



**CITY OF COOS BAY  
AND  
COOS BAY – NORTH BEND WATER BOARD**

**Request for Qualifications  
for  
Timber Management Services**

Date: June 4, 2013

The City of Coos Bay (City) and the Coos Bay – North Bend Water Board (Water Board) are hereby requesting Statement of Qualifications (SOQ) from individuals or firms, as consulting foresters, to provide timber management services for the City and Water Board's sustainable forests in the Pony Creek and Joe Ney Watersheds. The term of the first contract is proposed to be for a four year period with an option to extend for an additional two years at the City and Water Board's discretion. The City and Water Board invite qualified consulting foresters to submit a SOQ based on information contained in this Request for Qualifications (RFQ).

To receive consideration, SOQs shall be submitted in accordance with the following:

1. Delivery to:  
City of Coos Bay  
Public Works & Development Department  
Attn: Jennifer Wirsing, Engineering Coordinator  
500 Central Avenue  
Coos Bay, OR 97420
2. Seven (7) copies by **3:00 p.m. July 2, 2013**
3. The SOQ package shall not exceed fifteen (15) pages
4. Submittals shall be sealed and clearly marked "SOQ FOR TIMBER MANAGEMENT SERVICES".

The City and Water Board do not expect responses to this RFQ to contain any proprietary information. The RFQ response documents will remain confidential until such time as City and Water Board have completed a review of all RFQ submittals. Submittals shall not be open for public inspection until after a contract award is issued.

The City and Water Board reserve the right to reject any submittal not in compliance with all prescribed public contracting statutes, rules and procedures which apply to this project, to waive any and all informalities and irregularities in the submittal and evaluation process as may be deemed in the best interests of the City and Water Board, and to reject any and all submittals upon finding that it is in the public interest to do so. Additionally, the issuing of this RFP does not obligate the City and/or Water Board to accept or contract for any express or implied services.

Any inquiries regarding this Request for Qualifications should be directed to:

Jennifer Wirsing, Engineering Coordinator  
City of Coos Bay  
Public Works & Development Department  
500 Central Avenue  
Coos Bay, OR 97420  
Phone: 541-269-1181 Ext. 2240  
Fax: 541-269-8916  
Email: [jwirsing@coosbay.org](mailto:jwirsing@coosbay.org)

## A. INFORMATION FOR PROPOSERS

1. Each submittal must bear the signature of an authorized representative of the proposer to be considered for award.
2. Submittals received after the time and date specified will not be accepted or considered. Submittals submitted after the specified time on the due date will be returned to the proposer. Proposers accept all risk of late delivery of submittal regardless of fault.
3. After the successful proposer is selected, the City and Water Board will negotiate a final contract, scope of services, and contract price.
4. After the final contract is negotiated and work begun, payments to the successful proposer shall be based on itemized billings of work completed as derived from approved rates, reimbursable expenses, and project milestones approved by the City and Water Board and contained in the contract for services. A maximum amount not to be exceeded without prior written consent of the City and Water Board will be specified in the contract. Five percent (5%) of each billing will be held as retainage. Payment will be made no more often than monthly.
5. The successful proposer shall furnish all materials, equipment, and labor necessary to complete the contract.
6. The City and Water Board reserve the right to reject any and/or all submittals received as a result of this RFQ. In that event, proposers are responsible for all costs associated with their participation in this selection process. The City and Water Board are not liable for any costs incurred by proposers prior to issuance of a contract. The City and Water Board may, for any reason whatsoever and without penalty, immediately terminate all work under its contract with the successful proposer.
7. The successful proposer shall be familiar with all applicable local, federal, and state laws pertaining to this project. The City and Water Board will provide reasonable assistance and cooperation to proposers. The designated contact person for this RFQ is Jennifer Wirsing, Engineering Coordinator, at the City of Coos Bay. She may be contacted by phone at 541-267-1181, extension 2247, by fax at 541-269-8916, or by email at [jwirsing@coosbay.org](mailto:jwirsing@coosbay.org). Proposers should understand that verbal comments may be subject to misinterpretation and are not binding on an individual, the City or Water Board. If questions arise concerning any aspect of this submittal, the proposer should request clarification in writing. A copy of such request, as well as the written response, shall be made available on the City's website no later than June 7, 2013. All requests for additional information must clearly reference the "SOQ for Timber Management Services". All requests must be received no later than **June 18, 2013 at 3:00 pm**. The responses to the requests will be made available at the City's website and shall be incorporated in the RFQ and shall prevail over inconsistent provisions of the earlier issued RFQ:  
<http://coosbay.org/government/rfp-list>
8. The City and Water Board hereby notifies all prospective proposers that it will affirmatively ensure that small or minority business enterprises will be afforded full opportunity to submit submittals in response to this invitation and will not be discriminated against on the grounds

