Public Notice

REQUEST FOR PROPOSALS (RFP)

METER REPLACEMENT PROGRAM
PLANNING STUDY

Release Date: Thursday, August 30, 2018
Deadline for Submission: Thursday, October 25, 2018
Contact person: Rex Meurer, Citrus Heights Water District, Water Efficiency Supervisor
wtrmtrrplemntRFPQA@chwd.org

Carmichael Water District, Citrus Heights Water District, City of Folsom, City of Sacramento, Fair Oaks Water District, Golden State Water Company, Orange Vale Water Company, Regional Water Authority, Sacramento County Water Agency, Sacramento Suburban Water District & San Juan Water District—Retail

Care of:
Citrus Heights Water District
6230 Sylvan Road
P.O. Box 286
Citrus Heights, CA 95611-0286
REQUEST FOR PROPOSALS

METER REPLACEMENT PROGRAM PLANNING STUDY

RELEASE DATE: Thursday, August 30, 2018

CLOSING DATE: Proposals must be received as a PDF document via E-mail to: WaterMeterReplacement@chwd.org by Thursday, October 25, 2018 by 11:59 PM PDT.

CONTACT PERSON: Rex Meurer, Water Efficiency Supervisor
E-mail: wtrmtrplcmntRFPQA@chwd.org
Direct: 916-735-7727

Citrus Heights Water District

Situs: 6230 Sylvan Road
P.O. Box 286
Citrus Heights, CA 95611-0286

Counter Hours: M-TH 8 AM-5:30 PM; Closed Friday

PURPOSE

The purpose of this Request for Proposals (RFP) is to retain a consultant or consulting team (consultant and/or sub-consultants) to:

1) Develop a strategy for the replacement of the first generation of water meters for some participating water agencies or next generation for others as described in this RFP; and
2) Determine the feasibility and a strategy, as appropriate, for long-term, full or partial integration of meter replacement programs for participating water agencies described in this RFP.

To accomplish items 1 and 2 above, consulting teams’ proposals will include the preparation of a multi-agency Meter Replacement Program Planning Study (Study) that addresses the following major components:

1) Develop a strategy for selected agencies to replace the first generation of meters for some agencies or next generation for others and implement a new meter reading technology platform and vendor;
2) Develop a meter testing program to test the accuracy of current and future generation meters, through individual participating agencies and/or as a multi-agency program integration;
3) Develop a strategy for the replacement of future generations of technology platforms, through individual participating agencies and/or as a multi-agency program integration;
4) Develop a cost estimate for the installation of a next generation of meters through individual participating agencies and/or as a multi-agency program integration; and
5) Develop a funding strategy for individual participating agencies, based upon the strategy identified in items 1 and 3, and cost estimates identified in item 4 above, for the next generation of meters and future generations of meters thereafter.

The consultant team will be independent of any manufacturer or vendor to ensure a comprehensive review of all of the technology platforms and meter options in the marketplace.

This Study is a regional short-term and long-term planning study comprised of 11 participating agencies including Carmichael Water District, Citrus Heights Water District, City of Folsom, City of Sacramento, Fair Oaks Water District, Golden State Water Company, Orange Vale Water Company, Regional Water Authority, Sacramento County Water Agency, Sacramento Suburban Water District, and San Juan Water District - Retail (collectively known as the Meter Replacement Consortium or Consortium). Some of the participating agencies may not participate in all phases of the study, however, the Citrus Heights Water District (CHWD) and San Juan Water District (SJWD) will participate in all Phases of the Study outlined in the Scope of Work below. A Memorandum of Understanding (MOU) has been signed by each participating agency to:

1) Outline their respective levels of participation in the Consortium;
2) Establish a process for potential participation in activities/projects such as this Study and other activities through the Consortium; and
3) Identify CHWD as the lead agency to directly contract with the Consultant on behalf of the Consortium to complete this Study.

AGENCY PROFILES

Profiles of each participating agency in this Study is provided in the Attachments, and include:

1) Attachment A – Agency Profiles;
2) Attachment B – Introductions/Backgrounds Leading to Study by Agency;
3) Attachment C – District Boundary Maps;
4) Attachment D – 2018 Organization Charts by Agency;
5) Attachment E – Roles and Responsibilities for the Study by Agency; and
6) Attachment F – Table of Existing Meters by Agency.

INTRODUCTION AND BACKGROUND TO THIS STUDY

Key elements of this Study, which will be described in more detail in the Requested Scope of Services section of this RFP, include:

1) Identifying overall meter replacement strategies for the next generation of meter replacements (Next Generation) and future generations of meter replacements for selected agencies;
2) Developing a Meter Testing Program for current and future generations of meters;
3) Identifying technology platforms for Next Generation;
4) Identifying a cost estimate and a funding strategy for Next Generation;
5) Identifying policy and technical issues and a funding strategy for future generations of meter replacements beyond Next Generation with a goal toward integrating meter replacement programs;
6) Identifying an Implementation Strategy for Next Generation meter replacements and future generations of meter replacements; and
7) Working with each agency staff as requested on a Public Outreach and Public Education strategy for various aspects of the Meter Replacement Program Development and Implementation, including funding strategies and options.

All participating agencies are at various levels of their metering programs, this includes:

1) The percent of customers with meters;
2) Contracts/commitments with different vendors (e.g., types of meters and technology platforms);
3) Policies and procedures that have been developed;
4) Facilities that have been installed to support their existing meter programs;
5) Current water meter testing program; and
6) Long-term financial planning that has been developed to fund the ongoing operations of their existing meter programs.

Due to these differences, each agency may choose to participate in different phases of this Study outlined in the Requested Scope of Services below. In order to capture the agency-specific financial obligations for the Study, each proposal shall include a cost table, to outline the proposed financial costs each agency would incur for each phase of the Study. A per phase, per agency, cost table (Table G1: Required Proposed Cost Breakdown Summary Table, page 14) is included in this RFP.

Special Note: Golden State Water (GSW) is a California Public Utilities Commission (PUC) regulated water utility, the only such member of the Meter Replacement Consortium. Because GSW has a well-developed company-wide meter replacement program that complies with PUC regulations, it is unlikely that GSW will be able to fully integrate its meter replacement program with the Sacramento Region’s Meter Replacement Consortium. However, GSW is receptive to exploring meter replacement partnership(s) with the Sacramento Meter Replacement Consortium on a selected basis (e.g., potential for joint purchasing of meters). These selected partnerships would have to make sense for both GSW and other Sacramento Meter Replacement Consortium member agencies from cost, regulatory, management, operational and other technical perspectives. Consultants are requested to provide a breakout cost for studying the potential partnership with GSW as noted in Table G1 on page 14.

Additional introduction and background information leading to this Study is provided in Attachment B.
SCOPE OF SERVICES REQUESTED

Responses to this RFP must be structured to correspond with the major phases outlined in the Scope of Services below.

**PHASE 1—Individual Agency Assessment**

This Phase includes an audit of each participating agency’s current inventory and financial assessment for each participating agencies’ deployed meter fleet. Data collection/presentation shall be assembled into a standardized format developed by the consultant for all agencies.

A) Assemble a Deployed Meter Inventory for each agency. Data elements shall include, at a minimum, the following:
   i. Make/Model
   ii. Size
   iii. Age
   iv. Usage
   v. Type
   vi. Classification
   vii. System pressure

B) Assess condition of each agency’s Deployed Meter Inventory
   i. If available, evaluate each agency’s meter testing data for failure patterns. Apply to Deployed Meter Inventory to assess system-wide deficiencies.
   ii. If data is not available:
      a) Develop a meter testing plan for the agency to implement in order to:
         • Collect a statistically significant sample size of meters to test to obtain Margins of Error of 5, 10, and 15-percent.
         • Apply the meter testing data from above to evaluate the Deployed Meter Inventory for failure patterns.

C) Inventory each agency’s software package that supports the operations and maintenance of each agency’s meter program
   i. Billing Systems
   ii. Computerized Maintenance Management Systems (CMMS)
   iii. Meter Reading Management Software (e.g., Readcenter, MVRS, N_Sight)
   iv. Other

D) Assess current financial resources available by each agency
   i. Type, source and location of each agency’s funding
      a) Operation and Maintenance Budget (e.g., maintenance and software costs)
      b) Capital Improvement Project Budget (e.g., new and replacement meter budgets)
      c) Designated Reserves
      d) Other
E) One-on-one meetings with each participating agency to review Phase 1 information and procedures.

F) Phase 1 Deliverables
   i. Consultant shall prepare a Phase 1 Working Paper that compiles the information gathered from Phase 1 evaluation. Report sections shall be per participating Agency for easy reference and referral.
   ii. A matrix shall be developed in the report to include all participating agencies’ information for quick reference and comparison.

PHASE 2—Next Generation Program Options
This Phase of the Study includes the evaluation of different options in meter technology, vendors and accompanying specifications.

A) Incorporate the following criteria when evaluating each technology option.
   i. Purchase/start–up cost
      a) Data migration—is system Open Source or Proprietary?
      b) Data storage—Hosted v. Cloud based data storage; Pros & Cons
      c) Hardware/software
      d) Infrastructure
      e) Data Validation
      f) Topography/Land Use
      g) Other
   ii. Ongoing Operating Cost
      a) Battery life
      b) Projected meter lifespan
      c) Meter Maintenance costs and savings (e.g., meter reliability, savings for meter reading, instantaneous meter feedback)
      d) System support (e.g., annual subscription costs)
      e) Required upgrades
      f) Required staffing (e.g., data management, O&M)
      g) Required meter reading and billing software and associated costs
      h) Other
   iii. Meter reading platform
      a) Radio
      b) Cellular
      c) Satellite
      d) Manual (Touch-read)
      e) Other
   iv. Data management/analytics
      a) Customer service portal options
      b) Dashboards
c) Technology resources
d) Other

v. Vendor service support
   a) Support response turnaround time
   b) Product support
   c) Warranty replacement turnaround time
   d) Length of warranty, including battery warranty
   e) Other

vi. Customer service support
   a) Leak/tamper alert
   b) Usage alert (e.g., high/low)
   c) Usage patterns (e.g., long-term, real-time)
   d) Water Efficiency Review
   e) Account Billing (e.g., new/closing customer accounts)
   f) Other

vii. Compatibility with current platform(s)

B) Evaluation of the top 3-5 meter vendors identified by the Consultant and the Consortium.
   Evaluation shall include but not limited to the following criteria:
   i. Performance/reliability; Anticipated life-span (including taking into American Water Works Association (AWWA) standards)
   ii. Cost
   iii. Scalability
   iv. Fire Sprinklers (pressure losses)
   v. Lead-free materials (NSF certified)
   vi. Technology (e.g., automatic shut-off)
   vii. References
   viii. Other

C) Identify size, scope and location of a Pilot Program to include option most appropriate for each agency and top scoring vendor based on evaluation criteria. Evaluate which technology option would be best suited for each participating agency. Separately, evaluate which technology option would be best for Consortium program, combining multiple agencies:
   i. Advanced Metering Infrastructure (AMI) / AMI Future
   iii. Automatic Meter Reading (AMR)
   iv. Cellular Network Infrastructure
   v. Satellite
   vi. Other

D) Phase 2 Deliverables
   i. Consultant shall prepare a Phase 2 Working Paper that compiles the information gathered from the Phase 2 evaluation.
ii. Provide a narrative describing the process in gathering the information, pertinent information related to the different options and conclusions identified in the process.

iii. Include matrices that compare the different technology options, the detailed comparison of the top 3-5 vendors, and evaluation of the best options for the differing agencies and the Consortium.

**PHASE 3—Meter Testing Program Strategy**

This Phase includes a review of each agency’s current water meter testing program and available (in-house and regional) water testing facilities. A meter testing program will need to be developed in this phase to identify what each agency should be doing and if and how the Consortium can perform meter testing together. Include all relevant State regulations.

