REQUEST FOR PROPOSAL FOR PREPARATION OF CALIFORNIA ENVIRONMENTAL QUALITY ACT / NATIONAL ENVIRONMENTAL PROTECTION ACT DOCUMENTATION MASTER PLAN PROGRAM

NOVEMBER 4, 2026

Proposals Due By: December 18, 2026, at 2:00 PM PDT

Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012

REQUEST FOR PROPOSAL FOR PREPARATION OF CALIFORNIA ENVIRONMENTAL QUALITY ACT/ NATIONAL ENVIRONMENTAL PROTECTION ACT DOCUMENTATION MASTER PLAN PROGRAM CAMROSA WATER DISTRICT

1. Purpose

The Camrosa Water District (District) is seeking a qualified Professional Consulting Firm (Firm) to prepare a Programmatic Environmental Impact Report (Program EIR) in accordance with the California Environmental Quality Act (CEQA), including CEQA-Plus documentation to support potential federal funding and National Environmental Policy Act (NEPA) compliance for the District's Integrated Master Plan and Capital Improvement Plan Program (collectively, Master Plan Program). This CIP Program focuses on two categories of projects (1) Water Supply Projects and (2) Infrastructure Rehabilitation and Replacement Projects related to potable water, recycled water, nonpotable water, and wastewater. The CIP Program is anticipated to be implemented over the next 30 years, with a combined cost estimate of approximately $500-600 million, including pipelines, reservoirs, pump stations, wells, and treatment facilities. Anticipated services include preparation of a Programmatic Environmental Impact Report (Program EIR) for the Master Plan Program, as well as additional environmental review, technical studies, regulatory coordination, and preparation of environmental documentation for individual projects identified within the Master Plan Program. The selected firm shall coordinate with District staff and provide environmental services necessary to support implementation of the Master Plan Program. **Table 1-1** provides a tentative schedule for the District's solicitation process for selection of the Firm. ALL dates and times are subject to change.

Table 1-1. Anticipated Schedule for RFP and Firm Selection

Action	Date (all dates and times subject to change)
Release RFP	November 4, 2026
Questions Due	November 20, 2026, 2:00 pm
District's Answers Due	November 25, 2026
Proposals Due	December 18, 2026, 2:00 pm
Review Proposals	January 15, 2027
Interviews (if necessary)	Late January 2027
Selection and Negotiation	Late January-February 2027
Board Approval	February 2027
Award Contract / Notice to Proceed	February 2027

2. Background

2.1 District Overview

The District was formed in 1962 under the County Water District Law of the State of California. Today, the District provides potable water, non-potable/recycled water, and wastewater services to a diverse customer base including the following: approximately 34,000 residents of the cities of Camarillo, Moorpark, Thousand Oaks, and unincorporated Ventura County; four primary schools and California State University Channel Islands; light industry and shopping centers; and a variety of agricultural users. Currently, the District obtains approximately 60 percent of the potable water supply from local groundwater basins, and approximately 40 percent of potable supply from imported state water project water from Calleguas Municipal Water District. Recycled water and non-potable sources include the recycled water from the District's Camrosa Water Reclamation Facility (CWRF), groundwater, purchased recycled water from the City of Camarillo, and diverted surface water from the Conejo Creek.

2.2 Existing Facilities

Potable water facilities owned and operated by the District include but are not limited to the following: Round Mountain Water Treatment Plant (RMWTP RO; 1 million GPD), Conejo Granular Activated Carbon Treatment Plant (GAC Plant; maximum of 1,650 GPM), 180 miles of distribution pipelines, 10 tanks, 10 wells, and 8 pump stations. Wastewater facilities include but are not limited to the following: Camrosa Water Reclamation Facility (CWRF; 2.25 million gallons per day), 74 miles of wastewater collection pipelines, and 6 sewer lift stations. Non-potable and recycled water facilities include but are not limited to the following: Conejo Creek Diversion Facility, 4 tanks, 2 wells, 5 pump stations, 4 storage ponds, and 37 miles of pipelines. There are approximately 11,000+ potable water connections, including equivalent connections served through master meters, 5,800 wastewater connections, and 400 non-potable and recycled water connections within the District's service area. The District also serves non-potable and recycled water outside the District to the Pleasant Valley County Water District (PVCWD) for agriculture.

2.3 Current Planning Activities

In October 2022, the District prepared a Strategic Plan that promoted self-reliance and maximizing all available local resources to increase reliability and gain water supply independence. The District completed an assessment of existing facilities in November 2023 that was summarized in the Near-Term Capital Improvements Plan Technical Memorandum and recommended improvements to existing facilities. In July 2024, the District completed the Water Resources Planning Analysis Technical Memorandum that focused on a phased approach for the construction of new facilities to support the District's strategies to promote local water supply resilience and reduce reliance on imported surface water.

