

DRAFT Agreement for Sanitary Sewer Rate Fee Study

This agreement ("Agreement") is by and between **Sonoma County Water Agency**, **Occidental County Sanitation District**, **Russian River County Sanitation District**, **Sonoma Valley County Sanitation District**, and **South Park County Sanitation District** (collectively referred to as "Sonoma Water") and **Bartle Wells Associates** a California corporation ("Consultant"). The Effective Date of this Agreement is the date the Agreement is last signed by the parties to the Agreement, unless otherwise specified in Paragraph 5.1.

RECITALS

- A. Consultant represents that it is a duly qualified and licensed engineering firm, experienced in rate studies for sanitary sewer service charges, sewer connection fees, sewer capacity charges, and related services.
- B. Sonoma Water was created as a special district in 1949 by the California Legislature to provide flood protection and water supply services. Sonoma Water manages and maintains a water transmission system that provides naturally filtered Russian River water to nine cities and special districts that, in turn, deliver drinking water to more than 600,000 residents in portions of Sonoma and Marin counties. Legislation enacted in 1995 added the treatment and disposal of wastewater to Sonoma Water's responsibilities.
- C. Sonoma Water assumed management responsibilities for the County of Sonoma Sanitation Districts and Zones on January 1, 1995, from the former Sonoma County Department of Public Works.
- D. Sonoma County Water Agency owns, operates, and manages Geyserville Sanitation Zone, Penngrove Sanitation Zone, and Sea Ranch Sanitation Zone ("Zones").
- E. Sonoma County Water Agency owns Airport/Larkfield/Wikiup Sanitation Zone. Town of Windsor operates and manages Airport/Larkfield/Wikiup Sanitation Zone under contract with Sonoma County Water Agency.
- F. Sonoma County Water Agency operates and manages Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, and South Park County Sanitation District ("Districts") under contract with Districts. References to District employees are understood to be Sonoma County Water Agency employees acting on behalf of Districts.
- G. This Agreement is entered into by Sonoma Water on behalf of both its Zones and the Districts.
- H. The County Sanitation Districts and Sonoma Water Sanitation Zones include eight wastewater collection and/or treatment facilities that treat wastewater to secondary and tertiary standards. The average dry weather flow ranges from 2,000 to 2,800,000 gallons per day.
- I. Under this Agreement, Consultant will assess and evaluate current sewer service charges, connection fees, and capacity charges, and recommend rates (Rate Fee Study) in

compliance with California's Proposition 218, Voter Approval Requirement for Local Tax Increases Initiative. Rate Fee Study will address each facility's ongoing operating expenditures, bond covenants, debt service obligations, capital improvement needs, and target fund reserve policies (Project). The findings of the Rate Fee Study will provide the basis for wastewater rates for the next several years.

In consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

AGREEMENT

1. RECITALS

1.1. The above recitals are true and correct and are incorporated herein.

2. LIST OF ATTACHMENTS

2.1. The following attachments are attached hereto and incorporated herein:

- a. Attachment A: Scope of Work.
- b. Attachment B: Schedule of Costs.
- c. Attachment C: Estimated Budget for Scope of Work.
- d. Attachment D: Insurance Requirements.

3. SCOPE OF SERVICES

- 3.1. *Consultant's Specified Services:* Consultant shall perform the services described in Attachment A (Scope of Work), within the times or by the dates provided for in Attachment A and pursuant to Article 9 (Prosecution of Work). In the event of a conflict between the body of this Agreement and Attachment A, the provisions in the body of this Agreement shall control.
- 3.2. *Cooperation with Sonoma Water:* Consultant shall cooperate with Sonoma Water in the performance of all work hereunder. Consultant shall coordinate the work with Sonoma Water's Project Manager. Contact information and mailing addresses:

Sonoma Water	Consultant
Project Manager: Jake Spaulding 404 Aviation Boulevard Santa Rosa, California 95403-9019 Phone: 707-524-8373 Email: jake.spaulding@scwa.ca.gov	Contact: Erik Helgeson 2625 Alcatraz Ave. 602 Berkeley, California 94705 Phone: 510-653-3399 Email: erik@bartlewell.com
Remit invoices to:	Remit payments to:
Accounts Payable Same address as above or Email: ap.agreements@scwa.ca.gov	Same address as above Attn: Accounts Receivable

3.3. *Performance Standard and Standard of Care:* Consultant hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with the standards of a reasonable professional having specialized knowledge and expertise in the services provided under this Agreement and in accordance with all applicable federal, state and local laws, it being understood that acceptance of Consultant's work by Sonoma Water shall not operate as a waiver or release. Sonoma Water has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. If Sonoma Water determines that any of Consultant's work is not in accordance with such level of competency and standard of care, Sonoma Water, in its sole discretion, shall have the right to do any or all of the following: (a) require Consultant to meet with Sonoma Water to review the quality of the work and resolve matters of concern; (b) require Consultant to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 6 (Termination); or (d) pursue any and all other remedies at law or in equity.

3.4. *Assigned Personnel:*

- a. Consultant shall assign only competent personnel to perform work hereunder. In the event that at any time Sonoma Water, in its sole discretion, desires the removal of any person or persons assigned by Consultant to perform work hereunder, Consultant shall remove such person or persons immediately upon receiving written notice from Sonoma Water.
- b. Any and all persons identified in this Agreement or any attachment hereto as the project manager, project team, or other professional performing work hereunder are deemed by Sonoma Water to be key personnel whose services were a material inducement to Sonoma Water to enter into this Agreement, and without whose services Sonoma Water would not have entered into this Agreement. Consultant shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of Sonoma Water.
- c. In the event that any of Consultant's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness, or other factors outside of Consultant's control, Consultant shall be responsible for timely provision of adequately qualified replacements.

4. PAYMENT

4.1. *Total Costs:* Total costs under this Agreement shall not exceed \$480,515.

- a. Total costs for Tasks 1-5 shall not exceed \$420,515.
- b. Total costs for Optional Task 6, if requested in writing by Sonoma Water, shall not exceed \$60,000.
- c. Total costs shall not be exceeded, regardless of whether it takes Consultant more time to complete or costs more than anticipated.