A) Meter Testing Program – Individual Agency Assessment

i. Evaluate each agency’s current meter testing programs for effectiveness/efficiency, and provide direction on how to optimize performance. Items to consider shall include:
   a) Ideal size/type of water meter test bench needed
   b) Staffing Model (i.e., single agency or multi-agency in-house program versus single agency or multi-agency contract program)
   c) Staffing requirements if in-house program
   d) Representative sample size needed
   e) Evaluation criteria (meter size, age, type and usage)
   f) Evaluation methodology (how best to analyze data)
   g) Identify the accuracy percentage rate which triggers a warranty replacement
   h) AWWA Standards/Best Practices
   i) Other

ii. For agencies without a current meter testing program, develop a program and program schedule to include:
   a) Size/type of water meter test bench needed
   b) Cost and cost allocation
   c) Staffing Model (i.e., contract versus in-house)
   d) Staffing requirements, if in-house program
   e) Representative sample size needed
   f) Evaluation criteria (meter size, age, type, flow)
   g) Evaluation methodology (how best to analyze data)
   h) Consideration of future State water loss compliance and meter testing requirements

B) Meter Testing Program – Consortium

i. Evaluate how each agency can integrate their meter testing programs into a multi-agency meter testing program. Items to consider shall include:
   a) Which agency(s) should house the meter testing program
   b) Identify the transition/start-up technical issues and costs
   c) Identify the cost sharing arrangements for the ongoing program
1. Costs should consider short-term and long-term investments/recapitalization costs
d) Identify any barriers for each agency (e.g., policies, programs, projects or issues) that need to be addressed for program integration
e) Other

C) Phase 3 Deliverables
   i. Consultant shall prepare a Phase 3 Working Paper that compiles the information gathered from the Phase 3 evaluation.
   ii. Identify the pros/cons associated with maintaining independent agency-specific programs, combining some Consortium agencies partnering, combining all agency specific programs into one collective region-wide program, or outsourcing all meter testing.

PHASE 4—Implementation Strategy
This Study will be a blueprint for action that each agency and/or the Consortium will utilize/refer to frequently to guide policies, programs, projects and tasks associated with an ongoing Meter Replacement Program. To that end, an Implementation Strategy will need to be developed in this phase as a “To Do List” for policy leaders and program managers to follow and implement the recommendations of this Study.

Therefore, this Phase of the Study identifies an Implementation Strategy for each participating agency and should the agencies implement a Meter Replacement Program (MRP) as a Consortium.

A) Implementation may include:
   i. Replacing Meters;
   ii. Integrating with financial and Customer Information Systems
   iii. Integrating new or updated Technologies (including information storage improvements and management)
   iv. Implementing and/or constructing Meter Testing Programs
   v. Identify Staffing Needs
   vi. Develop Funding Options

B) Identify the Implementation Strategy for each agency based on the Phase 1 infrastructure audit and the recommendations from Phase 2 that addresses all items above.

C) Identify opportunities for efficiencies if agencies were to move forward collectively (e.g., meter purchase savings, joint Meter Testing Program (in-house or contract), funding options, installation, infrastructure, meter testing, etc.), depending on the level and type of integration.

D) Identify those policies, programs, projects and tasks that will be necessary for all participating agencies in this Study to implement a Consortium MRP.

E) Implementation Plan for Meter Replacement Phasing—Agency and Consortium Strategies
   i. Replace all at once or phased in over time
ii. If a longer term phased in approach is chosen, identify problems that may occur intermixing new technologies with existing meters
iii. Financing Strategy Based on phasing strategy chosen (Pay-as-You Go, Debt Financing or Blended Approach)
iv. Staffing Needs

F) Phase 4 Deliverables
   i. Consultant shall prepare a Phase 4 Working Paper that compiles the information gathered from the Phase 4 evaluation and provides a check list and narrative for each participating agencies implementation and implementation as a Consortium.
   ii. Provide estimated schedules for implementation and decision matrices as needed for consideration.

PHASE 5—Long Term Planning
This Phase includes tools and a strategy for planning for future generations of meter replacements, both at the individual agency level and at a Consortium level.

A) Develop a Financial Plan for each Agency and the Consortium.
   i. Identify cost escalators for a financial model.
   ii. Identify estimated cost of equipment, staffing and system upgrades.

B) Replacement Timing for Future Generations of Meter Replacements (e.g., 15, 20 or 25 Years)

C) Develop best practices of a MRP from qualitative and quantitative perspectives.

D) Phase 5 Deliverables
   i. Consultant shall prepare a Phase 5 Working Paper that compiles the information gathered from the Phase 5 evaluation.

PHASE 6—Final Report/Plan Adoption
This phase of the Study focuses on the consultant’s consolidation/summarizing/reaffirming all of the previous phases of the Scope of Work. The overall Study report will be finalized including: 1) Executive Summary; 2) Report chapters comprised of the different Working Papers tied to the different phases described above; 3) Any appendices developed. The consultant will meet with some participating agencies as identified through Phase 7, Public Outreach Strategy, see below, to review all of the key findings and recommendations from phases 1 through 5 of the Study.

Thereafter, it is anticipated that some agencies will make a policy recommendation to its governing Board of Directors as outlined in Phase 7, below, to adopt the Study’s recommendations. Consultant will be available to present the Study’s Findings and Recommendations.

A) Phase 6 Deliverables
   i. Consultant shall prepare the Final Report as defined above.

PHASE 7—Public Outreach Strategy
Note—This Phase is not in chronological sequence as is the case with Phases 1-5 above.

Given the significant programmatic and financial implications of this Study, each participating agency
recognizes the importance of a strong public information and engagement component when developing this Study. It is recommended that the Consultant retain a subconsultant, who specializes in public outreach/public engagement, should any one of the participating agencies elect to utilize their services. Consultant shall attach subconsultant rate sheet as an add/alternate price list for these types of public outreach services and will not be considered as part of the overall Project Cost.

The Consultant shall provide a cost of services for the following agency requests to be listed in the Phase 7 Project Cost, per agency, as applicable.

**Citrus Heights Water District (CHWD)**

CHWD has appointed a twenty-four 24 member Customer Advisory Committee (CAC), who will work with the consulting team throughout various phases of the Study. The CAC will serve as a focus group for the consulting team as policy options are identified. It will be the CAC’s responsibility to consider the consulting team’s policy alternatives and policy recommendations.

The CAC includes customers who are located throughout CHWD’s service area, in most of the Neighborhood Association Areas within the City of Citrus Heights (which includes approximately two-thirds of CHWD’s service area) and throughout the surrounding unincorporated Sacramento County areas in CHWD’s service area. Also, three CAC positions are set aside for the Citrus Heights Chamber of Commerce Sunrise Market Place Property-based Business Improvement District and the Auburn Blvd. Commercial Corridor ensure that the Commercial/Industrial/Institutional (CII) customer class is represented on the panel.

For planning and budgeting purposes, the consulting teams’ proposals should anticipate no more than four (4) Citrus Heights Water District CAC meetings, each lasting up to three (3) hours. Each meeting will be planned out in advance with the CHWD’s project team, and ample hours should be budgeted accordingly for that effort.

It is anticipated that CAC meetings will be scheduled as follows: 1) one CAC meeting held to review Working Paper #1 tied to the completion of the Study’s Phase 1; 2) one CAC meeting held to review Working Paper #2 tied to the completion of the Study’s Phase 2; 3) one CAC meeting held to review Working Papers #3 & #4 tied to the completion of the Study’s Phases 3 & 4; 4) one CAC meeting held to review the Study’s Final Report, culminating in the CAC’s developing a policy recommendation presented to the CHWD Board of Directors concerning the findings and recommendations in all facets of this Study.

Additional public information and public engagement components should include but not be limited to: 1) progress updates to the CHWD Board of Directors at the completion of Phases 2, 3 and 5 of the Study (The Board of Directors regularly meets once per month, on the third Wednesday of each calendar month. However, special Board Meetings can be scheduled if needed.); 2) creation of a special Meter Replacement Program Study page or pages at CHWD’s website; 3) use of social media as the consulting team proposes; and 4) use of other media and channels of communication as the consulting team proposes.

**San Juan Water District—Retail Service Area (SJWD-R)**

SJWD-R will use its current information outlets to share project information and may organize special meetings throughout SJWD-R to bring information to our customers. In addition, SJWD-R would like to keep the Board of Directors well informed on the consultant’s work. To do so, the consultant should be
prepared to present the results at SJWD-R Board of Director’s Meetings following the completion of Phases 2, 4 and 6. In all, it can be expected that three presentations by the consultant will be given to the SJWD-R Board of Directors.

City of Folsom, City of Sacramento, Fair Oaks Water District, Orange Vale Water Company, Golden State Water Company, Sacramento County Water Agency, and Sacramento Suburban Water District

Each of these agencies maintain a public outreach program. That said, should any of the agencies decide to work with the Consultant/subconsultant after the award of contract to add public outreach meetings, a cost will be negotiated based upon the submitted price sheet. No cost estimate is needed for the Agencies listed above this section for public outreach in the RFP response.

KEY DELIVERABLES FOR THE STUDY

The consulting team shall provide the following key deliverables to the Agency(s):

- **Five (5) Working Papers**
  Each Working Paper shall be tied to Phases 1-5 described in the Scope of Work above. Each Working Paper shall be presented in draft form for comments to the specific Agency and the Consortium’s Technical Advisory Group. The drafts of each Working Paper shall be presented to all Agencies in electronic format, followed-up by a meeting with the Consortium of Agencies to discuss after the draft working paper is distributed and prior to completion of each final Working Paper/deliverable.

- **Final Report**
  The Phase 6 Final Report shall consist of a Cover Page, Table of Contents, Executive Summary, Summary of All Figures (info-graphics), Report Chapters (each Working Paper with Comments), Report Conclusion/Wrap-up, Appendix and an Index.

- **Presentations**
  Presentations, as required, for each participating agency are described in Phase 7 above.

All documents should be digitized and enabled for easy “keyword searches.” Additionally each Consortium Agency shall receive one bound hard copy and one unbound copy of each Working Paper and Final Report as described in this section.

DISTRICT ROLES AND RESPONSIBILITIES

Each agency’s staffing plan for this Project is listed in Attachment E.

CONSULTANT SELECTION PROCESS/RFP RESPONSE FORMAT

The RFP Respondent shall submit an electronic copy (PDF format) of the RFP response with all of the information requested.

*Important–Please submit your RFP responses with Adobe PDF bookmarks by section A-K corresponding to the lettered items in the section below.*
PROPOSAL FORMAT AND CONTENT

A. Proposal Submittal

All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the list of proposal contents. The proposal must provide specific and succinct responses to all questions and requests for information.

Respondents must include the following items in their proposals addressing the Scope of Services above. Proposals and the fee schedule must be valid and binding for 180 days following the proposal due date, and may become part of the agreement with the Citrus Heights Water District.

B. Letter of Transmittal

Include a cover letter signed by a duly authorized representative of the firm. The cover letter must include name, address, telephone number (cell phone number preferred but not required) and e-mail address of the Respondent submitting the proposal. In addition, the name, title, address, telephone number, and e-mail address of the person or persons who are authorized to represent the Respondent and to whom correspondence should be directed shall be included. An unsigned proposal is grounds for rejection.

C. Table of Contents

Include a clear identification of the submitted material by section and by page number.

D. Summary

Introduce the proposal and summarize the key provisions of the proposal. Based on your firm’s expertise and qualifications, explain why your firm is best suited to provide the services described herein.

E. Statement of Understanding (Detailed Statement of Scope of Services)

Include a detailed statement of understanding of the consulting services to be provided. If there are services listed in this RFP that the Respondent will not be able to provide, please be certain to address such in your response.

F. Background and Experience

1. Official name and address of each firm on the consulting team.

2. Describe the firm’s background and history, including the number of years in practice.

3. Describe in detail the firm(s) infrastructure (Water Meter Replacement Projects preferred) and financial planning expertise.

4. List the location of office(s) that would serve in the Study.
5. Provide an organization chart of the team members who will provide the services described in this RFP

6. Provide the educational and professional qualifications of each individual to be assigned, including sub-consultants. Include a summary of each individual’s work experience with related projects, highlighting comprehensive reviews of and/or creation of new Water Meter Replacement Projects. Identify the team project lead.

7. Provide a list of 3-5 references from water providers who have engaged the consultant and sub-consultant(s) to complete similar projects. One of the references could be a local government agency for a non-water project that is an example of major infrastructure, policy, or paradigm change. Include the contact person, the agency name, contact person’s e-mail address and phone number.

**G. Project Cost**

As this Project is a multi-agency undertaking, Consultant’s cost information is required to be provided as described below. In addition to the summary table, the Consultant shall provide a separate detailed breakdown of the hourly rate of each individual and estimated number of hours each individual will be dedicating to this project. Breakdown shall be per Phase listed in the Requested Scope of Services above. Proposers should be aware that the Consortium may require that payment be made on a per phase basis or with retentions. Exact payment specifics shall be determined between the parties during negotiation of the agreement.

The Proposed Cost Breakdown Summary table is required showing the per Phase Agency Costs and the costs for the Consortium as a whole.

