January 24, 2020

Metropolitan North Georgia Water Planning District
REQUEST FOR PROPOSALS
2022 Water Resource Management Plan Update

The Metropolitan North Georgia Water Planning District (the District) is soliciting proposals to prepare the 5-year update to the 2017 Water Resource Management Plan.

The District is requesting proposals from consulting firms, or teams of firms, to determine the project approach, schedule, and cost. The District reserves the right to negotiate scope and fee prior to contract award. The District estimates that funding available for this work will be approximately $994,000. Final contract award will be contingent on funding received from Georgia legislatures appropriations (FY 2021) in addition to funding from District dues presently in reserve ($494,000).

Please provide a description of the proposed approach your firm, either individually or in cooperation with other firms, would take to accomplish the tasks outlined in the Scope of Work provided in Exhibit A. The proposal shall provide a schedule which shall include time for review of reports and deliverables by stakeholders and the public as discussed in the Scope of Work.

The proposal should provide project cost estimates in the format provided in Exhibit B and B1. The consultant shall determine the level of effort for each task of the Scope of Work which must be clearly provided in the proposal. This level of effort is to be presented in a format which includes the total man-hours and cost for each task.

The District will convene an evaluation committee. The evaluation committee will review all proposals and make a consultant selection recommendation to the Chairman of the District Board.

Based on the responses to this request, the District may identify a short list of firms from the proposals received. The shortlisted firms will be invited to participate in an interview process with the evaluation committee. The District reserves the right to award this contract based on proposals received without interviews.

The District intends to award a contract for the project in the second quarter of 2020. The consultant shall provide a schedule of major milestones and interim deliverables demonstrating a final document approved by the Governing Board and delivered to the Georgia Environmental Protection Division (EPD) by June 1, 2022. The successful consultant or team of consultants should be prepared to begin work immediately. The District reserves the right to award all or part of the available funds for this project.

The contract will be awarded to the consultant determined to be the most qualified to perform the work based on the following evaluation criteria:

1. Qualifications and experience related to the Scope of Work of the firm (or team of firms) and individuals in the firm directly assigned to the project. (55 percent)
2. Proposed approach to address the attached Scope of Work (35 percent)
3. Consultant's cost estimates versus work provided. The cost estimate shall follow the format outlined in Exhibit B. (10 percent)

Disadvantaged Business Enterprises (DBE) shall have equal opportunity to participate in the performance of the District's contracts. Such DBEs are encouraged to compete, as prime consultant, consultant team members or sub-consultants and should be so identified in responses to this RFP.

Proposals should be limited to a total of no more than 25 pages (not including cover, table of contents, divider sheets, resumes, and cost proposal) and should include the following information:

1. Name of the lead firm, and other firms or sub-consultants;
2. Point of contact (name, title, email address and phone #) at lead firm;
3. Project Manager (name, title and phone number) at lead firm;
4. Qualifications and technical competence of consultant and sub-consultants;
5. Description of consultant's similar experience on projects related to the Scope of Work;
6. Provide three references with current contact information (name, title, email address, and phone #);
7. Identification of specific personnel committed to work on the project, the office locations of this personnel, and a description of their education and experience directly related to the Scope of Work. Provide one to two-page resumes of key staff as an appendix to the proposal;
8. A proposed work plan including:
    a. approach to accomplishing the work described in Attachment A;
    b. schedule, interim deliverables and milestones;
    c. reasons for proposed task additions, modifications, or expansions;
9. A proposed project cost proposal in the format of Exhibit B and B1 to this RFP (not included in the page limit);
10. Any other pertinent information including potential additional services beyond the Scope of Work.

The 2017 Water Resource Management Plan can be found here:
https://northgeorgiawater.org/plans-manuals/

Questions shall be received no later than **February 17, 2020 at 5:00 p.m.** and should be submitted in writing to Danny Johnson (djohnson@atlantaregional.org)**.** Pertinent information, including questions and responses, from written questions will be posted on the District website (https://northgeorgiawater.org/what-is-the-metro-water-district/rfps/) by **February 24, 2020 at**

4:00 p.m. No other direct contact related to this Request for Proposal between prospective consultants and the District staff or Board members is permitted.

The District must receive six (6) printed copies of the proposal, as well as an electronic copy in PDF format (on CD or thumb drive), **no later than February 28, 2020 at 5:00 p.m.** No responses received after this date and time will be considered.