Following discussions involving the District Board and staff, potential projects were characterized into two categories: 1) Water Supply, and 2) Infrastructure Rehabilitation and Replacement. The District Board and staff reached a consensus on the projects that would be immediately pursued and those that would need additional analysis and/or preliminary design. The phased approach developed for the Water Supply projects was

key to moving forward with the implementation of Phase I and II elements (see the 2024 Water Resources Planning Analysis Technical Memorandum for details). Consensus on the prioritization of Infrastructure Rehabilitation and Replacement projects has allowed District staff to move forward with the high-priority projects.

The District is currently preparing an Integrated Master Plan that brings together the Water Supply and Infrastructure Rehabilitation and Replacement projects (collectively, CIP Program), and initiatives related to potable water, recycled water, non-potable water, and wastewater. The Integrated Master Plan, including a project implementation schedule, is anticipated to be completed by the middle of 2027. The CIP Program is anticipated to be implemented over the next 30 years, with a combined cost estimate of approximately $500-600 million, including pipelines, reservoirs, pump stations, wells, and treatment facilities.

3. Scope of Services

The District is seeking a Firm to provide environmental consulting services in support of the District's Master Plan Program in accordance with CEQA / NEPA. Services are anticipated to include preparation of a Program EIR, as well as additional environmental review and documentation for individual projects identified within the Master Plan Program. These projects may include construction of new facilities and rehabilitation or replacement of existing facilities, including pipelines, reservoirs, pump stations, wells, and treatment facilities related to the District's potable water, recycled water, non-potable water, and wastewater systems.

In coordination with District staff, the selected Firm shall be responsible for managing and completing the environmental review process for the Master Plan Program. The Program EIR shall evaluate the broad environmental effects associated with implementation of the Master Plan Program and provide program-level environmental review for the projects and improvements identified. The Firm shall coordinate with District staff and other District consultants and shall provide the technical, regulatory, public and agency coordination, and environmental documentation services necessary to support the District's environmental review needs. The Firm shall also provide the District with applicable public and agency notification, document distribution, and filing requirements associated with environmental review activities.

The Firm shall provide applicable CEQA-Plus and NEPA support, as necessary, to support potential federal funding and environmental compliance. Services may include preparation of supporting technical studies and documentation, evaluation of applicable federal environmental requirements, and coordination and consultation support with applicable federal and state agencies.

Services to be rendered by the Firm may include all or some of the services described in Sections 3.2 and 3.3 and may consist of all such services as they are customarily rendered when providing environmental review of a program of this type. Additional items the Firm believes necessary for the successful completion of the project should be included in their proposal and listed as "Optional Tasks".

3.1 Workflow

3.1.1 Project Initiation

District staff will review all accepted proposals for this RFP. District staff will select a Firm (with the potential for more than one) to provide the environmental consulting services described. The District will negotiate a Consultant Agreement ("Agreement"), final scope of work, and a not-to-exceed budget with the selected Firm for Board approval. The Agreement will be executed by and between the District and the Firm. A copy of the sample Standard Consultant Agreement is attached as Appendix "A".

3.1.2 Purchase Orders

After all parties sign the Agreement, the District will issue a Purchase Order with final scope and budget that authorizes the selected Firm to start the work. The District will arrange a kickoff meeting with the Firm to identify the tasks, priorities, and schedules.

For environmental services requested by the District following execution of the Consultant Agreement, the Firm shall submit a task-specific scope of work and fee proposal to the District's Project Manager, unless such services have already been authorized as part of the initial scope and budget. The proposal shall include a detailed scope of work, estimated costs for these services and expenses, labor categories, fixed hourly rates (from the fee schedule included in the Agreement), and project schedule. Proposals from the selected Firm shall be prepared at no cost to the District.

When project services involve work of such nature that the Firm cannot reasonably estimate the time that would be required to provide the services, the District may agree to an Hourly Rate Purchase Order based on the actual hours worked, times the hourly rates indicated in the Firm's binding fee schedule and other approved expenses. A maximum not-to-exceed fee limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, project schedule, and such other evidence as the District may require supporting its billing request.

The District will continue to engage with the Firm contingent upon their responsiveness, communication, and success in meeting project objectives, including scope, schedule, and budget.

3.1.3 Term of Agreement

The term of the Consultant Agreement is a maximum of two (2) years. Additional time may be authorized in one-year extensions. Terms of the Agreement to renew on the District's Fiscal Year calendar.

