

Notice and Agenda of a Workshop of the Yucaipa Groundwater Sustainability Agency

Wednesday, March 28, 2018 at 10:00 a.m.

City of Yucaipa, 34272 Yucaipa Boulevard
Yucaipa, California 92399
(909) 797-2489

- I. Call to Order**
- II. Roll Call**
- III. Public Comments** At this time, members of the public may address the representatives of the Yucaipa Groundwater Sustainability Agency on matters within its jurisdiction.
- IV. Review and Approval of Meeting Minutes**
 - A. Meeting Minutes - February 28, 2018 [[Page 3 of 22](#)]
 - B. Meeting Minutes - March 14, 2018 [[Page 6 of 22](#)]
- V. Discussion Items**
 - A. Overview of the Draft Bylaws of the Yucaipa Groundwater Sustainability Agency - All [[Page 8 of 22](#)]
 - B. Review of Draft Request for Proposals for the Development of a Groundwater Sustainability Plan for the Yucaipa Basin Area - Aaron Jones [[Page 9 of 22](#)]
 - C. Discussion Regarding the Request for Proposals for a Website for the Yucaipa Groundwater Sustainability Agency - Ray Casey [[Page 18 of 22](#)]
- VI. Topics for Future Meetings**
 - A. Presentation of the San Bernardino Groundwater Sustainability Counsel and the San Bernardino Basin Framework Agreement - Bob Tincher [Scheduled for April 25, 2018]
 - B. Discussion Regarding the Methodology for Achieving a Sustainable Groundwater Plan
 - C. Preparation of a Logo for the Yucaipa Groundwater Sustainability Agency
 - D. Overview of Brown Act Requirements for the Yucaipa Groundwater Sustainability Agency
- VII. Comments by Yucaipa Groundwater Sustainability Agency**
- VIII. Announcements - Future Meetings**
 - A. Wednesday, April 25, 2018 at 10:00 am
 - B. Wednesday, May 23, 2018 at 10:00 am
 - C. Wednesday, June 27, 2018 at 10:00 am
 - D. Wednesday, July 25, 2018 at 10:00 am
- IX. Adjournment**

Roll Call

Purveyors	Present	Primary Representative	Present	Alternative Representative
South Mesa Water Company		David Armstrong		George Jorritsma
South Mountain Water Company		Cecilia Griego		- -
Western Heights Water Company		Mark Iverson		Tim Green
Yucaipa Valley Water District		Joseph Zoba		Jennifer Ares
Municipals				
City of Calimesa		Lori Askew		Bonnie Johnson
City of Redlands		Cecilia Griego		
City of Yucaipa		Ray Casey		Fermin Preciado
Regionals				
San Bernardino Valley MWD		Doug Headrick		Bob Tincher
San Gorgonio Pass Water Agency		Jeff Davis		- -
Stakeholders				
County of Riverside		Steve Horn		Jeff Johnson
County of San Bernardino		Bob Page		- -

MINUTES OF THE YUCAIPA GROUNDWATER SUSTAINABILITY AGENCY

**February 28, 2018 - 10:00 a.m.
City of Yucaipa, 34272 Yucaipa Boulevard, Yucaipa, California**

- I. Call to Order - Chairman Mark Iverson called the meeting to order at 10:00 a.m.
- II. Roll Call - The following representatives, as assigned by each Party, were in attendance at the meeting:

Purveyors	Present	Primary Representative	Present	Alternative Representative
South Mesa Water Company	✓	David Armstrong		George Jorritsma
South Mountain Water Company	✓	Cecilia Griego		- -
Western Heights Water Company	✓	Mark Iverson		Tim Green
Yucaipa Valley Water District	✓	Joseph Zoba	✓	Jennifer Ares
<u>Municipals</u>				
City of Calimesa	✓	Lori Askew		Bonnie Johnson
City of Redlands	✓	Cecilia Griego		
City of Yucaipa	✓	Ray Casey	✓	Fermin Preciado
<u>Regionals</u>				
San Bernardino Valley MWD		Doug Headrick		Bob Tincher
San Gorgonio Pass Water Agency		Jeff Davis		- -
<u>Stakeholders</u>				
County of Riverside		Steve Horn		Jeff Johnson
County of San Bernardino		Bob Page		- -

A quorum of the Governing Board of the Yucaipa Groundwater Sustainability Agency was present at the meeting.