Font size should be a minimum of 11 point.

The delivery package shall be labeled:

2022 Water Resource Management Plan Update RFP

Proposals shall be delivered to the following address:

Metropolitan North Georgia Water Planning District
ATTN: Danny Johnson
229 Peachtree Street, NE
International Tower Suite 100
Atlanta, GA 30303

EXHIBIT A

SCOPE OF WORK

UPDATE OF THE WATER RESOURCE MANAGEMENT PLAN

Overview

The purpose of this scope of work is to develop an update to the Water Resource Management Plan ("the plan") for the Metropolitan North Georgia Water Planning District ("the District") as required under O.C.G.A. §12-5-570 et seq. The District is the entity responsible for watershed and stormwater management, wastewater management, and water supply and conservation management planning within the 15-county metropolitan area which includes Bartow, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Henry, Paulding, and Rockdale Counties. The District is governed by a 26-member Governing Board made of 16 elected officials and 10 citizen members appointed by the Governor, Lieutenant Governor, and Speaker of the House. The District also includes six Basin Advisory Councils (BACs) to provide a forum for stakeholder input and a Technical Coordination Committee (TCC) made up of staff from local governments across the region.

The District last updated and adopted the plan in 2017. The primary objectives of the 2022 plan update are listed below:

1) Using the 2017 plan as a foundation, build on or modify sections that need updating while addressing new requirements as described in this scope of work.
2) Update the plan consistent with Georgia Environmental Protection Division (EPD) guidance, District Governing Board, TCC and BACs guidance and the scope of work detailed below.
3) Advance the District's on-going approach to integrated water planning.
4) Update the plan with the most current data and information covering a wide range of areas including water resource management issues, plant capacities, demand projections, etc.

The plan update will be prepared with involvement of local governments, state agencies, the District's TCC and BACs, other regional water planning councils and other interested stakeholders. The plan update will also build upon and be coordinated with existing planning and regulatory activities.

The consultant's proposal shall:

- identify the steps necessary to update the plan,
- address the tasks identified within this scope of work,
- recommend interim reports and milestones and provide time in the schedule for review of such reports and milestone materials by the Governing Board, TCCs, BACs, the public and District staff as described in each task, and
- provide a schedule broken down by task.

The consultant will be responsible for preparation of the updated data, reports and materials, at the direction of the District Manager, to support the development of the plan update. The plan is scheduled

to be adopted by the District's Governing Board in May 2022 compliant with the State Water Plan, state water rules, and laws.

The Major Areas of Focus for the 2022 Plan Update is included in **Appendix A** of this RFP included below to provide background on areas of emphasis for the 2022 Plan Update.

Scope of Work

The following tasks include required activities needed to develop the 2022 Water Resource Management Plan update as well as studies and research that will inform the plan development. Based on available funding and other considerations, the District reserves the right to remove individual tasks and execute a similar and separate contract for those tasks at a later date.

Task 1 - Meetings / Stakeholder and Public Involvement

The consultant will NOT be expected to attend routine stakeholder meetings of the District Board, TCCs, and BACs. However, the consultant should include the cost to attend 25 stakeholder meetings (does not include meetings described in other tasks) as directed by the District Manager. All meetings will take place within the 15-county District region. The cost for periodic project coordination meetings with District staff should be included in project management costs. The District typically hosts approximately seven meetings of the District Board, TCCs, and BACs each quarter.

The District Manager will coordinate meeting announcements, meeting agenda, location and logistics, as well as meeting summaries and press releases, as needed. The consultant will periodically and upon request provide PowerPoint presentations to the District Manager that summarize work in progress and discussion items to solicit feedback on consultant deliverables from stakeholders.

Task 2 - Water Resource Management Plan Digital Documents Update and Distribution of Materials

The consultant will update the existing digital version of the Water Resource Management Plan, including appendices, and be responsible for final formatting and digital production. The District intends to utilize the existing format and structure in Microsoft Word which will ultimately be saved as an Adobe Acrobat PDF. The consultant should include the same functionality using hyperlinks and bookmarks as the existing PDF file structure found here: https://northgeorgiawater.org/plans-manuals/.