3.2 General Scope of Services

The Firm shall collaborate with the District's General Manager and Project Manager to identify environmental review needs, priorities, strategies, and schedules for the Master Plan Program and individual projects. The Firm shall be responsible for providing environmental consulting services in support of new facilities and improvements, rehabilitation, or replacement of existing facilities related to the District's potable water, recycled water, non-potable water, and wastewater systems.

The Firm shall provide the appropriate level of environmental review based on the specific needs and level of development of the Master Plan Program or individual project. Services may include programmatic and project level environmental review, environmental strategy and constraints evaluation, preparation of environmental documentation and supporting technical studies, regulatory and agency coordination, and other environmental services identified in Section 3.3 and Appendix C.

3.2.1 Project Management and Coordination

The Firm is expected to manage tasks in a professional, proficient, legal, and safe manner. The Firm shall be responsible for developing and managing all activities associated with the CEQA/NEPA documentation. The Firm shall be responsible for project management services that may include but are not limited to the following:

1. Schedule and lead bi-weekly and as-needed meetings with District staff in person or via internet video.

2. Prepare meeting agendas and distribute them to District staff within three (3) business days prior to the meeting. Prepare a meeting summary and distribute it to District staff within three (3) business days after the meeting.
3. Manage implementation of project scope, budget, schedule, and quality control.
4. Coordinate environmental review activities with District staff and other District consultants.
5. Identify required information and data needs and coordinate with District staff and other District consultants to obtain necessary information.
6. Manage Firm staff and subconsultants.
7. Administer contracts for subconsultants hired by the Firm.
8. Prepare monthly invoices and project status reports.
9. Conduct and coordinate briefings and presentations for project District staff.
10. Coordinate environmental planning, technical studies, agency consultation, public participation, and other activities necessary for delivery of assigned environmental services.
11. Prepare and maintain project schedules for environmental review activities and identify critical milestones.
12. Assist District with preparation of Board Memorandums, presentations, and other materials applicable to environmental review and approval.
13. Identify potential environmental, regulatory, permitting, schedule, or coordination issues in advance and recommend appropriate actions.
14. Coordinate with applicable local, state, and federal agencies, as authorized by the District.
15. Ability to work a flexible schedule to accommodate District needs and be available for on-call activities.
16. Submit all documents, reports, technical studies, correspondence, data, GIS files, and other project materials developed for the project to the District in electronic format acceptable to the District.

3.2.2 Task Plan Including Workflow Sequencing

For assigned environmental services, the Firm shall work with the District to establish an appropriate environmental review strategy and work plan based on the scope, level of development, schedule, funding considerations, and regulatory requirements applicable to the Master Plan Program or individual project. These services may include but are not limited to the following:

1. Review available planning, engineering, environmental, and other relevant project information.
2. Identify environmental information and data needs, potential environmental constraints, and applicable regulatory requirements.
3. Recommend the appropriate environmental review approach and level of analysis based on available project information and applicable CEQA, CEQA-Plus, and NEPA requirements.
4. Identify anticipated technical studies, agency coordination, public participation, permitting, and other environmental activities necessary to complete the assigned work.
5. Develop task priorities, workflow sequencing, milestones, deliverables, and schedule.

6. Coordinate the environmental review strategy and schedule with District staff and other District consultants.

3.2.3 Implementation

The Firm shall be responsible for implementing assigned environmental services in accordance with the approved task scope, applicable regulatory requirements, and District direction. The Firm shall coordinate with District staff, other District consultants, responsible and trustee agencies, regulatory agencies, and other stakeholders, as applicable, to provide efficient and timely delivery of environmental services. Services may include preparation of environmental documents and technical studies, environmental analysis, public and agency coordination, regulatory and permitting support, and preparation of supporting documentation and materials.

3.2.4 Reporting Services

Firm shall provide reports as near real-time as possible to allow the District staff to plan and execute the next steps and corrective actions (if necessary) in a timely manner. Firm shall provide a detailed scope of work for reporting services including but not limited to the following:

3.2.4.1 Bi-weekly Status Meetings

Firm shall develop and conduct as-needed bi-weekly project status meetings with the District's Project Manager. Prepare and distribute to District staff a meeting agenda (memo or email format) within three (3) business days prior to each meeting (including supporting materials). Prepare and distribute to District staff a meeting summary (memo or email format) within three (3) business days of the meeting for the District's Project Manager review and approval. The meeting summary will include highlights of key issues, agreed upon action items, assignments, and due dates. These meetings may be conducted in person or via virtual video conference. The bi-weekly status meetings shall include the following information at a minimum:

- Status of each task, activity, and deliverable;
- Project budget, cost or scope changes in budget, expenditures in prior 2 weeks and total to date, anticipated final expenditures/budget, corrective/control measures if necessary;Project schedule by task or activity, delays, estimated project completion dates, summary of work completed in prior 2 weeks and total to date, summary of work anticipated to be completed in the next 30 days, issues affecting the schedule and recommended corrective actions to recover the project on-schedule;
- Current project issues and proposed mitigation measures.