of age, race, religion, color, sex, national origin, or ancestry in consideration for an award. In accord with Oregon Public Contracting regulations, this RFQ solicitation encourages participation by Minority and Women-Owned Business Enterprises (MWOBE). Participation may be either on a direct basis in response to the RFQ or as a subcontractor to a proposer. However, unless required by federal statutes or regulations, no preference will be included in the evaluation of an RFQ submittal and no minimum level of MWOBE participation shall be required as a condition for follow up interviews in the selection of a contractor, and RFQ submittals will not be rejected or considered non-responsive on that basis.

9. The proposer hereby agrees that should he/she be awarded this contract, the proposer shall not discriminate against any person who performs work hereunder because of age, race, religion, color, sex, national origin, or ancestry.
10. The City and Water Board reserves the right to seek clarification of each (or any) submittal.
11. No guarantee of work is made with this RFQ or the selection of a successful proposer.
12. The successful proposer shall be licensed to do business in the State of Oregon.
13. The successful proposer shall obtain a City of Coos Bay business license.
14. The successful proposer shall be responsible for all resources necessary to deliver these services. The City of Coos Bay supports the following software: Microsoft Office Suite 2011, AutoCAD and Civil 3D 2011, and Arc GIS 10. The Water Board supports the following software: Microsoft Office Suite 2007, Microsoft Office Suite 2010, and AutoCAD 2010. The Water Board expects to upgrade to AutoCAD 2013 by January 1, 2014. It is anticipated the any deliverables will be made compatible. It is anticipated that throughout this scope of work, deliverables will be provided. The successful proposer should anticipate that the City/Water Board will request deliverables in one of the above referenced electronic formats, as well as hard copies. Deliverables will be determined at the time that the scope and fee is negotiated.
15. The City of Coos Bay and Coos Bay - North Bend Water Board Watershed Management Plan is available for review. A copy may be viewed at City Hall, 500 Central Avenue, Coos Bay. Arrangements to review the document may be made by contacting Jennifer Wirsing, Engineering Coordinator, at 541-269-1181, extension 2247. Additionally, a copy of the Management Plan has been made available on the City's website.
16. The successful proposer shall enter into a standard professional services contract with the City and Water Board. As discussed later in this SOQ, the City and Water Board alternate Timber Sales (harvests). The City and the Water Board each have their own standard contract. Dependent on who is conducting the Timber Sale for the given year will depend on which contract will be executed. The City and Water Board's contracts are located in Exhibit A and B, respectively. It is anticipated that the successful proposer has read and agrees with the contractual language and insurance requirements in Exhibit A and B. If the proposer has questions or would like to request modifications to the contractual language, this discussion must occur prior to **June 18, 2013 at 3 p.m.**
17. Proposers may be invited to an interview with the City/Water Board Selection Committee.

18. Proposers responding to this RFQ must follow its procedures and requirements. Except as otherwise provided in the RFQ, applicable provisions of Oregon Administrative Rules Chapter 137, Division 47 shall apply to all personal service contracts of the City. Failure to comply with or complete any part of this RFQ may result in rejection of your Submittal.
19. Any submittal may be withdrawn at any time before the due date and time by providing a written request for the withdrawal to the City. A duly authorized representative of the firm shall make the request. Withdrawal of a submittal will not preclude the proposer from filing a new submittal.
20. Proposers who wish to appeal a disqualification of submittal or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal. Submit an appeal to:

City of Coos Bay  
Public Works and Development Department  
Attn: City Manager  
500 Central Avenue  
Coos Bay OR 97420