The consultant will be provided all text from District staff and will not be responsible for generating new/updated text, charts, or tables except where specifically indicated in the tasks below. District staff will work to prepare a definitions section for the plan, and the consultant will review and provide comments on the definitions. District staff will make updates to the definition section and share with the consultant throughout the plan update process. All consultant work shall use and be consistent with the definitions section. The consultant will provide a technical reviewer to ensure the plan reads in a single voice, provides technical detail in language accessible to the public, uses defined terms correctly and consistently, and contains no errors.

All interim reports, milestone materials, drafts and final plans will be delivered to the District Manager in a modifiable digital format to allow printing and posting on the District website and/or distribution via

email. Appropriate digital formats include Microsoft Word, Adobe Acrobat PDF, ArcGIS data and all corresponding map project files, as well as supporting Microsoft Excel files. The District will print and publish drafts and final plans as needed.

Task 3 - Regional Water and Wastewater Demand Projections

The 2017 Plan Update included a major update of water demand and wastewater flow projections across the District. This plan update will evaluate those projections to determine whether any modifications are required based on specific changing conditions within a particular water or wastewater system. For each county, the consultant shall determine whether a more detailed projection update is required due to changing conditions since 2015.

The consultant will start by preparing an updated water and wastewater demands baseline. The baseline will incorporate the most recent available data on population, withdrawals, and discharges. The baseline will include at least a high-level accounting starting with water withdrawals, following each major step through the water and wastewater systems (e.g. usage at water plants, imports and exports, non-revenue water, I&I) and uses by major customer classes, and ending with the relative amounts that are consumptively used and those amounts returned to surface waters of each major basin. The consultant should use as its starting point population data from **[the US Census Bureau]**, data collected by EPD through its permitting programs, data submitted by local water providers in their AWWA water loss audit results, and data from the Water Research Foundation's Residential End Uses of Water, Version 2 (DeOreo et. al. 2016 - Report #4309b). As needed, the consultant will work with each utility in the District to obtain water withdrawal and production data and individual meter data for the period since the last plan update and through December 2019 (as possible). It is not anticipated that the meter data will be analyzed for every utility, but instead is being collected such that the next plan update won't require the collection of ten years of data. The consultant will update background spreadsheets with the obtained meter data in order to be consistent with the prior plan update.

The consultant will update and add to (if necessary) the tables and figures in Sections 3.2, 3.3, and 3.4 on existing conditions. District staff will provide the first draft of any text changes to Sections 3.2, 3.3, and 3.4, and the consultant will then review the narrative to double check its technical accuracy.
The consultant will review and update, when necessary, county-specific water demand projections in 10-year increments through 2040, which will be used for treatment capacity planning in Appendix B of the plan. An extended forecast will be prepared through 2063 but given the greater uncertainty inherent in any extended forecast, it will not be used for Appendix B of the plan. Population and employment projection data will be provided to the consultant, potentially from two separate projection sources. In the development of the water demand projections, the consultant will evaluate water withdrawal and production data to determine whether they are generally consistent with the 2017 District plan projections (accounting for variations in climate and economy).

The consultant will update and expand the District's water use profile in the following capacity:

- Update Table and Figures in Section 4,
- Update the top down projection approach, which breaks overall water usage by total consumed/billed, by customer category and by indoor and outdoor use,
- Present final water demand projections consistent with Section 4.2.2 and Table 4-7 from the 2017 Plan, and

- Perform a regional uncertainty analysis, including factors like changes in commercial and industrial mix and variations in rainfall and temperature.

The consultant will present the draft baselines and projections to each of the 15 counties and the City of Atlanta including all water providers within the county for a minimum of 16 individual county meetings. The consultant will also present the draft results to Georgia EPD staff, the Governing Board, and TCCs and include a minimum of two additional presentations to be determined. The meetings associated with this task are not included in the stakeholder meetings referenced in prior tasks. The baselines and projections may, if necessary, be refined, based on this review, prior to publication in the updated plan.

The consultant will prepare county specific wastewater flow projections in 10-year increments through 2040, which will be used for treatment capacity planning in Appendix B of the plan. An extended forecast will be prepared through 2063 but given the greater uncertainty inherent in any extended forecast, it will not be used for Appendix B of the plan. In the development of the wastewater flow projections, the consultant will use the indoor water use component of the water demand projections and update and projection methods consistent with the 2017 management plan but refined for current industry practices. In particular, the consultant will evaluate septic system assumptions used during the 2017 plan update to determine if any new utility-specific information needs to be updated. The consultant will update and expand the District-wide and county-specific wastewater projections, including the following from the 2017 Plan: Table 4-8, Table 4-9, and Table 4-10.