- 4.2. *Method of Payment:* Consultant shall be paid in accordance with Attachment B (Schedule of Costs). Billed hourly rates shall include all costs for overhead and any other charges, other than expenses specifically identified in Attachment B. Expenses not expressly authorized by the Agreement shall not be reimbursed.
- 4.3. *Invoices:* Consultant shall submit its bills in arrears on a monthly basis, based on work completed for the period, in a form approved by Sonoma Water. The bills shall show or include:
- a. Consultant name.
 - b. Agreement title and TW 24/25-026.
 - c. Sonoma Water's Project-Activity Code X0269C018.
 - d. Task performed with an itemized description of services rendered by date.
 - e. Summary of work performed by subconsultants, as described in Paragraph 14.4.
 - f. Time in quarter hours devoted to the task.
 - g. Hourly rate(s) and title(s) of the person(s) performing the task.
 - h. List of reimbursable materials and expenses.
 - i. Copies of receipts for reimbursable materials and expenses.
- 4.4. *Cost Tracking:* Consultant has provided an estimated breakdown of costs, included in Attachment C (Estimated Budget for Scope of Work). Attachment C will only be used as a tool to monitor progress of work and budget. Actual payment will be made as specified in Paragraph 4.2 above.
- 4.5. *Timing of Payments:* Unless otherwise noted in this Agreement, payments shall be made within the normal course of Sonoma Water business after presentation of an invoice in a form approved by Sonoma Water for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by Sonoma Water.
- 4.6. *Taxes Withheld by Sonoma Water:*
- a. Pursuant to California Revenue and Taxation Code (R&TC) section 18662, Sonoma Water shall withhold seven percent of the income paid to Consultant for services performed within the State of California under this Agreement, for payment and reporting to the California Franchise Tax Board, if Consultant does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.
 - b. If Consultant does not qualify, as described in Paragraph 4.6.a, Sonoma Water requires that a completed and signed Form 587 be provided by Consultant in order for payments to be made. If Consultant is qualified, as described in Paragraph 4.6.a, then Sonoma Water requires a completed Form

590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, Consultant agrees to promptly notify Sonoma Water of any changes in the facts. Forms should be sent to Sonoma Water pursuant to Article 15 (Method and Place of Giving Notice, Submitting Bills, and Making Payments) of this Agreement. To reduce the amount withheld, Consultant has the option to provide Sonoma Water with either a full or partial waiver from the State of California.

4.7. *Funding:*

- a. Funding for this Agreement is as follows:

<i>Fiscal Year</i>	<i>Appropriation</i>
2025/2026	\$393,000
2026/2027	\$87,515

- b. Availability of Funding:

- i. Funding is available for Fiscal Year 2025/2026.
- ii. Sonoma Water's performance under this Agreement in subsequent years is contingent upon appropriation of funds by Sonoma Water's Board of Directors. Sonoma Water shall have no liability under this Agreement if sufficient funds are not appropriated in subsequent fiscal years by Sonoma Water's Board of Directors for the purpose of this Agreement.
- iii. If funding for this Agreement for any fiscal year is reduced or eliminated by Sonoma Water's Board of Directors, Sonoma Water shall have the option to either terminate this Agreement in accordance with Article 6 (Termination) or offer an amendment to Consultant to reflect the reduced amount.

5. **TERM OF AGREEMENT**

5.1. *Term of Agreement:*

- a. This Agreement shall expire on July 31, 2028, unless terminated earlier in accordance with the provisions of Article 6 (Termination).
- b. Sonoma County Water Agency's General Manager shall have the ability to extend the term of this Agreement for up to two additional years by providing written notice to Consultant thirty days in advance of the expiration date noted in this Article. The extension shall be formalized in an amended agreement or amendment signed by Sonoma Water and Consultant.

6. **TERMINATION**

- 6.1. *Authority to Terminate:* Sonoma Water's right to terminate may be exercised by Sonoma County Water Agency's General Manager.

- 6.2. *Termination Without Cause:* Notwithstanding any other provision of this Agreement, at any time and without cause, Sonoma Water shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Consultant.
- 6.3. *Termination for Cause:* Notwithstanding any other provision of this Agreement, should Consultant fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, Sonoma Water may immediately terminate this Agreement by giving Consultant written notice of such termination, stating the reason for termination.
- 6.4. *Delivery of Work Product and Final Payment Upon Termination:* In the event of termination, Consultant, within 14 days following the date of termination, shall deliver to Sonoma Water all reports, original drawings, graphics, plans, studies, and other data or documents, in whatever form or format, assembled or prepared by Consultant or Consultant's subcontractors, consultants, and other agents in connection with this Agreement subject to Paragraph 12.10 and shall submit to Sonoma Water an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.
- 6.5. *Payment Upon Termination:* Upon termination of this Agreement by Sonoma Water, Consultant shall be entitled to receive as full payment for all services satisfactorily rendered and reimbursable expenses properly incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Consultant bear to the total services otherwise required to be performed for such total payment; provided, however, that if services are to be paid on a per-hour or per-day basis, then Consultant shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to termination multiplied by the applicable hourly or daily rate; and further provided, however, that if Sonoma Water terminates the Agreement for cause pursuant to Paragraph 6.3, Sonoma Water shall deduct from such amounts the amount of damage, if any, sustained by Sonoma Water by virtue of the breach of the Agreement by Consultant.

7. INDEMNIFICATION

- 7.1. Consultant agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless, and release the County of Sonoma, Sonoma County Water Agency, Sonoma Valley County Sanitation District, Russian River County Sanitation District, Occidental County Sanitation District, and South Park County Sanitation District ("Indemnified Parties"), their officers, agents, and employees from and against any and all actions, claims, damages, liabilities, or expenses that may be asserted by any person or entity,

including Consultant, arising out of or in connection with the negligent performance or willful misconduct of Consultant hereunder, whether or not there is concurrent negligence on the part of the Indemnified Parties, but excluding liability due to the sole or active negligence or due to the willful misconduct of the Indemnified Parties. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Consultant or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts. In addition, Consultant shall be liable to the Indemnified Parties for any loss or damage to an Indemnified Party's property arising from or in connection with Consultant's negligent performance or willful misconduct hereunder.