21. Any material submitted by a proposer shall become the property of the City and Water Board. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
22. All information and data furnished to the proposer by the City and Water Board and all other documents to which the proposer's employees have access during the preparation of the submittal shall be treated as confidential to the City and Water Board. Any oral or written disclosure to unauthorized individuals is prohibited.
23. All submittals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all submittals and information submitted will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.
24. Proposer shall perform the work required by this contract as an independent consultant. Although the City and Water Board reserves the right to determine and modify the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the City and Water Board cannot and will not control the means or manner of the Consultant's performance. The Consultant is responsible for determining the appropriate means and manner of performing the work.
25. Proposer represents and warrants that the Consultant is not an employee of the City or Water Board and meets the specific independent consultant standards of ORS 670.600. Consultant is not an officer, employee, or agent of the City and Water Board as those terms are used in ORS 30.265.
26. Proposer shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Consultant under this contract and, the City and Water Board will not

withhold from such compensation or payments any amounts to cover Consultant's federal or state tax obligations.

27. Proposer is not eligible for any Social Security, unemployment insurance, or Workers Compensation, from compensation paid to Consultant under this contract except as a self-employed individual.

## **B. PONY CREEK AND JOE NEY WATERSHED DESCRIPTIONS**

The City and Water Board owns and manages forest land within the Pony Creek and Joe Ney Watersheds. These watersheds are the major water source of drinking water for this area. The total area owned by the City and Water Board is 840.1 and 2,366.6 acres, respectively. The City and Water Board's forest is a sustainable multi-use forest and is envisioned as a community legacy.

The City and Water Board has successfully engaged in a joint watershed administration of these forest lands. Typically, a timber sale is performed each year. The City and the Water Board have traditionally alternated harvests so that a single timber sale occurs each year that is comprised of an average of 40-50 acres.

The City of Coos Bay and the Water Board worked in a cooperative effort with a consultant to complete a Watershed Management Plan in November 2012. The purpose of this Watershed Management Plan is to provide both the City and the Water Board guidance for joint management of the Watershed. The Plan is intended to be a living document, outlining Best Management Practices that will be updated from time to time as conditions and technology change. Policy statements addressing water quality, timber production, sustainability of a multi-use forest, and watershed administration direct the City and Water Board in fulfilling their Management strategies are recommended that help the City and Water Board fulfill their legal obligations and stewardship responsibilities. Planning and conducting a timber sale, regardless whether the City or Water Board is conducting the sale, involves joint collaboration. It is essential that this collaborative relationship continue.

The Pony Creek and Joe Ney watershed supply the drinking water for the cities of Coos Bay and North Bend and surrounding areas. The principal watershed is the Pony Creek Watershed partially within the City of Coos Bay and the adjoining unincorporated communities of Charleston, Barview, and Libby. The watershed includes two dammed reservoirs, Upper Pony Creek Reservoir with full pool elevation of 106 feet, and Merritt Lake with full pool elevation of 41 feet. The combined storage capacities of these reservoirs total 6,615 acre-feet. Pony Creek Reservoir and Merritt Lake drain into Pony Creek. The Pony Creek Watershed includes 841 acres owned directly by the City of Coos Bay, and 1,900 acres managed by the Water Board.

Directly south of the Pony Creek Watershed is the Joe Ney Watershed. A ridge that includes Libby Lane separates the two watersheds. Joe Ney Watershed encompasses about 2,100 acres and includes an earthen dike, pumping facilities and pipeline for discharge into the Pony Creek Watershed. Joe Ney Reservoir is full pool at elevation 9 feet and has storage capacity of about 275 acre-feet. The reservoir drains directly into South Slough. The Water Board owns 244 acres of Joe Ney forestlands as well as the lands adjacent to and beneath the reservoir. Other lands within the watershed are privately owned, the principal landowner being The Campbell Group. The City of Coos Bay does not own land within the Joe Ney Watershed.

Land areas within the watersheds are categorized as Timber Lands, Oregon Forest Practices Act (FPA) Buffer, Environmental Impact Statement (EIS) Buffer, Wetlands, Reservoir, and Other. The table below outlines the various categories of lands under City of Coos Bay ownership and those lands managed by the Water Board.