Task 4 - Planned Water Supply Sources, Drinking Water Treatment Facilities, and Wastewater Treatment Facilities for the Target Year

The consultant will review and refine the summary of the water sources identified in Table 5-2 of the 2017 plan for the target year and one intervening year by soliciting input from local water providers. Additionally, the consultant will review and refine the county level summaries of drinking water treatment facilities in Appendix B of the plan by soliciting input from local water providers. New projects not currently included in Appendix B of the plan, and substantive modifications to existing projects will include a brief write-up for each project for Board review. As appropriate, changes to Appendix B of the plan should be made to provide a greater level of specificity of existing, modified, and new projects.

For wastewater facilities, the consultant will use the wastewater flows developed in Task 3 and discuss with local wastewater utilities which plants may be new, expanded, or decommissioned. The consultant will use this information to update the summary of future facilities in Appendix B of the plan. This will be performed for both the target year and one intervening year. New projects, not currently included in Appendix B of the plan, will include a brief write-up for each project for Board review.

The draft results of this task will be provided to the District and will be reviewed by Georgia EPD, local water and wastewater providers, and the District Governing Board prior to refinement, if necessary and publication in the plan.

Task 5 - Biosolids Production Projections

The consultant will review data gathered by the Georgia Association of Water Professionals (GAWP) 2019 Biosolids Survey and present an existing status of regional biosolids production from municipal wastewater treatment facilities in table format. Based on results from the 2019 survey and target year

population and wastewater projections, the consultant will develop a methodology for presenting projected biosolids production in 10-year increments through the target year and present the results of the projections in table form into the plan.

Task 6 - District Stormwater and Watershed Projections

The consultant shall prepare a District stormwater and watershed projection for watershed and stormwater management in 10-year increments leading up to 2040 In the development of the plan, the consultant will convene a panel of national stormwater experts representing a mix of private, public, and non-profit sectors. During a multi-day collaboration session, the consultant and District Staff will facilitate discussion to provide strategic recommendations that will shift the paradigm of stormwater management in the District and inform the final stormwater and watershed projections. The consultant should consider the following key issues and parameters when developing the projections: District population growth, future land use patterns (including new development and redevelopment), impervious cover, mix of grey and green stormwater infrastructure, mix of municipally owned and privately owned stormwater infrastructure, stormwater/watershed policies (current and future), stormwater/watershed regulations (current and future), meteorological trends, funding, and maintenance scenarios.

The goal is to identify programmatic changes to support holistic watershed planning and stormwater management for resilience, public safety, and watershed health. The final projections will include next steps for near term (5-year) progress on potential stormwater opportunities, land use scenarios that can be used to inform watershed and stormwater management planning and policy, projections (in dollars over time) for maintenance and infrastructure investment needs, and an evaluation of the connection between land use and watershed management that is specific to the District.

Task 7 - River Basin Profiles Update

The consultant will update each river basin profile (Appendix A of the plan) with the most current information on the following items:

- Impaired waters as identified on Georgia's most current 305(b) / 303(d) List of Waters,
- Small water supply watershed protection requirements in the District,
- Protection of large water supply reservoirs and recreational lakes (Lake Lanier, Allatoona Lake, Lake Jackson, West Point Lake) including the reduction of nutrient loadings to these reservoirs,
- Endangered and protected species,
- Combined-sewer (CSO) areas,
- Current and future land-use projections,
- Recommend BMPs and other policies, strategies or actions to address basin specific issues, with a focus on water quality restoration,

The draft watershed plans will be provided to the District and will be reviewed by the TCC and District staff prior to refinement if necessary and publication in the Plan.

Task 8 - Exploring Localized Demands from New Residential Developments; Estimating Tools

District staff has been working with local water providers in the region to collect water use data on new single-family, townhome, and multi-family developments. The goal has been to understand localized examples of the water use profiles of new residential developments in our region. While new water demands from new developments comprise a relatively small share of overall water demand within the District, accurate estimates of these demands are important for local governments and planning at the local scale. This may especially help smaller jurisdictions develop appropriate site-specific estimates of water and wastewater demands from new developments.