Members of the public and other attendees at the meeting included:

- Adan Ortega, , Ortega Strategies Group
- Arron Jones, San Bernardino Valley Municipal Water District
- Ashley Gibson, Yucaipa Valley Water District
- Greg Mendez, United States Geological Survey
- Kathryn Hallberg, Yucaipa Valley Water District
- Mike Kostelecky, Yucaipa Valley Water District
- Mike Podegraz, Charles Abbott Associates
- Tom Shalhoub, Yucaipa Valley Water District

- III. Public Comments - There were no public comments.
- IV. Review and Approval of Meeting Minutes from January 30, 2018

David Armstrong moved and Joseph Zoba seconded a motion to approve the meeting minutes with the addition of Adan Ortega to the members of the public in attendance. The motion was approved unanimously.

V. Discussion Items

- A. Overview of the Draft Bylaws of the Yucaipa Groundwater Sustainability Agency - Mark Iverson and Joe Zoba

Mark Iverson and Joe Zoba provided an overview of the draft bylaws and draft charter that were distributed at the meeting. The group discussed the frequency of meetings, principal office, meeting locations, and consolidation of the bylaws and charter into one document.

- B. Status Report of the Department of Water Resources Grant Application and Proposed Schedule - Aaron Jones

The Department of Water Resources SGMA grant application and draft funding recommendations by the California Department of Water Resources was discussed. Aaron Jones distributed budget information and questions about the specific elements to be included for funding was discussed.

- C. Review of the Draft Request for Proposals for Consulting Support Services Related to the Preparation of a Groundwater Sustainability Plan - Aaron Jones

Aaron Jones requested the group to review and provide comments.

- D. Discussion Regarding the Implementation of a Website and Public Outreach Campaign - Ray Casey

Ray Casey and Mike Podegracz discussed the goals of both public relations/community outreach and the development of a website.

Joseph Zoba moved and David Armstrong seconded a motion to enter into a contract with Fisher Design Group for an estimated cost of \$2,860. The motion was approved unanimously.

Ray Casey moved and Cecilla Griego seconded a motion to schedule a presentation about the Brown Act at a future meeting of the Yucaipa Groundwater Sustainability Agency. The motion was approved unanimously.

- E. Discussion Regarding the Annual Filing of Groundwater Extraction Notices and Distribution of Data for the Yucaipa Basin - Aaron Jones

Aaron Jones provided an overview of the schedule for submitting Groundwater Extraction Notices for wells in the Yucaipa Basin area. Information should be available in the second quarter to determine how many entities filed extraction reports.

- F. Discussion Regarding the Yucaipa Basin Recharge Study Involving Infiltration Testing of Thirteen Sites in the Yucaipa Basin Area - Aaron Jones

Technical committee members participated in interviews prior to the meeting and reported on the interviews. A conference call and/or future meeting will be scheduled to discuss the selection of a consultant for the infiltration testing.

- G. Status of Documentation for the Assignment of a Primary and Alternate Member to the Yucaipa Groundwater Sustainability Agency - Joseph Zoba

Joseph Zoba requested documentation from each member assigning the primary and alternate member to the Yucaipa Groundwater Sustainability Agency.

VI. Topics for Future Meetings

The group discussed the topics for future meetings and requested the following items be added to the next meeting agenda:

- A. Presentation of the San Bernardino Groundwater Sustainability Counsel and the San Bernardino Basin Framework Agreement - Bob Tincher
- B. Discussion Regarding the Methodology for Achieving a Sustainable Groundwater Plan
- C. Preparation of a Logo for the Yucaipa Groundwater Sustainability Agency - Ray Casey
- D. Overview of Brown Act Requirements for the Yucaipa Groundwater Sustainability Agency

VII. Comments by Members Assigned to the Yucaipa Groundwater Sustainability Agency

Ray Casey provided comments about the overall positive progress by the members of the group.

