



## MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

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November 1, 2006

Michael McCormick  
Pacific Municipal Consultants  
585 Cannery Row, Suite 304  
Monterey, CA 93940

Matthew Sundt  
Golden State Planning and Environmental Consulting  
988 Fountain Avenue  
Monterey, CA 93940

Dear Messrs. McCormick and Sundt:

I was pleased to recently meet with you both about the Monterey Peninsula Water Management District (MPWMD or District) Water Distribution System (WDS) permit process and our need for assistance due to the high volume of permits this year. Enclosed is a Request for Proposals (RFP) document and other relevant information regarding WDS permitting assistance and preparation of associated Implementation Guidelines. In addition, I have enclosed the District's standard professional services agreement (short version). In your proposal, please confirm that the contract terms and conditions are acceptable; or describe any that are not, and what you propose in-lieu thereof.

The staff recommendation is due no later than Wednesday, November 22, 2006 for review by the District's Administrative Committee on December 1, 2006 at 8:30 AM. **Thus, your Proposal must be received at the District office no later than Thursday, November 16, 2006 at 4:30 PM.** You or your authorized representative should be available during the period November 20 through 22 for a potential interview and follow-up discussion, if needed. Please contact me at: [henri@mpwmd.dst.ca.us](mailto:henri@mpwmd.dst.ca.us) or 831/658-5621 if you have any questions. We look forward to receiving your proposals in the near future.

Sincerely,

Henrietta Stern  
Project Manager

Enclosures: RFP/Work Tasks  
Implementation Guideline Materials  
Model Contract

Cc: Andrew Bell, District Engineer  
David Berger, General Manager



**Attachment 2-A**  
**Monterey Peninsula Water Management District**  
**Request for Proposals for**  
**Water Distribution System Permitting Assistance**

The Monterey Peninsula Water Management District (MPWMD or District) is soliciting proposals to: (1) assist the District in processing Water Distribution System (WDS) permit applications; and (2) update and complete Implementation Guidelines for use by District staff to carry out WDS permit process steps in compliance with MPWMD Rules & Regulations.

Two firms, Pacific Municipal Consultants and Golden State Planning and Environmental Consulting, have expressed interest in proposing on a contract to perform this work after meeting with Henrietta Stern, MPWMD Project Manager. Based on this pre-qualification process, this Request for Proposals (RFP) is being sent only to these two firms in order to encourage submittal of proposals that reflect the firms' initial and on-going commitment to provide the best available professional resources to deliver needed services.

The consultant contract will be for the remainder of Fiscal Year 2006-2007 (through June 30, 2007), and is anticipated to be authorized by the MPWMD Board at its December 11, 2006 meeting. The list of consultant tasks reflects the fact that the District has separately retained Pueblo Water Resources to assist the Water Resources Division manager to carry out hydrogeologic review of application materials.

***The proposal should include:***

1. Qualifications of the Firm – List local agencies the firm has served, and what tasks the firm performed that are relevant to tasks in this RFP.
2. Qualifications of assigned individual(s) – Identify as feasible who specifically will perform the work; provide resume highlighting experience and qualifications as they relate to scope of work; state who will be the point of contact responsible for the firm's work product and timeliness.
3. Provide a description of your firm's proposed approach to delivering the requested services. Submit a detailed proposal for Task 1 and Task 2 in the Scope of Work.
4. Highlight experience writing Implementation Guidelines or similar procedures manuals for public agency ordinance implementation.
5. Highlight experience serving in an agency staff regulatory role — e.g., planning, public works, water agency, etc.
6. Describe your experience with CEQA, particularly Notice of Exemption, Initial Study/Negative Declaration or Mitigated Negative Declaration. (The consultant is not expected to be the entity to prepare an EIR, if needed, but you may describe your EIR experience.)
7. Provide references (name, title, agency, contact information).
8. Submit a list of hourly fees by consultant employee category, and an expense schedule.

9. State your estimated cost for Task 2, Implementation Guidelines. (Refer to MPWMD Rules 20, 21, 22 and 40, as well as relevant portions of Rule 11, Definitions. The MPWMD Rules & Regulations may be found on the District website: [www.mpwmd.dst.ca.us](http://www.mpwmd.dst.ca.us). On the homepage, see "Rules and Regulations.")