In coordination with District staff, the consultant will develop a report detailing information on the localized demands from new residential projects in the District of various types, including a range of housing, landscape, and demographic factors. First, the report will include a write-up of all local examples analyzed and an analysis of their indoor and outdoor water use profiles. Second, the report will include a tool for estimating water and wastewater use for new residential developments, a presentation of a generalized range of new residential development types and their expected water use profiles, or some other medium agreed to by District staff that conveys to local water providers what they can expect in terms of water use from new developments in their service areas.

The consultant will be provided with the data and analysis performed by District staff and will need to have or gain a detailed understanding of the Water Research Foundation's Residential End Uses of Water, Version 2 (DeOreo et. al. 2016 - Report #4309b).

Task 9 – Septic System Impact to Surface Water Study During Wet Weather Conditions

The consultant shall perform a wet weather study using the same sampling locations and similar methodology of the 2019 Septic System Impact to Surface Water Study in Metropolitan Atlanta found here: https://northgeorgiawater.org/wp-content/uploads/2019/08/2019-Septic-System-Surface-Water-Quality-Study.pdf. The 2019 study was conducted during dry weather events only.

The study should build on the work completed during the dry weather analysis and seek to inform the impact of overland flows from low, medium, and high-density residential septic watersheds during wet weather and consider seasonal variation. The study should perform the following analyses on collected samples:

- Human DNA marker (HF183) by droplet digital PCR (ddPCR)
- Fecal coliform by culture
- pH, temperature, dissolved oxygen, turbidity, and specific conductance by field probe
- Flow by area-velocity measurement

The consultant shall perform a statistical analysis and develop a draft report using similar methods and presentation graphics as the 2019 study so they can be compared in similar fashion. The consultant will prepare the final report after addressing comments from the District on the draft report, prepare a slide show demonstrating the results, and present the results to two stakeholder meetings upon completion.

Task 10 - Drought Response Options Menu [Proposed budget shall not exceed $75,000]

The EPD Drought Rule (see DNR Drought Management Rules, Chapter 391-3-30) provides the following levels of drought response: Level 1, Level 2, Level 3, and Level 3+. The drought rule further establishes the general drought response restrictions and strategies under Levels 1, 2, and 3, but EPD has left significant discretion to local water providers on the details of how to implement and enforce these general restrictions and strategies. Local water providers have even more discretion to come up with additional restrictions and strategies under Level 3+.

The District would like to preserve this local discretion while providing data-informed and effective options for drought response to local water providers that are looking for ideas on implementing and enforcing the EPD Drought Rule. The primary goal is to present a menu of behavioral and other drought response options that are consistent with the EPD Drought Rule and that will most effectively achieve short-term demand reductions as appropriate for each drought response level.

The consultant will create a drought response options menu as a technical resource for water providers with a section dedicated to each of the drought response levels 1, 2, 3, and 3+. The consultant will prepare a draft based upon the education and other drought response materials previously created by District staff, as well as District staff input. The consultant and District staff will present the draft to one joint BAC meeting, one joint water/wastewater TCC meeting, and one Governing Board meeting. These meetings are not included in other tasks. The consultant will then prepare a final drought response options menu.

The options menu will be based on existing case studies from prior droughts in the District or elsewhere in the US or abroad that include quantitative analyses to measure the effectiveness of specific drought responses whenever possible. Qualitative and other supporting research will also be used and cited as necessary showing why a proposed option is expected to be effective in reducing short-term demands. The consultant will identify areas where further data collection and quantitative analyses may be needed for consideration by the District and other organizations in the future.

As part of the options menu, the consultant will include step-by-step instructions on how to implement the options, any needed templates for education campaigns, model policies and ordinances, enforcement options, templates for citations, and other items essential to implementing and enforcing the options. In developing the options menu, the consultant will consider and include:

- A range of local water provider sizes and appropriate/implementable resources for each size
- Education campaigns focused on customers using higher than average amounts of water for landscape irrigation
- Methods to utilize AMI and traditional metering data
- Tailored messaging and responses for (1) winter months, (2) the months leading into landscape irrigation season, and (3) the landscape irrigation season

Task 11 - Watershed Resilience Evaluation [Proposed budget shall not exceed - $100,000]

The consultant will evaluate opportunities to improve watershed resilience to support long-term water supplies and assimilative capacity across the District. The effort should evaluate the risks associated with extreme weather conditions that may include extended droughts and more intense flood impacts using the 2015 Utility Climate Resilience Study as support.

