

Zone 7 Water Agency

100 North Canyons Parkway
Livermore, CA 94551



Request for Proposal (RFP) No. 2024-04

for

ENERGY MASTER PLAN

POSTED:	April 17, 2023
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**Zone 7 Water Agency
Request for Proposal No. 2024-04
Energy Master Plan**

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I. OBJECTIVES

Alameda County Flood Control and Water Conservation District, Zone 7, (hereinafter referred to as “the Agency” or “Zone 7”) is requesting proposals for development of an Energy Master Plan (Master Plan) for the Zone 7 Water Agency. The Master Plan must include (a) draft Zone 7’s energy policy; (b) a baseline energy assessment; (c) an evaluation framework and scoring criteria for comparing potential energy investments; and (d) a prioritized list of energy investments including draft implementation schedule for Zone 7 based on the said framework and criteria. The Master Plan shall document these tasks and serve as Zone 7’s energy strategy and work plan, for Zone 7 to identify and implement prudent energy investments consistent with Zone 7’s energy policy and strategic plans.

II. DESCRIPTION OF THE AGENCY

The following introductory section is provided to describe the required scope and scale of the Master Plan. In general, Zone 7 is interested in a master plan that prioritizes cost-effective investments in energy use reduction, improvements in energy efficiency, increased energy reliability and resilience, and increased sustainability of Zone 7’s energy portfolio (sources and emissions).

A. General

Zone 7 is the wholesale treated drinking water supplier to retailers serving over 266,000 people in Pleasanton, Livermore, Dublin and, through special agreement with the Dublin San Ramon Services District, to the Dougherty Valley area of San Ramon. Zone 7 also supplies untreated water for irrigation of about 5,000 acres of agriculture property, primarily South Livermore Valley vineyards. Zone 7 also provides regional flood protection within the service area and administers oversight of the local groundwater basin—the Livermore Valley Groundwater Basin. Of the approximately 55,000 acre-feet of water used in Zone 7’s service area (on average in a normal rainfall year) Zone 7 estimates that approximately 53% of water use is residential, approximately 11% is commercial/industrial, approximately 14% is agricultural, approximately 18% is landscape/other and approximately 4% is public water use. The 55,000 acre-feet of water referred to above includes treated water provided to retailers by Zone 7, local groundwater pumped by the water retailers, untreated agricultural irrigation water provided by the State Water Project, and local surface water.

Zone 7 is governed by the Board of Directors consisting of seven publicly elected board members. The board provides strategic guidance and planning for Zone 7’s policies, programs, and finances, and represents the public in an open and transparent process. The draft energy policy developed under this scope of work will be presented to the board for its consideration and approval.

B. Zone 7 Water Agency’s Strategic Perspective

Zone 7’s Strategic Plan (2020-2024) identified seven goal areas that provide direction for achieving that vision and mission, and identified ten core values that guide Zone 7. These components of Zone 7’s strategic framework are summarized in **Table 1** (following page). Using this framework, Zone 7 identified the need for a master plan in Initiative #16, one of the initiatives addressing Goal E, Effective Operations. This initiative describes Zone 7’s strategic perspective, the importance of cost-effectiveness in the consideration of investments in energy-efficiency, energy reliability and resilience, and energy sustainability. The development of the Master Plan is to support implementing Initiative #16.

As previously described, the Master Plan shall draft the policies and framework that allow consistent and transparent considerations of energy-related investments, yielding a living list of prioritized projects for consideration in capital and maintenance budgeting processes.

Consideration of cost effectiveness, energy use optimization, energy resilience, and sustainability should be a key component of the evaluation and ranking of potential projects. Additionally, while the Master Plan should consider the potential for emissions reductions to contribute to sustainability goals, it is not intended to serve as a Climate Action Plan or as a Climate Adaptation Plan.

The Master Planning shall include six key steps, including: Policy & Objectives; Evaluation Framework; Baseline Energy Assessment; Potential Energy Project Evaluation; Prioritized Project Roadmap; and a Monitoring, Periodic Evaluation, and Reporting Plan. This perspective is outlined in the scope of services presented in **Section III**. The selected Consultant will help Zone 7 develop an efficient and actionable master plan to guide Zone 7's future energy investments.

Table 1. Strategic Planning Context

ZONE 7 STRATEGIC PLANNING CONTEXT	
	Values
	Integrity, Customer Service, Safety, Transparency, Innovation, Fiscal Responsibility, Collaboration, Leadership & Service, Environmental Sensitivity, Proactivity
	Vision
	Provide excellent water and flood protection services to enhance the quality of life, economic vitality, and environmental health of the communities we serve.
	Mission
	Deliver safe, reliable, efficient, and sustainable water and flood protection services.
	Goals
	A – Reliable Water Supply and Infrastructure: <i>Provide customers with reliable water supply and infrastructure.</i>
	B – Safe Water: <i>Provide customers with safe water.</i>
	C – Groundwater Management: <i>Manage and protect the groundwater basin as the State designated Groundwater Sustainability Agency.</i>
	D – Effective Flood Protection: <i>Provide an effect system of flood protection.</i>
	E – Effective Operations: Provide the Agency with effective leadership, administration, and governance.
F – Stakeholder Engagement: <i>Engage our stakeholders to foster understanding of their needs, the Agency, and its functions.</i>	
G – Fiscal Responsibility: <i>Operate the Agency in a fiscally responsible manner.</i>	
Goal E, Initiative #16: Develop and Implement an Energy Strategy	
This initiative will plan and implement cost-effective energy projects and programs to optimize Zone 7's energy use portfolio, energy resiliency, and carbon footprint. During the five-year strategic planning periodic, key activities are anticipated to include: <ul style="list-style-type: none"> • Develop a Zone 7 Water Agency energy master plan, • Evaluate and implement cost-effective energy-efficient systems and alternative energy solutions, • Conduct an energy assessment to identify ways to reduce energy use and/or reduce the carbon footprint, • Include discussion of the water/energy nexus in external communications. 	

C. Zone 7 Services and Facilities

Zone 7 provides three primary services – production of drinking water for wholesale customers (water supply), flood protection, and local groundwater management.

Water Supply: As a wholesaler, Zone 7's customers for treated drinking water are primarily the City of Livermore, City of Pleasanton, the Dublin San Ramon Services District, California Water Service – Livermore, and a small number of agricultural and other untreated water customers. Drinking water produced by Zone 7 ultimately serves about 266,000 residents and 5,000 acres of local agricultural property.

Zone 7 produces drinking water via treatment of surface water and pumping of groundwater. Zone 7 is a State Water Project Contractor and receives an allocation of surface water from the State Water Project via the South Bay Aqueduct. Groundwater is pumped from the Livermore Valley Groundwater Basin. Wholesale water supply assets include two water treatment plants (Patterson Pass, and Del Valle), over 40 miles of potable water transmission lines and appurtenances, 10 groundwater production wells, 1 groundwater demineralization plant, 3 booster pump stations, and 1 storage tank reservoir. In addition, Zone 7 is currently developing two PFAS treatment facilities.

Flood Protection: Zone 7 owns and maintains approximately 37 miles of flood control channels and appurtenances, including several stream gages. This amounts to approximately one-third of the flood control channels in the service area, with the balance owned by cities, park districts, and private landholders. In addition to responsibility for its channels, Zone 7 works closely with the cities and other local entities to support coordinated flood emergency preparedness and response functions, such as providing sandbag stations and public messaging and outreach on social media. Monitoring and maintenance of flood control channels requires a robust maintenance program that balances in-channel maintenance activities with environmental and habitat sensitivity.

Groundwater Management: Zone 7 is the designated Groundwater Sustainability Agency responsible for sustainably managing Livermore Valley Groundwater basin in compliance with the Sustainable Groundwater Management Act (2014). Activities include groundwater monitoring, administration, reporting, and septic permitting. Zone 7 has an inventory of over 200 groundwater monitoring wells in the service area. To maintain sufficient groundwater levels for future pumping needs, Zone 7 utilizes excess surface water from the South Bay Aqueduct for artificial recharge in Arroyo Mocho and Arroyo Valle.