LAND CATEGORY	PONY CREEK WATERSHED		JOE NEY WATERSHED	
	CITY OF COOS BAY AREA, ACRES	WATER BOARD AREA, ACRES	WATER BOARD AREA, ACRES	TOTAL AREA, ACRES
TIMBER LANDS:				
MERCHANTABLE	423.3	607.6	0.0	1,030.9
SAPLING	41.1	331.4	182.4	554.9
PLANTATION	337.4	206.5	61.4	605.3
<b>SUBTOTAL TIMBER LANDS</b>	<b>801.8</b>	<b>1,145.5</b>	<b>243.8</b>	<b>2,191.1</b>
FPA BUFFER	27.2	73.5	151.7	252.4
EIS BUFFER	0.0	194.1	0.0	194.1
WETLANDS	1.7	13.1	0.0	14.8
RESERVOIR	0.0	309.4	51.1	360.5
OTHER	10.4	164.5	19.9	194.8
<b>TOTAL</b>	<b>841.1</b>	<b>1,900.1</b>	<b>466.5</b>	<b>3,207.7</b>

Lands available for timber production total 2,191 acres, or about 68% of the total watershed area. Merchantable stands are defined as timber 40 years and older; sapling stands are 26 to 39 years old; and plantation stands are 25 years old and younger.

The FPA requires that undisturbed areas remain on either side of designated streams and reservoirs. Accordingly, the table above reflects FPA Buffers as 50-foot wide areas on either side of such designated streams and 100-foot wide areas around the perimeters of Joe Ney Reservoir and Merritt Lake. Extensive uplands and low-lying areas contiguous to the reservoir at Joe Ney are categorized as FPA Buffer.

The Upper Pony Creek Dam constructed in 2000 and 2001 replaced an existing dam. Planning and governmental agency coordination for the project began in the early 1990s. An Environmental Impact Statement (EIS) was completed in 1999, subsequently followed by a permit allowing for the dam construction. The permit was conditioned, however, requiring additional areas (buffers) for wildlife habitat diversity in addition to buffers required as part of the FPA, for wildlife habitat diversity. These additional areas are reflected in the table above as EIS Buffers. This buffer is generally between the Loop Road and Upper Pony Creek Reservoir. It includes a 100-foot (more or less) wide strip around Upper Pony Creek Reservoir, an area set-aside for voles, draws extending beyond the Loop Road, and an area extending south of the Loop Road that is seasonally inundated as part of the raised reservoir pool. These areas have been artificially manipulated in terms of vegetation and timber stocking density. The habitat is periodically monitored and may be modified to maintain the intended target habitat.



Five wetlands are encompassed within the Pony Creek Watershed. One is constructed within a spoils area that was required as mitigation to the construction of the Upper Pony Creek Dam. Three wetlands at the south end of the reservoir were created by the raised pool of the Upper Pony Creek Reservoir, and one wetland is on City property north of Merritt Lake. Wetlands are not definitively identified within the Joe Ney Watershed; areas contiguous to the reservoir are classified as FPA Buffer.

Reservoirs are the Upper Pony Creek Reservoir and Merritt Lake within the Pony Creek Watershed, and Joe Ney Reservoir within the Joe Ney Watershed. Reservoir areas are based on full pool elevations.

The category classed as 'Other' includes a portion of the Joe Ney estuary below the dike, an old dump site off Libby Lane, the City police shooting range, borrow sites and construction staging area used to construct the Upper Pony Creek Dam, power line easements, land containing the Water Board's Clearwell at 575 Ocean Boulevard, the Water Board Service Center at 2305 Ocean Boulevard, and the Pony Creek Treatment Plant at 2315 Ocean Boulevard.

### C. TYPICAL SCOPE OF WORK

It is anticipated that the successful proposer will be instrumental in helping the City and Water Board implement the various management activities identified in the Watershed Management Plan, prepare timber sale prospectus, and conduct and manage timber sales. It is further anticipated that the consultant will supervise all aspects of the timber harvest/sale operations, provide ongoing field administration and notify the City and Water Board in the event of contract or environmental infractions. The following is a more detailed list of anticipated tasks that may be conducted by the consultant:

- **PRELIMINARY TIMBER SALE INVESTIGATION** – Review the watershed and based on City and/or Water Board's needs provide a recommendations for timber sales. Each sale will include a planning meeting to address market conditions and opportunities, ownership, unit(s) selection, length and cost of any new road to access a specific unit, water quality issues, sustainability issues, wildlife habitat issues, and watershed security. The consultant would provide options to the City/Water Board and provide any additional work that would be required for each option (additional road maintenance, new road construction, etc.). The consultant would review the options with the City/Water Board and together would determine the preferred harvest unit(s) for a sale.
- **UNIT LAYOUT** – There are riparian and EIS buffers within the watershed. The buffers are to be maintained and issues with the Forest Practices Act may need to be addressed. When applicable these buffers are to be identified and clearly marked. The unit boundary would be flagged on the ground.
- **TIMBER CRUISE** - Perform a timber cruise to determine the volume by species and grade and identify any defects, and provide the City/Water Board with the estimated volumes and values for a pending sale. Additional timber cruises may be required to provide information for the Watershed Management Plan.