VIII. Announcements - The next meeting of the Yucaipa Groundwater Sustainability Agency will be held on Wednesday, March 28, 2018 at 10:00 a.m.

IX. Adjournment - The meeting was adjourned at 11:00 a.m.

MINUTES OF THE YUCAIPA GROUNDWATER SUSTAINABILITY AGENCY

March 14, 2018 - 10:00 a.m.
City of Yucaipa, 34272 Yucaipa Boulevard, Yucaipa, California

- I. Call to Order - Chairman Mark Iverson called the meeting to order at 10:00 a.m.
- II. Roll Call - The following representatives, as assigned by each Party, were in attendance at the meeting:

Purveyors	Present	Primary Representative	Present	Alternative Representative
South Mesa Water Company	✓	David Armstrong		George Jorritsma
South Mountain Water Company	✓	Bill Gann		- -
Western Heights Water Company	✓	Mark Iverson		Tim Green
Yucaipa Valley Water District	✓	Joseph Zoba	✓	Jennifer Ares
Municipals				
City of Calimesa	✓	Lori Askew		Bonnie Johnson
City of Redlands	✓	Cecilia Griego		
City of Yucaipa	✓	Ray Casey	✓	Fermin Preciado
Regionals				
San Bernardino Valley MWD		Doug Headrick	✓	Bob Tincher
San Gorgonio Pass Water Agency		Jeff Davis		- -
Stakeholders				
County of Riverside		Steve Horn		Jeff Johnson
County of San Bernardino		Bob Page		- -

A quorum of the Governing Board of the Yucaipa Groundwater Sustainability Agency was present at the meeting.

Members of the public and other attendees at the meeting included:

- Adan Ortega, , Ortega Strategies Group
- Arron Jones, San Bernardino Valley Municipal Water District
- Ashley Gibson, Yucaipa Valley Water District
- Chris Mann, Yucaipa Valley Water District
- David Dazlich, Riverside Building Industry Association
- Mike Kostelecky, Yucaipa Valley Water District
- Mike Podegraz, Charles Abbott Associates

- III. Public Comments - There were no public comments.

IV. Discussion Items

- A. Discussion and Possible Action Regarding Infiltration Testing at Various Sites within the Yucaipa Basin

Following a discussion about the interviews, Joseph Zoba moved and Ray Casey seconded a motion to recommend Todd Groundwater to the Board of Directors of the San Bernardino Valley Municipal Water District in compliance with the grant requirements and the California Environmental Quality Act. The motion was approved unanimously.

The members discussed ways to improve the overall selection process in the future.

V. Topics for Future Meetings

The group discussed the topics for future meetings and requested the following items be added to the next meeting agenda:

- A. Presentation of the San Bernardino Groundwater Sustainability Counsel and the San Bernardino Basin Framework Agreement - Bob Tincher
- B. Discussion Regarding the Methodology for Achieving a Sustainable Groundwater Plan
- C. Preparation of a Logo for the Yucaipa Groundwater Sustainability Agency - Ray Casey
- D. Overview of Brown Act Requirements for the Yucaipa Groundwater Sustainability Agency

VI. Comments by Members Assigned to the Yucaipa Groundwater Sustainability Agency -

There were no additional comments.

VII. Announcements - The next meeting of the Yucaipa Groundwater Sustainability Agency will be held on Wednesday, March 28, 2018 at 10:00 a.m.

VIII. Adjournment - The meeting was adjourned at 10:45 a.m.

Overview of the Draft Bylaws for the Yucaipa Groundwater Sustainability Agency

The bylaws are being consolidated with the Yucaipa Groundwater Sustainability Agency Memorandum of Understanding. An updated copy of the bylaws will be distributed for discussion at the April 25, 2018 meeting.