8. INSURANCE

- 8.1. With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described in Attachment D (Insurance Requirements).

9. PROSECUTION OF WORK

- 9.1. Consultant is authorized to proceed immediately with the performance of this Agreement upon the Effective Date of this Agreement.

10. EXTRA OR CHANGED WORK

- 10.1. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Changes to lengthen time schedules or make minor modifications to the scope of work, which do not increase the amount paid under the Agreement, may be executed by Sonoma County Water Agency's General Manager in a form approved by County Counsel. The parties expressly recognize that Sonoma Water personnel are without authorization to order all other extra or changed work or waive Agreement requirements. Failure of Consultant to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Consultant shall be entitled to no compensation whatsoever for the performance of such work. Consultant further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of Sonoma Water.

11. CONTENT ONLINE ACCESSIBILITY

- 11.1. *Accessibility:* Sonoma Water policy requires that all documents that may be published to the Web meet accessibility standards to the greatest extent possible and utilizing available existing technologies.

- 11.2. *Standards:* All consultants responsible for preparing content intended for use or publication on a Sonoma Water-managed or Sonoma Water-funded web site must comply with applicable federal accessibility standards established by 36 C.F.R. section 1194, pursuant to section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794(d)), Sonoma Water's Web Standards & Guidelines located at <https://sonomacounty.ca.gov/Services/Web-Standards-and-Guidelines/> and Sonoma Water's Web Site Accessibility Policy located at <https://sonomacounty.ca.gov/CAO/Administrative-Policies/9-3-Website-Accessibility-Policy/>.
- 11.3. *Alternate Format:* When it is strictly impossible due to the unavailability of technologies required to produce an accessible document, Consultant shall identify the anticipated accessibility deficiency prior to commencement of any work to produce such deliverables. Consultant agrees to cooperate with Sonoma Water in the development of alternate document formats to maximize the facilitative features of the impacted document(s); e.g., embedding the document with alt-tags that describe complex data/tables.
- 11.4. *Noncompliant Materials; Obligation to Cure:* Remediation of any materials that do not comply with Sonoma Water's Web Site Accessibility Policy shall be the responsibility of Consultant. If Sonoma Water, in its sole and absolute discretion, determines that any deliverable intended for use or publication on any Sonoma Water-managed or Sonoma Water-funded Web site does not comply with Sonoma Water Accessibility Standards, Sonoma Water will promptly inform Consultant in writing. Upon such notice, Consultant shall, without charge to Sonoma Water, repair or replace the non-compliant materials within such period of time as specified by Sonoma Water in writing. If the required repair or replacement is not completed within the time specified, Sonoma Water shall have the right to do any or all of the following, without prejudice to Sonoma Water's right to pursue any and all other remedies at law or in equity:
- a. Cancel any delivery or task order;
 - b. Terminate this Agreement pursuant to the provisions of Article 6 (Termination); and/or
 - c. In the case of custom Electronic and Information Technology (EIT) developed by Consultant for Sonoma Water, Sonoma Water may have any necessary changes or repairs performed by itself or by another contractor. In such event, Consultant shall be liable for all expenses incurred by Sonoma Water in connection with such changes or repairs.
- 11.5. *Sonoma Water's Rights Reserved:* Notwithstanding the foregoing, Sonoma Water may accept deliverables that are not strictly compliant with Sonoma Water Accessibility Standards if Sonoma Water, in its sole and absolute discretion, determines that acceptance of such products or services is in Sonoma Water's best interest.

12. REPRESENTATIONS OF CONSULTANT

- 12.1. *Status of Consultant:* The parties intend that Consultant, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Consultant is not to be considered an agent or employee of Sonoma Water and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits Sonoma Water provides its employees. In the event Sonoma Water exercises its right to terminate this Agreement pursuant to Article 6 (Termination), Consultant expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.
- 12.2. *No Suspension or Debarment:* Consultant warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Consultant also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If Consultant becomes debarred, Consultant has the obligation to inform Sonoma Water.
- 12.3. *Taxes:* Consultant agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Consultant agrees to indemnify and hold Sonoma Water harmless from any liability which it may incur to the United States or to the State of California or to any other public entity as a consequence of Consultant's failure to pay, when due, all such taxes and obligations. In case Sonoma Water is audited for compliance regarding any withholding or other applicable taxes, Consultant agrees to furnish Sonoma Water with proof of payment of taxes on these earnings.
- 12.4. *Records Maintenance:* Consultant shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to Sonoma Water for inspection at any reasonable time. Consultant shall maintain such records for a period of four (4) years following completion of work hereunder.
- 12.5. *Conflict of Interest:* Consultant covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if required by law or requested to do so by Sonoma Water, Consultant shall submit a completed Fair Political Practices Commission Statement of Economic Interests (Form 700) with

Sonoma Water within 30 calendar days after the Effective Date of this Agreement and each year thereafter during the term of this Agreement, or as required by state law.

- 12.6. *Statutory Compliance/Living Wage Ordinance:* Consultant agrees to comply, and to ensure compliance by its subconsultants or subcontractors, with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Consultant expressly acknowledges and agrees that this Agreement is subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.
- 12.7. *Nondiscrimination:* Consultant shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County of Sonoma's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.
- 12.8. *AIDS Discrimination:* Consultant agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.
- 12.9. *Assignment of Rights:* Consultant assigns to Sonoma Water all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the work, if any, now or later prepared by Consultant in connection with this Agreement. Consultant agrees to take such actions as are necessary to protect the rights assigned to Sonoma Water in this Agreement, and to refrain from taking any action which would impair those rights. Consultant's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as Sonoma Water may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of Sonoma Water. Consultant shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of Sonoma Water.
- 12.10. *Ownership and Disclosure of Work Product:* All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Consultant or Consultant's

subcontractors, consultants, and other agents in connection with this Agreement shall be the property of Sonoma Water. Sonoma Water shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Consultant shall promptly deliver to Sonoma Water all such documents, which have not already been provided to Sonoma Water in such form or format as Sonoma Water deems appropriate. Such documents shall be and will remain the property of Sonoma Water without restriction or limitation. Consultant may retain copies of the above-described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of Sonoma Water.