D. Zone 7 Energy Portfolio Highlights

Zone 7 currently has about 120 employees. The main office and administration building is located at 100 North Canyons Parkway, in Livermore, supporting about 60 employees. The other 60 employees staff Zone 7's operations facilities, including the two water treatment plants, the production wellfield, groundwater demineralization plant, and distribution system. The Zone 7 vehicle fleet has about 50 vehicles, a mix of employee pool vehicles, various pickup trucks for field operations, and specialized utility trucks.

Zone 7's ability to produce drinking water from surface water at the treatment plants, or via groundwater in the wellfield, provides operational flexibility. During the September 2022 heat wave, Zone 7 participated in efforts to reduce stress on the grid by prioritizing its less-energy-intensive surface water production facilities and shifting remaining groundwater pumping to off-peak hours. In this way, Zone 7 reduced the risk of regional power outages. In the event of an

outage, Zone 7 has stand-by diesel generators to provide backup power to the production, treatment, and distribution facilities.

In 2022, Zone 7 used about 18 million kWh of electricity. Zone 7 facilities receive power from either PG&E/East Bay Community Energy, or the Power and Water Resources Pooling Authority. About 73% of 2022 electricity use was attributable to groundwater production and demineralization facilities, about 20% to the two treatment plants, 6% to distribution facilities, and 2% to the office/administration buildings. By participating in elective green energy portfolios from the electric utilities, Zone 7 was able to purchase 100% carbon-free energy in 2022. Zone 7 also has a Power Purchase Agreement in place for a solar facility adjacent to the Del Valle treatment plant, which provided nearly 30% of the plant's electricity needs during 2022.

III. SCOPE OF SERVICES

A. Objective

The selected consultant shall prepare the Master Plan including (a) draft Zone 7's energy policy; (b) a baseline energy assessment; (c) an evaluation framework and scoring criteria for comparing potential energy investments; and (d) a prioritized list of energy investments including draft implementation schedule for Zone 7 based on the said framework and criteria. The Master Plan shall be prepared to serve as Zone 7's energy strategy and work plan, for Zone 7 to identify and implement prudent energy investments consistent with Zone 7's energy policy and strategic plans. The Consultant will document these tasks in appendices to the main report and/or chapters of the main report, as described in the subsections below. The preliminary report outline for the Master Plan includes:

- Executive Summary
- Introduction/Purpose/Background
- Policy/Goals/Objectives
- Evaluation Framework
- Summary of Energy Assessment
- Summary of Project Prioritization
- Monitoring, Periodic Evaluation, and Reporting Plan
- Appendix A – Final Energy Policy
- Appendix B – Energy Assessment Technical Appendix
- Appendix C – Initial Project Evaluation Technical Appendix

Once completed, the Master Plan will serve as Zone 7's energy strategy, providing the framework by which Zone 7 will identify energy investments – investments that are consistent with Zone 7's energy policy, as well as consistent with its overarching vision, mission, goals, and values. As it will be used to inform Zone 7's budget processes, the Master Plan's tasks shall be quantifiable.

B. Description of Services

The following subsections describe the Consultant Scope of Work.

TASK 1. Energy Policy Development

The Consultant shall lead and implement a policy development process including the Board, management, and staff to develop a Zone 7 Energy Policy for adoption by the Board of Directors. The following subtasks are identified:

Subtask 1) Preliminary Energy Policy Coordination: The Consultant shall meet with staff to discuss the energy policy development, including contents of the policy and the plan for gathering collaborative input from the Board. This may include individual or group interviews, meetings, workshops, or other approaches recommended by the Consultant. The consultant shall also research and compile energy policies from comparable agencies for the board's references and prepare a matrix showing features and key policy initiatives. The Consultant shall prepare a presentation of preliminary recommendations and considerations for Zone 7 discussion and concurrence.

Subtask 2) Collaborative Input Gathering: The Consultant shall complete the data gathering by interacting with the Board of Directors, management, and staff in the agreed upon collaborative data gathering approach. Any interview, meetings, or

workshops shall be led by the Consultant and shall include a formal presentation (see definition in assumptions) and related materials to guide and focus input unless Zone 7 instructs otherwise. The Consultant shall share presentation and/or related materials at least seven (7) days prior to the meeting to allow for any final Zone 7 input. The Consultant shall prepare meeting notes for these activities and provide them to Zone 7 for review and comment.

Subtask 3) Energy Policy: Following the input gathering, the Consultant shall draft the Energy Policy for Zone 7 review. Following review, the Consultant shall prepare the final draft of the Energy Policy for the Board's consideration for adoption.

Subtask 4) Board and Committee Meetings: The Consultant shall attend the regular Board and Committee Meetings as requested by Zone 7 staff. The Consultant will prepare and present a brief formal presentation summarizing the collaboration process and the resultant Energy Policy to be presented to the Board for their consideration.

Subtask 5) Addressing Public Comments: The consultant shall prepare information or analyze data to respond written or verbal comments from stakeholders and the public.

Deliverables

- 1) Notes from interviews, meetings, or workshops for the Collaborative Input effort, including final presentation or related materials.
- 2) Draft and Final Energy Policy, including documentation of public comments and responses.
- 3) Energy policy development summary presentation for regular Board Meeting.

Assumptions

- 1) If Board input is gathered in whole or in part using a large group workshop setting as part of Subtask 2, assume no more than one (1) Board workshop. Also, assume a minimum of two (2) additional meetings involving the Board will be required as part of Subtask 4, where the Consultant may be required to provide a brief formal presentation to the Board, as directed by Zone 7. In total, a minimum of three (3) Board or Committee meetings are anticipated.
- 2) Zone 7 will provide available examples of other policies adopted by the board (e.g., Water Supply Reliability Policy).
- 3) Presentations and related materials are meetings intended to update Zone 7 on the analysis and receive Zone 7 feedback. Audiences for these presentations and meetings will be Zone 7 staff familiar with the project; presentations may be technical in nature and may include preliminary and work-in-progress information.
- 4) Formal presentations and related materials should be polished in nature, suitable for presentation to the Board of Directors and/or a public audience.
- 5) When providing review of draft deliverable, Zone 7 may compile staff comments and provide the Consultant with a single compiled list of review comments (a single MS Word document, PDF, or Excel spreadsheet with comments included).

TASK 2. Baseline Energy Assessment

The Consultant shall develop a baseline energy assessment of Zone 7 activities and document the assessment in a Technical Memorandum that will be included as an appendix to the Master Plan. The baseline energy assessment should profile Zone 7's existing and forecasted energy use, energy sources, and related emissions and provide information about energy efficiency, resilience/reliability, and sustainability. Note that the baseline energy assessment should focus predominantly on Scope 1 and Scope 2 emissions. Also note that the intent of this task is to profile existing and forecasted energy use, sources, and emissions. Subsequent tasks will

formulate, evaluate, and prioritize potential energy projects/investments. The following subtasks are identified:

- Subtask 1) Data Collection:** The Consultant shall prepare a data request for submission to Zone 7 for a planning level baseline energy assessment. The baseline energy assessment should consider direct energy consumption and related emissions, as well as a characterization of indirect energy use and emissions, as supported by available information (e.g., energy use and related emissions for surface water conveyed to Zone 7 via the State Water Project, or energy use and emissions attributable to Zone 7 for use/storage of its water held in Kern County groundwater banks). Zone 7 shall provide available data, and the Consultant shall review the data and identify data gaps. Any data gaps shall be addressed by the Consultant using existing and available information and industry best practices to make informed estimates of necessary information.
- Subtask 2) Data Analysis:** The Consultant shall analyze and summarize Zone 7's energy use patterns and trends, including geographic and temporal trends in energy use, and related emissions. The analysis shall benchmark Zone 7's energy profile to provide insights into where Zone 7 underperforms and identify where there may be the greatest opportunities for improvement with regard to energy cost, efficiency, resilience/reliability, and sustainability. As a planning level analysis, results should be of sufficient detail to support identification of potential energy investments/projects as required for subsequent tasks.
- Subtask 3) Preliminary Results Presentation:** The Consultant shall prepare a presentation summarizing preliminary findings. Zone 7 will provide comments and questions for incorporation into the final analysis.
- Subtask 4) Technical Memorandum:** The Consultant shall prepare a draft and final technical memorandum documenting the baseline energy assessment purpose, objectives, methods, and results. This memorandum will be included as an appendix to the Master Plan.
- Subtask 5) Summary of Energy Assessment (Main Report Chapter):** The Consultant shall prepare a draft and final section of the main report that summarizes the baseline energy assessment. This section must include the summary of the analysis scope and methodologies, assumptions, generalizations, followed by a summary of key findings from the technical memorandum developed in the previous subtask.