As an example of a watershed resilience evaluation, during previous droughts, certain local utilities were concerned about their continued ability to discharge wastewater due to temporary reductions in assimilative capacity. These constraints have typically occurred when relatively minor surface water withdrawals, below the requirement for a permit from EPD, reduce flows in small receiving streams, potentially impacting wastewater discharges into the smaller receiving stream. The consultant will work with District staff and up to two local utilities to conduct a pilot study to identify all water withdrawals within a given watershed, including those below the requirement for a permit from EPD, and evaluate their potential impact on stream flow and the ability for local utilities to meet conditions of their permits.

Proposals for this RFP should outline a proposed approach for this task and for evaluating resilience within the District. Upon selection, the consultant will convene resilience experts for a meeting with District staff to prepare a scope for work to be completed. District staff will then finalize an approach with the selected consultant.

Task 12 - Cost-Benefit Analyses - Task Order(s)

As directed by the District Manager through one or more task orders, the consultant will perform a cost-benefit analysis (CBA) of new and/or expanded action items in the 2022 plan update and provide a CBA tool for jurisdictions to use when an action item allows for varying levels of effort. Potential new and/or expanded action items will be identified during the 2022 plan update stakeholder process. When requested by the District Manager, the consultant will provide a fee estimate for each CBA. Upon approval, the District Manager will execute a written task order to the consultant authorizing work to begin.

The cost-benefit analysis should follow the approved Cost Benefit Framework for the 2022 Plan Update provided in **Appendix B** of this RFP.

Task 13 - Water Efficiency, Wastewater, Watershed/Stormwater, and Public Education Action Items Support - Task Order(s)

The District desires to maintain its status as a national leader in long-term water resource planning, including practices to enhance water use efficiency. These may include more efficient plumbing fixtures, appliances, and other end use technologies and/or more efficient landscape irrigation system design and operation. Additionally, continuing the District's focus on management practices that protect water quality and improve asset management are key to maintaining strength in the District's plan.

The District also desires to:

- Eliminate action items when they are both fully duplicative of federal or state requirements and including them in the plan provides no meaningful additional benefits, such as improved implementation and enforcement
- Address out of date action items by either updating them to match current best practices or eliminating them once they've substantially achieved their intended purposes

- Evaluate using population or other thresholds for local governments action items to address smaller local governments, their more limited resources, and their relatively minor impact viewed from a regional scale

The District staff will lead the effort to evaluate existing and potential new water resource and public education and outreach action items. District staff will schedule up to four initial meetings (one per subject area) with the selected consultant to discuss water resource and public education action items. District staff will then prepare an initial evaluation of existing and potential new action items, assign specific work to the consultant to refine the initial evaluation, request specific supporting research, analysis, and reports from the consultant, and make recommendations to the Governing Board, TCCs, and BACs.

Through this process, the District Manager will direct the consultant through one or more task orders. When requested by the District Manager, the consultant will provide a fee estimate for the defined task. Upon approval, the District Manager will execute a written task order to the consultant authorizing work to begin. The consultant will make experienced staff available upon request with expertise in various subject areas including, but not limited to:

- Conservation rate design best practices, including residential rates, irrigation rates, and rates for other customers classes
- Premise plumbing, efficient plumbing fixtures, appliances, and other end use technologies
- Efficient landscape irrigation system design and operation
- Water waste policies and their implementation
- Water loss and knowledge of AWWA Water Audit process
- Water and wastewater utility master planning
- Water and wastewater asset management
- Wastewater biosolids management
- Wastewater reuse
- Septic management
- Stormwater management practices and design criteria
- Stormwater master planning and condition assessment
- State and/or Federal requirements
- Land use planning measures
- Funding strategies / stormwater utilities
- Public education and outreach best practices

In addition to providing support to the District regarding the work above, the District may also work with the consultant on a task order basis to document the successes of the District over the 20-year history since its formation in 2001. Furthermore, the District may request on a task order basis that the consultant help to provide a history of the District foundation and early years.

EXHIBIT B

Format for Consultant Cost Proposal - Tasks 1-11

The following format shall be used to develop the total project cost proposal for Tasks 1-11. Additionally, the labor rates identified in Exhibit B will be used for the cost basis when developing task order proposals for Tasks 12-13. Note that the District budget for Tasks 1-11 is $854,000. $140,000 will be reserved for task order support for Tasks 12-13.