**ITEM 1: Table G1 - Required Proposed Cost Breakdown Summary Table**

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<td>Total</td>
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<td>Multiple Agency Discount (% or Amt.)</td>
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</table>
ITEM 2: Consultant will provide more detailed information for each Phase in the Scope of Work including selected staff (and subconsultant) members assigned, number of estimated staff (and subconsultant) hours, number of months to complete each Phase, details about any other anticipated costs and total Phase cost.

*These costs will be negotiated by Consortium agencies participating in the Study.*

**Consortium Discount Cost:** In this section of your firm’s response to this RFP, please specify if there is any discount for multiple agency participation in the Planning Study for any of the Phases listed above. Describe the methodology for how the discount was derived and applied.

H. Schedule

Proposal will include a schedule for completion of the project broken down by major phases of work. The schedule will be in the form of a Gantt Chart(s).

I. Additional Information

In this section, provide any other information that the Respondent believes is applicable to the evaluation of the proposal or your qualifications for providing the proposed engineering, financial planning, and public engagement services. You may use this section to address those aspects of your services that distinguish your firm from other firms.

J. Agreement Exceptions

Proposers shall identify any exceptions to the draft Professional Services Agreement. Exceptions shall be represented in redline format, clearly identifying the requested change.

K. Non-Collusion Affidavit

Proposers shall provide a signed non-collusion affidavit.

L. Addenda (Protocol for Consultant Questions & Answers)

To ensure a streamlined and fair process, a formal protocol for consultants to submit questions and the Consortium to provide answers, has been established as follows. Consultants will submit their questions electronically to the Consortium’s lead agency, Citrus Heights Water District:

wtrmtrrpmntRFPQA@chwd.org

Questions will be answered electronically and responses will be copied to all Respondents without disclosing the name of the firm posing the question.

*Legal Disclaimer:* It is prohibited to directly contact any one of the participating consortium agencies, outside of the lead agency, regarding this proposal. Non-compliance may result in disqualification. Verbal and other interpretations or clarifications will be without legal effect.

No addenda/answers will be issued after the deadline specified in the Selection Process Time frame.
REVIEW AND SELECTION PROCESS

A. Process

The Multi-Agency Consultant Selection Team will evaluate proposals, and the same Consultant Selection Team may conduct interviews with the top 2-5 Respondents. The Respondent determined best qualified to perform this service will be identified by the Consultant Selection Team for commencement of contract negotiations. If satisfactory agreement provisions cannot be reached, then negotiations may be terminated and the Consortium may elect to contact another Respondent. This sequence may continue until an agreement is reached. The final agreement will be between the Consultant and the Citrus Heights Water District.

B. Mandatory Proposers’ Meeting

Consultants who wish to submit a proposal for the Meter Replacement Study will be required to attend a Mandatory Proposers Meeting to review the Project Understanding and to ask questions posed to the Consortium.

The meeting is scheduled to be held at the Citrus Heights Community Center located at 6300 Fountain Square Drive Citrus Heights CA, 95621, on Tuesday, September 25, 2018 at 10 AM.

C. Evaluation Criteria

The following information will be considered during the evaluation process:

1. Demonstrated understanding of issues raised by Consortium Agencies in RFP and completeness in addressing the Scope of Work. (25 points)
2. Experience and qualifications of the Consultant Team identified in the Proposal (e.g. Consultant staff assigned to this project; experience in infrastructure advanced planning, water rate studies & coordination with public outreach staff/consultant). (20 points)
3. Communication skills (verbal and written). (15 points)
4. Demonstrated ability to meet deadlines on previous projects. (10 points)
5. Cost to complete the Study. (10 points)
6. Three to five references from other water agencies and/or local government agencies. (10 points)
7. Bonus Points (for innovative responses in relation to the issues raised in this RFP) (10 points)

GENERAL TERMS AND CONDITIONS

1. Limitation

The Request for Proposals (RFP) for the development of a Meter Replacement Program Study does not commit the Consortium, the Citrus Heights Water District or any participating agency to award a contract, to pay any cost incurred in the preparation of an RFP response or to procure or contract for services or supplies. The Consortium and the Citrus Heights Water District reserve the right to reject any or all proposals for any reason and to amend, modify or terminate the RFP process in any manner at any time.
2. **Signature**

   Each proposal must be signed on behalf of the Respondent by an officer authorized to bind it.

3. **Award**

   The firm/entity chosen to conduct the Meter Replacement Program Study may be required to participate in negotiations and to submit such revisions of its proposal as may result from negotiations. The Citrus Heights Water District reserves the right to reject all proposals, request new or modified proposals or award the contract without discussion based upon the initial proposals.

**PROPOSAL SUBMISSION**

Proposals should be responsive to the questions set forth in this Request for Proposals. All materials which are submitted may be deemed to be part of the responding proposal, and may be incorporated in any subsequent contract between the Citrus Heights Water District and any selected Respondent.

Proposals should be submitted electronically to [WaterMeterReplacement@chwd.org](mailto:WaterMeterReplacement@chwd.org) with a Subject title of “Meter Replacement Program Study.”

An electronic copy in PDF format **must be received** via e-mail **no later than 11:59 PM PDT, Thursday, October 25, 2018.**

**Late proposals will not be accepted.**

**SELECTION PROCESS AND TIME FRAME**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Thursday, August 30, 2018</td>
<td>Release date of RFPs</td>
</tr>
<tr>
<td>Tuesday, September 25, 2018</td>
<td>Mandatory Proposer’s Meeting</td>
</tr>
<tr>
<td>Friday, October 12, 2018</td>
<td>Deadline for Consultants Questions</td>
</tr>
<tr>
<td>Thursday, October 25, 2018</td>
<td>RFP responses due via E-mail no later than midnight PDT</td>
</tr>
<tr>
<td>Thursday, November 15, 2018</td>
<td>Multi-agency Consultant Selection Committee meets review and rank proposals</td>
</tr>
<tr>
<td>December 10-12, 2018</td>
<td>Top scoring firms interviewed by Multi-agency Consultant Selection Committee</td>
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<tr>
<td>Thursday, December 13, 2018</td>
<td>Top Consultant notified of Multi-agency Team’s intent to negotiate a professional services agreement with firm/firms selected</td>
</tr>
<tr>
<td>Dec. 17, 2018 – April 1, 2019</td>
<td>Contract development through Friday, February 1, 2019</td>
</tr>
<tr>
<td>No later than</td>
<td>Citrus Heights Water District Board approves a contract(s) with RFP respondent(s) selected to complete the Multi-Agency Meter Replacement Program Study</td>
</tr>
<tr>
<td>Wednesday, April 17, 2019</td>
<td>RFP respondent(s) selected to complete the Multi-Agency Meter Replacement Program Study</td>
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*Multi-Agency Partnership*

-17-  

*RFP for Meter Replacement Program Planning Study*
LIST OF ATTACHMENTS

- **Attachment A** – Agency Profiles
- **Attachment B** – Introductions/Backgrounds Leading to Study by Agency
- **Attachment C** – District Boundary Maps
- **Attachment D** – 2018 Organization Charts by Agency
- **Attachment E** – Roles and Responsibilities for the Study by Agency
- **Attachment F** – Table of Existing Meters by Agency
- **Attachment G** – Sample Professional Services Agreement
- **Attachment H** – Non-Collusion Affidavit

*Regional Water Authority (RWA) serves and represents two dozen water providers and affiliated agencies in Sacramento, Placer, El Dorado, Yolo and Sutter counties. As such, there are no attachments for this agency.

**Golden State Water Agency did not submit any of the above listed attachments. However, Golden State Water Agency is interested in exploring meter replacement partnership(s) with the Sacramento Meter Replacement Consortium on a selected basis as explained on page 4 of this proposal.*
ATTACHMENT A—AGENCY PROFILES
**Carmichael Water District**

The Carmichael Water District (District) is located in unincorporated Sacramento County and serves primarily residential and commercial customers in the community of Carmichael. The District is located about ten miles east of downtown Sacramento along the north side of the American River and has a long history of providing water for irrigation, municipal, and commercial purposes.

The origin of the District dates to July 3, 1915 when the Carmichael Colonies Improvement Club appointed a committee to investigate the possible formation of an irrigation district to address the growing water needs of the Carmichael Colony. The District held its first official meeting on February 8, 1916. The District was the first irrigation district established in Sacramento County under the Wright Irrigation Act of 1887. This lead the way for surrounding Colonies to pursue their own irrigation districts.

The District changed its name to Carmichael Water District in the 1980’s but remains organized under the laws governing irrigation districts. The governance of the District is through a five member elected Board of Directors with each director representing a division of approximately equal population within the service area.

Currently the District covers approximately eight square miles with a population of over 38,000. The District currently employs trained staff with the responsibilities of providing water treatment and delivery, administration, financial services, engineering, field operations, maintenance services, water efficiency and public information services to the District’s customers.

Since its formation, the District has used several water supply diversions off the American River which have been modified and improved to become the current infiltration diversions feeding the Bajamont Water Treatment Plant (the main source of water supply for District customers). Groundwater was also developed by the District prior to World War II as part of a balanced conjunctive use portfolio management strategy and continues today with the District maintaining 8 groundwater wells. The District maintains over 154 miles of water lines and supplies an average of 2,940 million gallons of water annually to its customers.

As an active member in the community, the District regularly engages in local, regional, and state water resource management activities, organizations, associations and Joint Powers Authorities. Looking forward, Carmichael Water District remains committed to providing the highest quality water for the lowest feasible cost and to serving our customers with diligence, efficiency, and integrity.

**Citrus Heights Water District**

CHWD is located in the Sacramento region, about 15 miles northeast of downtown Sacramento. CHWD is an Irrigation District, founded in 1920, operating under the State of California Water Code. The District has 19,837 metered service connections in a 12 square mile territory serving a population of about 67,000 in five communities that include approximately two-thirds of the City of Citrus Heights and portions of the unincorporated communities of Fair Oaks, Orangevale, Carmichael and Placer County between the City of Roseville and the Sacramento County northern boundary (see District
boundary map in Attachment A.) The District’s 2018 adopted calendar year Operating Budget is $12,156,588 and its Capital Improvement Budget is $6,625,759.

The District is governed by a three-member Board of Directors and led by a senior management team comprised of a General Manager, an Operations Manager, a Project Manager, a District Engineer, an Accounting Supervisor and a Management Services Supervisor/Chief Board Clerk. The staff includes 34 full-time regular, 10 of who have post-secondary degrees. The multi-talented staff includes 24 employees certified as water distribution operators, 16 certified as water treatment operators, 3 certified as cross-connection specialists, 2 certified as water conservation practitioners and 2 licensed civil engineers.

The District is committed to providing water service that is a great value. The District delivers high-quality water that meets all state and federal drinking water standards to each customer’s home or business. The District’s primary source of water supply is treated Folsom Lake surface water that is purchased from San Juan Water District (SJWD) and delivered to the District via two large water transmission mains. CHWD also owns and operates six groundwater wells to supplement the total supply as necessary. According to its most recent survey of 20 water agencies, CHWD’s typical residential water rate is below the average for the Sacramento region.

Keeping infrastructure up to date and reliable is a huge part of the District’s commitment to provide quality service to its customers. Capital improvement and replacement projects are necessary to replace aging infrastructure and to ensure that the District offers superior facilities to meet water needs. In addition to annual capital improvement projects, the District’s Strategic Plan, updated annually, includes three major long-term infrastructure/facility initiatives, including: 1) Development and implementation of a District-wide water meter replacement/technology platform program; 2) Development of up to four additional high-capacity groundwater wells; 3) Development and implementation of “Project 2030,” CHWD’s District-wide water main replacement program.

**City of Folsom**

The City of Folsom has a rich history beginning with the '49ers during California's great Gold Rush. It was the site of the West's first railroad and the world's first long-distance transmission of electricity.

Today Folsom is a forward-looking city, a high-tech town, with firms ranging from small to large international corporations. Folsom also boasts excellent schools, beautiful family-oriented neighborhoods and outstanding shopping, dining and cultural options.

The City’s General Plan, adopted in 1988, set the path the City is following into the 21st century. It shows a growing city that intends to keep its human scale. It places large retail centers in places easily accessible to regional shoppers, without cramming more traffic into the City's core. It paints a picture of sparkling new neighborhoods as well as a carefully preserved Historical District. The General Plan also takes note of the community's family orientation, calling for a minimum of five acres of park land for each 1,000 residents, and for city co-sponsorship of special activities that involve the entire family. Although Folsom has the flavor of a small city, it does not lack the conveniences of modern living. It has ample shopping and cultural facilities, either in town or within a few minute’s drive, and there are
plans for more. It also has new hospital facilities and an expanding corps of professional specialists.