Request for Proposals

DEVELOP GROUNDWATER SUSTAINABILITY PLAN FOR THE YUCAIPA BASIN
AREA

San Bernardino Valley Municipal Water District

In partnership with

Yucaipa Valley Water District
Western Heights Water Company
South Mesa Water Company
South Mountain Water Company
City of Calimesa
City of Yucaipa
City of Redlands
San Gorgonio Pass Water Agency

The Filing Deadline is:

XX/XX/XXXX, 4:00PM

I. PROJECT BACKGROUND

In July 2017, San Bernardino Valley Municipal Water District (Valley District) joined the City of Calimesa, the City of Redlands, San Geronio Pass Water Agency, South Mesa Water Company, South Mountain Water Company, Western Heights Water Company, the City of Yucaipa and the Yucaipa Valley Water District to form the Yucaipa Basin Groundwater Sustainability Agency (Yucaipa GSA) under the Sustainable Groundwater Management Act (SGMA). The Yucaipa GSA is required to submit a Groundwater Sustainability Plan (GSP) by January 31, 2022.

SGMA went in effect on January 1, 2015. SGMA implementation began with a process to identify the unmanaged basins, or basins not adjudicated, throughout the State of California. For each of these unmanaged basins, a GSA is required to be established and to prepare a GSP. The only principal basin or sub-basin that is not adjudicated within the Valley District service area is the Yucaipa Sub-basin.

Even before the Yucaipa GSA was formed, Valley District was working collaboratively with the water agencies and San Bernardino County to develop a groundwater management plan, now referred to as a GSP under SGMA, for the Yucaipa Sub-basin. The following work has been completed, or is currently in progress, that will benefit the GSP:

- Determination of the safe yield and basin capacity (2013)
- Calculation of the change in groundwater storage and identification of potential groundwater recharge sites (2014)
- Preliminary field evaluation of recharge potential using exploratory borings (2014)
- Field recharge testing work plan (2017)
- Field recharge testing (planned for Spring 2018)
- Develop a groundwater flow model for the Yucaipa Sub-basin area (USGS, 2015, ongoing)

II. PROJECT DESCRIPTION

Starting in 2011 Valley District, Western Heights Water Company, and Yucaipa Valley Water District began to discuss the possibility of developing a basin management plan for the Yucaipa Groundwater Basin. Later, other agencies were invited to join this process including City of Redlands, San Geronio Pass Water Agency, South Mesa Water Company, and the City of Yucaipa. The agencies chose to approach and fund this process in incremental steps. The passage of the Sustainable Groundwater Management Act (SGMA) essentially formalizes the process that the agencies had already been participating in and proscribes specific timelines. SGMA gives additional momentum to the process, but the necessary steps remain the same:

Evaluate Supplies and Demands. The essential issue is to identify the difference, or

gap, between supply and demand (current and future).

Establish Sustainability Goals for the basin including the amount of water needed to bridge any gap between supplies and demands; including an additional amount for reliability (“reliability factor”); and including measurement and tracking of identified sustainability indicators.

Identify and Evaluate Management Actions that will be implemented to address any gaps in supplies and demands and achieve the established sustainability goals by year 2042. Options will be evaluated based upon cost, and other factors.

Implement the Plan and Adaptive Management, this involves building the necessary institutional agreements, processes, and administrative framework to put the plan into action, to measure progress and make course changes if necessary.

Establish Framework for Local Management of Groundwater Resources, all of the actions above will be undertaken in a collaborative manner to insure beneficial users of the Yucaipa Basin have a vested interest in the success of the plan.

III. SCOPE OF SERVICES

Develop Draft and Final Groundwater Sustainability Plan (GSP) for the Yucaipa Basin Area

Using the information generated in Tasks 1 through 11 and Tasks 15 and 16 as outlined in the Grant Work Plan Approach (see *Exhibit B* for further details), prepare an administrative draft GSP for circulation, review and comment by the Groundwater Sustainability Agencies (GSAs) and stakeholders. This will also be a “check-in” point with DWR. Based on stakeholder comments prepare draft GSP. A public hearing will be held on the draft GSP. The comments received on the draft GSP will be considered by the GSA prior to plan adoption. Incorporate any comments as necessary.