- 12.11. *Authority:* The undersigned hereby represents and warrants that the undersigned has authority to execute and deliver this Agreement on behalf of Consultant.
- 12.12. *Nondisclosure of Confidential Information:* While doing the work required by this Agreement, Consultant may have access to technical information and materials pertaining to Sonoma Water's sensitive information or data determined by Sonoma Water to be confidential ("Confidential Information"). The Confidential Information may include confidential or proprietary information or trade secrets exempt from disclosure under provisions of the California Public Records Act. In consideration of disclosure by Sonoma Water of Confidential Information to Consultant, Consultant and its agents shall hold any material or information designated by Sonoma Water as Confidential in strict confidence and shall not disclose it or otherwise make it available, in any form or matter whatsoever, to any person or entity without the prior written consent of Sonoma Water, except as may be ordered by a court of law. Immediately upon receipt of any request or demand for disclosure of any Confidential Information within the scope of this Agreement, Consultant shall give Sonoma Water written notice and a copy of the request and the time period, if any, within which Consultant is required to respond to the request. Upon termination of this Agreement, Consultant shall return Confidential Information in its possession, including copies, to Sonoma Water. Consultant's obligation to maintain material and information designated as Confidential in strict confidence shall survive completion of work under this Agreement and termination of this Agreement and, as provided for in Paragraph 12.10, Consultant agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of Sonoma Water.
- 12.13. *Zone Liability:* The term "Zone" or "Zones" as used in this Paragraph 12.13 shall mean any applicable Sanitation Zone, as described in Recital D of this Agreement. To the extent any work under this Agreement relates to Zone activities, Consultant shall be paid exclusively from Zone funds. Consultant agrees that Consultant shall make no claim for compensation for Consultant's services against other funds available to Sonoma County Water Agency and

Consultant expressly waives any right to be compensated from other funds available to Sonoma County Water Agency. In addition, Consultant acknowledges that West's Annotated California Codes Water Code Appendix Chapter 53-8 provides that certain judgments or claims against Sonoma County Water Agency based on causes of action arising from Zone activities may be made only from funds of those Zones.

- 12.14. *District Liability:* Districts are separate legal entities from Sonoma County Water Agency, operated under contract by Sonoma County Water Agency. To the extent any work under this Agreement relates to District activities, Consultant shall be paid exclusively from District funds. Consultant agrees that it shall make no claim for compensation for Consultant's services against Sonoma County Water Agency funds and expressly waives any right to be compensated from other funds available to Sonoma County Water Agency.

13. DEMAND FOR ASSURANCE

- 13.1. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article 13 limits Sonoma Water's right to terminate this Agreement pursuant to Article 6 (Termination).

14. ASSIGNMENT AND DELEGATION

- 14.1. *Consent:* Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.
- 14.2. *Subcontracts:* Notwithstanding the foregoing, Consultant may enter into subcontracts with the subconsultants specifically identified herein. If no subconsultants are listed, then no subconsultants will be utilized in the

performance of the work specified in this Agreement. Approved subconsultants are as follows:

<i>Full Legal Name</i>	<i>Type of Services</i>	<i>Prevailing Wages Apply? Y/N</i>
Woodard and Curran	Engineering and Communications	N

14.3. *Change of Subcontractors or Subconsultants:* If, after execution of the Agreement, parties agree that subconsultants not listed in Paragraph 14.2 will be utilized, Consultant may enter into subcontracts with subconsultants to perform other specific duties pursuant to the provisions of this Paragraph 14.3. The following provisions apply to any subcontract entered into by Consultant other than those listed in Paragraph 14.2:

- a. Prior to entering into any contract with subconsultant, Consultant shall obtain Sonoma Water approval of subconsultant.
- b. All agreements with subconsultants shall (a) contain indemnity requirements in favor of Sonoma Water in substantially the same form as that contained in Article 7 (Indemnification), (b) contain language that the subconsultant may be terminated with or without cause upon reasonable written notice, and (c) prohibit the assignment or delegation of work under the agreement to any third party.

14.4. *Summary of Subconsultants' Work:* Consultant shall provide Sonoma Water with a summary of work performed by subconsultants with each invoice submitted under Paragraph 4.3. Such summary shall identify the individuals performing work on behalf of subconsultants and the total amount paid to subconsultant, broken down by the tasks listed in the Scope of Work.

15. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS**

15.1. *Method of Delivery:* All notices, bills, and payments shall be made in writing and shall be given by personal delivery, U.S. Mail, courier service, or electronic means. Notices, bills, and payments shall be addressed as specified in Paragraph 3.2.

15.2. *Receipt:* When a notice, bill, or payment is given by a generally recognized overnight courier service, the notice, bill, or payment shall be deemed received on the next business day. When a copy of a notice, bill, or payment is sent by electronic means, the notice, bill, or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill, or payment is deposited in the U.S. mail and postmarked on the date of the electronic transmission (for a payment, on or before the due date), (2) the sender has a written confirmation of the electronic transmission, and (3) the electronic transmission is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills, and payments shall be effective upon receipt by the

recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this Article 15.