3.2.4.2 Monthly Invoice and Report

Firm shall prepare and submit monthly reports and invoices to the District's Project Manager, or his/her designee, in a format prescribed by the District. The report should be comprehensive and include the following:

- Status of each task, activity, deliverable;
- Accomplishments;

- Monthly expenditures and project total ;
- Project schedule with monthly details;
- Current project issues and proposed mitigation measures.

3.2.4.3 Additional Meetings and Presentations

Firm shall participate in additional as-needed project meetings, presentations, and public meetings (anticipate approximately 1 per month) on a periodic basis with the District Board, staff, and other potential stakeholders. These meetings may be conducted in person or via virtual video conference.

3.3 Detailed Scope of Services

The anticipated detailed scope of environmental services is provided in Appendix C – Detailed Scope of Services. The primary anticipated service is preparation of a Programmatic Environmental Impact Report (Program EIR) for the District's Master Plan Program. Appendix C also identifies additional environmental services that may be requested by the District for individual projects or other environmental review needs associated with implementation of the Master Plan Program.

The Firm may be requested to provide all or some of the additional services identified in Appendix C based on the specific needs of the District and individual assignments. Additional services shall be authorized in accordance with Section 3.1.2.

3.4 Responsibilities

3.4.1 Management of the Firm

The District will provide overall management of the Firm and the associated Consultant Agreement. The Firm shall take all formal directions from the District's General Manager, District's Project Manager, or District staff assigned the responsibility for supervision of a respective project task. All activities related to the overall administration of the Firm's Agreement with the District will be managed by the District's Project Manager. Inability of the Firm to follow the instructions by the District's General Manager, Project Manager, or designee, may be grounds for breach of contract and termination.

3.4.2 District Responsibilities

The District will make the final selection of a Firm, award of contract, and notice to proceed. The District will provide or make available upon request, reports, data, figures, records, and other data deemed useful for project development. The District will be responsible for the final approval of special studies, reports, and all other technical documents and deliverables. The District will make payments directly to the Firm. The District will continue to engage with the Firm contingent upon their responsiveness, communication, and success in meeting project objectives, including scope, schedule, and budget.

3.4.3 Ownership of Materials and Equipment

All services provided by the Firm, materials, documents, reports, computer files, and other information of all types, and all works based thereon, incorporated therein, or

derived therefrom, and all intellectual property and proprietary rights in these materials, documents, reports, and other information of all types, shall be the sole and exclusive property of the District.

4. Proposal Elements

4.1 General

It is strongly recommended that the Firm submit a proposal with the format identified in this RFP to allow the District to properly evaluate and compare the proposals received. All requirements and questions in the RFP should be addressed. The District reserves the right to request additional information which, in the District's opinion, is necessary to ensure that the Firm's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the Consultant Agreement (Appendix A).

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Firm's demonstrated capability to perform the services. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach, qualifications, or other elements of the proposal should be included. Emphasis should be concentrated on completeness, approach to the work, team qualifications, project experience, and clarity of proposal.

Firm shall provide a proposal detailing their response to the services defined in Section 3 and Appendix C including the following:

- Cover Letter;
- Approach, Scope of Work, and Schedule;
- Team;
- Project Experience and References;
- Fee Proposal and Labor Rates;
- Comments Regarding the District's Standard Consultant Agreement.

Firm shall provide a letter proposal detailing the elements listed above and limited to a **maximum of thirty (30) single-sided pages** on 8.5-inch x 11-inch paper. Proposals may include 11-inch x 17-inch pages where applicable (counts as 1 page). The page limit excludes covers, table of contents, dividers, resumes, and comments regarding the Agreement. The standard font size shall be a minimum of 11-point font. Resumes (maximum of 2 pages each) shall be included in an appendix. All proposals shall be prepared at no cost to the District.

Failure to follow RFP requirements or include required items with your proposal may be cause for rejection of the proposal as non-responsive.

4.2 Cover Letter

The cover letter shall be on the Firm's letterhead and identify the full legal name and address of the Firm's local office. The Firm is defined as the legal entity that will execute the Agreement with the District. The cover letter shall be signed by an authorized representative (i.e., CEO, President, Principal-in-Charge) of the Firm's organization.