The incorporation of the City in 1946 was a move that has major significance in the self-determination of the City today. Being incorporated allows the City's residents to elect a City Council and to govern themselves. The City's primary governing body is the City Council, made up of five members who are elected at large and serve four years. Each year the council members choose a mayor and vice mayor from their own ranks.

Folsom is Distinctive by Nature, home to natural amenities that provide a year-round playground for recreational enthusiasts on land and water. Folsom Lake, Lake Natoma, and the American River bound the city, hosting kayakers, swimmers and other water sports enthusiasts from around the region. Residents cherish the city’s network of 43+ miles of paved trails, showcasing some of the city’s beautiful assets as they meander through open space, woodlands, wildlife habitats, and along creeks and streams.

Folsom is a cyclist’s dream come true, with everything from short local rides to options that lead to the Gold Country foothills, and nationally-renowned mountain biking trails. For most residents, the path to fitness and recreation begins just steps from home; nearly every home in the city is within a half-mile radius of a park. The city’s 46 parks teem with a nearly limitless range of activity, from cricket to lacrosse, tennis to T-ball, soccer, football, and more. The Folsom Zoo Sanctuary – ranked a regional treasure – provides care for rescued domestic, wild and exotic animals and serves as both a tourist attraction and humane education center.

The city presents a fascinating blend of the past and future. Folsom’s revitalized Historic District offers great shopping, dining, and energetic nightlife, set amidst historic architecture and wonderful scenery. Shopping and dining opportunities abound throughout the city, and major and emerging corporations call Folsom home. Those seeking adventure beyond the city limits find easy access for day trips to Sacramento, Lake Tahoe, and dozens of Sierra foothill wineries. The highly-rated Folsom Cordova Unified School District operates 15 schools in the city, including Folsom High School and Vista del Lago High School, both recognized on the Best High Schools list by U.S. News and World Report. Folsom Lake Community College – one of the fastest growing in the country – now features the Harris Center, a regional arts center hosting world-class arts and entertainment.

Folsom’s name is recognizable throughout the world in part due to the prison that Johnny Cash made famous – Folsom State Prison. In 2014, the City opened the Johnny Cash Trail and Bike/Pedestrian bridge overcrossing, which highlights the legacy of the musician and the unique architecture of the prison.

Named the “Best place to raise a family in California,” (WalletHub), Folsom’s residents take great pride in the safety and sense of community that the city provides, and the 72,000 culturally diverse residents range from young families to active retirees.
City of Sacramento

Founded in 1849, the City of Sacramento is the oldest incorporated city in California. In 1920, Sacramento city voters adopted a City Charter (municipal constitution) and a City Council form of government, which is still being used today.

The City Council consists of a Mayor, elected by all City voters, and eight Council members, elected to represent separate districts in the City. Each Council member is required to live in the district they represent. The Mayor and Council members serve four-year terms. Elections are staggered.

The Council establishes city policies, ordinances and land uses; approves the City’s annual budget, contracts, and agreements; hears appeals of decisions made by city staff or citizen advisory groups, and appoints four Council Officers: a City Manager, City Attorney, City Treasurer, and City Clerk. Council members serve on several working committees, which include Transportation and Community Development, Law and Legislation, and Personnel and Public Employees. The Mayor and Council members receive an annual salary and benefits.

The City of Sacramento is the capital of California and is located at the confluence of the Sacramento River and the American River in the northern portion of California's expansive Central Valley.

With a population of 466,488 at the 2010 census, it is the sixth-largest city in California. Sacramento is the core cultural and economic center of the Sacramento metropolitan area which includes seven counties; with an estimated population of 2.5M.

Its metropolitan area is the fourth largest in California after the Greater Los Angeles Area, San Francisco Bay Area, and the San Diego metropolitan area as well as the 22nd largest in the United States.

Fair Oaks Water District

The District was organized on March 26, 1917 as the Fair Oaks Irrigation District under the provisions of Division 11 of the California water Code. The District’s original water supply was untreated surface water purchased from the North Fork Ditch Company. After the completion of Folsom Dam on the American River in 1954, the Fair Oaks Irrigation District, Citrus Heights Irrigation District and Orange Vale Water Company purchased the North Fork Ditch Company’s water rights. These three water agencies then created San Juan Suburban Water District (now called San Juan Water District) to handle wholesale water assets and operations - from which the District still purchases wholesale water.

By 1979, residential development in the community of Fair Oaks had replaced all of the significant agricultural land. In July of that year, the Board of Directors passed a resolution declaring that “irrigation district” no longer described the district’s actual functions and changed the name to Fair Oaks Water District (FOWD).
Today, FOWD stands as a committed and involved member of the community. A publicly elected five member Board of Directors serves four-year staggered terms and governs the District. Each Director represents a specific geographic division within the District service boundaries.

While serving a population of approximately 37,500 people on approximately 6,053 acres, FOWD has increased rates once in the past thirteen years; while investing approximately 40 cents of every ratepayer dollar back into capital during the same period.

FOWD has a Board approved staff of 30 employees that maintains approximately 14,000 metered service connections, six groundwater wells, 180 miles of pipeline, a 3 million-gallon water storage tank and multiple customer service computer systems.

FOWD entered 2018 with zero debt and over 100% of annual revenue in reserve.

**Orange Vale Water Company**

The Orange Vale Water Company, (the "Water Company") was incorporated on May 23, 1896, as a general corporation organized for the purpose of delivering water to its shareholders for irrigation purposes. In the 1950s, land within the Water Company's Service Area began experiencing a gradual rise in residential and commercial development, and today the Water Company supplies water to mainly residential homeowners. On June 7, 1994, the Water Company adopted the California Non-profit Mutual Benefit Corporation Law, and its shareholders became members. The Water Company is governed by a five (5) member Board of Directors and employs a General Manager, maintenance personnel, and support staff.

The Service Area of the Water Company comprises approximately 3,078 acres of residential, commercial, and agricultural land. The Service Area is within the unincorporated area of Sacramento County, excepting approximately ten (10) acres which is within the City of Folsom. Approximately seventy-five percent (75%) of the Service Area is dedicated to residential use and approximately ten percent (10%) to commercial use. The remaining fifteen percent (15%) is undeveloped.

All of the water supply for the Service Area is purchased wholesale from the San Juan Water District ("SJWD"). The Water Company currently has a water supply agreement, which was entered into on May 6, 2008 and extended until February 28, 2045. A copy of this agreement is attached hereto as Exhibit L, Appendix B. The water purchased by the Water Company from SJWD is treated and delivered by SJWD, which in turn holds a long-term renewal contract with the United States Bureau of Reclamation, Contract No. 6-07-20-W1373-LTR1, for supply of water from Folsom Lake, effective March 1, 2005 to February 28, 2045. The Water Company is the sole provider of water service to water users in the Service Area with the exception of a small number of users who own wells.

**Sacramento County Water Agency**

The Sacramento County Water Agency (SCWA) is both a retail urban water supplier and a wholesale water supplier dedicated to providing safe and reliable drinking water to over 55,000 homes and
businesses in the Laguna-Vineyard area of the South County, Mather-Sunrise, Arden Park-Sierra Oaks, Hood, Northgate, and Southwest Track. SCWA serves an estimated population of 166,000.

SCWA was formed in 1952 by a special legislative act of the State of California called the Sacramento County Water Agency Act (Agency Act). SCWA is governed by a Board of Directors. Under the Agency Act, the Board may contract with the federal government and the State of California with respect to the purchase, sale, and acquisition of water. SCWA may also construct and operate any required capital facilities. SCWA provides retail water supply to portions of unincorporated Sacramento County, the City of Rancho Cordova, and the City of Elk Grove. SCWA also provides wholesale water supply to a portion of the service area of Elk Grove Water District.

Beginning in 2003, the Sacramento Regional County Sanitation District (SRCSD) started wholesaling recycled water to SCWA for the Phase I SRCSD/SCWA Water Recycling Pilot Program (WRPP). The Phase 1 recycled water service area consists of the Laguna West, Lakeside, and Laguna Stonelake communities.

SCWA owns and operates several public water systems

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<th>Public Water System</th>
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<td>Hood Water Maintenance District</td>
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<td>East Walnut Grove</td>
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<td>30</td>
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<td>Northgate 880</td>
<td>262</td>
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<tr>
<td>Arden Park Vista</td>
<td>2,979</td>
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<td>Laguna Vineyard</td>
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<td>Mather-Sunrise</td>
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<td>Metro Air Park</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>52,758</strong></td>
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SCWA Zones

Zone 40 was created by the Water Agency Board of Directors on May 14, 1985 pursuant to Resolution No. 663 to fund the planning, acquisition, design, construction, and maintenance and operation of major water supply facilities that benefit the Zone for the present and future beneficial uses of the lands or inhabitants within the Zone. This includes the production, conservation, transmittal, distribution and sale of ground and surface water or both. SCWA Ordinance No. 18, adopted in 1986, empowered SCWA to establish fees, charges, credits, and regulations for the wholesale supply of water to zones within SCWA. Zone 40 revenue is provided from water development fees collected at the time of development and from Special User Fees included in bi-monthly water customer utility charges. The boundaries and scope of Zone 40’s activities were expanded in April 1999 by Resolution WA-2331. Zone 40’s scope now includes the use of recycled water in conjunction with surface and groundwater.

Zone 41 was created by the Water Agency Board of Directors on June 13, 2000 pursuant to Resolution WA-2397, and constituted a reorganization of the Sacramento County Water Maintenance District. Zone 41 funds the operation and maintenance of public drinking water systems that includes water production, treatment, storage and distribution facilities, pursuant to permits issued by the California Department of Health Services. Revenue to fund Zone 41 activities is provided by utility charges, connection permit fees, construction water permits, and grants—all of which fund Water Supply Capital

Zone 50 was created by the Water Agency Board of Directors on June 1, 2004 pursuant to Resolution WA-2542. Zone 50 encompasses the Metro Air Park Special Planning Area, a commercial and industrial development adjacent to the Sacramento International Airport. Zone 50 funds certain capital facilities required to provide water supply to the Zone, as described in the Zone 50 Water Supply Master Plan adopted on October 25, 2005; Zone 50 revenue is provided from water development fees. Water for the Zone is purchased from the City of Sacramento pursuant to an October 12, 2004 Wholesale And/Or Wheeling Water Service Agreement.

Water Meters
Since the late 90s and early 2000, water meters have been installed increasingly on SCWA’s existing and new retail customers. Currently, approximately 95% of SCWA’s retail customers have active water meters. Meters for the balance of SCWA’s retail customers continue to be added/retrofitted; it is projected that all customers will be metered by 2025.

In 2004, the State Legislature passed Assembly Bill 2572, requiring the installation of water meters by January 1, 2025, as a condition of receiving water from the U.S. Bureau of Reclamation. As a result of Bill 2572, SCWA still has to meter homes in the Arden Service Area to comply with the state mandate. SCWA has initiated a rehabilitation project for the Arden Service Area that will include new metered services by 2025.

SCWA collects water usage data monthly via automatic meter reading technology (AMR/AMI) and manual reads. The Agency’s billing department County Utilities Billing System (CUBS) receives the meter usage data and bills bimonthly.

Sacramento Suburban Water District
Sacramento Suburban Water District (District or SSWD) is a publicly owned and operated water utility regulated by the State Water Resources Control Board, Division of Drinking Water and State Water Code laws. SSWD was established in February 2002 when Arcade Water District (AWD) and Northridge Water District (NWD) consolidated. AWD was established in April 1954 and NWD was established in November 1956. SSWD is governed by a 5 member Board of Directors with each Director being elected by the voters within the Division that they represent. All expenses are financed through water service charges and connection fees. The District has 46,661 service connections in a 36 square mile territory serving a population of approximately 174,000 in communities that include portions of Arden/Arcade, Foothill Farms, Citrus Heights, Carmichael, Fair Oaks, North Highlands, Sacramento, and Antelope, as well as McClellan Business Park.

The District’s 2017 adopted Operations and Maintenance Budget is $21,311,000 and its Capital Improvement Budget (CIP) is $16,975,000. For CY2017 the District’s approved CIP budget includes $350,000 for meter replacement (2” meters and smaller). An additional $100,000 is included for the
repair and/or replacement of the District’s larger meters (3” and larger in size). (update to 2018 adopted budget)

SSWD provides water to its customers from 75 active groundwater wells. In addition, the District has contractual surface water rights to 26,064 acre-feet per year from the City of Sacramento and a contract to purchase up to 29,000 acre-feet of surface water per year from Placer County Water Agency.