Deliverables

- 1) Preliminary Results Presentation
- 2) Draft and Final Technical Memorandum
- 3) Draft and Final Summary for Main Report

Assumptions

- 1) The baseline energy assessment should focus on the most significant sources of energy consumption and emissions.
- 2) No new/primary field data collection is expected for this task. The baseline energy assessment may be based upon data provided by Zone 7, other existing and available data, and industry best practices for performing planning level energy assessments.
- 3) Accounting for Zone 7 emissions should focus on Scope 1 and Scope 2 emissions. Scope 3 emissions may be considered at a cursory level or as supported by readily available data.
- 4) Presentations and related materials shall be used to update Zone 7 on the analysis and receive Zone 7 feedback. Audiences for these presentations and meetings will be Zone

7 staff familiar with the project; presentations may be technical in nature and may include preliminary and work-in-progress information.

- 5) When providing review of draft deliverable, Zone 7 may compile staff comments and provide the Consultant with a single compiled list of review comments (a single MS Word document, PDF, or Excel spreadsheet with comments included).

TASK 3. Evaluation Framework Development

The Consultant shall develop a framework for evaluating potential energy investments. The purpose of the framework is to provide a process to consistently characterize, evaluate, and compare potential investments in accordance with industry standard practices. The framework should be guided by the Energy Policy developed in previous tasks. The framework shall define methods and selection criteria (or metrics) to prioritize investments based on their achievement of the goals and objectives described by the Energy Policy and consistent with Zone 7's strategic plan initiatives.

The framework should ultimately support evaluation and comparison of a range of potential investments/projects and provide for prioritization of investments by one or more metrics or performance indicators such as cost savings, revenue generation, funding opportunities/incentives, energy savings/efficiency, energy sustainability, energy resilience, or standard benefit-cost metrics (payback, BCR, ROI, etc.). This list is not prescriptive; the Consultant shall recommend performance metrics for inclusion in the framework that are appropriate to the scope and scale of Zone 7's Master Plan.

The framework itself will be documented in a chapter of the main report (note that a subsequent task includes application of the framework). The following subtasks are identified:

Subtask 1) Framework Development Collaboration: The Consultant shall develop a preliminary recommendation for the evaluation framework and prepare a presentation of these recommendations for discussion and Zone 7 feedback. Zone 7 will collaborate with the Consultant to finalize the framework over the course of up to two additional meetings. Meeting materials should include a summary presentation to guide discussion, and example tools and calculations to illustrate the proposed framework. The Consultant shall provide meeting materials for these meetings at least two (2) days in advance of the meetings. The Consultant shall provide notes summarizing each meeting.

Subtask 2) Final Framework Tools: Once the framework is finalized, the Consultant shall provide Zone 7 with a user interface or necessary tools (spreadsheets, programs, etc.) to apply the framework to future potential energy investments. The Consultant shall provide instructions and annotation to facilitate use of the framework by Zone 7 after completion of the project. If needed, the Consultant will provide one (1) training session on the application of the framework.

Subtask 3) Framework Narrative (Main Report Chapter): The Consultant shall document the framework methodology and rationale in a draft and final narrative that will be included as a chapter of the main report. A subsequent task and chapter of the main report will document application of the framework.

Deliverables

- 1) Meeting agendas, materials, and notes for Framework Development Collaboration
- 2) Final Framework Tools (including any necessary documentation/training materials, spreadsheets, software, etc.)
- 3) Draft and Final Framework Narrative (Main Report Chapter)

Assumptions

- 1) The evaluation framework should prioritize use of publicly available software and tools, and minimize the use of proprietary software and data, to ensure that Zone 7 will be able to independently and efficiently implement the evaluation framework after completion of the project. Notable exceptions include industry-standard proprietary software such as the Microsoft Office suite of applications and ESRI GIS applications. Other proprietary software or data that is required to implement the evaluation framework should be clearly defined and justified for approval by Zone 7 during review of the draft deliverable.
- 2) Presentations and related materials are meetings intended to update Zone 7 on the analysis and receive Zone 7 feedback. Audiences for these presentations and meetings will be Zone 7 staff familiar with the project; presentations may be technical in nature and may include preliminary and work-in-progress information.
- 3) When providing review of draft deliverable, Zone 7 may compile staff comments and provide the Consultant with a single compiled list of review comments (a single MS Word document, PDF, or Excel spreadsheet with comments included).

TASK 4. Initial Project Evaluation & Prioritization

The Consultant shall perform an initial application of the framework developed in Task 3, resulting in a list of prioritized energy investments for inclusion in the Master Plan. This task will utilize information developed in the baseline energy assessment (Task 2). This task shall be documented in a technical memorandum that will be included as an appendix to the main report. The following subtasks are identified:

Subtask 1) Formulation and Initial Screening: The Consultant shall first develop a list of potential energy investments/projects that may be applicable to Zone 7, initially considering a broad range of project types. The Consultant shall prepare a presentation to share the initial project list with Zone 7 and receive feedback before proceeding to the next step. Next, using the information developed in the baseline energy assessment (Task 2) and other relevant information, the Consultant shall perform an initial screening, removing that would not provide significant benefits. The Consultant shall prepare a second presentation to summarize the screening rationale. The final screening rationale shall be briefly summarized in the technical memorandum for the removed projects.

Subtask 2) Project Evaluation: For the remaining projects, the Consultant shall perform a planning level feasibility analysis, applying the evaluation framework developed in Task 3. Evaluation inputs and outputs will be documented in the technical memorandum, such that the rationale for the resulting project prioritization is transparent and logical. The Consultant shall prepare a presentation to provide Zone 7 with an overview of the evaluation and raise any issues that require discussion prior to finalizing the evaluation. A summary of the final project prioritization will be included in the technical memorandum.

Subtask 3) Evaluation & Prioritization Technical Memorandum: The Consultant shall develop a draft and final technical memorandum documenting the formulation and screening of potential investments, application of the evaluation framework, and outputs of the evaluation (prioritized list of projects). The technical appendix should document any key findings, assumptions, uncertainties, or caveats in the resulting list of priority projects.

Subtask 4) Priority Projects Narrative (Main Report Chapter): The Consultant shall provide a draft and final narrative that shows the prioritized list of projects and highlights key findings from the application of the evaluation framework that led to the prioritized

project list. The narrative should summarize the potential benefits of implementing the highest priority projects, including summary of key implementation steps, potential funding incentives, and expected benefits of each investment. This narrative will be included as a chapter in the main report.

Deliverables

- 1) Materials supporting two presentations to discuss formulation and initial screening.
- 2) Materials supporting one presentation to discuss the initial project evaluation.
- 3) Draft and Final Evaluation & Prioritization Technical Memorandum.
- 4) Draft and Final Priority Projects Narrative (Main Report Chapter).

Assumptions

- 1) presentations and related materials are meetings intended to update Zone 7 on the analysis and receive Zone 7 feedback. Audiences for these presentations and meetings will be Zone 7 staff familiar with the project; presentations may be technical in nature and may include preliminary and work-in-progress information.
- 2) When providing review of draft deliverable, Zone 7 may compile staff comments and provide the Consultant with a single compiled list of review comments (a single MS Word document, PDF, or Excel spreadsheet with comments included).