Generally, the consultant will be expected to perform the following tasks:

1. Meet with the GSA to obtain pertinent information and references for use in preparation of the GSP. Meet to provide updates during preparation of the GSP.
2. Analyze the available information and develop draft sections of the GSP.
3. Develop chapter discussing the criteria and recommendations for the Plan area, including land use (see Task 3 in Work Plan Approach – *Exhibit B*).
4. Develop chapter on water budget and sustainable yield for the Basin. Utilize, review, and incorporate existing work that has been completed within the Yucaipa Basin (i.e. management area) (see Task 4 within the Grant Work Plan Approach – *Exhibit B*).
5. Develop chapter that defines undesirable results, minimum thresholds, and measurable objectives for the Yucaipa Basin Area. Coordinate with the GSA and solicit input from the GSA while developing management criteria to achieve sustainability (see Task 6 of the Grant Work Plan Approach – *Exhibit B*).

6. Identify projects and management actions to achieve suitability goal. Work with the GSA to establish how many projects, programs, or policies are necessary to achieve sustainability in the basin (see Task 7 of the Grant Work Plan Approach – *Exhibit B*).
7. Define GSP Implementation Actions (see Task 9 of the Grant Work Plan Approach – *Exhibit B*).
8. Describe Existing and Planned Monitoring Network and evaluate its ability to monitor each of the sustainability indicators for the Yucaipa Basin area see Task 10 of the Grant Work Plan Approach – *Exhibit B*).
9. Develop framework for Data Management System (DMS) database once the USGS model is completed, the existing and planned monitoring network has been assessed and the template for reporting has been developed. Develop a DMS database specification sheet along with a cost estimate in the form of a memorandum for review and comment by the GSAs (see Task 11 of the Grant Work Plan Approach – *Exhibit B*).
10. Integrate established governance structure of the GSA into the GSP. Work with the GSAs to refine GSA bylaws (if needed). Develop interbasin agreement to facilitate data sharing and coordination with the adjacent San Bernardino Basin Area. Prepare governance chapter for the GSP (see Task 15 of the Grant Work Plan Approach – *Exhibit B*).
11. Develop and implement a coordinated outreach plan. Included in this task are updates to the website (that Valley District is operating on behalf of the GSA) and outreach materials during the course of the GSP development (see Task 16 of the Grant Work Plan Approach – *Exhibit B*).
12. Prepare final GSP document and handle all filings and administrative procedures through final approvals by DWR and the State Water Resources Control Board. Verify and confirm that the GSP meets all requirements as set forth in Water Code § 10727.2. The GSP must include these plan elements and additional requirements where applicable.

Once finalized, all electronic files must be submitted to Valley District in the latest editions of the following software programs: Microsoft Excel, Microsoft Word, Adobe Acrobat and Microsoft Project. No other electronic file format will be accepted without written approval from Valley District.

IV. PROPOSAL SCHEDULE

<u>Date</u>	<u>Event</u>
xx/xx/xxxx	Release of Request for Proposal
xx/xx/xxxx by 4:00pm	Deadline for Valley District Receipt of Proposals
xx/xx/xxxx	Notice of Interviews (optional)
xx/xx/xxxx	Interviews (optional)
xx/xx/xxxx	Board of Directors Approval/Award Contract

V. TEAM

Proposer (Consultant) is responsible for assembling a team which meets all of the requirements outlined in this RFP.

VI. MEETINGS

Consultant will conduct all meetings necessary to complete this project.

VII. PROJECT SCHEDULE

The proposal shall include a detailed, project schedule which shows the project tasks. The schedule will be reviewed and finalized with the Consultant prior to start of the project. Once the schedule has been finalized, no extension will be allowed unless the extension has been requested, in writing, and approved by Valley District before a submittal deadline. Failure to submit required work by scheduled deadlines may result in cancellation of the remainder of the contract and all outstanding invoices. Should cancellation occur, all materials collected and/or developed during the process will become property of Valley District as stated in Valley District's standard agreement for consulting services.