16. MISCELLANEOUS PROVISIONS

- 16.1. *No Bottled Water:* In accordance with Sonoma Water Board of Directors Resolution No. 09-0920, dated September 29, 2009, no Sonoma Water funding shall be used to purchase single-serving, disposable water bottles for use in Sonoma Water facilities or at Sonoma Water-sponsored events. This restriction shall not apply when potable water is not available.
- 16.2. *No Waiver of Breach:* The waiver by Sonoma Water of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
- 16.3. *Construction:* To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Consultant and Sonoma Water acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Consultant and Sonoma Water acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.
- 16.4. *Consent:* Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.
- 16.5. *No Third-Party Beneficiaries:* Except as provided in Article 7 (Indemnification), nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.
- 16.6. *Applicable Law and Forum:* This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or in the forum nearest to the City of Santa Rosa, in the County of Sonoma.
- 16.7. *Captions:* The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

- 16.8. *Merger:* This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure section 1856. Each Party acknowledges that, in entering into this Agreement, it has not relied on any representation or undertaking, whether oral or in writing, other than those which are expressly set forth in this Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
- 16.9. *Survival of Terms:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- 16.10. *Time of Essence:* Time is and shall be of the essence of this Agreement and every provision hereof.
- 16.11. *Counterpart; Electronic Signatures:* The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via electronic means, or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially available digital and/or electronic signature software or other electronic signature method in compliance with the U.S. federal E-SIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 et seq.), or other applicable law. By its use of any electronic signature below, the signing party agrees to have conducted this transaction and to execution of this Agreement by electronic means.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last signed by the parties to the Agreement.

Reviewed as to funds:

TW 24/25-026

By: _____
Sonoma County Water Agency
Division Manager - Administrative
Services

Approved as to form:

By: _____
Verne Ball, Deputy County Counsel

Insurance Documentation is on file with
Sonoma Water

Date/TW Initials: 9/22/25rv

Sonoma County Water Agency

Bartle Wells Associates, a California
corporation

By: _____
Grant Davis
General Manager
Authorized per Sonoma County Water
Agency, and Sonoma Valley County
Sanitation District's Board of Directors
Action on January 27, 2026

By: _____

Name: _____

Title: _____

Date: _____

Date: _____

Attachment A

Scope of Work

1. **TASKS**

1.1. Task 1: Project Initiation, Data Collection, and Research

- a. Orientation kickoff meeting (virtual teleconference) with Sonoma Water to accomplish the following:
 - i. Identify members of Sonoma Water, engineering consultants, and others who will participate in the Project (Project Team).
 - ii. Determine the roles and responsibilities of Project participants.
 - iii. Identify other parties that may have a significant interest in the Project, such as community groups, business organizations, developers, and large customers.
 - iv. Establish Project schedule and key milestone dates.
 - v. Confirm the key goals and expectations of the Project Team.
- b. Investigation and data collection:
 - i. Work with Sonoma Water to assemble the background information necessary to understand Sonoma Water's sanitation systems, finances, customers and usage, rate and fee structures, capital improvement needs and alternatives, and legal agreements.
 - ii. Investigation includes, but is not limited to, the following areas:
 - a) Current sanitation budgets.
 - b) Most recent audited financial statements.
 - c) Sanitation operating and capital fund balances.
 - d) Historical financial information in budget format.
 - e) Most recent Capital Improvement Program (CIP).
 - f) Water-use by customer class for the past three years.
 - g) Current sanitation rates and connection fees.
 - h) Wastewater flow and loading data.
 - i) Relevant customer data to be determined which may include fixture units or indoor area.
 - j) Growth projections.
 - k) Projections of any changes to future operating and maintenance costs.
 - l) Previous rate studies and reports.
 - m) Other relevant information identified by Sonoma Water.

- c. Deliverables: Submit the below deliverables in accordance with Paragraph 2.1 (Review and Acceptance of Deliverables).

Deliverable	Due Date
Meeting with Sonoma Water	As requested by Sonoma Water
Meeting agenda	No later than one business day prior to meeting
Project Team contact list	No later than one business day prior to meeting
Meeting minutes	Within seven calendar days following meeting

1.2. Task 2: Long Range Financial Plan

- a. Develop forecasts and projections:
- Based on the data assembled from Sonoma Water and other sources, prepare forecasts and projections to serve as the basis for the financing plan.
 - Review projections with Sonoma Water for agreements on assumptions, interpretation of data, and completeness of approach. Key assumptions may include:
 - Capital improvement costs and alternatives.
 - Cost escalation factors including estimated operating and construction cost inflation.
 - Growth rates and impacts of projected development, if applicable.
 - Revenues from future rates, capacity fees, interest earnings, and other sources.
 - Anticipated changes in operating costs.
 - Planned infrastructure replacement costs.
 - Debt service and debt service coverage projections.
- b. Evaluate financing alternatives for capital projects:
- Identify and evaluate financing alternatives for each Zone and District.
 - Estimate the amount and timing of any debt to finance capital projects.
 - Develop debt service estimates to incorporate into the financial model and identify debt structuring options. Basic financing alternatives may include, but are not limited to:
 - Pay-as-you-go cash financing, possibly in conjunction with debt financing.
 - Revenue Bonds or Certificates of Participation.
 - Bank Loans and Lines of Credit.
 - State Revolving Fund Loans.
 - Other potential state and federal funding programs.
 - Other funding sources.
 - Recommend the appropriate type of debt, its term and structure.

- c. Review fund reserve targets:
 - i. Evaluate the adequacy of Sonoma Water's sanitation fund reserves.
 - ii. Establish prudent minimum fund targets for operating and capital reserves.
 - iii. Discuss options with Project Team.
 - iv. Incorporate the fund reserve target into the cash flow projections.
- d. Develop cash flow projections and evaluate rate revenue increase options:
 - i. Develop cash flow projections showing the financial position of each Zone and District over the next 10 years.
 - a) Work closely with the Project Team to evaluate financial and rate projections under alternative scenarios.
 - ii. Evaluate rate increase options:
 - a) Determine the annual revenue requirements and project overall level of rate increases needed to fund each Zone's and District's operating and capital programs while meeting debt covenant and fund reserve targets.
 - iii. Evaluate rate adjustment alternatives, such as gradually phasing in required rate increases over several years.
 - iv. Review options with Project Team.
- e. Wastewater financial planning models:
 - i. Develop user-friendly models customized to the needs of the Sonoma Water:
 - a) Models can Incorporate financial plans and rate recommendations into an Excel-based financial and rate model to enable Sonoma Water to evaluate financial scenarios and project future rate increases.
- f. Deliverables: Submit the below deliverables in accordance with Paragraph 2.1 (Review and Acceptance of Deliverables)..