Prime Consultant

1. Direct Labor	Estimated Hours	Rate/Hour	Total Estimated Cost
(List by billing category.)	(List for each)	(List for each)	(List for each)

TOTAL DIRECT LABOR: $_____

2. Overhead Cost

(overhead percentage rate) x (total direct labor)

TOTAL OVERHEAD: $_____

3. Other Direct Costs

(List other items (Printing, etc.) and cost for each)

TOTAL OTHER DIRECT COSTS: $_____

4. Travel

A. Travel by common carrier from/to the District offices.
(List number of trips and economy class airfare,
plus taxi and limousine fares, etc.)

B. Travel by private automobile within District area.
(List number of days x rate)

TOTAL TRAVEL: $_____

5. Profit

(percentage rate) x (total contract price excluding profit)

TOTAL PROFIT: $_____

Sub-Consultant (s)

1. Direct Labor	Estimated Hours	Rate/Hour	Total Estimated Cost
(List by billing category.)	(List for each)	(List for each)	(List for each)

TOTAL DIRECT LABOR: $_____

2. Overhead Cost

(overhead percentage rate) x (total direct labor)

TOTAL OVERHEAD: $_____

3. Other Direct Costs

(List other items (Printing, etc.) and cost for each)

TOTAL OTHER DIRECT COSTS: $_____

4. Travel

A. Travel by common carrier from/to the District offices.
(List number of trips and economy class airfare,
plus taxi and limousine fares, etc.)

B. Travel by private automobile within District area.
(List number of days x rate)

TOTAL TRAVEL: $_____

5. Profit

(percentage rate) x (total contract price excluding profit)

TOTAL PROFIT: $_____

TOTAL COST AND PROFIT – TASKS 1-11: $_____

EXHIBIT B-1

BUDGET BY TASK

The consultant shall provide the lump-sum cost for each task totaling the lump sum for the project identified in Exhibit B. The costs for Tasks 1 to 11 will be considered as preliminary and actual costs may vary following contract award so long as the total contract value does not increase. The District has included a budget for Tasks 12 and 13 which will be reserved for the execution of task orders on an as-needed basis.

Task Item	Budget ($)
Task 1 - Meetings / Stakeholder and Public Involvement	
Task 2 - Water Resource Management Plan Digital Documents Update and Distribution of Materials	
Task 3 - Regional Water and Wastewater Demand Projections	
Task 4 - Planned Water Supply Sources, Drinking Water Treatment Facilities, and Wastewater Treatment Facilities for the Target Year	
Task 5 - Biosolids Production Projections	
Task 6 - District Stormwater and Watershed Projections	
Task 7 - River Basin Profiles Update	
Task 8 - Exploring Localized Demands from New Residential Developments; Estimating Tools	
Task 9 – Septic System Impact to Surface Water Study During Wet Weather Conditions	
Task 10 - Drought Response Options Menu [Proposed budget shall not exceed $75,000]	
Task 11 - Watershed Resilience Evaluation [Proposed budget shall not exceed - $100,000]	
Total for Tasks 1-11 (total should match Exhibit B)	
Task 12 - Cost-Benefit Analyses [Task Order(s) - Total Not to Exceed]	$40,000
Task 13 - Water Efficiency, Wastewater, Watershed/Stormwater, and Public Education Action Items Support [Task Order(s) – Total Not to Exceed]	$100,000
Total Project Cost	

APPENDIX A

Major Areas of Focus for 2022 Plan Update - Staff Recommendations

District staff prepared the following list of recommendations for major areas of focus for the 2022 Water Management Plan Update as a starting point for discussion with District stakeholders. These recommendations are based on lessons learned from staff interactions with members of the Governing Board, TCCs, BACs, and other stakeholders as well as staff experience with plan implementation, technical assistance, and EPD's audit process since the last plan update. These areas of focus are intended to be high-level and conceptual so that they can guide more detailed analysis and day-to-day decision making by staff once the plan update process begins.

