand Seaside Aquifer Storage and Recovery Project	1												
	a) Conduct hydrologic modeling using the MPWMD CVSIM model													
	b) Continue preparation of the EIR/EA on the Phase 1 ASR Project													
	c) Prepare preliminary Phase 1 ASR site plans													
	d) Continue work on Phase 1 ASR project permit applications and notifications													
4.4.	Restore ecosystems	1												
	a) Develop criteria to prioritize restoration projects and site locations													
	b) Seek agency input													
	c) Describe infrastructure and projects													
4.4.1.	Update the Carmel River Management Plan	1												
	a) Evaluate the effectiveness of the CRMP													
	b) Describe physical and biological constraints to restoration													
	c) Revise the CRMP to incorporate new information													

Schedule for the Monterey Peninsula, Carmel Bay, and South Monterey Bay Integrated Regional Water Management Plan

Task No.	Description	Responsible Agency	2006											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4.4.2.	Prioritize Carmel River watershed projects described in the Carmel River Watershed Conservancy Action Plan	3												
4.4.2.1.0	Confirm TAC members participation (15 people)													
4.4.2.2.0	Hire a technical writer to support TAC process and development of final WAP													
4.4.2.3.0	Reconvene the Technical Advisory Committee													
4.4.2.3.1	First Meeting:													
4.4.2.3.2	Second meeting													
4.4.2.3.3	Third meeting													
4.4.2.3.4	Fourth meeting													
4.4.2.3.5	Fifth meeting													
4.4.2.3.6	Sixth and final TAC meeting													
4.4.2.4.0	Hold two public workshops to review process													
4.4.2.4.1	Hold first public workshop to review Watershed Action Plan													
4.4.2.4.2	Hold second Public Workshop following the fifth meeting													
4.4.2.5.0	August – Publish final Carmel River Watershed Action Plan													
4.5.1.	Conduct feasibility studies to eliminate storm water discharges to Pacific Grove and Carmel Bay ASBS Pacific Grove ASBS Alternatives Analysis	4												
	a.) Meet with Interested Staff and Refine Alternatives													
	b.) Compile Existing Information													
	c.) Prepare Schematic Representation of Alternatives													
	d.) Refine Concepts With Interested Staff													
	e.) Perform Water Quality Testing													
	f.) Prepare Draft Report													
	g.) Review Draft Report by Interested Staff													
	h.) Submit Final Report													
4.5.5.	Seaside Groundwater Basin	1												
	a.) Review Principles and Procedures in Tentative Decision for developing the Seaside Basin Monitoring and Management Plan (Exhibit A, Tentative Decision)													
	b.) Assist watermaster in development of Basin Monitoring and Management Plan													
	c.) Prepare final recommendations for Basin Monitoring and Management Plan													
	d.) Conduct public hearing to consider adoption of the Seaside Basin Monitoring and Management Plan													
4.6.1.	Carmel River Parkway Planning- Phase II and III	2												
	a.) Agency meetings facilitated; agreement on scope of work for meetings reached; landowner outreach completed; funding prospects identified.													
	b.) Scope of work for design and engineering plans developed; hydrology & geomorphology contractors interviewed and selected; permit applications developed; community awareness of, and readiness for implementation.													
4.7.3.	Identify barrier beach management options at the Carmel River Lagoon	1												
	a) Update Lagoon storage volume vs. elevation (stage)													
	b) Review Lagoon hydrodynamics during three seasonal breaching periods													
	c) Provide results to Lagoon TAC													

Schedule for the Monterey Peninsula, Carmel Bay, and South Monterey Bay Integrated Regional Water Management Plan