TASK 5. Monitoring, Periodic Evaluation, and Reporting

The Consultant shall develop a monitoring, periodic evaluation, and reporting plan for the Master Plan to be included as a chapter in the main report. The plan should provide recommendations for periodic evaluations and monitoring progress toward achievement of the goals and objectives in the energy policy, make recommendations about the type and frequency of reporting that should be provided to the Board and/or energy-related third-party sustainability registries, and make recommendations about the frequency of updates to the Master Plan itself. The following subtasks are identified:

Subtask 1) Monitoring, Periodic Evaluation, and Reporting Plan (Main Report Chapter):

The Consultant shall author a chapter of the main report that includes a monitoring, period evaluation, and reporting plan. The Consultant will prepare an initial draft for Zone 7 review, followed by a final version of the chapter revised in response to Zone 7 review comments. The contents of this chapter should be guided by the Energy Policy developed in Task F3.1 and be consistent with the scope and scale of the Master Plan. The chapter should include recommended performance metrics and reporting templates. It should also address the process for periodic update of the Master Plan and the process for incorporating new energy investments and projects in the future.

Deliverables

- 1) Draft and Final Monitoring, Period Evaluation, and Reporting Plan (Main Report Chapter)

Assumptions

- 1) When providing review of draft deliverable, Zone 7 may compile staff comments and provide the Consultant with a single compiled list of review comments (a single MS Word document, PDF, or Excel spreadsheet with comments included).

TASK 6. Project Management

The Consultant shall manage the work to achieve the project objectives within the schedule and budget. The following subtasks are identified:

- Subtask 1) Kickoff Meeting:** Attend a project kickoff meeting with Zone 7 to discuss goals and objectives, approach, schedule, communication, and coordination. Allow two hours for this meeting and include key personnel from the project team.
- Subtask 2) Monthly Progress Meetings:** The Consultant shall facilitate monthly progress meetings (virtual meetings). These meetings should inform the monthly progress report that will accompany invoices (see next item). Meetings should discuss technical and/or administrative topics as needed. The Consultant shall provide a draft agenda to Zone 7 a minimum of two (2) days in advance of the meeting for review.
- Subtask 3) Project Management & Administration:** Develop monthly progress reports to accompany monthly invoices. Reports should summarize percentage complete by top level task, provide a status of planned versus actual expenditures by task, provide a brief summary of work completed in the reporting period and major work expected in the following reporting period, and summarize any change management actions agreed upon by Zone 7 and Consultant.

Deliverables

- 1) Meetings agendas for monthly progress meetings.
- 2) Monthly progress reports to accompany invoices.

Assumptions

- 1) Zone 7 will prepare the agenda and facilitate the project kickoff meeting.
- 2) When providing review of draft deliverable, Zone 7 may compile staff comments and provide the Consultant with a single compiled list of review comments (a single MS Word document, PDF, or Excel spreadsheet with comments included).

C. Consultant Deliverable Standards

Unless otherwise specified, the following standards shall apply to all deliverables.

- 1) To allow for Zone 7 review and comment, any plan, report, or technical memo shall include, at a minimum, a draft and final version.
- 2) Electronic copies of all deliverables shall be provided in a format that facilitates efficient review and comment by Zone 7, such as Microsoft Office Suite files and Portable Document Format (PDF) files.
- 3) For regular meetings to be led by the Consultant, the Consultant shall provide a draft agenda two (2) business days before scheduled meetings.
- 4) For key or formal meetings, workshops, presentations or events, the consultant shall provide draft meeting materials (presentations, slide decks, handouts, etc.) seven (7) business days before the scheduled event.
- 5) Graphics, maps, charts, and other pixel imagery: For draft deliverables, items should be provided in at least 200DPI resolution. For final deliverables, items should be provided in at least 300DPI resolution, with resolutions up to 600DPI being preferred. For final deliverables, source files and/or underlying data should be provided when feasible to allow future update of items by Zone 7.

D. Milestone Schedule for Scope of Services

Zone 7 is targeting a 12-month period of performance from Notice to Proceed for this scope of services. The table below provides an initial milestone schedule. Schedule is subject to change.

Milestone	Months from Notice to Proceed
Notice to Proceed	0
Complete Task 1, Energy Policy Development	4
Complete Task 2, Baseline Energy Assessment	6
Complete Task 3, Evaluation Framework Development	8
Complete Task 4, Initial Project Evaluation & Prioritization	12
Complete Task 5, Monitoring, Periodic Evaluation, and Reporting Plan	12
Complete Task 6, Project Management	12

IV. PROPOSAL & AWARD SCHEDULE

Below are the major events planned to occur during the selection process in order to determine a consultant. Schedule is subject to change.

EVENT	DATE
RFP Issue Date	April 17, 2023
Questions Due	April 29, 2023 @ 3:00 p.m. Pacific
Proposals Due	May 17, 2023 @ 3:00 p.m. Pacific
Interviews, if applicable	May 31, 2023
Contract Negotiation	June, 2023
Award Announcement	June, 2023
Board Award	July, 2023
Notice to Proceed	July, 2023

V. QUESTIONS

Direct any questions regarding this RFP to James Carney, icarney@zone7water.com, by April 29th at 3:00 p.m. Pacific. An addendum will be issued, if needed, within one week.

VI. SUBMITTAL INSTRUCTIONS

Response Deadline: May 17, 2023, at 3:00 p.m. Pacific, to Zone 7 Water Agency.

Proposals are to be submitted in electronic format (PDF) less than 20MB in size. No paper copies are required. Consultants should confirm receipt of the email containing the submittal with the Zone 7 Project Manager (listed below).

Submit proposals by e-mail to: James Carney, icarney@zone7water.com

Late responses will not be accepted. RFP responses must be received at the Agency by 3:00 p.m. on the due date specified in the schedule. Any RFP response received after that time or date, or at a place other than the stated address cannot be considered and will be returned to the Proposer unopened. The date/time of the received email will serve as the timestamp.

The Agency reserves the right to reject any or all proposals received in response to this request. The Agency will not pay for any information contained in the responses nor will it reimburse proposers for costs incurred in preparation of the responses.

Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

All property rights, including publication rights of all reports produced by the proposer in connection with services performed under this agreement shall be vested in the Agency. The proposer shall not publish or release any of the results of its examination without the expressed written permission of the Agency.

The Agency requires that, at the conclusion of the selection process, the contents of all proposals be placed in the public domain and be open to inspection by interested parties upon written request. Trade secrets and/or proprietary information that are recognized as such and protected by law may be withheld if clearly identified as such in the proposal. The Agency reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Agency and the firm selected.

All proposals become the property of the Agency and shall not be returned to the bidder.

VII. PROPOSAL CONTENT

Proposals are to be clear, concise, and specific to the information requested. Responses are to be in the sequence set forth herein. **Limit proposals to 15 pages excluding resumes.** In order for proposals to be considered complete, proposers **must** provide all the information requested.

A. Format for Proposal

The format of the proposal shall be as follows:

1. **Title Page.** Show the RFP subject, name of the firm, local address, telephone number, name and title of contact person, and date of submission.
2. **Table of Contents.** Include a clear and complete identification of the materials submitted by section and page number. Cross-referencing to the section and page number in the RFP would be helpful.
3. **Detailed Proposal.** The detailed proposal should follow the format set out in Section B, below.

B. Contents of Proposal

All of the specific documentation listed below is required to be submitted with the proposal. While additional data may be presented, the areas detailed below **must** be included.