Deliverable	Due Date
Draft Long Range Financial Plan Tables	Within 300 calendar days of Effective Date
Final Long Range Financial Plan Tables	Submitted with final Rate Fee Study

1.3. Task 3: Sanitary Sewer Cost of Service Analysis and Rate Design

- a. Review existing rates and evaluate alternative rate structures:
 - i. Review Sonoma Water's existing sanitary sewer service charges for adequacy and equitability.
 - ii. Identify potential alternatives and modifications that could help improve rate equity, address Sonoma Water concerns, or help achieve other Sonoma Water objectives.
 - iii. Examine pros and cons of alternative rate structures for each Zone and District.

- iv. Assess the general impacts of alternatives on different types of customers.
- b. Review and revise the Equivalent Single-Family Dwelling Billing Units table (Exhibit A), wastewater flow, and strength assumptions for each Zone and District:
 - i. Review the existing methods for estimating customer flows and strengths that are currently listed in each Exhibit A.
 - ii. Confirm assumptions and provide recommendations for reasonable alternatives based on square footage, fixture units, number of seats, or other alternative estimation methodologies as needed.
 - iii. Build consensus with the Project Team on the Exhibit A, wastewater flow, and strength assumptions to be the basis for the recommended rates.
- c. Analyze customer data and update equivalent single-family dwellings (ESDs) assigned to each customer:
 - i. Analyze current customer data to determine reasonable and conservative estimates of sewer demand to use in developing financial projections and rates.
 - ii. Update ESDs assigned to each customer account based on any revised Exhibit A, wastewater flow and strength assumptions:
 - a) Project Team will use available data to update the ESDs for each customer.
 - iii. Audit/outreach to specific customers to determine ESDs:
 - a) Conduct direct customer outreach through field / site visits.
 - b) Conduct customer interviews via phone or email.
 - c) Verify existing customer use and resulting capacity needs.
 - iv. Update ESDs assigned to each customer:
 - a) Analyze multiple years of customer data to determine reasonable and conservative estimates of sewer demand.
 - b) Use GIS support to help link data sets if needed.
 - c) Update ESDs assigned to each customer account based on any revised Exhibit A, wastewater flow and strength assumptions.
- d. Cost of service rate derivation:
 - i. Determine appropriate units for cost recovery.
 - ii. Allocate operations and maintenance (O&M) and capital costs to various rate components based on industry-standard and accepted cost allocation methodologies.
 - iii. Allocate O&M and capital costs to flow and strength parameters (including flow, BOD TSS, and infiltration/inflow) based on updated flow and consumption analysis.
 - iv. Evaluate allocations for non-residential customers based on the Equivalent Single Family Dwelling Unit/Equivalent Dwelling Unit and recommend modifications as necessary.

- v. Deriving accessory dwelling unit (ADU) charges.
- vi. Deriving rates for monitored users.
- vii. Deriving trucked-in wastewater rates (septic and other wastewater haulers) for Sonoma Valley County Sanitation District.
- viii. Deriving plan review, processing, inspection, and right-of-way transaction fees for development projects.
- e. Develop five-year rate alternatives and recommendations designed to:
 - i. Fund each utility's long-term costs of providing service, including operating, capital, and debt service funding needs.
 - ii. Be fair and equitable to all customers.
 - iii. Provide a prudent balance of conservation incentive and revenue stability.
 - iv. Comply with the substantive requirements of Proposition 218.
- f. Evaluate rate impacts on customers:
 - i. Calculate the impacts of each rate alternative on a range of Sonoma Water customers.
 - ii. Discuss additional rate structure adjustments that may reduce the impact on certain customers if warranted or requested by the Project Team.
- g. Conduct regional rate survey:
 - i. Conduct a survey of regional wastewater rates for single family residential customers.
 - ii. Conduct a survey of regional wastewater rates for other customer classes as requested by Sonoma Water.
 - iii. Develop survey findings graph.
- h. Prepare a Sanitary Sewer Cost of Service Analysis and Rate Design Technical Memorandum summarizing information obtained in Task 3 above.

1.4. Task 3.5

- a. As a separate task, resulting in as separate deliverable and document, but in parallel with Task 3, Consultant shall develop recommended charges for Sonoma Valley County Sanitation District recycled water contracts.

1.5. Task 4: Reports, Public Outreach, and Proposition 218 Compliance

- a. Prepare draft and final Rate Fee Study reports for each Zone and District:
 - i. Summarize Rate Fee Study objectives, findings, and draft recommendations.
 - ii. Clearly explain the rationale for recommendations and key alternatives when applicable.
 - iii. Provide an administrative record supporting the proposed utility rates.

Deliverable	Due Date
Draft Rate Study Report(s)	30 days prior to Board packet submission deadline for Board meeting where final study is presented
Final Rate Study Report(s)	Within 21 calendar days of Sonoma Water's approval of draft

b. Proposition 218 compliance:

- i. Assist Sonoma Water with drafting the Proposition 218 rate notices for each Zone and District (up to eight) by providing draft language designed to meet the legal requirements of Proposition 218 (determination of necessary language to be in compliance with Proposition 218 will ultimately be made by Sonoma Water's legal team), providing key messages, reviewing the documents, and suggesting graphic elements.
- ii. Provide one review of each Proposition 218 Notice and return with comments. Provide suggested edits in-line or in track changes.

c. Develop outreach and engagement plan:

- i. Two-hour kickoff workshop with Sonoma Water (2-hour virtual teleconference).
- ii. Develop outreach and engagement plan in Microsoft Word consisting of approximately ten pages that will:
 - a) Identify key issues and opportunities for engagement.
 - b) Identify and categorize stakeholders.
 - c) Review previous outreach.
 - d) Develop key messages.
 - e) Create an outreach schedule.
 - f) Outline methods for outreach.