General

- Eliminating action items when they are both fully duplicative of federal or state requirements and including them in the plan provides no meaningful additional benefits, such as improved implementation and enforcement
- Addressing out of date action items by either updating them to match current best practices or eliminating them once they've substantially achieved their intended purposes
- Evaluating using population or other thresholds for local governments action items to address smaller local governments, their more limited resources, and their relatively minor impact viewed from a regional scale
- Including a cost-benefit analysis in accordance with the board-approved framework
- Support the development of a diverse, highly skilled, and multidisciplinary water resources workforce

Water Supply and Water Conservation

- Taking actions needed to improve our region's drought resilience and maintain our national leadership on water conservation and efficiency by:
    - Preparing utilities to respond to drought by creating a menu of proven and detailed conservation practices and education initiatives that can be used to implement EPD's drought management rule, including a specific focus on behavioral changes and targeted education initiatives for outdoor landscape irrigation
    - Reducing long-term per capita demands by identifying and requiring the use of water efficiency technologies that perform well and where the benefits outweigh the costs
    - Promoting the voluntary, early adoption of water efficiency technologies to gather data on their performance, benefits, and costs
- Improving knowledge of key water use categories through data collection and analysis

Wastewater

- Summarize the current state of wastewater biosolids production, treatment type, and disposal methods utilized within the region and utilize existing data to estimate future biosolids production for the planning horizon

- Prioritization of wastewater disposal options for consideration when developing new or expanded wastewater treatment facilities including those outside of the District receiving water from communities within the District
- Improvements in data collection to document homes that transition from septic to sewer
- Continue to gather data and perform research into the impact of septic systems on surface water quality by performing a wet weather monitoring and analysis study as part 2 of the Septic System Impacts to Surface Water Quality Study.

Watershed

- Update watershed action items to emphasize the link between stormwater infrastructure and watershed health by balancing asset and resource management
- Emphasize deployment of comprehensive asset management program for stormwater infrastructure (updating Watershed-9: Ongoing Stormwater System Management)
- Assess the use of River Basin Profiles (Appendix A) by District Members and determine whether to revise or remove them

Public Education and Outreach

- Expanding public education messaging and materials to include the topics of human water cycle, the importance of infrastructure investment, and generally address the benefits the public receives from paying a utility bill
- Ensuring coordination between utility education staff and customer service staff, as customer service is the utility's first line of defense against misinformation in the public

Cost-Benefit Framework for the 2022 Plan Update

This cost benefit framework will be included in the scope of work for the 2022 plan update. This cost benefit framework should also be revisited after the 2022 plan update based on experience, data, and lessons learned to improve the framework and process for the 2027 plan update.

Consideration of all new / expanded action items in the 2022 plan update will include a cost-benefit analysis whenever reasonably possible. Potential new and expanded action items will be identified at the beginning of the 2022 plan update process by the District Board, District staff, hired consultant, the technical coordinating committees, the basin advisory councils, and other interested stakeholders, and those action items subject to this cost-benefit analysis will be identified. As the cost benefit analyses are performed, the details of such analyses and the results will be presented for review, comment, and direction to the District Board, the technical coordinating committees, the basin advisory councils, and other stakeholders.

The cost-benefit analysis should account for the following concepts:

1. Monetary benefits and costs to utilities and customers measured in dollars
2. Benefits and costs measured incrementally
3. Benefits and costs measured over period that matches either (a) the planning horizon (expected to be 2050) for long-term structural changes or (b) a multi-year period of abnormally dry weather and drought for any action items intended to address these episodic challenges
4. The time value of money
5. Data and assumptions clearly stated with sources cited
6. Non-monetary benefits and costs to society at large and the environment ranked on a scale
7. Reasonable and supportable estimates are acceptable when actual data is unavailable
8. Balance between available District funding, available data, and additional efforts to improve accuracy of cost-benefit analysis.

For new action items, the cost-benefit analysis will be used to determine whether to include the action item in the plan at all. Evaluation of these action items will use average incremental costs and benefits or the District as a whole.

Additionally, and subject to available District funding, for new action items that may result in varying levels of local effort (e.g. rebate programs) a cost-benefit tool will be made available to each utility upon plan adoption for their optional use in determining the appropriate level of effort using local incremental cost and benefit data.

A cost-benefit analysis will not be required for (1) new and enhanced data collection and studies included in the 2022 plan update with the intent of informing future action items and planning in 2027 and beyond or (2) minor updates and corrections to action items to account for the passage of time, the availability of new information resources, and to conform to updated laws and practices.