1. **Introduction.** This letter should be on company letterhead and addressed to the Project Manager with a statement of the firm's basic understanding of the Agency's needs. Include the name, office address and telephone number of your team's primary point of contact. If applicable, the names and addresses of any parent or subsidiary of your company shall also be included.
2. **Consultant Team Organization.** The responding firm(s) should provide an organizational chart and brief description of the anticipated role for each team member and/or subconsultant, as applicable. All team members listed shall be assigned to the project and responsible for and actively represent their respective technical discipline. Identify the primary office location for each listed team member.
3. **Qualifications and Experience of Key Team Members.** The responding firm(s) shall identify the Project Manager and other key team members and their responsibilities. Include the expected amount of involvement for each key team member. Describe the key team members' experience with completing similar work. Include resumes (2 pages maximum per team member) of key team members to be assigned to the project. Resumes should include information on specific projects the individual has been involved with, clearly showing experience relevant to the project requested in this RFP.
4. **Project Experience and Examples.** The responding firm(s) shall include three (3) examples of projects of similar scale and complexity, demonstrating their experience in similar work. The examples should indicate key team member involvement, where applicable.
5. **Project Management.** The responding firm(s) should outline their approach to project management including oversight of scope, budget, and schedule. The firm(s) should also note the experience of the assigned Project Manager working with other key personnel.
6. **Scope of Services Delivery.** The responding firm(s) shall outline their suggested approach to delivering the project described in Section III titled, Scope of Services.
7. **Contract Exceptions.** Exhibit B is Zone 7's standard Contract for Services. The proposer should review this carefully. Any proposed deviations and modifications to the agreement should be noted, with reasons given (use Exhibit A / Form 1). Proposed contract changes will require approval by the Agency Attorney.
8. **Cost Proposal.** The Agency is interested in cost-effective approaches to supporting the program and the final Scope of Services will be subject to negotiation. Responding firms may include a description of any cost savings ideas and shall include current year rate sheets for the firm and any proposed teaming partners.

The following applies to the selected firm(s):

9. **Insurance.** Exhibit B of the RFP is a sample of the Agency's Agreement for Professional Services ("Agreement") that contains the insurance requirements. The selected firm will maintain the minimum insurance requirements during the entire term of the engagement. To confirm this requirement, within 15 days from the

execution of the Agreement, the selected firm shall furnish the Agency satisfactory evidence of the insurance requirement and evidence that each carrier is required to give at least 30 days prior written notice of the cancellation of any policy during the effective period of the Agreement. The Agency shall be named as an additional named insured under the selected firm's policies as noted in the Agreement.

VIII. EVALUATION AND SELECTION

All proposals that follow the RFP instructions and meet the mandatory requirements will be evaluated by a Selection Committee. The Selection Committee may be composed of Agency staff and other parties that have expertise or experience in this type of procurement. The Selection Committee will select qualified proposers in accordance with the evaluation criteria set forth in this RFP and develop a short list of proposers to be invited to an interview. Interviews are not expected but could be initiated at the discretion of the Selection Committee. The evaluation of the RFP responses shall be within the sole judgment and discretion of the Selection Committee. The names of the Selection Committee and the individual or composite rating and/or evaluation forms prepared by committee members will not be revealed.

The Selection Committee will evaluate each RFP response meeting the qualification requirements set forth in this RFP. Firms meeting the mandatory criteria will have their proposals evaluated and scored.

The following represent the principal selection criteria, which will be considered during the evaluation process:

1. History and age of the firm, the number of years of experience providing equivalent or related services, unique capabilities and differentiating factors, clear demonstration of understanding of the scope of work. **(15 points)**
2. Qualifications, experience, and availability of key personnel necessary to support the project. Prior experience of team members working together to successfully deliver projects. Articulation (with examples) of how key personnel leveraged their knowledge and expertise to successfully deliver similar projects. **(25 points)**
3. Clear articulation of recent and relevant work to the requested services that demonstrate capability to complete the scope of work. Three example projects highlighting relevant work. **(25 points)**
4. Scope of Work delivery approach and strategies to deliver a cost-effective and timely project. Identify key assumptions, and list all proposed deliverables. **(25 points)**
5. Overall responsiveness to the RFP, including providing applicable rate sheet(s), and completing Exhibit A. **(10 points)**

IX. CONTRACT AWARD

It is expected that Zone 7 will issue one professional services contract as a result of this RFP process. The contract may require approval from the Board of Directors.

X. TERMS AND CONDITIONS**A. Contract Conditions**

The Agency reserves the right to negotiate the actual contract details after the contractor has been selected. The successful proposer will be required to conform to all of the terms of and conditions of the Agency. A sample agreement, which will be used as the basis for this project, is included for your information (Exhibit B).

The contract will be subject to termination by the Agency upon ten (10) days advance written notice of intention to terminate. The Agency may terminate the contract at any time without written notice upon a material breach of contract by the contractor.

B. Invoicing

Progress payments will be made on the basis of work completed during the course of the engagement. Details of staff hours with billing rates will be required to be included on each invoice. Payment will be made based upon actual costs not to exceed the maximum outlined in the proposal or contract.

C. Confidentiality

Zone 7 shall make available to the consultant such materials from its files as may be required to perform the services under this agreement. These materials and information remain the property of Zone 7 while in the consultant's possession and must be treated as confidential information. This material may not be released or disclosed without the written permission of Zone 7.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers.

Exhibit A: Exceptions or Deviations

List below exceptions and/or deviations, if any, to the RFP and its exhibits and submit with your proposal.

The District is under no obligation to accept any exceptions and/or deviations and may be used in the evaluation of proposals.

Item No.	Reference To:		Description
	Page No.	Paragraph No.	

<hr/>	<hr/>	<hr/>
Proposer Name	Proposer Signature	Date

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SAMPLE

SERVICES AGREEMENT

between

**ALAMEDA COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT, ZONE 7**

and

Consultant Name

for

Project/Program Name

Contract No. _____

Dated _____

EXHIBIT B: Sample Agreement / Insurance Req

This Professional Services Agreement ("**Agreement**") is made effective as of _____, by and between the Alameda County Flood Control and Water Conservation District, Zone 7 commonly known as ZONE 7 WATER AGENCY, hereinafter referred to as ("**Agency**"), a public body, corporate and politic, duly organized and existing under and by virtue of the laws of the State of California and _____, a DESCRIBE BUSINESS ENTITY, E.G., PROFESSIONAL CORPORATION ("**Consultant**") (collectively, the "**Parties**"), at Livermore, California, with reference to the following facts and intentions:

WHEREAS, The Agency is engaging in _____ ("**Project**"); and

WHEREAS, The Agency requires a highly qualified consultant with the requisite knowledge, skill, ability and expertise to provide the necessary services for the Project ("**Services**"); and

WHEREAS, Consultant represents to the Agency that it is fully qualified and available to perform the Services for and as requested by the Agency.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and terms and conditions herein, the Parties agree as follows:

1. SCOPE OF WORK

- 1.1. Consultant shall provide all services set out in Appendix A, Scope of Work, attached and incorporated here to the satisfaction of the Agency.
- 1.2. **Independent Contractor; Agency** - The Consultant is acting hereunder as an independent contractor and not as an agent or employee of the Agency. The Consultant is thus not eligible to receive workers' compensation, medical, indemnity or retirement benefits, including but not limited to enrollment in the Alameda County Employees' Retirement Association (ACERA). Except as expressly provided herein, the Consultant is not eligible to receive overtime, vacation or sick pay. The Consultant shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the Agency.
- 1.3. **Extra Services** - Before performing any services outside the scope of this Agreement ("**Extra Services**"), Consultant shall submit a written request for approval of such Extra Services and receive written approval from the Agency. The Agency shall have no responsibility to compensate Consultant for any Extra Services provided by Consultant without such prior written approval.
- 1.4. **Methods** - Consultant shall have the sole and absolute discretion in determining the methods, details and means of performing the Services required by the Agency. The Agency shall not have any right to direct the methods, details and means of the Services; however, Consultant must receive prior written approval from the Agency before assigning or changing any assignment of Consultant's project manager or key personnel and before using any Sub-consultants ("**Sub-consultants**") or Sub-consultant agreements for services or materials under this Agreement and any work authorizations.

EXHIBIT B: Sample Agreement / Insurance Req

- 1.5. **Review** - Consultant shall furnish the Agency with reasonable opportunities from time to time to ascertain whether the Services of Consultant are being performed in accordance with this Agreement. All work done and materials furnished shall be subject to final review and approval by the Agency. The Agency's review and approval of the Services shall not; however, relieve Consultant of any of its obligations under this Agreement.