**San Juan Water District**

San Juan Water District (SJWD) is a community services district established by a vote of the citizens in 1954, formed under Section 61000 et seq., Title 6, Division 3 of the California Government Code Water Code, Section 3000. SJWD is regulated by the State Water Resources Control Board, Division of Drinking Water.

The District provides water on a wholesale and retail basis to an area of approximately 17 square miles for retail and 46 square miles for wholesale (which includes the retail area) in Sacramento and Placer Counties. The District’s wholesale operation consists of negotiating water contracts; operating a surface water treatment plant and storage, pumping and transmission facilities (which deliver water to five wholesale entities); and providing the administrative support related to those activities. Retail operations consists of storage, pumping, transmission and distribution facilities (which deliver water to approximately 10,700 retail service connections located in a portion of Northeast Sacramento County and the Granite Bay area of South Placer County) and providing the administrative, customer service, conservation and engineering support related to those activities.
Carmichael Water District

Over an approximately fourteen year period, the Carmichael Water District (District), completed an extensive meter retrofit program of all service connections. The program was completed in four (4) phases as follows:

- Phase 1 – 2000 commercial connections
- Phase 2 – 2001 apartment, school and park connections
- Phase 3 – 2004 duplex, triplex, fourplex, mobile home and condominium connections
- Phase 4 – 2014 residential connections

With changing water conservation requirements, new water meter installation regulations, and available grant funding, the District chose to accelerate meter installation and through leveraging the support of available grant funding, successfully completed all meter installations by 2014. Touch read technology was employed for the meter installation program.

Following the completion of the meter installation project, the District began a systematic meter replacement program to replace all meters that were approaching their life expectancy, starting with the first meters installed back in 1997.

In 2016, the District completed a meter feasibility study and evaluation. The objective of the study was to assess the current meter reading operation to:

- Measure meter reading performance;
- Present a comparison of meter reading alternatives; and
- Recommend the most efficient, cost effective meter reading system and implementation strategy.

Through meetings and interviews with staff and consultants, an assessment of the District’s existing meter reading operation was conducted. The evaluation included analysis of the District’s current processes for meter reading, meter maintenance, billing, conservation considerations, and utility and financial management activities. Following the study the District began a transition from the touch read system to an Automatic Meter Reading (AMR) system utilizing Neptune Meter’s AMR system. Currently the District is in the second year of a six year meter retrofit program to replace the existing touch read application with AMR technology.

Meters are read by the District on a bimonthly schedule with half the meters read on odd months (January, March, May, July, September, November) and the other half read on even months (February, April, June, August, October, December). The District utilizes Cogsdale as its utility billing software.

Citrus Heights Water District

In 1992, California required all new water connections to be metered. In 1995, the District’s Wholesale water supplier, SJWD, renewed their contract with the United States Bureau of Reclamation (USBR) to receive USBR contract water. The Federal contract contained a requirement for all water connections using USBR contract water be metered by 2025. In 1997, the District began a Voluntary Residential Metering Program for all customer connections. 187 single family, duplex, condominium and residential customers participated. In 1998, the District began to ramp-up the meter installation program by installing 867
residential meters. Beginning in 1999 through 2002, the District installed an additional 12,915 meters. The District became fully metered in December 2006 and began metered billing in January 2008. A historical timeline of the meter installation program is provided as a downloadable document through this consultant selection process.

The bulk of the meters installed are Neptune and Sensus neutating disc meters with touchpad reading technology. A summary of all meters installed in the District, including manufacturer, model, age and size is provided as a downloadable document through this consultant selection process (see below).

The District utilizes Cogsdale as its utility billing software, supported by the Cityworks mapping system. The District’s finance software is Microsoft Great Plains.

Why This Project and Why Now?

The majority of the District’s meters (13,979 of 19,933) have been installed since 2002. As the meters are nearing the end of their recommended American Water Works Association (AWWA) life span of 20 years, it is time to plan for the second generation of meters (including the accompanying technology platform), and to develop a strategy for the installation of future generations.

City of Folsom

The City of Folsom supplies water to approximately 21,000 Commercial and Residential connections in our service area. The city began installing meters on all new residential connections in 1992. The city retrofitted all unmetered residential connections in 2008 & 2009. Commercial service connections have been metered since the 1980’s. Commercial meters number 2038 which includes 611 irrigation meters.

The City utilizes a Fixed Network System to collect reads and consumption data from all meters in the system. Fixed Network System is comprised of 20 collectors and 20 powered repeaters along with approximately 400 endpoint repeaters in a mesh system to collect reads. The City of Folsom now includes approximately 3400 acres south of Hwy 50 which at build out will add 11,000 service connections.

The City of Folsom has tested a sample of residential meters in 2015 and 2017. The City began field testing our large meters (3” and above) in 2017 and are scheduled to complete the initial round of testing by the end of 2018. Once initial testing is complete we plan to test the large meters on a 3 year basis.

The City currently utilizes SunGard H T E as its billing software and Lucity as its Computerized Maintenance Management System.

City of Sacramento

The City of Sacramento serves potable water to 137,000 service accounts from two surface water plants and over 30 different groundwater wells. These various connections and sources of supply are all interconnected through a network of 1,700 miles on water distribution pipeline.
Historically, residential accounts were exempted from the placement of water meters by the City Charter. However, in 1992, the City of Sacramento first began requiring water meters to be installed on all new developments. Then in 2005, the City began one of its most significant capital improvement projects, the installation of water meters throughout the City in order to meet state mandate (AB2572). AB2572 which requires that 100% of the City’s water service connections be metered by 2025.

In 2015, the City accelerated its deadline for being fully metered from 2025 to 2020 in response to the State's mandatory water conservation regulations. Sacramento’s Department of Utilities developed the Accelerated Water Meter Program to meet the 2020 deadline.

The City has made steady progress toward installing meters. To date, 113,807 meters have been installed bringing the City to over 80% metered. 23,193 additional meters remain to be installed between now and the 2020 deadline. The City is currently installing Badger meters with an ORION® Fixed Network and Cellular LTE Endpoints that utilizes the BEACON® Advanced Metering Analytics (AMA) software.

Sacramento’s My Water web portal allows metered customers to monitor their water usage, receive leak alerts, look for ways to conserve, and make informed decisions about water efficiency in their home. Until a water meter is installed, customers pay a flat rate water bill based on room count. After the water meter is installed, customers receive a comparative bill for the subsequent 12 month that shows the metered rate total alongside their flat rate bill total. Customers continue to pay the flat rate during this 12-month comparative billing period but have the option to switch to metered billing without waiting the full 12 months.

The City currently uses Azteca Cityworks for their computerized maintenance management system (CMMS) for work and maintenance management including work order data for meter, endpoint, and register installations and repairs, as well as other water distribution system maintenance activities.

The water meter shop test bench was recently upgraded to a recirculating and gravimetric system. 100% of replaced meters and 10% of new stock are tested. The upgraded test bench has the ability to test 5/8” to 16” meters. All meters are tested to American Water Works Association (AWWA) M6 meter testing standards and scales are certified annually.

**Fair Oaks Water District**

The FOWD started the Meter Implementation Program in the late 1990 and by early 2000 installed approximately 5,000 meters. Most of the meters installed before 2000 were manufactured by Sensus and ABB companies and were not equipped with a meter-reading radio transmitting technology. In the early 2000, District staff tested meters from several manufacturers capable of utilizing the radio-transmitting technology. After several tests, the Neptune meters and radio transmitting technology were selected as a District standard for the remaining meter installations and all future meter replacements. The Neptune offered reliable radio equipment, long battery life, and very competitive pricing for meters, equipment and software. In addition, Neptune offered a long-term contract that secured a very competitive price for an extended period.
As of today, FOWD is essentially 100 percent metered with all of FOWD’s residential water meters manufactured by Neptune utilizing radio-transmitting technology. After much research and analysis, Neptune remains the exclusive provider of meters and meter-reading technology for the Fair Oaks Water District.

**Orange Vale Water Company**

Orange Vale Water Company, (OVWC) used a flat-rate billing system that was based on lot size until January 2005. At that time, it changed to a 100% fully based meter rate. The change to a fully based meter rate was mandated by the United States Bureau of Reclamation and updated contract with our wholesale supplier, San Juan Water District.

We started our meter retrofit program in 1995 and completed it in 2004. All work was done internally by OVWC field staff. Originally all 5410 meters were installed with a SENSUS touch read system and were read bi-monthly. To date, OVWC has 5666 meters, with approximately 540 of them using MASTER METER drive by radio technology. The touch read meters are read by one Meter Technician on a scooter once every month. Almost all our meters are SENSUS, with a few hundred having been updated to SENSUS IPERL. Our billing software is from SPRINGBROOK.

Orange Vale Water Company is looking to move away from the touch read system to a fixed net system in the future.

**Sacramento County Water Agency**

Driven by the Water Forum Agreement and subsequently by Assembly Bill 2572, SCWA began installing Sensus water meters with touchpad reading technology in the late 90s and early 2000 on SCWA’s existing and new service connections. SCWA’s commercial and multi-family housing connections are metered and have been for years.

The residential and commercial meters installed are Sensus brand meters with a small handful of older Neptune/Schlumberger meters. As the Neptune/Schlumberger fail, they are being replaced with Sensus meters.

SCWA began a transition from the touch read to an Automatic Meter Reading (AMR) Sensus system around 2005. Around 2010 SCWA began transitioning to using Sensus AMI reading technology. In 2010 SCWA completed an ARRA funded meter retrofit project for the Southwest Tract, Hood and East Walnut Grove service areas. Between 2010 and 2015 SCWA funded a series of meter retrofit projects to retrofit water meters on all unmetered homes in the Laguna-Vineyard Service Area. The current Senses AMI meter reading system consists of 2 collector antennas that are used as repeater stations that collect transmitted meter reads within their coverage area and relay to the central station at the Vineyard WTP.

To date, approximately 17,793 metered services (32% of metered services) are equipped with AMR/AMI transponders. The AMR transponders will be replaced with AMI transponders when they outlive their useful life. SCWA currently contracts for meter reading services for all non AMR/AMI metered connections.
SCWA collects water usage data monthly via Sensus Analytics for the automatic meter reading technology (AMR/AMI) and manual reads. The Agency utilizes Sacramento County’s billing department County Utilities Billing System (CUBS) to bill bimonthly. SCWA currently does not have a formalized meter testing program nor has a meter test bench. The meter testing program is in its infancy.

Sacramento Suburban Water District

Prior to consolidation in February 2002, the former NWD had executed the Water Forum Agreement and began a program to meter residential customers. Non-residential customers in NWD were metered prior to the consolidation. The former AWD had not executed the Water Forum Agreement and, therefore, had not initiated a formal residential metering program. However, AWD had metered all known non-residential customers (commercial and multi-family) prior to the consolidation.

On June 5, 2003, the District executed the Water Forum Agreement, which includes a Purveyor Specific Agreement (PSA) for the District. With this agreement, the District agreed to meter all remaining residential customers by 2030, or within 27 years, to comply with Best Management Practice (BMP) No. 4 in the Agreement. The PSA outlines a strategic plan for the metering of all residential customers within the District’s service area by 2023. All known commercial and multi-family accounts within the District are metered.

The SSWD Board of Director’s adopted a Water Meter Retrofit Plan (Plan) in principle on February 23, 2004. In September 2007, the Board adopted an updated Plan. Staff renamed the Plan the Water Meter Asset Management Plan (AMP) (http://sswd.org/modules/showdocument.aspx?documentid=7049). The SSWD Board of Directors adopted this new Plan in May 2015, which includes a schedule for replacing aging meters into the future. The AMP provides a plan and strategy for retrofitting the District’s remaining existing flat rate residential customers with water meters, transitioning from a Water Meter Retrofit Plan to a Water Meter Asset Management Plan, and establishing a schedule and forecast the costs to replace all District meters for the next 100 years.

At the end of 2016, of a total of 46,661 services, 38,620 of those services are metered or approximately 83 percent. There are approximately 8,041 residential services within the District’s service area that are not metered. However, the majority of the District’s commercial and multi-family housing accounts are metered and have been for many years. In 2004, the District proposed to implement a 20-year installation program to complete meter retrofits in advance of the Water Forum commitment. Fortunately, this schedule also meets AB2572 requirements. This 20-year schedule also coincides with the expected life of a typical residential meter, allowing the meter retrofit program to smoothly transition into a meter replacement program over the long term.