Deliverable	Due Date
Draft edits to Prop 218 Notices	Within 14 days of receipt of draft notices from Sonoma Water
Draft outreach and engagement plan	Within 180calendar days of Effective Date
Final outreach and engagement plan	Within 21 calendar days of Sonoma Water's approval of draft

d. Rates outreach collateral development for distribution by Sonoma Water

- i. Assist in providing useful and concise information to the public:
 - a) Frequently Asked Questions document.
 - b) Website content (up to one page of material).
 - c) Social media posts (up to ten).
 - d) Press releases or editorials (up to three).

- e. Deliverables: Submit the below deliverables in accordance with Paragraph 2.1 (Review and Acceptance of Deliverables).

1.6. Task 5: Meetings

- a. Virtual teleconference meetings as requested by Sonoma Water:
 - i. In addition to the kickoff meetings, meet with Project Team to present findings, discuss options, and receive input as the Project proceeds.
- b. Community Meetings (up to eight):
 - i. Conduct up to eight (8) public workshops or community meetings with presentations, held in person for up to two hours, regarding the proposed rates and answer community members' questions.
 - a) Meeting summaries (up to nine).
- c. In-Person Board Meetings (up to four)
 - i. Up to three (3) Rate Fee Study Progress Update Presentations to Sonoma Water Board.
 - ii. Up to one (1) Proposition 218 public hearing Rate Fee Study presentation to Sonoma Water Board.
- d. Deliverables: Submit the below deliverables in accordance with Paragraph 2.1 (Review and Acceptance of Deliverables).

Deliverable	Due Date
Meeting invitations	As requested by Sonoma Water
Meeting agenda	No later than one business day prior to meeting
Presentation materials, if any	No later than one business day prior to meeting
Meeting summaries	Within seven calendar days following meeting

1.7. Optional Task 6: Additional Services

- a. Do not proceed with this task unless requested in writing by Sonoma Water.
- b. Perform additional services as requested by Sonoma Water to support the work under this Agreement. The additional services will be agreed to by Consultant and Sonoma Water and described in writing by Sonoma Water.

Deliverable	Due Date
To be determined	To be determined

2. DELIVERABLES

- 2.1. Review and Acceptance of Deliverables
 - a. First Draft: Prepare each deliverable in draft form and submit to Sonoma Water for review and approval in accordance with the date listed for the deliverable in the applicable task. Sonoma Water will return the draft deliverable to Consultant with comments or approval in writing.
 - b. Subsequent Draft(s): If Sonoma Water requests revisions, revise the draft deliverable and resubmit for Sonoma Water approval.
 - c. Final. Following Sonoma Water approval and prior to Sonoma Water's acceptance of work under this Agreement, submit the final approved deliverable to Sonoma Water in accordance with the date listed for this deliverable.
- 2.2. In addition to the requirements above, if any, submit one electronic copy in PDF format (emailed, on USB flash drive, or via internet) of each final deliverable to Sonoma Water.
- 2.3. Comply with requirements of Article 11 (Content Online Accessibility).
- 2.4. Include Agreement title and TW 24/25-026 on first page or cover of each deliverable.

Attachment B

Schedule of Costs

PERSONNEL	
Title(s)	Hourly Rates
Financial Analyst I	\$120
Financial Analyst II	\$140
Financial Analyst II	\$140
Associate Consultant	\$160
Consultant	\$180
Senior Consultant	\$210
Project Manager	\$240
Principal Consultant	\$270
EXPENSES	
Special statistical analysis	at cost plus 10%
Outside computer services	at cost plus 10%
Bond ratings	at cost plus 10%
Graphic design and photography	at cost plus 10%
Special legal services	at cost plus 10%
Legal advertisements	at cost plus 10%
Copies	\$0.10 per page
Postage	at cost plus 10%
Overnight mail	at cost plus 10%

Travel Expenses:	
Airline.....	At cost *
Tolls.....	At cost
Parking	current IRS rate
Mileage for personal car	At cost
Rental Car (full size)	At cost*
Hotel	At cost*
Meals	At cost not to exceed \$100 per day, alcohol excluded
*Requires prior written authorization from Sonoma Water's Project Manager before reservations are made or costs are incurred.	
Item	Cost
Subconsultant: Woodard & Curran	
National Practice Leader	\$370
Senior Technical Leader	\$365
SCADA Service Manager Senior Project Manager Senior Technical Manager	\$355
Project Manager 2 Technical Manager 2	\$330
Project Engineer 2 Project Planner 2 Project Technical Specialist 2	\$295
Project Engineer 1 Project Planner 1 Project Technical Specialist 1	\$280
Engineer 3 Planner 3 Senior Designer Technical Specialist 3	\$265

Engineer 2 Planner 2 Technical Specialist 2	\$240
Designer Engineer 1 Planner 1 Technical Specialist 1	\$210
Drafter	\$160
Project Assistant	\$140