2. COMPENSATION

- 2.1. **Amount** – As consideration for the Services described above, THE AGENCY will pay the Consultant an amount not to exceed \$_____ (“Maximum Amount”). DESCRIBE ANY PERIODIC BILLING REQUIREMENTS, EXPECTATIONS OR OTHER PARTICULARS, E.G., NOT TO EXCEED \$_____ PER MONTH, OR CONSULTANT SHALL NOTIFY THE AGENCY WHEN TOTAL INVOICED AMOUNT EQUALS 80% OF MAXIMUM AMOUNT.

Payments will be made at the rates set forth in the Fee Schedule which is attached hereto within and incorporated herein as though fully set forth (“Fee Schedule” – Appendix B). Consultant shall submit an invoice within ten (10) days after the end of each month during the term of this Agreement describing the Services performed for which payment is requested.

- 2.2. **Invoicing** – The invoice shall identify and describe the activities performed by Consultant and state the total cost of the Services for the period of the invoice; the hours worked; the name and title of the person(s) performing the work; the hourly rate for the person(s) performing the work; the accrued reimbursable expenses; and the budget amount and percentage remaining (after invoice payment), without reduction for retentions. The invoice shall also identify expenses for which reimbursement is requested and attach supporting documentation, including original receipts and/or bills. Any expenses exceeding \$500 shall require written approval from the Agency. Reimbursable costs shall not include any administrative or overhead expenses and shall be reimbursable as described in the Fee Schedule.

Costs or expenses not designated or identified in the Fee Schedule shall not be reimbursable unless otherwise provided in this Agreement. Only actual time in providing the Services will be charged. The Agency will not make any payments for Consultant's travel time incurred in providing the Services, and Consultant agrees not to invoice the Agency for any travel time incurred in providing the Services.

The Agency shall review and approve all invoices prior to payment. Consultant agrees to submit additional supporting documentation to support the invoice if requested by the Agency. If the Agency does not approve an invoice, the Agency shall send a notice to the Consultant setting forth the reason(s) the invoice was not approved. Consultant may re-invoice the Agency to cure the defects identified in the Agency notice. The revised invoice will be treated as a new submittal. If the Agency contests all or any portion of an invoice, the Agency and the Consultant shall use their best efforts to resolve the contested portion of the invoice.

The Agency shall pay approved invoice amounts within thirty (30) days of receipt. The Agency's determinations regarding verification of Consultant's performance,

accrued reimbursable expenses, and percentage of completion shall be binding and conclusive. Consultant's time records, invoices, receipts and other documentation supporting the invoices shall be available for review by the Agency upon reasonable notice and shall be retained by Consultant for three (3) years after completion of the Project.

All invoices submitted for payment must indicate the Agreement number and be emailed to accountspayable@zone7water.com and to the Project Manager.

- 2.3. **Withholding Payment** – In the event the Agency has reasonable grounds for believing Consultant will be unable to materially perform the Services under this Agreement or unable to complete the Services within the Maximum Amount described in this Agreement, or if the Agency becomes aware of a potential claim against Consultant or the Agency arising out of Consultant's negligence, intentional act or breach of any provision of this Agreement, including a potential claim against Consultant by the Agency, then the Agency may withhold payment of any amount payable to Consultant that the Agency determines is related to such inability to complete the Services, negligence, intentional act, or breach.

3. TAXES; INSURANCE; PERMITS; LICENSES

- 3.1. **Taxes** - Consultant shall be solely responsible for the payment of all federal, state and local income tax, social security tax, worker's compensation insurance, state disability insurance, and any other taxes or insurance Consultant, as an independent contractor, is responsible for paying under federal, state or local law. Consultant is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant shall comply with such provisions before commencing the performance of the Services under the Agreement. Consultant and its Sub-consultants shall maintain applicable workers' compensation insurance for their employees in effect during all work covered by the Agreement.
- 3.2. **Permits and Licenses** - Consultant shall procure and maintain all permits, and licenses and other government-required certification necessary for the performance of the Services, all at the sole cost of Consultant. None of the items referenced in this section shall be reimbursable to Consultant under the Agreement. Consultant shall comply with any and all applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.

4. RISK TRANSFER PROVISIONS

- 4.1. **Workers' Compensation Insurance** - By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this Agreement.

EXHIBIT B: Sample Agreement / Insurance Req

- 4.2. **Indemnification** - To the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless the Agency, its directors, officers, employees, or authorized volunteers, and each of them (collectively "the Agency") from and against:
- 4.2.1. All claims, demands, liabilities and losses arising out of the performance (or actual or alleged non-performance) of the services by Consultant, including its agents and employees, under this Agreement, for damages to persons or property arising, pertaining to or relating to the Consultant's negligent acts or omissions or willful misconduct or the failure of Consultant to comply with any professional standard of care applicable to Consultant's services.
 - 4.2.2. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the intentional or negligent violation of any governmental law or regulation, compliance with which is the responsibility of Consultant.
 - 4.2.3. Any and all losses, expenses, damages (including damages to the work itself), attorneys' fees, and other costs, including all costs of defense, including but not only costs of counsel acceptable to the Agency, which the Agency may incur with respect to the failure, neglect, or refusal of Consultant to perform the Services or its obligations under the Agreement. Such costs, expenses, and damages shall include all costs, including attorneys' fees, incurred by the Agency in any lawsuit to which it is a party. Upon the Agency's tender, Consultant shall immediately defend, at its own cost, expense and risk, any and all such suits, actions or other legal proceedings, with counsel acceptable to the Agency. Consultant shall further defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of performance or non-performance of the work hereunder, and shall not tender such claims to the Agency nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.
 - 4.2.4. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the Agency or its directors, officers, employees, or authorized volunteers, in any and all such aforesaid suits, actions, or other legal proceedings if arising as provided in the previous subsections of this Section.
 - 4.2.5. Consultant shall reimburse the Agency or its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith.

Consultant's indemnification obligations shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Consultant, its agents, employees under any applicable Worker Compensation Act, Disability Benefits Act, or other employee benefit act. Consultant's obligation to defend and indemnify shall not be restricted by the insurance requirements of this Agreement

or to insurance proceeds, if any received by the Agency, or its directors, officers, employees, or authorized volunteers.

Notwithstanding the foregoing obligations, Consultant shall not at any time be responsible for any claims, liabilities or demands to the extent that they arise from the negligence or willful misconduct of the Agency, provided, however, that contributory negligence will not relieve Consultant of its obligation to defend unless the claims, liabilities or demand are the result of the sole negligence or willful misconduct of Agency.

The indemnity provided under this indemnification provision is intended to and will survive the expiration or termination of the Agreement and remain in full force and effect until barred by the applicable statute of limitations.

5. GENERAL CONDITIONS

5.1. **Laws, Regulations and Permits** -The Consultant shall give all notices required by law and comply with all laws, ordinances, rules, and regulations pertaining to the conduct of the work. The Consultant shall be liable for all violations of the law in connection with work furnished by the Consultant. If the Consultant performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, the Consultant shall bear all costs arising therefrom.

5.2. **Safety** - The Consultant shall execute and maintain his/her work so as to avoid injury or damage to any person or property.

In carrying out his/her work, the Consultant shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including State of California, Department of Industrial Relations (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act. Safety precautions, as applicable, shall include but shall not be limited to: adequate life protection and life-saving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of all safety measures.

5.3. **Labor Compliance Requirements** - Labor Compliance requirements (Prevailing Wage, SB 854): Contractor/Vendor must comply with all labor compliance requirements including but not limited to prevailing wage requirements, SB 854, Labor Code sections 1771.1(a) & 1725.5, Public Works Contractor Registration Program, and Electronic Certified Payroll Records to Labor Commissioner. Additional information about these requirements and the new public works program regarding compliance monitoring, administration and enforcement are available at the Department of Industrial Relations. **[For Public Works Contracts]** Copies of the

rate of per diem prevailing wage shall be on file at the principal office of the Agency, and shall be made available to any interested party upon request.