District staff implemented a Meter Preventive Maintenance Program (PM Program) in 2007. To ensure District customers are billed fairly and correctly, it is of the utmost importance that the District’s meters are operating properly and registering accurately. This can only be accomplished with a focused effort on testing, repair, rebuilding, and replacement of these meters at regularly scheduled intervals.
The AMP outlines the following PM Program schedule:

- All 1.5” and 2” meters will be rebuilt every ten years. With nearly 2,400 of these meters in the system the goal is to rebuild 240 meters each year. Table 1 and its associated graph show the actual number of 1.5” and 2” meters that have been rebuilt each year since 2007:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of 1.5&quot; &amp; 2&quot; Meters Rebuilt Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>115</td>
</tr>
<tr>
<td>2008</td>
<td>124</td>
</tr>
<tr>
<td>2009</td>
<td>126</td>
</tr>
<tr>
<td>2010</td>
<td>98</td>
</tr>
<tr>
<td>2011</td>
<td>41</td>
</tr>
<tr>
<td>2012</td>
<td>138</td>
</tr>
<tr>
<td>2013</td>
<td>46</td>
</tr>
<tr>
<td>2014</td>
<td>69</td>
</tr>
<tr>
<td>2015</td>
<td>39</td>
</tr>
<tr>
<td>2016</td>
<td>279</td>
</tr>
<tr>
<td>2017 (YTD July)</td>
<td>160 (67% Complete)</td>
</tr>
</tbody>
</table>

- All 3” and 4” meters will be tested every 5 years, all 6” or larger meters will be tested annually and both will be rebuilt if the meters are operating outside AWWA standards. To meet the guideline of the Meter AMP, the goal is to test 114 total large meters annually. Table 1 and its
associated graph show the actual number of 3” and larger meters that have been tested each year since 2007:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of 3&quot; &amp; Larger Meters Rebuilt Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>36</td>
</tr>
<tr>
<td>2008</td>
<td>37</td>
</tr>
<tr>
<td>2009</td>
<td>106</td>
</tr>
<tr>
<td>2010</td>
<td>53</td>
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<tr>
<td>2011</td>
<td>15</td>
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<tr>
<td>2012</td>
<td>27</td>
</tr>
<tr>
<td>2013</td>
<td>40</td>
</tr>
<tr>
<td>2014</td>
<td>33</td>
</tr>
<tr>
<td>2015</td>
<td>32</td>
</tr>
<tr>
<td>2016</td>
<td>134</td>
</tr>
<tr>
<td>2017 (YTD July)</td>
<td>83 (73% Complete)</td>
</tr>
</tbody>
</table>

Due to the increased workload in the Field Services Department, the District’s PM Program had fallen behind schedule prior to CY2016. The District’s Board of Directors approved adding one additional Distribution Operator (DO) position for the Field Services Department in CY2016 and approved adding a second additional DO position in CY2017. With the addition of one full-time staff member to the
Department, along with shifting Department priorities to ensure the PM Program was fully staffed for the majority of the year, the PM Program goals were met for the first time in 2016. In 2017, with the addition of the second full-time employee, staff fully anticipates that the PM Program goals will again be fully met by year’s end. In addition to meeting the PM Program goals in 2017, the two staff members assigned to the PM Program are scheduled to replace approximately 1,000 small meters that have outlived their useful life, a task that was outsourced in all previous years.

In June 2010, the District selected an Advanced Metering Infrastructure (AMI) meter reading system that would allow meters to be read at greater distances. The selection was made after preview and testing of six different systems (Badger, Sensus, Aclara, Datamatic and KP Electronics). One system, Itron, declined to participate. After extensive testing and discussion, the KP Electronics Meganet Fixed Network system was selected. The Meganet system uses a 2-watt system with a larger area of coverage. Various reasons were recognized, some of which included: 3 mile coverage versus 1 mile for some of the other systems, cost of infrastructure, and ability to read multiple meter manufacture types. The benefits allowed the District more purchasing flexibility and competitive bidding, reliability, billing and software interface, customer service tools, conservation features and product support.

The current AMI meter reading system consists of collector antennas placed throughout the District’s service boundary that are used as repeater stations that collect transmitted meter reads within their coverage area and relay the meter read to the central station. There are 27 collectors installed to provide District-wide coverage. To date approximately 22,444 metered services (58% of metered services) have been equipped with the KP AMI transponders. The District has experienced the following benefits with AMI: hourly meter reads versus one monthly read, reduced operational costs associated with staff and vehicles, improved customer satisfaction by providing more up-to-date billing data, automatic detection of equipment tampering, notification of no flow events on large meters, theft of water, equipment malfunction, and conservation features such as leak detection and critical consumption alerts.

The District currently employs two meter reading technologies. The legacy system is an Automated Meter Reading (AMR) drive-by system. AMR is a mobile solution that requires staff to drive a vehicle equipped with meter reading equipment to collect the read monthly. This technology provides one read per month. The two predecessor districts began using AMR drive by technology in the early 1990’s. The existing AMR transponders were installed in the District from 2004 to 2010. To date, approximately 16,176 metered services (42% of metered services) are equipped with AMR transponders. The AMR transponders will be replaced with AMI transponders when they outlive their useful life.

The District utilizes TruePoint as its utility billing software and Cityworks as its Computerized Maintenance Management System. The District’s finance software is Microsoft Great Plains.

**San Juan Water District**

The District began installing meters in 1998 and completed metering the retail service area in 2005. There are 10,693 meters in service in the retail service area. The large majority of meters installed are Neptune and Sensus, although we do have some Badger meters in our system.
A detailed breakdown of the meter size, manufacturer, and date of installation will be made available to all consultants responding to this RFP. The residential meters are either manual, touch or radio read meters. SJWD does not have an AMI system nor the infrastructure to manage the data which would be created from an AMI system.

The District’s billing and customer information system is currently Tyler Incode 10. Meters are read and customers are billed bi-monthly. The District bills half its customers each month. There are 12 meter reading routes.

SJWD implemented a formalized meter testing program in 2016 and does have a meter test bench on site. The program is in its infancy, so meter test data is limited at this time. Meter test data will be made available to all consultants responding to the RFP.
Carmichael Water District

May 18, 2018

Board of Directors' Divisions

1
2
3
4
5

CWD Boundary
Sacramento County Water Agency (Boundary Map)
Sacramento Suburban Water District
San Juan Water District (Retail) Map
Citrus Heights Water District
City Organizational Chart

Citizens

City Council

City Manager
Economic Development
Public Information

City Clerk

Office of Human Resources
Administration
Risk Management

Office of Management and Budget
Information Technology
Customer Contact

Police Department
Animal Care Services

Fire Department
HazMat

Public Works
Solid Waste
Street

Environmental & Water Resources Department
Water
Wastewater

Parks & Recreation Department
Municipal Landscaping
Facilities Maintenance

Community Development
Code Enforcement

Library Services
Multi-Agency Partnership

ORANGE VALE WATER COMPANY

BOARD OF DIRECTORS

GENERAL MANAGER

FIELD SUPERINTENDENT
(1)

WATER EFFICIENCY COORDINATOR / CUSTOMER SERVICE
(1)

BILLING SPECIALIST / CUSTOMER SERVICE
(1)

ACCOUNTS RECEIVABLE / CUSTOMER SERVICE
(1)

HUMAN RESOURCES / CUSTOMER SERVICE
(1)

ACCOUNTS PAYABLE
(1)

OPERATIONS FOREMAN
(1)

DISTRIBUTION OPERATOR
(2)

METER TECHNICIAN
(1)
Sacramento County Water Agency
SJWD Organization Chart

By Title

San Juan Water District

As of 10/25/17
ATTACHMENT E—ROLES AND RESPONSIBILITIES FOR THE STUDY BY AGENCY
### Carmichael Water District

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Meter Replacement Study Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>Policy Makers</td>
<td>The Board provides guidance, strategy, and decision-making for programs and policies.</td>
</tr>
<tr>
<td>Steve Nugent – General Manager</td>
<td>Management Support</td>
<td></td>
</tr>
<tr>
<td>Chris Nelson – Public Information Officer</td>
<td>Project Point of Contact</td>
<td></td>
</tr>
<tr>
<td>Chris Nelson – Public Information Officer</td>
<td>Public information contacts</td>
<td></td>
</tr>
<tr>
<td>Shelby Kalisiak – Communications Specialist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Various District staff members will coordinate with the consulting team on the various Study scope items. The District staff is available on an as needed basis to assist the Project Manager and the consulting team with the Study. The consulting team will determine and present the best way to utilize the below team members for this Study. The key District team member’s titles and duties are listed below.

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Meter Replacement Study Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caryl Sheehan, Ray Riehle, Al Dains, District Board Members <strong>(Note—Ray Riehle has been designated by the CHWD Board to be the Board liaison to the Study)</strong></td>
<td>Policy Makers</td>
<td>Anticipate check-ins with the Board at 30%, 60%, and Final completion points of the Scope of Work, see additional information below.</td>
</tr>
<tr>
<td>Rex Meurer, Water Efficiency Supervisor</td>
<td>Project Manager</td>
<td>Overall responsibility for Study and primary liaison to consulting team and Customer Advisory Committee.</td>
</tr>
<tr>
<td>David Gordon, Operations Manager</td>
<td>Deputy Project Manager</td>
<td></td>
</tr>
</tbody>
</table>
| Hilary Straus, General Manager  
Missy Pieri, Engineering Manager/District Engineer  
Susan Sohal, Administrative Services Manager/Treasurer  
Brian Hensley, Water Resources Supervisor | Management Support to the Project Manager | Each staff member will provide support as required to the Project Manager concerning various aspects of the Study. |
| Chris Castruita, Management Services Supervisor/Chief Board Clerk | Public Information/Public Engagement | MSS/CBC will provide support to the Project Manager and consulting team in working with the Customer Advisory Committee and other public information/engagement activities associated with the Study. |

*Note: All staff members other than the Project Manager can be utilized by the consulting team as a Technical Advisory Committee (TAC).*
City of Folsom

City of Folsom EWR/Meter Division staff will be available based on the City’s involvement in various phases of the RFP.

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Meter Replacement Study Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Eising, Section Manager</td>
<td>Management Support</td>
<td></td>
</tr>
<tr>
<td>Patrick Ryan, Meter Division Supervisor</td>
<td>Project/Technical Support</td>
<td></td>
</tr>
<tr>
<td>Water Meter Division Staff</td>
<td>Technical Support</td>
<td></td>
</tr>
</tbody>
</table>
## Multi-Agency Partnership

**City of Sacramento**

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Meter Replacement Study Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Busath, Director of Utilities</td>
<td>Policy Maker</td>
<td>Council approval may be required in certain instances.</td>
</tr>
<tr>
<td>Dan Sherry, Engineering &amp; Water Resources Division Manager&lt;br&gt;Pravani Vandeyar, Water Division Manager&lt;br&gt;Michelle Carrey, Supervising Engineer</td>
<td>Management Support</td>
<td></td>
</tr>
<tr>
<td>Jon Conover, Meter Shop Supervisor</td>
<td>Project Manager</td>
<td></td>
</tr>
<tr>
<td>Water CIP Engineering</td>
<td>Technical Support</td>
<td></td>
</tr>
<tr>
<td>Dalton Le, Program Analyst</td>
<td>Project Support</td>
<td></td>
</tr>
</tbody>
</table>
Fair Oaks Water District

The following is an overview of FOWD staff that will be involved in the various phases of the Regional Meter Program.