VIII. PROPOSAL REQUIREMENTS

- a) **Body of the proposal** (may not exceed 15 pages in length with a minimum font size of 12 point)
 - i) Table of Contents
 - ii) Project Understanding. A clear statement of the project.
 - iii) Project Approach. The project approach shall include a detailed description of all the tasks needed for successful completion of the project and shall follow the general outline provided in the Scope of Services section above.
 - iv) Organizational chart illustrating the individuals who will actually work on the project complete with names, firm names, addresses, telephone numbers, email addresses and chain of responsibility (qualifications are to be provided in the appendix, see below).
 - v) Project Schedule
 - vi) Any other information that may assist Valley District in making its determination in the selection process: Consultant is encouraged to include any other information that will help Valley District make its selection.
 - vii) Fee schedule: Fee schedule shall be organized to follow the general tasks in the Scope of Services. Services outlined in each proposal must comply with all requirements set forth in this RFP. The costs shall provide hourly rates and hours to complete each task, including sub-consultant's hourly rates and hours, and any other costs for a complete project. The level of effort and associated costs are to be easily understood by Valley District. Valley District accepts no responsibility for costs incurred by any individual or firm

submitting a proposal pursuant to this RFP. The proposal must include a complete and fixed price. If the scope of services requires modification during the course of the work, Valley District will determine whether to amend the current agreement or to issue a subsequent RFP for additional services. The price specified must remain firm and irrevocable for 60 days following the RFP submission date. All proposals become property of Valley District and will not be returned.

b) Appendix

- i) Qualifications, licenses, certificates and resumes for all persons, including sub-consultants that will actually work on the project. Please limit individual experience to similar projects. For each project, **highlight** the name(s) of each individual on the project team for this proposal. Please include photograph(s) and reference(s) (be sure they are current).

Four (4) hardcopies and a PDF version (can be submitted via email) of the proposal must be received by the filing deadline. Please submit your proposals to:

Aaron Jones
Assistant Engineer
San Bernardino Valley Municipal Water District
380 East Vanderbilt Way
San Bernardino, CA 92408

All questions regarding this RFP must be submitted in writing via email to the following email address: aaronj@sbvmwd.com. Answers may be sent via email to the entire distribution list for this RFP.

IX. INTERVIEW

Interviews may be scheduled with select firms following initial review of the proposals and will take place on the date specified in the introduction. Interview must be attended by the actual team members that will work on the project including any sub-consultants. The interview will consist of a 20-minute presentation by the project team followed by a 20-minute question and answer period.

X. EVALUATION PROCESS AND CRITERIA

Evaluation of proposals shall be based upon a competitive selection process. Review and evaluation of the submitted proposals will be based upon the following criteria:

- a) Project approach (10)
- b) Experience on similar projects and/or projects of similar complexity and size (40)

- c) Demonstrated ability to perform the tasks outlined in this RFP efficiently and accurately (40)
- d) Interview presentation (10)
- e) Fee (not an overriding consideration)

Valley District reserves the right to issue additional RFPs, to modify or to abandon this project before award of contract.

XI. CONTRACT

A sample copy of Valley District's Standard Agreement for Consulting Services is attached as *Exhibit A* for your information. The selected consultant is expected to execute the agreement.

Exhibit “A” – Standard Consulting Services Agreement

Exhibit “B” - 2017 Sustainable Groundwater Planning Grant Program: Work Plan
Approach

Request for Proposals

DEVELOP WEBSITE FOR THE YUCAIPA GROUNDWATER SUSTAINABILITY AGENCY

San Bernardino Valley Municipal Water District

In partnership with

Yucaipa Valley Water District
Western Heights Water Company
South Mesa Water Company
South Mountain Water Company
City of Calimesa
City of Yucaipa
City of Redlands
San Geronio Pass Water Agency

The Filing Deadline is:

XX/XX/XXXX, 4:00PM

I. PROJECT BACKGROUND

On September of 2014, the Governor signed into law Senate Bills 1168 and 1319, and Assembly Bill 1739, collectively known as the Sustainable Groundwater Management Act (SGMA) which impose new requirements on local agencies focusing on sustainable groundwater management. SGMA mandates that a Groundwater Sustainability Agency (GSA) be formed for each medium or high priority basin as defined in SGMA by June 30, 2017. The GSA is responsible for developing and implementing a Groundwater Sustainability Plan (GSP), which is due by January 31, 2022. The Yucaipa Sub-Basin is a medium priority basin as identified in SGMA.