Task No.	Description	Responsible Agency	2006											
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
5.5	Flood and erosion-prone areas	1 and 5												
	a) Identify areas that can be used to convey or detain floodwaters													
5.5.4	Canyon Del Rey	1 and 5												
	a) Identify potential improvements to drainage and bank stability													
	b) Recommend drainage improvements and methods to stabilize eroding banks													
5.8	Wetlands enhancement and creation projects in the Carmel River watershed	3												
	a) Identify and prioritize wetlands enhancement and creation projects													
	b) Identify potential restoration and enhancement sites for on site inspections													
	c) Document potential restoration and enhancement sites													
5.13.3	Categorical Plans	1												
	a) Prepare a short summary of categorical plans													
	b) Identify water management strategies and priorities described in local plans													
	c) Review management strategies proposed in the IRWM Plan													
	d) Make stakeholder planning documents available over the internet													
6.0	Prioritization of projects within the Region	1,6												
	a) Review current method for ranking priorities/projects													
	b) Hold a minimum of two workshops involving the stakeholder group													
	c) Complete a feasibility matrix													
	d) Propose a process and schedule for reviewing and reprioritizing projects													
	e) Identify problems and issues within the Region													
7.0	Project implementation	1,6												
	a) Develop a standard format for project proposals													
	b) Solicit project proposals from stakeholders													
	c) Conduct at least two meetings of a TAC or stakeholder group													
	d) Evaluate the feasibility of forming and maintaining a permanent stakeholder group													
7.2	Describe performance measures	1,6												
	a) Establish project performance goals and review schedule													
	b) Develop a procedure to submit, review, and track project information.													
	c) Identify agency(ies) responsible for monitoring project performance.													
8.0	Analysis of Impacts and Benefits	1,6												
	a) Conduct impact analysis of Plan elements and strategies													
	Circulate Administrative Draft of Region Plan	1												
	Comments on Draft due	6												
	Complete Final Draft of Region Plan	1												
	Review Region Plan for CEQA Compliance	1												
	Formal Adoption of Region Plan	6												

Responsible Agencies

- 1 Monterey Peninsula Water Management District
- 2 Big Sur Land Trust, Nature Conservancy, Carmel River Watershed Conservancy, Monterey Peninsula Regional Parks District
- 3 Carmel River Watershed Conservancy
- 4 City of Monterey (representing Cities of Carmel-by-the-Sea, Pacific Grove, and the Pebble Beach Co.)
- 5 Monterey County Water Resources Agency (also staff for Community Service Area 50)
- 6 Stakeholder Group

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

**CONSULTING SERVICES FOR PREPATATION OF AN
INTEGRATED WATER RESOURCE MANAGEMENT PLAN FOR THE MONTEREY
PENINSULA, CARMEL BAY, AND SOUTH MONTEREY BAY REGION**

SELECTION PROCESS

Mail Request for Proposals	February 6, 2006
Receive proposals (deadline)	February 28, 2006, 5:00 PM
Selection committee review completed	March 3, 2006
Submit proposal to Administrative Committee for approval of scope and contract	March 14, 20006 (tentative)
Submit proposal to Board of Directors for approval of scope and contract	March 20, 2006
Complete negotiation of agreement with selected consultant	March 30, 2006
Notice To Proceed	March 31, 2006

INSURANCE REQUIREMENTS

- I. Consultant shall provide evidence of valid and collectible insurance carried for those exposures indicated by an "X".
- A. X Professional Liability Errors & Omissions
 - B. X Workers Compensation and Employers Liability
 - C. X Automobile Liability - "Any Auto - Symbol 1"
 - D. X Comprehensive General Liability, including Bodily Injury,
Property Damage and Personal Injury
 - E. Owners & Contractors Protective
 - F. Protection & Indemnity (Marine/Aviation)
- II. The minimum limit of protection provided by insurance policies for each of the coverages listed above shall be not less than \$1,000,000. The procurement and maintenance by the contractor of the policies required to be obtained and maintained by contractor under this contract shall not relieve or satisfy Consultant's obligation to indemnify, defend and save harmless the Monterey Peninsula Water Management District.
- III. Evidence of insurance carried shall be photocopies of the current policies and all endorsements. The Monterey Peninsula Water Management District shall be listed as a certificate holder on the contractors Comprehensive General Liability insurance policy and the policy must be endorsed to provide a 45-day prior written notice of cancellation.
- IV. The Monterey Peninsula Water Management District requires that all Consultants carry a commercial liability policy written on a broad comprehensive general liability form.
- A. Such protection is to include coverage for the following hazards, indicated by an "X":
 - 1. X Premises and Operations
 - 2. X Products and Completed Operations
 - 3. Explosion Collapse and Underground
 - 4. X Broad Form Blanket Contractual
 - 5. X Broad Form Property Damage
 - 6. X Personal Injury, A, B & C
 - 7. X Employees named as Persons Insured
 - 8. Protective and/or Contingent Liability (O&CP)