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Meter Replacement Study Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Voight, Ops Superintendent</td>
<td>Project Manager</td>
<td>Primary contact and FOWD representative</td>
</tr>
<tr>
<td>FOWD Staff</td>
<td>FOWD support to Project Manager</td>
<td>-</td>
</tr>
<tr>
<td>FOWD Management</td>
<td>FOWD support to Project Manager &amp; Final Approvals</td>
<td>-</td>
</tr>
</tbody>
</table>
**Orange Vale Water Company**

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Meter Replacement Study Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors.</td>
<td>Policy Makers</td>
<td>Final decision makers</td>
</tr>
<tr>
<td>Mark DuBose, Field Superintendent</td>
<td>Project Manager</td>
<td>Primary liaison to consulting team.</td>
</tr>
<tr>
<td>Joe Duran, General manager</td>
<td>Management support.</td>
<td></td>
</tr>
<tr>
<td>Niki Rowe, Billing Specialist</td>
<td>Billing software expert.</td>
<td></td>
</tr>
<tr>
<td>Matthew Cater(Meter Tech), Aaron Cater and Ron Mitchell(distribution Operators)</td>
<td>Meter reading experts.</td>
<td></td>
</tr>
</tbody>
</table>
### Sacramento County Water Agency

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Meter Replacement Study Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Directors</td>
<td>Policy Makers</td>
<td>Final Decision Makers</td>
</tr>
<tr>
<td>Forrest Williams - Senior Engineer</td>
<td>Management Support</td>
<td>Primary liaison to SCWA Management, Consulting Team, and Customer Advisory Committee.</td>
</tr>
<tr>
<td>Water Meter Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlos Smith – Associate Engineer</td>
<td>Project/Technical Support</td>
<td></td>
</tr>
<tr>
<td>Kellie Eng – Principal Engineering Technician</td>
<td>Project/Technical Support</td>
<td></td>
</tr>
</tbody>
</table>
Sacramento Suburban Water District

Matt Underwood, Operations Manager will be the designated point of contact.

Dan York, General Manager and Todd Artrip, Field Services Superintendent will be next inline.
**San Juan Water District**

Various District staff members will contribute to the project, though a single point of contact will be named. District staff will be available on an as needed basis to assist the contact and the consulting team with the study. The consulting team will determine and present the best way to utilize the team members for this study. The key District team member’s titles and duties are listed below:

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Meter Replacement Study Role</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Miller, President</td>
<td>Board of Directors (Policy Makers)</td>
<td>The Board provides guidance, strategy and decision-making for programs and policies.</td>
</tr>
<tr>
<td>Dan Rich, Vice-President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pam Tobin, Board Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ted Costa, Board Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marty Hanneman, Board Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Helliker, General Manager</td>
<td>Management support</td>
<td></td>
</tr>
<tr>
<td>George Machado, Field Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tony Barela, Operations Manager</td>
<td>Project points of contact and public information contact</td>
<td></td>
</tr>
<tr>
<td>Lisa Brown, Customer Service Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT F—TABLE OF EXISTING METERS BY AGENCY
## CARMICHAEL WATER DISTRICT

### BREAKDOWN OF METERS BY TYPES

<table>
<thead>
<tr>
<th>SIZE</th>
<th>TOTAL</th>
<th>WAND</th>
<th>RF</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4&quot;</td>
<td>323</td>
<td>155</td>
<td>168</td>
</tr>
<tr>
<td>1&quot;</td>
<td>10677</td>
<td>8197</td>
<td>2480</td>
</tr>
<tr>
<td>1.5&quot;</td>
<td>320</td>
<td>111</td>
<td>209</td>
</tr>
<tr>
<td>2&quot;</td>
<td>254</td>
<td>59</td>
<td>195</td>
</tr>
</tbody>
</table>
* 3"   | 21    | 6    | 15  |
* 4"   | 75    | 4    | 71  |
* 6"   | 24    | 6    | 18  |
* 8"   | 5     | 0    | 5   |

**TOTAL** 11699 8538 3161

* More endpoints than meters due to compound meters
Citrus Heights Water District

<table>
<thead>
<tr>
<th>umDiameterum</th>
<th>umServiceType</th>
<th>CountOfumEquipmentID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.625</td>
<td>FFSRP</td>
<td>36</td>
</tr>
<tr>
<td>0.625</td>
<td>MD</td>
<td>26</td>
</tr>
<tr>
<td>0.625</td>
<td>MF</td>
<td>1</td>
</tr>
<tr>
<td>0.75</td>
<td>MD</td>
<td>1780</td>
</tr>
<tr>
<td>0.75</td>
<td>MF</td>
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</tr>
<tr>
<td>0.75</td>
<td>MI</td>
<td>46</td>
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<tr>
<td>1</td>
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<td>16641</td>
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<td>1</td>
<td>MI</td>
<td>119</td>
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<tr>
<td>1.5</td>
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<td>1.5</td>
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<td>2</td>
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<td>9</td>
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<tr>
<td>8</td>
<td>MF</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>MD</td>
<td>1</td>
</tr>
</tbody>
</table>
City of Folsom

City of Folsom put out a Meter Bid for 1” PD and 1.5” and 2” PD in July 2018. We currently use Sensus Omni T2 for 1.5” and larger Turbos and Sensus Omni C2 for 2” and larger compounds.

<table>
<thead>
<tr>
<th>METER SIZE</th>
<th>TYPE</th>
<th>QUANTITY</th>
<th>METER MANUFACTURE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8”</td>
<td>PD</td>
<td>6836</td>
<td>Sensus/Hersey</td>
<td>66% Sensus</td>
</tr>
<tr>
<td>3/4”</td>
<td>PD</td>
<td>244</td>
<td>Sensus</td>
<td></td>
</tr>
<tr>
<td>1”</td>
<td>PD</td>
<td>12728</td>
<td>Sensus/Hersey</td>
<td>85% Sensus</td>
</tr>
<tr>
<td>1 1/2”</td>
<td>PD/Turbo</td>
<td>237</td>
<td>Sensus</td>
<td>A few Neptune/Hersey</td>
</tr>
<tr>
<td>2”</td>
<td>PD/Turbo</td>
<td>689</td>
<td>Sensus</td>
<td>A few Neptune/Hersey</td>
</tr>
<tr>
<td>3”</td>
<td>Compound/Turbo</td>
<td>101</td>
<td>Sensus</td>
<td>A few Hersey</td>
</tr>
<tr>
<td>4”</td>
<td>Compound/Turbo</td>
<td>70</td>
<td>Sensus</td>
<td></td>
</tr>
<tr>
<td>6”</td>
<td>Compound/Turbo</td>
<td>13</td>
<td>Sensus</td>
<td>A Few Hersey</td>
</tr>
<tr>
<td>8”</td>
<td>Compound/Turbo</td>
<td>4</td>
<td>Sensus</td>
<td>Sensus Turbo Omni C2</td>
</tr>
</tbody>
</table>

NOTE: More detail on types will be available if needed
### City of Sacramento

#### Meter Manufacture

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Badger</th>
<th>Elster</th>
<th>Hersey</th>
<th>Neptune</th>
<th>Sensus</th>
<th>Total</th>
<th>Percent of Meters</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot;</td>
<td>199</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>199</td>
<td>0.17%</td>
</tr>
<tr>
<td>3/4&quot;</td>
<td>240</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>1</td>
<td>246</td>
<td>0.22%</td>
</tr>
<tr>
<td>1&quot;</td>
<td>85,015</td>
<td>15,861</td>
<td>351</td>
<td>3,076</td>
<td>372</td>
<td>104,675</td>
<td>91.98%</td>
</tr>
<tr>
<td>1.5&quot;</td>
<td>1,979</td>
<td>48</td>
<td>476</td>
<td>301</td>
<td>4</td>
<td>2,808</td>
<td>2.47%</td>
</tr>
<tr>
<td>2&quot;</td>
<td>2,687</td>
<td>48</td>
<td>5</td>
<td>600</td>
<td>187</td>
<td>3,527</td>
<td>3.10%</td>
</tr>
<tr>
<td>3&quot;</td>
<td>550</td>
<td>64</td>
<td>0</td>
<td>357</td>
<td>135</td>
<td>1,106</td>
<td>0.97%</td>
</tr>
<tr>
<td>4&quot;</td>
<td>335</td>
<td>8</td>
<td>0</td>
<td>423</td>
<td>68</td>
<td>834</td>
<td>0.73%</td>
</tr>
<tr>
<td>6&quot;</td>
<td>80</td>
<td>6</td>
<td>0</td>
<td>114</td>
<td>71</td>
<td>271</td>
<td>0.24%</td>
</tr>
<tr>
<td>8&quot;</td>
<td>21</td>
<td>8</td>
<td>0</td>
<td>28</td>
<td>69</td>
<td>126</td>
<td>0.11%</td>
</tr>
<tr>
<td>10&quot;</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>15</td>
<td>0.01%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>91,110</td>
<td>16,044</td>
<td>832</td>
<td>4,903</td>
<td>918</td>
<td>113,807</td>
<td></td>
</tr>
</tbody>
</table>
**Service Count** - by meter size

<table>
<thead>
<tr>
<th></th>
<th>1&quot;</th>
<th>1.5&quot;</th>
<th>2&quot;</th>
<th>3&quot;</th>
<th>4&quot;</th>
<th>6&quot;</th>
<th>8&quot;</th>
<th>10&quot;</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metered</td>
<td>12,927</td>
<td>608</td>
<td>311</td>
<td>8</td>
<td>22</td>
<td>9</td>
<td>3</td>
<td>2</td>
<td>13,890</td>
</tr>
<tr>
<td>Not Metered</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>36</td>
<td>36</td>
<td>20</td>
<td>1</td>
<td>96</td>
</tr>
<tr>
<td>Total Service Count</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13,986</td>
</tr>
</tbody>
</table>

*Fair Oaks Water District*
### Orange Vale Water Company

<table>
<thead>
<tr>
<th>Size</th>
<th>Meter Manufacture</th>
<th>Type</th>
<th>Quantity</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4&quot;</td>
<td>Sensus</td>
<td>Displacement / Electronic</td>
<td>444</td>
<td>Majority Iperl</td>
</tr>
<tr>
<td>1&quot;</td>
<td>Sensus / Misc.</td>
<td>Displacement / Electronic</td>
<td>5072</td>
<td>Majority Sensus displacement with just a few of other brands for trial.</td>
</tr>
<tr>
<td>1 1/2&quot; - 3&quot;</td>
<td>Sensus / Misc.</td>
<td>Displacement / Turbo / Compound / Electronic</td>
<td>120</td>
<td>A couple of Master Meters</td>
</tr>
<tr>
<td>4&quot; - 6&quot;</td>
<td>Sensus</td>
<td>Compound / Turbo / Fireflow</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total</strong> 5667</td>
</tr>
</tbody>
</table>

11/16/2017
### Sacramento County Water Agency

<table>
<thead>
<tr>
<th>SCWA Service Area</th>
<th>Billing Accounts</th>
<th>AMI/AMR Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arden Park</td>
<td>2,993</td>
<td>4</td>
</tr>
<tr>
<td>Country Creek</td>
<td>2,472</td>
<td>162</td>
</tr>
<tr>
<td>Grant Line</td>
<td>123</td>
<td>9</td>
</tr>
<tr>
<td>Hood</td>
<td>80</td>
<td>73</td>
</tr>
<tr>
<td>Laguna</td>
<td>31,725</td>
<td>9,460</td>
</tr>
<tr>
<td>Mather</td>
<td>1,422</td>
<td>1,307</td>
</tr>
<tr>
<td>Metro Air Park</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Northgate</td>
<td>283</td>
<td>0</td>
</tr>
<tr>
<td>Sunrise-Douglas</td>
<td>4,136</td>
<td>4,081</td>
</tr>
<tr>
<td>Sunrise</td>
<td>465</td>
<td>0</td>
</tr>
<tr>
<td>Southwest Tract</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Vineyard</td>
<td>11,237</td>
<td>2,509</td>
</tr>
<tr>
<td>Walnut Grove</td>
<td>160</td>
<td>157</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>55,129</strong></td>
<td><strong>17,792</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flat &amp; Metered Accounts</th>
<th>Meter Size Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat (Un-metered)</td>
<td>2,993</td>
</tr>
<tr>
<td>1</td>
<td>48,948</td>
</tr>
<tr>
<td>1 1/2</td>
<td>1,590</td>
</tr>
<tr>
<td>2</td>
<td>1,276</td>
</tr>
<tr>
<td>3</td>
<td>242</td>
</tr>
<tr>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>6</td>
<td>17</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td><strong>Meter Total</strong></td>
<td><strong>52,136</strong></td>
</tr>
<tr>
<td><strong>Total Accounts</strong></td>
<td><strong>55,129</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meter Age (Approximate)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meters &gt; 15 years old</td>
<td>25,000</td>
</tr>
<tr>
<td>Meters &lt; 15 years old</td>
<td>27,136</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meter Register Reading Unit</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CF</td>
<td>13,577</td>
</tr>
<tr>
<td>100 CF</td>
<td>38,559</td>
</tr>
</tbody>
</table>
Sacramento County Water Agency (SCWA)