In July 2017, San Bernardino Valley Municipal Water District (Valley District) joined the City of Calimesa, the City of Redlands, San Geronio Pass Water Agency, South Mesa Water Company, South Mountain Water Company, Western Heights Water Company, the City of Yucaipa and the Yucaipa Valley Water District to form the Yucaipa Basin Groundwater Sustainability Agency (Yucaipa GSA) under SGMA.

II. PROJECT DESCRIPTION

The Yucaipa GSA conducts regular meetings that are open to the public, and encourages stakeholder and public participation throughout the development of the Groundwater Sustainability Plan. The Yucaipa GSA seeks proposals from qualified firms to develop a content managed software solution website in order to inform the public about the progress implementing the GSP as well as the status of projects and action. In addition, the website would be utilized to post Yucaipa GSA meeting agenda notices, meeting agenda materials, and other pertinent information. The website shall be hosted by a member or members of the GSA.

III. SCOPE OF SERVICES

Generally, the consultant will be expected to perform the following tasks:

1. Attend a design meeting with the Yucaipa GSA to review the Agency needs and functionality of the website. At this meeting, provide at least three different website examples showing options for site design and function. The Consultant shall ensure that all information necessary for website design is discussed at this design meeting, and clear direction from the Agency is obtained.
2. Provide domain name registration and hosting setup.
3. Develop the website including server configuration, site development, page builds, image editing, plugin configuration, user accounts and google analytics. The website shall be user friendly and have the ability to upload documents as needed.
4. Provide 2 (two) hours of on-site training with staff that will be responsible for maintaining the website.

IV. PROPOSAL SCHEDULE

Proposals shall be due by 4:00 pm on _____, _____, 2018.

V. TEAM

Proposer (Consultant) is responsible for assembling a team which meets all of the requirements outlined in this RFP.

VI. MEETINGS

Consultant will conduct all meetings necessary to complete this project.

VII. PROJECT SCHEDULE

The proposal shall include a project schedule which shows the project tasks. The schedule will be reviewed and finalized with the Consultant prior to start of the project. Once the schedule has been finalized, no extension will be allowed unless the extension has been requested, in writing, and approved by Valley District before a submittal deadline. Failure to submit required work by scheduled deadlines may result in cancellation of the remainder of the contract and all outstanding invoices. Should cancellation occur, all materials collected and/or developed during the process will become property of Valley District as stated in Valley District's standard agreement for consulting services.

VIII. PROPOSAL REQUIREMENTS

The proposal shall include a brief, but clear, scope of work and shall include a project schedule. The proposal shall also include a brief discussion of the organization including similar projects that have been completed by the company. In addition, the firm's project manager and point of contact shall be identified in the proposal.

A fee schedule shall be organized to follow the general tasks in the Scope of Services, and be included in the proposal. The costs shall provide hourly rates and hours to complete each task, including sub-consultant's hourly rates and hours, and any other costs for a complete project. Valley District accepts no responsibility for costs incurred by any individual or firm submitting a proposal pursuant to this RFP. The proposal must include a complete and fixed price. If the scope of services requires modification during the course of the work, Valley District will determine whether to amend the current agreement or to issue a subsequent RFP for additional services. The price specified must remain firm and irrevocable for 60 days following the RFP submission date. All proposals become property of Valley District and will not be returned.

Four (4) hardcopies and a PDF version (can be submitted via email) of the proposal must be received by the filing deadline. Please submit your proposals to:

Aaron Jones

Assistant Engineer
San Bernardino Valley Municipal Water District
380 East Vanderbilt Way
San Bernardino, CA 92408

All questions regarding this RFP must be submitted in writing via email to the following email address: aaronj@sbumwd.com. Answers may be sent via email to the entire distribution list for this RFP.

IX. CONTRACT

A sample copy of Valley District's Standard Agreement for Consulting Services is attached as *Exhibit A* for your information. The selected consultant is expected to execute the agreement.

DRAFT

Exhibit “A” – Standard Consulting Services Agreement

DRAFT