- B. The "Persons Insured" provision on each comprehensive general liability policy shall include as "an insured" the "Monterey Peninsula Water Management District, its officers, directors, agents and employees, The County of Monterey and The State of California, its officers agents and employees."
 - C. This policy shall contain a severability of interest clause or similar language to the following:

"The insurance afforded applies separately to each insured against whom claim is made or suit is brought including claims made or suits brought by any persons included within the persons insured provision of the insurance against any other such person or organization."
 - D. All policies shall contain a provision that the insurance company shall give the District at least forty-five (45) days prior written notice mailed to the address shown below prior to any cancellation, lapse or non-renewal. The 45-day written notice must be shown on all certificates of insurance.
 - E. A copy of the policies of insurance with the appropriate endorsements attached shall be delivered by the Consultant to the Risk Manager for the District as verification that terms A, B, C and D have been met.
- V. All insurance correspondence, certificates, binders, etc., shall be mailed to:
- Monterey Peninsula Water Management District
Attn: Risk Manager
5 Harris Court, Building G
P.O. Box 85
Monterey, CA 93942-0085
- VI. All policies carried by the Consultant shall be primary coverage to any and all other policies that may be in force. The District shall not be responsible for payment of premiums due as a result of compliance with the terms and conditions of the insurance requirements.
 - VII. All such policies of insurance shall be issued by domestic United States insurance companies with general policyholders' rating of not less than "B" and admitted to do business in the State of California. The policies of insurance so carried shall be carried and maintained throughout the term of this contract.

CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

FACTS

This purpose of this document is to provide assurance that each and every business providing services to the Monterey Peninsula Water Management District (Water Management District) shall take any and all steps to avoid any actual or apparent conflict of interest that may arise with respect to the performance of contract duties. This is vital due to the incredibly high environmental and economic value of the water resource that may be in conflict and the Water Management District's responsibility to manage the resource as uniquely empowered by the state legislature. In the event an actual or apparent conflict of interest arises, the business shall make a written report of circumstances under which the conflict arose as soon as the business becomes aware of that actual or apparent conflict of interest.

The Water Management District is a public entity and special district holding authority pursuant to California Statutes of 1977, Chapter 527, as amended (found at West's Water Code – Appendix, Chapter 118, et seq.). As a public agency, the Water Management District and its officials are required to comply with conflict of interest requirements imposed by the Political Reform Act, Government Code, section 81000, et seq., and self-contracting limitations imposed by Government Code, section 1090. The Water Management District is also required by law to comply with the Ralph M. Brown Act, the Public Records Act, and the Public Contract Code.

Each contractor and sub-contractor dealing with the Water Management District is also subject to conflict of interest requirements, self-contracting limitations, and other disclosure obligations.

DECLARATION

1. The undersigned agrees to identify whether this contracting relationship is entered into as a sole proprietorship, partnership, joint venture, corporation or other business entity. The name of each principal (any individual who owns five percent (5%) or more of the firm's ownership) shall be provided to the Water Management District with this form, and further, notice of any change to the composition of this business entity shall be promptly provided to the District.
2. The undersigned discloses that for the preceding two years, the business has worked on projects within the boundaries of the Water Management District as shown on the list attached to this form by the undersigned.
3. For the duration of this contract, the business agrees to make a written report to the General Manager of any project in which the business is engaged within the boundaries of the Water Management District.

4. For the duration of this contract, the business agrees to make a written report to the General Manager of any litigation within the County of Monterey in which the work of the business is a material issue.

5. With respect to the performance of any contract duties, the business agrees to make a written report as soon as the undersigned or its principals become aware of that circumstance, (a) any actual or apparent conflict of interest, and (b) any circumstance that has the appearance of a conflict of interest.

6. The undersigned certifies to the best of his/her knowledge and belief, that the principals of the business have not been convicted of or had a civil judgment rendered against them or a fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public function, transaction or contract; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

7. The undersigned certifies to the best of his/her knowledge and belief, that the principals of the business are not presently debarred, suspended, or declared ineligible from practice before any federal or state public entity or professional regulatory body.

8. The undersigned certifies to the best of his/her knowledge and belief, that the business and its principals have not had a public transaction or contract terminated for cause or default.

9. The undersigned is authorized to execute this document on behalf of all principals of this business entity.

Business Name

Name (Print)

Title

Signature

Date