In addition, the District's standard professional services agreement (short version) is enclosed. In your proposal, please confirm that the contract terms and conditions are acceptable; or describe any that are not, and what you propose in-lieu thereof.

The staff recommendation is due no later than Wednesday, November 22, 2006 for review by the District's Administrative Committee on December 1, 2006 at 8:30 AM. ***Thus, your Proposal must be received at the District office no later than Thursday, November 16, 2006 at 4:30 PM.*** You or your authorized representative should be available during the period November 20 through 22 for a potential interview and follow-up discussion, if needed. District staff will recommend the firm deemed best qualified for the required service taking into account professional experience, expertise and cost. Cost is important, but is not the primary criterion for selection. The MWPMMD Board will consider this item at its December 11, 2006 meeting.

\*\*\* See next page for Scope of Work Tasks \*\*\*

## DESCRIPTION OF PROFESSIONAL CONSULTING SERVICES REQUIRED BY MPWMD

### SCOPE OF WORK

#### Water Distribution System (WDS) Permitting Assistance

December 12, 2006 through June 30, 2007  
(the remainder of Fiscal Year 2006-2007)

The Consultant shall be retained for the period of December 12, 2006 through June 30, 2007 (as funds are available) on an "as needed" basis and billed on a time and materials basis. Work performed for specific WDS permit applications shall be tabulated separately on monthly invoices to facilitate reimbursement to MPWMD by the applicant. Tasks for general work not specific to a particular WDS permit application will be separately tracked.

The MPWMD point of contact is Henrietta Stern, Project Manager, who will coordinate with the General Manager, Water Resources Division Manager, District Engineer and legal counsel, as needed. The key consultant tasks are as follows:

**Task 1.** Assist staff in the processing, evaluation and permitting of applications for new/amended Water Distribution System (WDS) permits and/or pre-application submittals, as required. This assistance will focus on assessing whether an application is complete (in coordination with the District's hydrogeologic consultant); preparing draft administrative determinations<sup>1</sup> with associated findings and conditions of approval; preparing draft CEQA documents (typically Categorical Exemption or Negative Declaration/Initial Study); and preparing draft letters to applicants at various steps of the permit process.<sup>2</sup> All consultant products would be reviewed and finalized by District staff. At this point in time, minimal assistance for the Pre-Application review is envisioned.

**Task 2.** In coordination with District staff, prepare complete, updated Implementation Guidelines to serve as a detailed guide to carry out current MPWMD Rules & Regulations related to WDS. This may include creating a WDS Permit Handbook for use by staff with detailed descriptions of each step in the permit process; creating or modifying application forms and other materials (e.g., worksheets) to be used by applicants; creating or modifying process checklists and forms for internal use by MPWMD staff; and preparing educational materials as needed. Rough draft portions of the Implementation Guidelines prepared in 2005 as well as various checklists are provided in this RFP package for reference. Key rules for WDS are Rules 20, 20.4, 20.5, 21, 22 and 40, as well as relevant portions of Rule 11, Definitions. The MPWMD Rules & Regulations and other relevant information are on the District website: [www.mpwmd.dst.ca.us](http://www.mpwmd.dst.ca.us) (see "Rules and Regulations" box on home page).

**Task 3.** Perform other related tasks as assigned by the General Manager or his/her designee. Such tasks could include making recommendations to improve ordinance implementation, helping District staff to determine if existing systems are in compliance with their WDS permit conditions, and performing other related investigation and research as directed.

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1. A draft administrative determination is an overview of the application, including existing setting, proposed water system (new or amended), application materials submitted, summary of hydrology/well assessment, summary of proposed Findings and Conditions of Approval for the permit, with emphasis on production limit and connection limit, and overview of CEQA compliance.

2. Letters to applicants are used to inform whether an application is complete or incomplete, identify missing information, advise the applicant of the public hearing process and noticing requirements, and, following permit approval, provide a letter of conditional approval with documents to be signed and returned to the District.