<table>
<thead>
<tr>
<th>Meter Manufacture &amp; Size</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neptune/Schlumberger</td>
<td>308</td>
</tr>
<tr>
<td>1</td>
<td>302</td>
</tr>
<tr>
<td>1 1/2</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Sensus/Rockwell</td>
<td>51,827</td>
</tr>
<tr>
<td>1</td>
<td>48,645</td>
</tr>
<tr>
<td>1 1/2</td>
<td>1,589</td>
</tr>
<tr>
<td>2</td>
<td>1,273</td>
</tr>
<tr>
<td>3</td>
<td>242</td>
</tr>
<tr>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>6</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Grand Total</td>
<td>55,129</td>
</tr>
</tbody>
</table>
Multi-Agency Partnership

Sacramento Suburban Water District

The following table provides a breakdown of meter sizes:

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Number in Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot;</td>
<td>2,439</td>
</tr>
<tr>
<td>3/4&quot;</td>
<td>30,502</td>
</tr>
<tr>
<td>1&quot;</td>
<td>3,767</td>
</tr>
<tr>
<td>1.5&quot;</td>
<td>1,028</td>
</tr>
<tr>
<td>2&quot;</td>
<td>1,412</td>
</tr>
<tr>
<td>3&quot;</td>
<td>311</td>
</tr>
<tr>
<td>4&quot;</td>
<td>107</td>
</tr>
<tr>
<td>6&quot;</td>
<td>30</td>
</tr>
<tr>
<td>8&quot;</td>
<td>5</td>
</tr>
<tr>
<td>10&quot;</td>
<td>2</td>
</tr>
<tr>
<td>Unmetered (flat rate)</td>
<td>7,058</td>
</tr>
</tbody>
</table>

The following provides the number of AMI/AMR endpoints installed:

<table>
<thead>
<tr>
<th>AMI</th>
<th>AMR</th>
</tr>
</thead>
<tbody>
<tr>
<td>25,653</td>
<td>14,441</td>
</tr>
</tbody>
</table>

*More endpoints than meters due to compound meters*
San Juan Water District—Retail Service Area

The following table provides a breakdown of meter sizes for SJWD retail area:

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Number in Retail Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8”</td>
<td>52</td>
</tr>
<tr>
<td>3/4”</td>
<td>2706</td>
</tr>
<tr>
<td>1”</td>
<td>7425</td>
</tr>
<tr>
<td>1 ½”</td>
<td>319</td>
</tr>
<tr>
<td>2”</td>
<td>163</td>
</tr>
<tr>
<td>3”</td>
<td>23</td>
</tr>
<tr>
<td>4”</td>
<td>4</td>
</tr>
</tbody>
</table>

The following provides the number of endpoints installed:

<table>
<thead>
<tr>
<th>Manual Read Meters</th>
<th>Touch or Radio Read Meters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,150</td>
<td>9,543</td>
</tr>
</tbody>
</table>
ATTACHMENT G—SAMPLE PROFESSIONAL SERVICES AGREEMENT
CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into as of ________________, 20____ by and between the Citrus Heights Water District, an irrigation district organized and operating under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, California ("District"), and [***INSERT NAME***], a [***INSERT TYPE OF ENTITY - CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR OTHER LEGAL ENTITY***] with its principal place of business at [***INSERT ADDRESS***] (hereinafter referred to as “Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. District is a public agency of the State of California and is in need of professional services for the following project:

Citrus Heights Water District Meter Replacement Project (hereinafter referred to as “the Project”).

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for District to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. **Services.**

   Consultant shall provide the District with the services described in the Request For Proposal Scope of Services attached hereto as Exhibit “A.”

2. **Compensation.**

   a. Subject to paragraph 2(b) below, the District shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit “B.”

   b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of $_______. This amount is to cover all printing and related costs, and the District will **not** pay any additional fees for printing expenses. Periodic payments shall be made within 45 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. **Additional Work.**
If changes in the work seem merited by Consultant and the District and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the District by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the District and executed by both Parties before performance of such services, or the District will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. **Maintenance of Records.**

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by District.

5. **Time of Performance.**

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the District to proceed (“Notice to Proceed”). Consultant shall complete the services required hereunder as specified in Exhibit C. The Notice to Proceed shall set forth the date of commencement of work.

6. **Delays in Performance.**

a. Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. **Compliance with Law.**

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the District, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.
8. **Standard of Care**

Consultant’s services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. **Assignment and Subconsultant**

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. **Independent Consultant**

Consultant is retained as an independent contractor and is not an employee of District. No employee or agent of Consultant shall become an employee of District. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from District as herein provided.

11. **Insurance.** Consultant shall not commence work for the District until it has provided evidence satisfactory to the District it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

   a. **Commercial General Liability**

      (i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the District.

      (ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

            (1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

      (iii) Commercial General Liability Insurance must include coverage for the following:

            (1) Bodily Injury and Property Damage
            (2) Personal Injury/Advertising Injury
            (3) Premises/Operations Liability
            (4) Products/Completed Operations Liability
            (5) Aggregate Limits that Apply per Project
(6) Explosion, Collapse and Underground (UCX) exclusion deleted
(7) Contractual Liability with respect to this Contract
(8) Broad Form Property Damage
(9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the District, and provided that such deductibles shall not apply to the District as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the District.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status.

(iv) Subject to written approval by the District, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the District as an additional insured, but not a self-insured retention.

c. Workers’ Compensation/Employer’s Liability

(i) Consultant certifies that he/she 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 he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry 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, and Employer’s Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers’ compensation coverage of the same type and limits as specified in this section.

d. **Professional Liability (Errors and Omissions)**

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the District and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. “Covered Professional Services” as designated in the policy must specifically include work performed under this Agreement. The policy must “pay on behalf of” the insured and must include a provision establishing the insurer's duty to defend.

e. **Minimum Policy Limits Required**

   (i) The following insurance limits are required for the Agreement:

   **Combined Single Limit**
   
<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 per occurrence / $2,000,000 aggregate for bodily injury, personal injury, and property damage</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000 per occurrence for bodily injury and property damage</td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td>Professional Liability</td>
<td>$1,000,000 per claim and aggregate (errors and omissions)</td>
</tr>
</tbody>
</table>

   (ii) Defense costs shall be payable in addition to the limits.

   (iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. **Evidence Required**

Prior to execution of the Agreement, the Consultant shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer’s equivalent) signed by the insurer’s representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer,
agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. **Policy Provisions Required**

(i) Consultant shall provide the District at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the District at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant’s policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the District or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the District, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant’s indemnification obligations to the District and shall not preclude the District from taking such other actions available to the District under other provisions of the Agreement or law.

h. **Qualifying Insurers**

(i) All policies required shall be issued by acceptable insurance companies, as determined by the District, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of
insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. **Additional Insurance Provisions**

   (i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

   (ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Consultant or District will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, District may cancel this Agreement.

   (iii) The District may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

   (iv) Neither the District nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. **Subconsultant Insurance Requirements.** Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the District that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the District as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, District may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. **Indemnification.**

   a. To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by the District), indemnify and hold the District, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, “Claims”) in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant’s services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys’ fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant’s services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's obligation to indemnify
shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents or volunteers.

b. **Additional Indemnity Obligations.** Consultant shall defend, with counsel of District’s choosing and at Consultant’s own cost, expense and risk, any and all Claims covered by this section that may be brought or instituted against the District, its officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the District, its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse District for the cost of any settlement paid by the District, its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for the District's attorney's fees and costs, including expert witness fees. Consultant shall reimburse the District, its officials, officers, employees, agents and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents and volunteers.

13. **California Labor Code Requirements.**

a. 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 District, its 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 subconsultants 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. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Sections 1777.1).

b. If the services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such Services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements.

14. **Verification of Employment Eligibility.**
By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. **Laws and Venue.**

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Sacramento, State of California.

16. **Termination or Abandonment**

   a. District has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, District shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. District shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by District and Consultant of the portion of such task completed but not paid prior to said termination. District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

   b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days’ written notice to District only in the event of substantial failure by District to perform in accordance with the terms of this Agreement through no fault of Consultant.

17. **Documents.** Except as otherwise provided in “Termination or Abandonment,” above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project (“Documents & Data”) shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the District. Nothing contained in this Section shall be construed as limiting or depriving Consultant of its rights to use its basic knowledge and skills to carry out other projects or work for itself or others, whether or not such other projects or work are similar to the work to be performed pursuant to this Agreement. Consultant shall have the right to retain and use copies of any Documents & Data furnished or to be furnished by Consultant less any specific details provided by the District unless such details are within the public realm. All Documents & Data are instruments of service and are not intended to be modified or represented to be suitable for reuse on other projects by District except as may be contemplated pursuant to the terms of this Agreement. Any such modification or reuse without Consultant's prior written approval will be at District's sole risk, without liability or legal exposure to Consultant. Rights to intellectual property developed, utilized, or modified in the performance of the services under this Agreement including the Documents & Data developed hereunder ("Intellectual Property") shall remain the property of Consultant. Consultant hereby grants to District an irrevocable, nonexclusive, royalty-free license to
utilize Intellectual Property provided to District as part of the Services for the purposes set forth in this Agreement.

18. Organization

Consultant shall assign _________________________ as Project Managers. The Project Managers shall not be removed from the Project or reassigned without the prior written consent of the District.

19. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

20. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

DISTRICT
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, California 95610
Attn: [***INSERT NAME & DEPARTMENT***]

CONSULTANT:
[***INSERT NAME, ADDRESS & CONTACT PERSON***]

and shall be effective upon receipt thereof.

21. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.


Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

23. Entire Agreement
This Agreement, with its exhibits, represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

24. **Severability**

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

25. **Successors and Assigns**

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of District. Any attempted assignment without such consent shall be invalid and void.

26. **Non-Waiver**

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

27. **Time of Essence**

Time is of the essence for each and every provision of this Agreement.

28. **District’s Right to Employ Other Consultants**

District reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

29. **Prohibited Interests**

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]
SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITRUS HEIGHTS WATER DISTRICT
AND [***INSERT NAME***]

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

CITRUS HEIGHTS WATER DISTRICT  [INSERT NAME OF CONSULTANT]

By: ____________________________  By: ____________________________
[INSERT NAME]  [INSERT NAME]
[INSERT TITLE]  [INSERT TITLE]

Its: ____________________________

Printed Name:________________________

Federal ID No. __________________
Business License Number ____________ (City of ____________)

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EXHIBIT B

Schedule of Charges/Payments

Sample Schedule of Payments

Consultant will invoice District on a monthly cycle in conjunction with the following deliverable schedule. Consultant will inform District regarding any out-of-scope work prior to commencing as stipulated in Item 3, Additional Work.

- Project Execution – 10% of the contract award upon Notice to Proceed
- Completion of Phase 1 deliverables – 15% of total contract award
- Completion of Phase 2 deliverables – 15% of total contract award
- Completion of Phase 3 deliverables – 15% of total contract award
- Completion of Phase 4 deliverables – 15% of total contract award
- Completion of Phase 5 deliverables – 15% of total contract award
- Completion of Phase 6 & 7 (7 if applicable) deliverables – 15% of total contract award
EXHIBIT C

Project Schedule
ATTACHMENT H—NON-COLLUSION AFFIDAVIT
AFFIDAVIT OF NON-COLLUSION TO ACCOMPANY
BIDS AND PROPOSALS (HEREINAFTER "PROPOSALS")

State of ____________________ )
County of ____________________)

________________________________________, being first duly sworn, deposes

Name of Affiant

and states: That he/she is _____________________________________________

Title

of _____________________________________________________________________,

Name of Respondent

and submits herewith the attached Proposal to the CITRUS HEIGHTS WATER DISTRICT; that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation; that the Proposal is genuine and not collusive or a sham; that the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Respondent or anyone else to put in a sham Proposal, or that anyone shall refrain from proposing; that the Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Respondent or any other Respondent, or to fix any overhead, profit, or cost element of the proposed price, or of that of any other Respondent, or to secure any advantage against the public body awarding the Agreement of anyone interested in the proposed Agreement; that all statements contained in the Proposal are true; and, further, that the Respondent has not, directly or indirectly, submitted his or her proposed price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto; that Respondent has not paid, and will not pay, any fee to any corporation, partnership, company association, organization, Proposal/bid depository, or to any member or agent thereof, to effectuate a collusive or sham Proposal. Respondent further swears under penalty of perjury that all information in this Proposal is correct.

Dated: _______________________, 20______.

Signature of Affiant

Subscribed and sworn to (or affirmed) before me on this_____ day of______________, 20______,

Name of Signer

proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Signature of Notary Public

WARNING: Proposals will not be considered unless this affidavit is fully executed, including the affidavit of the Notary and Notary Seal.