6. REQUIRED INSURANCE

Liability Insurance - The Consultant shall provide and maintain at all times during the performance of the work under this Agreement, the following commercial general liability, professional liability and automobile liability insurance. All of the insurance shall be provided on policy forms and through companies satisfactory to the Agency.

- 6.1. **Coverage** - Coverage shall be at least as broad as the following or as provided in Appendix C:
 - 6.1.1. Coverage for Professional Liability appropriate to the Consultant's profession covering Consultant's wrongful acts, negligent actions, errors or omissions. **If Claims Made Policies:** the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work; insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work;** and if coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of **five (5) years** after completion of contract work.
 - 6.1.2. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001).
 - 6.1.3. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (non-owned and hired automobiles).
- 6.2. **Limits** - The Consultant shall maintain limits no less than the following:
 - 6.2.1. Professional Liability – Two million dollars (\$2,000,000) per claim and annual aggregate.
 - 6.2.2. Commercial General Liability – Two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage and products & completed operations liability. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 25 03, or ISO CG 25 04, or insurer's equivalent endorsement provided to the Agency) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.
 - 6.2.3. Automobile Liability – One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.

EXHIBIT B: Sample Agreement / Insurance Req

6.2.4. Excess Liability – The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the Agency (if agreed to in a written contract or agreement) before the Agency’s own primary or self- Insurance shall be called upon to protect it as a named insured.

6.3. **Required Provisions** - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

6.3.1. The Agency, its directors, officers, employees, and authorized volunteers are to be given insured status at least as broad as ISO endorsement CG 20 10 10 01 specifically naming all of the Agency parties required in this Agreement, or using language that states “as required by contract”). All Sub-consultants hired by Consultant must also have the same forms or coverage at least as broad; as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; and automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its directors, officers, employees, or authorized volunteers.

6.3.2. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Agency. Additionally, Consultant shall give Agency thirty (30) days written notice prior to any material change or cancellation of said coverage.

6.3.3. For any claims related to this project, the Consultant's insurance shall be primary insurance as respects the Agency, its directors, officers, employees, or authorized volunteers, using the ISO CG 20 01 04 13 or coverage at least as broad. Any insurance, self-insurance, or other coverage maintained by the Agency, its directors, officers, employees, or authorized volunteers shall be in excess of the insurance required under this Agreement, and shall not contribute to it.

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

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

EXHIBIT B: Sample Agreement / Insurance Req

- 6.3.6. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability.
- 6.3.7. The automobile liability policy shall cover all owned, non-owned, and hired automobiles.
- 6.4. **Workers' Compensation and Employer's Liability Insurance** - The Consultant and all Sub-consultants shall cover or insure under the applicable laws relating to workers' compensation insurance, all of their employees employed directly by them or through Sub-consultants in carrying out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any Acts amendatory thereof, with statutory limits. The Consultant shall provide employer's liability insurance with limits of no less than \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Agency, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Agency has received a waiver of subrogation from the insurer.
- 6.5. **Deductibles and Self-Insured Retentions** - Any deductible or self-insured retention must be declared to and approved by the Agency. At the option of the Agency, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or additional insureds, co-insurers, and/or insureds other than the First Named Insured.
- 6.6. **Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or equivalent or as otherwise approved by the Agency.
- 6.7. **Evidences of Insurance** - Prior to execution of the Agreement, the Consultant shall file with the Agency a certificate of insurance (Acord Form 25 or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include (1) attached additional insured endorsements with primary & non-contributory wording, (2) Workers' Compensation waiver of subrogation. The Agency reserves the right to obtain complete, certified copies of all required insurance policies, at any time. Consultant shall maintain the Insurance required by this Agreement throughout the term of the Agreement and for a period of not less than 5 years following the termination of completion of this Agreement. Consultant further waives all rights of subrogation under this Agreement. Failure to continually satisfy the Insurance requirements is a material breach of contract.

EXHIBIT B: Sample Agreement / Insurance Req

The Consultant shall, upon demand of the Agency, deliver to the Agency such policy or policies of insurance and the receipts for payment of premiums thereon.

- 6.8. **Continuation of Coverage** - If any of the required coverages expire during the term of this Agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the Agency at least ten (10) days prior to the expiration date. Failure to comply with any of the Insurance requirements shall constitute material breach of contract. The insurance requirements in this Agreement do not in any way represent or imply that such coverage is sufficient to adequately cover the Consultant's obligations under this Agreement. All Insurance or self-insurance coverage and limits applicable to a given loss or available to the named insured shall be available and applicable to the additional insured. The insurance obligations under this Agreement are independent of and in addition to the defense and indemnity obligations contained elsewhere in this Agreement and shall not in any way act to limit or restrict the defense or indemnity or additional insure obligations of the Consultant or the Consultant's insurance carrier, and shall be for (1) the full extent of the insurance or self-insurance coverages and limits carried by or available to the Consultant, or (2) the minimum insurance coverage and amounts shown in this Agreement; whichever is greater. Agency reserves the right to add such other parties as may be required in the future to the indemnity and additional insured requirements of this Agreement.
- 6.9. **Sub-Consultants** - In the event that the Consultant employs other consultants ("Sub-consultants") as part of the services covered by this Agreement, it shall be the Consultant's responsibility to require and confirm that each Sub-consultant meets the minimum insurance requirements specified above.

7. LABOR AND MATERIALS

Consultant shall furnish, at its own expense, all labor, materials, equipment, tools, transportation and services necessary for the successful completion of the Services to be performed under this Agreement. Consultant shall give its full attention and supervision to the fulfillment of the provisions of this Agreement by its employees and Sub-consultants and shall be responsible for the timely performance of the Services required by this Agreement. Consultant's standard schedule of fees and charges is attached, which is incorporated herein as though fully set forth in the Fee Schedule attached hereto (Appendix B). All compensation for Consultant's Services under this Agreement shall be pursuant to the Fee Schedule.

8. TERM OF THE AGREEMENT

- 8.1. **Period of Services** – This Agreement between the Agency and Consultant is for a term of NUMBER OF MONTHS, beginning DATE and ending DATE, subject to the termination provisions herein.
- 8.2. **Termination** – The Agency may terminate this Agreement for any reason by giving Consultant at least thirty (30) days or earlier (depending on nature of services) prior written notice of such termination. Such termination shall not relieve the Agency from responsibility for payment for Services rendered by Consultant prior to

EXHIBIT B: Sample Agreement / Insurance Req

the date of termination but shall relieve the Agency of its obligations for the full payment of compensation due under the Agreement for the Services of Consultant after the notice of termination.

8.3. **Termination for Cause** – The Agency may terminate the Agreement for cause, effective immediately upon written notice of such termination to Consultant, based upon the occurrence of any of the following events:

8.3.1. Material breach of the Agreement by Consultant

8.3.2. Cessation of Consultant to be licensed, as required by law

8.3.3. Failure of Consultant to substantially comply with any applicable federal, state or local laws or regulations

8.3.4. The voluntary or involuntary filing of any petition under any law for the relief of debtors with respect to Consultant

8.3.5. Conviction of Consultant of any crime other than minor traffic offenses

8.4. **Compensation Upon Termination** - If the Services of Consultant are terminated, in whole or in part, Consultant shall be compensated as provided herein for all Services and approved Extra Services performed prior to the date of such termination.

9. CALIFORNIA LABOR CODE REQUIREMENTS

9.1. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws, if applicable. Consultant shall defend, indemnify and hold the Agency, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all sub-consultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

9.2. **Effective March 1, 2015**, if the services are being performed as part of an applicable "public works" or "maintenance" project, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the Consultant and all sub-consultants must be registered with the Department of Industrial Relations ("DIR"). Consultant shall maintain registration for the duration of the project and require the same of any sub-consultants. This project may also be subject to compliance monitoring and enforcement by the DIR. It shall be Consultant's sole

responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR.