The cover letter shall include the following at a minimum:

- Brief introduction to the Firm, local office, and primary services;
- Summary of proposal in a clear and concise manner;

- Identify the name, title, address, telephone numbers, and email address of the individual who will serve as the Principal-in-Charge for the Firm;
- Identify the name, title, address, telephone numbers, and email address of the individual who will serve as the Project Manager.

4.3 Approach, Scope of Work, and Schedule

4.3.1 General Approach

Firm shall provide a description of the general approach to the potential services identified in Section 3 and Appendix C (Detailed Scope of Environmental Services), including but not limited to the following: project management and coordination, environmental review strategy and work planning, preparation of environmental documentation and technical studies, regulatory and agency coordination, and additional as-needed environmental services. Describe the Firm's approach to determining the appropriate level of environmental review based on project-specific needs and level of project development, including programmatic and project level environmental review, as applicable. Include a description of the Firm's approach to promoting effective communication and coordination with District staff and other District consultants. Provide a description of the Firm's approach to managing in-house staff and subconsultants to maximize efficiency, quality, and timely delivery of environmental services.

4.3.2 Scope of Work

Firm shall provide a **detailed** scope of work for its proposed approach to preparation of the Program EIR described in Appendix C, including the applicable general requirements identified in Section 3.2. The scope of work shall identify the proposed tasks and subtasks, approach, deliverables, information and data needs, District and other consultant support requirements, assumptions, schedule, and coordination necessary to complete the Program EIR.

Firm shall provide a **general** scope of work for its proposed approach and strategies for providing the Additional Environmental Services identified in Appendix C. A detailed scope of work and fee proposal for individual Additional Environmental Services may be requested by the District on a task-specific basis in accordance with Section 3.1.2.

Additional items the Firm believes necessary for successful completion of the Program EIR should be included in the proposal and listed as "Optional Tasks".

4.3.3 Project Schedule

Firm shall include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the services identified in Sections 3.2 and 3.3. The schedule may be in a gantt, graphic, or another applicable format.

4.4 Team

Firm shall include an introduction to the project management team, key professional staff, and subconsultant staff as summarized below.

4.4.1 Project Management Team

Include a summary of the proposed management team including the Principal-in-Charge, Project Manager, and Deputy Project Manager, as noted below.

4.4.1.1 Principal-in-Charge

Identify the individual who will have overall responsibility for the Firm's contract, successful completion of the Project, and performance under the Consultant Agreement. Inability of the Firm to follow the requirements noted below may be grounds for breach of contract and termination.

4.4.1.2 Project Manager

The Firm shall designate an experienced senior individual as the single point-of-contact who will serve as the Firm's Project Manager for this project. This Project Manager will be responsible for the coordination and delivery of all services in accordance with the scope of services listed in Section 3 and Appendix C. The Firm will not bill the District for managing their in-house staff and subconsultants.

The Project Manager must have training and experience as follows:

- Must be an employee of the Firm that is entering into the Agreement with the District;
- Minimum of ten (10) years of experience providing environmental planning and compliance services, including preparation and management of CEQA environmental documents for public agency projects. Experience with programmatic environmental review, water and wastewater infrastructure projects, CEQA-Plus, and NEPA is preferred;
- Minimum of five (5) years of experience as project manager with primary responsibility for successful execution of scope, schedule, resources, and budget.

Firm's Project Manager shall be approved by the District and shall not be removed or replaced without prior consent from the District. If a change in the Firm's Project Manager is necessary, the Firm shall submit the names and resumes of a minimum of two (2) replacement candidates for District approval a minimum of thirty (30) calendar days prior to the effective day of the change unless otherwise approved by the District. In addition, the District, at its sole discretion, reserves the right to direct the Firm to replace the Project Manager. If the District requests the Firm to replace their Project Manager, then the Firm shall replace the Project Manager with the District's approval within thirty (30) calendar days of the effective date of removal.

The Firm is expected to work closely and dynamically with the District's staff and consultants. For the duration of the Agreement, the Project Manager shall be readily available to interact with District staff including in-person at a District facility, project site, via phone, and internet video call.

4.4.1.3 Deputy Project Manager

Firm shall designate a Deputy Project Manager to serve as a second point of contact for this project. The Deputy Project Manager shall assist the Project Manager with project

management and staff management responsibilities. The Deputy Project Manager shall temporarily fill the role of Project Manager when/if the Project Manager is temporarily not available for any reason.