- **ROAD LAYOUT** – The unit selected for harvest and the final road route would determine the extent of road maintenance and construction. Existing roads may have to be maintained and new roads may have to be constructed. Once the route is finalized, the consultant will design the necessary improvements. These can include stream crossings, road widening, and new roads. Once design has been completed the consultant would prepare construction estimates. Any proposed improvements, if required, would be a component of the prospectus.
- **PREPARE PROSPECTUS** – Based on the selected unit(s) for a timber sale, as well as the unit layout, timber cruise, and road layout, the consultant would prepare a prospectus. The prospectus would include the respective City or Water Board contract and insurance requirements. Prior to advertising for bids the consultant would present the prospectus to the City/Water Board for approval.
- **ODF COORDINATION** – Notify the Oregon Department of Forestry (ODF) once the unit has been designated. This would be performed in advance of the sale to anticipate possible objections by neighboring properties and get advance directive from ODF about other potential issues.
- **ADVERTISE BID** – Advertise the request for bid as well as contact possible purchasers of the City/Water Board's pending sale. It is anticipated that all questions from prospective bidders would be directed to the consultant and answered appropriately. The consultant would issue any addendums.
- **ADMINISTRATION** – Receive and review the bids. Prepare a notice of intent to award. Coordinate the execution of the contract. This would include reviewing the contract, bonds, insurance, logging plan, schedule, scheduling a pre-work meeting, and coordinating an on-site walk-through with the purchaser, logger, and any subcontractors. In addition, the consultant would check references submitted with the bid and confirm receipt of buyers insurance and bond requirements. Perform on-site inspections as needed, log accounting on a daily basis, and follow-up payment rectification as payments are made to the City/Water Board. Inspect and verify final close-out payment, unit cleanup and brush piling, road maintenance, rock replacements (quantities inspected and verified). When contract obligations are satisfied by the purchaser, the consultant would prepare a letter so the purchaser could be released from their bond. The volume and accounting would be presented in the letter.
- **REFORESTATION** – The intention of the watershed management plan is to replant conifer species in a similar mix as that harvested. As such it is anticipated that the consultant would assist in the procurement of the proper mix of seedling species, size, and seed source. The consultant would prepare a prospectus and advertise for bids for the planting labor. The consultant would perform the bid administration that would include answering questions from bidders, issue addendums, and review the contract documents and schedule. Once a reforestation contractor has been awarded the work and the seedlings transportation arranged, the planting schedule can be determined. The consultant would inspect the planting operation, audit the planting quality, and verify seedling bag counts for the basis of payment for the planting contractor and the nursery. Upon completion of planting, prepare a summary of accounting for City/Water Board so that final payments for seedlings and planting labor can be made.

- **ADDITIONAL TASKS**

- Assist, as necessary, with the implementation of the various timber management activities identified in the watershed management plan.
- Ascertain the necessity of, and coordinate the performance of, any land surveys. If qualified surveyors are employed by the consultant, perform these surveys in-house.
- Provide information and recommendations as requested for various timber management activities identified in the Watershed Management Plan such as timber inventories, Loop Road maintenance, reforestation, salvage logging, fire protection, land surveys, disease control (POC root disease, Swiss Needle Cast), invasive species control, herbicide use, animal damage, seed collection, thinning, pruning, and minor forest products.

#### **D. SUBMITTAL REQUIREMENTS**

The format of the submittal shall be outlined in the categories shown below. Each submittal will be evaluated and scored upon the information provided. Recommendation for selection of the Consultant will be based on the highest score total of all categories. The SOQ package shall not exceed fifteen (15) pages.