Attachment C

Estimated Budget for Scope of Work

Draft Revised Budget for 2025 Sonoma Water Sewer Rate Study Proposal	Estimated Hours	E. Helgeson @ \$285/hr	A. Handlers @ \$285/hr	J. Espinoza @ \$170/hr	BWA Fee	D. Richards on, PE @ \$355/hr	G. Sands, PE @ \$335/hr	G. Ju, PE @ \$365/hr	K. Evans @ \$365/hr	Support @ \$265/hr	W&C Fee	Total
1. PROJECT INITIATION, DATA COLLECTION, & RESEARCH	Hours	Hours	Hours	Hours		Hours	Hours		Hours	Hours		
A. Project Team Orientation	10	2	1	2	\$1,195	1	1	1	1	1	\$1,685	\$2,880
B. Investigation and Data Collection	136	30	2	60	\$19,320		12	12		20	\$13,700	\$33,020
2. LONG RANGE SEWER FINANCIAL PLAN	Hours	Hours	Hours	Hours		Hours	Hours		Hours	Hours		
A. Develop Forecasts and Projections	40	10		30	\$7,950						\$0	\$7,950
B. Evaluate Financing Alternatives for Capital Projects	32	8	8	16	\$7,280						\$0	\$7,280
C. Review Fund Reserve Targets	9	3	3	3	\$2,220						\$0	\$2,220
D. Develop Cash Flow Projections	56	12	4	40	\$11,360						\$0	\$11,360
E. Evaluate Rate Increase Options	20	8	4	8	\$4,780						\$0	\$4,780
F. Wastewater Financial Planning Models	46	8		20	\$5,680	2	8	4		4	\$5,910	\$11,590
3. SANITARY SEWER COST OF SERVICE ANALYSIS AND RATE DESIGN												
A. Identify & Evaluate Rate Structure Alternatives	108	30	2	40	\$15,920	4	8	8		16	\$11,260	\$27,180
B. Analyze Customer Data and Update ESDs	164	30	2	50	\$17,620	2	28	12		40	\$25,070	\$42,690
C. Cost of Service Rate Derivation	134	40	2	60	\$22,170	2	4	10		16	\$9,940	\$32,110
D. Develop Preliminary and Final Rate Recommendations	66	20	2	40	\$13,070	2	2				\$1,380	\$14,450
E. Evaluate Rate Impacts on Customers	49	8		20	\$5,680		2	5		14	\$6,205	\$11,885
F. Conduct Regional Rate Surveys	20	4		16	\$3,860						\$0	\$3,860
4. REPORTS, PUBLIC OUTREACH, & PROPOSITION 218 COMPLIANCE												
A. Prepare Draft and Final Reports	110	24	8	48	\$17,280	4	4	5	5	12	\$9,590	\$26,870
B. Proposition 218 Rate Notice	29	4	1	6	\$2,445		2		8	8	\$5,710	\$8,155
C. Develop Outreach and Engagement Plan	22				\$0				10	12	\$6,830	\$6,830
D. Rates Outreach Collateral Development	30				\$0				12	18	\$9,150	\$9,150
5. MEETINGS												
A. Community Meetings	339	120	4	20	\$38,740		10		135	50	\$65,875	\$104,615
B. Board Workshop and Public Hearing	64	20	2	20	\$9,670		2		20		\$7,970	\$17,640
TOTAL ESTIMATED CONSULTING HOURS & COSTS	1,081	241	39	459	\$206,240	17	71	57	36	161	\$180,275	\$386,515
ESTIMATED DIRECT EXPENSES												
Travel Expenses (12 meetings)					\$12,000						\$12,000	\$24,000
Translation and Printing Services					\$0						\$10,000	\$10,000
TOTAL ESTIMATED DIRECT EXPENSES					\$12,000						\$22,000	\$34,000
<i>Note: The expenses reflected in this section are estimated based on in-person attendance for up to 12 meetings.</i>												
Optional Task												
Task												\$60,000
TOTAL PROJECT COST	1,484	381	45	499	\$218,240	17	83	57	191	211	\$202,275	\$480,515

Attachment D

Insurance Requirements

With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

Sonoma Water reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Consultant from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. INSURANCE

- 1.1. Workers Compensation and Employers Liability Insurance
 - a. Required if Consultant has employees as defined by the Labor Code of the State of California.
 - b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
 - c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
 - d. Required Evidence of Insurance: Certificate of Insurance.
 - e. If Consultant currently has no employees as defined by the Labor Code of the State of California, Consultant agrees to obtain the above-specified Workers Compensation and Employers' Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.
- 1.2. General Liability Insurance
 - a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
 - b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Consultant maintains higher limits than the specified minimum limits, Sonoma Water requires and shall be entitled to coverage for the higher limits maintained by Consultant.
 - c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it

must be approved in advance by Sonoma Water. Consultant is responsible for any deductible or self-insured retention and shall fund it upon Sonoma Water's written request, regardless of whether Consultant has a claim against the insurance or is named as a party in any action involving Sonoma Water.

- d. Sonoma County Water Agency, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, and South Park County Sanitation District, their officers, agents, and employees, shall be endorsed as additional insureds for liability arising out of operations by or on behalf of Consultant in the performance of this Agreement.
- e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
- f. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "f" definition of insured contract in Insurance Services Office form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Consultant and include a "separation of insureds" or "severability" clause which treats each insured separately.
- h. Required Evidence of Insurance: Certificate of Insurance.

1.3. Automobile Liability Insurance

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limit may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
- b. Insurance shall cover all owned autos. If Consultant currently owns no autos, Consultant agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall cover hired and non-owned autos.
- d. Required Evidence of Insurance: Certificate of Insurance.

1.4. Professional Liability/Errors and Omissions Insurance

- a. Minimum Limit: \$1,000,000 per claim or per occurrence; \$2,000,000 annual aggregate.
- b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by Sonoma Water.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.

- d. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
 - e. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.
- 1.5. Standards for Insurance Companies
 - a. Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.
- 1.6. Documentation
 - a. The Certificate of Insurance must include the following reference: TW 24/25-026.
 - b. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Consultant agrees to maintain current Evidence of Insurance on file with Sonoma Water for the entire term of this Agreement and any additional periods if specified in Sections 1.1, 1.2, 1.3, or 1.4 above.
 - c. The name and address for mailing Additional Insured endorsements and Certificates of Insurance is: Sonoma County Water Agency Occidental County Sanitation District, Russian River County Sanitation District, Sonoma Valley County Sanitation District, and South Park County Sanitation District, 404 Aviation Boulevard, Santa Rosa, California 95403-9019.
 - d. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
 - e. Consultant shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
 - f. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.
- 1.7. Policy Obligations
 - a. Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.
- 1.8. Material Breach
 - a. If Consultant fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. Sonoma Water, at its sole option, may terminate this Agreement and obtain damages from Consultant resulting from said breach. Alternatively, Sonoma Water may purchase the required insurance, and without further notice to

Consultant, Sonoma Water may deduct from sums due to Consultant any premium costs advanced by Sonoma Water for such insurance. These remedies shall be in addition to any other remedies available to Sonoma Water.

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