4.4.2 Professional Staff

Firm shall identify key professional staff anticipated to be included in this project. The Firm shall manage all professional staff provided. If a change is needed in key professional staff (i.e., key staff leading tasks for specific District projects; excluding Project Manager as covered in Section 4.4.1.2), the Firm shall submit to the District the name(s) of the replacement personnel a minimum of seven (7) calendar days prior to the effective day of the change, unless otherwise approved by the District. In addition, the District, at its sole discretion, reserves the right to direct the Firm to remove any of the staff assigned to the District's projects.

4.4.3 Subconsultants Staff

Firm shall identify subconsultants (including key staff) anticipated to be used for this project. The Firm shall manage all subconsultant staff hired directly for this project. If a change in subconsultant or key subconsultant personnel (i.e., key staff leading tasks for District projects) is needed, the Firm shall submit to the District the name(s) of the replacement subconsultant or key personnel within seven (7) calendar days of the change. In addition, the District, at its sole discretion, reserves the right to direct the Firm to remove any subconsultant or member of the subconsultant's staff from the project.

4.4.4 Organization Chart

Firm shall summarize the proposed project team via a tabular list and or organizational chart. The Firm shall identify the Principal-in-Charge, Project Manager, Deputy Project Manager, key technical staff, and key subconsultants on the organizational list and chart.

4.5 Project Experience and References

Firm shall demonstrate environmental planning and compliance experience with public agency projects similar to the District's Master Plan Program, including experience preparing CEQA environmental documents for water, wastewater, recycled water, and non-potable water infrastructure projects such as wells, treatment facilities, pipelines, reservoirs, and pump stations. Relevant experience should include programmatic environmental review and project specific environmental, as applicable. Experience with CEQA-Plus, NEPA, environmental technical studies, regulatory and agency coordination, and environmental permitting should also be identified, as applicable. Firm shall also demonstrate experience working on District projects, local project experience (within 50 miles of the District), and other applicable projects. Firm shall demonstrate specific applicable experience for the Project Manager, Deputy Project Manager, proposed project team, and subconsultants.

Firm shall include summaries of applicable experience for specific projects (**maximum of 2 pages each**). Provide detailed descriptions of a minimum of three (3) and maximum of eight (8) projects that demonstrate your experience providing environmental planning and compliance services similar to those described in this RFP. Please complete the project experience template (see **Table 4-1**) for each project (cells may be expanded to

fit size of information). Projects listed shall have been completed within ten (10) years of the due date of this RFP (or projects currently in progress). Photos may be included with the project experience. The District may contact one or more of the clients listed (references) in the proposal to discuss project experience(s) with the Firm.

Table 4-1. Project Experience Template

Name of project	*(increase cell sizes as needed)*
Agency/Company name	
Client contact name (may be used as a reference)	
Client phone number	
Client email address	
Location of project (City, State)	
Summary of project (describe)	
Firm's staff with experience on this project and proposed for the District's project	
Date project completed (or expected to be complete)	
Firm's project fee (or estimate)	

4.6 Fee Proposal and Labor Rates

Firm shall submit a separate fee proposal as described in Section 4.6.3. The fee proposal may be used by the District as an evaluation tool to compare the proposed level of effort, staffing, labor rates, and overall cost among competing proposals and to assess the Firm's understanding of the anticipated scope of services. The District may also use the fee proposal as a basis for scope and fee negotiations with the selected Firm. Selection will be based on the evaluation criteria identified in Section 6.

Upon selection, the Firm and District will negotiate an Agreement for Board approval with a final scope of work for specific projects and total not-to-exceed fee. **Firm shall submit a separate fee proposal (see Section 4.6.3 below).**

Firm shall provide a list of fixed hourly labor rates for Fiscal Year 2026-2027 (the District's fiscal year calendar is July 1 through June 30) for a wide range of staff categories and subconsultants applicable to the scope of services listed in Section 3. The Firm must specify fixed hourly rates that include wages, overhead, and profit. New personnel, staff categories, and subconsultants may be added after contract execution and throughout the life of the contract. The Firm shall submit to the District the name(s) and labor rate(s) of additional and or replacement personnel, subconsultants, and or labor categories within seven (7) calendar days of the change.

Firm will be allowed to request an annual adjustment to labor rates using a value based on the Consumer Price Index – All Urban Consumers (CPI-U) for the Los Angeles area or as otherwise approved by the District. The Firm shall submit an annual written request to the District by April 30 for rates effective at the start of the next fiscal year.

4.6.1 Fee Proposal for Program EIR

Firm shall provide a not-to-exceed time and materials fee proposal for preparation of the Program EIR based on the Firm's proposed scope of work and the requirements identified in Appendix C. The fee proposal shall include the estimated labor hours and costs in table format separated by task and subtask for Firm and subconsultant staff. Include applicable labor categories, fixed hourly labor rates from the Firm's fee schedule, and anticipated expenses. Technical studies identified by the Firm shall be separately itemized and priced as Optional Tasks and shall not be included in the Program EIR base fee.