#### **COVER LETTER**

The cover letter shall be addressed to:  
Jim Hossley, Public Works and Development Director  
City of Coos Bay  
500 Central Avenue  
Coos Bay, Oregon 97420

The letter shall be signed by a person legally authorized to bind the applicant to its SOQ. The cover letter shall include the following items:

- Individual or firm name
- Address, telephone, and FAX numbers of the individual or firm
- Contact information, including an email address, of the person(s) authorized to represent the proposer.

The successful proposer must demonstrate that they can effectively communicate with City and Water Board Staff, work in a team like manner, and provide timber management services that satisfy the scope. The successful proposer will also assist with any necessary coordination with the Coos Bay/North Bend Water Board. The successful proposer must also show that the project deliverables can be provided on time and within budget.

#### **FIRM QUALIFICATIONS AND EXPERIENCE**

Consultant shall provide a summary of the firm's qualification and experience on timber management services and forestry consulting work similar in scope to the proposed. Emphasis should be on work within watersheds supplying drinking water to municipalities, and work performed within the past five years.

At least one principal employee of the firm shall be a Certified Forester and a member of the Society of American Foresters.

**PERSONNEL QUALIFICATIONS AND EXPERIENCE**

Provide education, experience, licenses and credentials of personnel likely to be assigned to the work, including any subconsultants. Describe present or past work assignments including the names of projects and clients, description of work assignments, roles and responsibility including specific tasks accomplished, and date work assignments were completed.

Provide a chart showing personnel and any subconsultants in a project team capacity.

Provide special resources or staff capabilities that could provide added value to the City and Water Board.

**PERFORMANCE HISTORY OF FIRM AND PERSONNEL**

List at least three references from Oregon governmental entities to substantiate performance history on recent work.

List at least three references from private individuals or companies to substantiate performance history on recent work.

In addition and separately, list references from Oregon governmental or private entities for work performed within watersheds supplying drinking water to municipalities.

For all references, include contact names, phone numbers, and dates the work was performed. Discuss size, complexity, special issues, and challenges that were encountered. Address success in conforming to budgets and schedules.

**STAFFING CAPACITY AND AVAILABILITY**

Include location of the firm headquarters and location of the office to perform these projects, year the firm was established, former business name(s), names of principals of the firm and where registered, typical number of staff, and estimated annual gross earnings in dollars.

Describe the availability of foresters and technicians to perform the work. Also include the office location and availability of any subconsultants.

**FAMILIARITY OF AREA**

Describe relevant knowledge and prior work experience in Coos County or other areas of southwest Oregon. Describe any relevant knowledge and prior work experience in the Pony Creek and Joe Ney Watersheds.

**FEES**

Provide a summary of hourly rates for all staff, including subconsultants, anticipated for the work. Describe the costs to provide services on other projects similar in scope to the proposed.

## E. SUBMITTAL SELECTION CRITERIA AND SCHEDULE

The submittals will be evaluated and scored by a City/Water Board selection committee. The scoring criteria will be:

Firm qualifications and experience	20%
Personnel qualifications and experience	20%
Performance history of firm and personnel	20%
Staffing capacity and availability	20%
Familiarity of area	10%
Fees	<u>10%</u>
	100%

The Consultant receiving the highest score will be offered the opportunity to negotiate a contract. The City and Water Board may conduct follow-up interviews with selected proposers, but is not obligated to do so.

The anticipated consultant selection schedule is:

SOQ Advertised	June 4, 2013
Deadline for Additional Information Request	June 18, 2013 at 3 p.m.
Response to Additional Information Requests	June 24, 2013
SOQ Package Due	July 2, 2013 at 3 p.m.
Schedule Interview <sup>(1)</sup>	July 15, 2013
Interviews <sup>(1)</sup>	July 29, 2013
City Council Consideration of Contract	August 20, 2013
Water Board Consideration of Contract	September 5, 2013
Award of Project	September 6, 2013

(1) Subject to the City/Water Board's discretion

## F. CONTRACT FORM

The developed scope of work will become an exhibit to a negotiated agreement. The City and Water Board will negotiate their respective contract with the successful proposer, considering cost effectiveness and the level of consultant time and effort required. Located in Attachment A and B is the respective City and Water Board contractual language and insurance requirements. It is anticipated that the successful proposer has read and agrees with the contractual language and insurance requirements in Exhibit A and B. If the proposer has questions or would like to request modifications to the contractual language, this discussion must occur prior to **June 18, 2013 at 3 p.m.**