10. INTERESTS OF CONSULTANT

- 10.1. Consultant represents and warrants that it presently has no interests, and covenants that it will not acquire any interests, direct or indirect, financial or otherwise, that would conflict with the performance of the Services to be provided by Consultant under the Agreement. Consultant further covenants that, in the performance of the Agreement, it will not employ any Sub-consultant or employee with any such interest. Consultant certifies that no one who has or will have any financial interest under this Agreement or within Consultant is a director, officer or employee of the Agency.
- 10.2. Although Consultant is retained as an independent contractor, Consultant's employees or agents may still be required under the California Political Reform Act and the Agency Conflict of Interest Code to file annual financial disclosure statements. Consultant agrees that its employees and/or agents will file with the Agency in a timely manner those financial disclosure statements that the Agency determines Consultant is required to file pursuant to the Political Reform Act. Failure to file such financial disclosure statements by Consultant and any of its employees or agents is grounds for termination of this Agreement.

11. COMPLETED WORK AND WORK PRODUCT

In the event of termination or completion of the Services under the Agreement, Consultant shall, at the Agency's request, promptly surrender to the Agency all completed work and work in progress and all materials, records and notes developed, procured, or produced pursuant to the Agreement. Consultant may retain copies of such work product as a part of its record of professional activity.

12. CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE

- 12.1. **Confidential Nature of Materials** - The Consultant understands that all documents, records, reports, data, or other materials (collectively "Materials") provided by the Agency to the Consultant pursuant to the Agreement, including but not limited to draft reports, final report(s) and all data, information, documents, graphic displays and other items that are not proprietary to the Consultant and that are utilized or produced by the Consultant pursuant to the Agreement are to be considered confidential for all purposes.
- 12.2. **No Disclosure of Confidential Materials** - The Consultant shall be responsible for protecting the confidentiality and maintaining the security of the Agency documents and records in its possession. All Materials shall be deemed confidential and shall remain the property of the Agency. The Consultant understands the sensitive nature of the above and agrees that neither its officers, partners, employees, agents or Sub-consultants will release, disseminate, or otherwise publish said reports or other such data, information, documents, graphic displays, nor other materials except as provided herein or as authorized, in writing, by the

Agency. The Consultant agrees not to make use of such Materials for any purpose not related to the performance of the Services under the Agreement. The Consultant shall not make written or oral disclosures thereof, other than as necessary for its performance of the Services hereunder, without the prior written approval of the Agency. Disclosure of confidential Materials shall not be made to any individual, agency, or organization except as provided for in the Agreement or as may be required by law, or by a court of competent jurisdiction.

- 12.3. **Protections to Ensure Control over Materials** - All confidential Materials saved or stored by the Consultant in an electronic form shall be protected by adequate security measures to ensure that such confidential Materials are safe from theft, loss, destruction, erasure, alteration, and any unauthorized viewing, duplication, or use. Such security measures shall include, but not be limited to, the use of current virus protection software, firewalls, data backup, passwords, and internet controls.

The provisions of this Section survive the termination or completion of the Agreement.

13. OWNERSHIP OF DOCUMENTS AND DISPLAYS

All original written or recorded data, documents, graphic displays, reports or other materials which contain information relating to the Consultant's performance hereunder and which are originated and prepared for the Agency pursuant to the Agreement shall be "work for hire" and shall be the property of the Agency. The Consultant hereby assigns all of its right, title and interest therein to the Agency, including but not limited to any copyright interest. In addition, the Agency reserves the right to use, duplicate and disclose in whole, or in part, in any manner and for any purpose whatsoever all such data, documents, graphic displays, reports or other materials delivered to the Agency pursuant to this Agreement and to authorize others to do so.

To the extent that the Consultant utilizes any of its property (including, without limitation, any hardware or software of Consultant or any proprietary or confidential information of Consultant or any trade secrets of Consultant) in performing services hereunder, such property shall remain the property of Consultant, and the Agency shall acquire no right or interest in such property.

14. ASSIGNMENT PROHIBITED

The Consultant shall not assign, transfer, convey, or otherwise dispose of its rights, title or interest in or to this Agreement or any part thereof without the previous written consent of the Agency.

15. REPRESENTATIVES OF THE PARTIES AND SERVICE OF NOTICES

- 15.1. **Designated Representatives** – The Agency representative designated below shall be the principal representative of the Agency for purposes of the Services that are the subject of this Agreement. Consultant shall designate, in writing, Consultant's project engineer and/or project manager for the performance of the Services under this Agreement, which designation shall be subject to the Agency's reasonable approval.

EXHIBIT B: Sample Agreement / Insurance Req

The representatives of the Parties who are authorized to administer this Agreement and to whom formal notices, demands and communications shall be given are as follows:

ZONE 7 WATER AGENCY Representative:

Name
Title
Zone 7 Water Agency
100 N. Canyons Parkway
Livermore, CA 94551

Consultant:

Name
Title
Firm Name
Address
Firm Tax ID

- 15.2. **Notices** - Formal notices, demands and communications to be given hereunder by either Party shall be made in writing and may be effected by personal delivery or fax or by registered or certified mail, postage prepaid, return receipt requested to the address set out below and shall be deemed communicated as of the date of mailing. If the name or address of the person to whom notices, demands or communications shall be given changes, written notice of such change shall be given, in accordance with this section within five (5) working days.

16. MISCELLANEOUS PROVISIONS

- 16.1. Integration – This Agreement represents the complete Agreement of the parties and supersedes any other Agreements between the parties, whether written or oral.
- 16.2. No Waiver – No waiver by either parties of any term or condition of this Agreement shall be a continuing waiver thereof.
- 16.3. Modification – This Agreement only may be amended in writing, signed by all parties.
- 16.4. Attorneys’ Fees – In any proceeding to enforce this Agreement, the prevailing party shall be entitled to attorneys’ fees and costs in any amount determined by the court.
- 16.5. Choice of Laws/Venue – This Agreement shall in all respects be governed by the laws of the State of California applicable to Agreement executed and to be wholly performed with the State. Any action regarding this Agreement shall be brought in Alameda County Superior Court.

EXHIBIT B: Sample Agreement / Insurance Req

- 16.6. Counterparts – This Agreement may be executed in separate counterparts that, together, shall constitute and be one and the same instrument.
- 16.7. No Third Party Beneficiaries – This Agreement is for the sole benefit of the parties hereto and their permitted assigns (if any), and nothing herein expressed or implied shall give or be construed to give to any person, other than the parties hereto and such assigns any legal or equitable rights hereunder.
- 16.8. No Presumption Regarding Drafter – The parties to this Agreement acknowledge that its terms and provisions have been negotiated and discussed among them and that it reflects their mutual agreement regarding its subject matter. Therefore, neither party shall be deemed to be the drafter of this Agreement nor shall there be no presumption for or against the drafter in its interpretation or enforcement.

IN WITNESS WHEREOF, the Parties have executed this Agreement at the place and as of the date first written above.

ALAMEDA COUNTY FLOOD CONTROL and WATER
CONSERVATION DISTRICT, Zone 7, commonly known as
ZONE 7 WATER AGENCY ("Agency")

Consultant

Valerie L. Pryor
General Manager

Date

Signature

Date

Print Name & Title

Address

Telephone

TIN or SS Number

SAMPLE INSURANCE REQUIREMENTS

This is an appendix attached to, and made a part of, the Services Agreement dated _____ (“Agreement”) between THE ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT, ZONE 7 commonly known as ZONE 7 WATER AGENCY (“District”) and _____ (“Consultant”), for the provision of services agreement (“Services”).

Minimum Insurance Requirements: Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or sub-contractors.

Coverage - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Waiver of Subrogation: The insurer(s) named above agree to waive all rights of subrogation against the District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
4. **Professional Liability** - (Also known as Errors & Omission – *Technology Exposure – Other Contractual Considerations) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If Claims Made Policies:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

EXHIBIT B: Sample Agreement / Insurance Req

2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** Zone 7 Water Agency, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
2. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the Zone 7 Water Agency, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by the Member Water Agency its directors, officers, employees and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by the District.

Verification of Coverage – Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

Sub-contractors - Consultant shall require and verify that all sub-contractor maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that Zone 7 Water Agency, its directors, officers, employees, and authorized volunteers are an additional insured are an additional insured on Commercial General Liability Coverage.