The fee proposal shall clearly identify assumptions, exclusions, optional tasks, and other factors that may affect the proposed level of effort or fee. Additional items the Firm believes are necessary or beneficial for successful completion of the Program EIR but are not included in the base fee shall be separately identified and priced as Optional Tasks.

4.6.2 Proposal for Non-Specific Projects

The District may approve of an Hourly Rate Purchase Order when the scope of services involves non-specific project(s) of such nature that the Firm cannot reasonably estimate the time that would be required to provide the services (see Section 3.1 for additional details). The District may utilize an approved labor rate schedule and maximum not-to-exceed fee limitation for Hourly Rate Purchase Orders.

4.6.3 Submit Separate Fee Proposal

Firm shall submit a separate fee proposal to contain only enough pages to clearly respond to the information that is requested in the RFP. Please include a separate fee proposal file or separate fee proposal within an envelope. Clearly label the electronic file with "**Fee Proposal for CEQA/NEPA Documentation**" or label the outside of envelope with "**Fee Proposal for CEQA/NEPA Documentation**".

4.7 Comments Regarding the District's Standard Consultant Agreement

Firm shall provide comments and or recommended edits to the District's Standard Consultant Agreement (see copy of the District's Standard Consultant Agreement attached as Appendix "A"). Comments and recommended edits by the Firm shall be included in an appendix.

4.8 District's Vendor Questionnaire

Firm shall include a completed copy of the District's Vendor Questionnaire with their proposal (see copy attached as Appendix "B"). Completed Vendor Questionnaires shall be included in an appendix.

5. Proposal Submittal

Table 1-1 (see Section 1) provides a schedule for the District's solicitation process for selection of the Firm. ALL dates and times listed in **Table 1-1** are subject to change.

Requests for clarification and questions regarding this RFP must be submitted to the District (email only) to Luis Garcia, luisg@camrosa.com, (805) 266-8152, prior to November 20, 2026, 4:00 pm PDT.

Firms shall submit an electronic copy (pdf format) of their proposal (excluding fee proposal) by email (preferred) no later than December 18, 2026, 2:00 pm PDT to Luis Garcia, luisg@camrosa.com, or mailed or hand-delivered proposals must be **RECEIVED** prior to the same due date/time at Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA, 93012, attention Luis Garcia. Please include the title of the RFP, "**RFP-Preparation of CEQA/NEPA Documentation**" on all emails (subject line) and mailed/hand-delivered copies (marked on outside of the envelope). Proposals will not be accepted at any other District locations or considered after the due date/time. All proposals shall be prepared at no cost to the District.

Firm shall submit a separate fee proposal that meets the same due date and requirements as the primary proposal noted above. Fee proposal shall contain only enough pages to clearly respond to the information that is requested in the RFP. Please email a separate fee proposal file or mail/deliver a separate fee proposal within an envelope. Clearly label the electronic file with "**Fee Proposal for CEQA/NEPA Documentation**" or label the outside of envelope with "**Fee Proposal for CEQA/NEPA Documentation**".

6. Firm Selection

Firm selection will be primarily based on the proposals submitted. A panel of District staff will perform an evaluation and assign a score to each responsive proposal. The selection process may consist of solely an evaluation of the submitted proposals to determine the top-ranked Firm. The District may decide to include an evaluation of the proposals and panel interviews with a short list of Firms (as determined by the scores of the proposals). If the District decides to conduct interviews with the top-ranked Firms, the District reserves the right to select a Firm based on a combination of the interview scoring and proposal scoring. Proposals will be evaluated using the criteria listed below in **Table 6-1**:

Table 6-1. Criteria and Points for Evaluation of Proposals

Criteria	Points (maximum)
Approach, Scope of Work, Schedule	30
Team and Project Manager	30
Project Experience and References	30
Fee Proposal and Labor Rates	0
Overall Proposal Clarity and Conformance with RFP	10
Total	**100**

Although the Fee Proposal and Labor Rates will not be assigned points as part of the proposal scoring, the District may use the fee proposal as an additional evaluation tool to compare the proposed level of effort, staffing, labor rates, and overall cost among competing proposals and to assess the Firm's understanding of the anticipated scope of services. The fee proposal may also be used as a basis for scope and fee negotiations with the selected Firm.

Table 1-1 (see Section 1) provides a schedule for the District's solicitation process for selection of a Firm. ALL dates and times listed in **Table 1-1** are subject to change. The District will negotiate and finalize the Agreement for this project with the selected Firm. If the District is unable to finalize an Agreement on terms and conditions for the scope and fee with the selected Firm, the District reserves the right to negotiate with the next most qualified Firm. The District reserves the right to reject any or all proposals; to waive any or all informalities and/or irregularities; to readvertise with either an identical or revised scope; or to cancel the solicitation in its entirety. Nothing in this RFP shall require the District to award a contract for the services included in this RFP.

Appendices

Appendices to this RFP include the following:

Appendix A: District's Standard Consultant Agreement and Insurance Requirements.

Appendix B: District's Vendor Questionnaire.

Appendix C: Detailed Scope of Environmental Services

Appendix A

District's Standard Consultant Agreement and Insurance Requirements

Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012
Telephone (805) 482-4677 - FAX (805) 987-4797

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: DATE:

Agreement No.:

The undersigned Consultant offers to furnish the following:

Contract price $:

Contract Term:

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District	Consultant:
By: _____	By: _____
Norman Huff	
Title: General Manager	Title:
Date: _____	Date: _____
Other authorized representative(s):	Other authorized representative(s):
_____	_____

Consultant agrees with Camrosa Water District (District) that:

a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.

b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.

c. **Coverage:** Coverage shall be at least as broad as the following:

   1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars ($2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.

   2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars ($1,000,000) for bodily injury and property damage each accident.

   3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

   4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.

   5. **Professional Liability** - (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than $1,000,000 per occurrence or claim, and $2,000,000 policy aggregate.

d. **If Claims Made Policies:**

   1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

   2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**

   3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations

performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."

b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.

c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.

d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.

Appendix B

District's Vendor Questionnaire

Camrosa Water District

Vendor Questionnaire

In order to complete an agreement with your company, we need you to answer the following question and return the answers.

1. Company name (Indicate DBA if applicable):_____

2. Current mailing address: _____

3. Remittance address: _____

4. Brief description of services to be provided:_____

5. Name of current responsible principal of company

   _____ _____
   (Print name) (Print title)

6. Is your company a LLC or Corporation? _____

7. Signatory(ies) for company:

   _____ _____ _____
   (Print name) (Print title) (Email address)

   _____ _____ _____
   (Print name) (Print title) (Email address)

8. Please provide a copy of your most recent certificate of insurance. Camrosa Water District's minimum insurance requirements can be found at www.camrosa.com/procurement. Please note, Camrosa Water District reserves the right to change or modify limits of liability of coverages based in services provided.

9. Please list a point of contact for your company should we have any questions.

   Name_____

   Contact#/Email _____/_____

10. Please provide your current W-9 using the latest W-9 form from IRS. The W-9 must contain an actual signature and not a digital/electronic signature.

11. Please provide contractor's license #_____

12. Does your company pay prevailing wage? YES/NO

13. Is the company registered with the State of CA Dept. of Industrial Relations? YES/NO

    If yes, please provide PWC Registration Number: _____

Appendix C

Detailed Scope of Environmental Services

The following scope describes the environmental services anticipated to support the District's Master Plan Program. The primary anticipated service is preparation of a Programmatic Environmental Impact Report (Program EIR) for the Master Plan Program in accordance with the California Environmental Quality Act (CEQA), including applicable CEQA-Plus and National Environmental Policy Act (NEPA) requirements. The Firm may also be requested to provide additional environmental services for individual projects or other environmental review needs associated with implementation of the Master Plan Program.

The scope presented herein is intended to identify the District's anticipated environmental review needs and expected level of service. The Firm shall identify any assumptions, recommended modifications, or additional services it believes are necessary for successful completion of the Program EIR in its proposal.

C.1 Programmatic Environmental Impact Report

Task 1: Project Initiation, Existing Information Review, and Environmental Strategy

The Firm shall initiate the environmental review process by developing an understanding of the Master Plan Program, reviewing planning, engineering, and environmental information, identifying information and data needs, and working with the District to establish the environmental review strategy for preparation of the Program EIR.

A. Project Kickoff: The Firm shall participate in a project kickoff meeting (in person at District headquarters) with District staff and other District consultants, as appropriate, to review the Master Plan Program, project objectives, available information, anticipated environmental issues, roles and responsibilities, communication protocols, schedule, deliverables, and other information necessary to initiate the environmental review process.

B. Review Existing Information and Identify Data Needs: The Firm shall review available documents and information relevant to the Master Plan Program, including applicable planning documents, technical memoranda, engineering studies, existing environmental documentation, available mapping and GIS data, and other information provided by the District. The Firm shall identify additional information and data necessary to support preparation of the Program EIR and associated technical studies and shall coordinate with District staff and other District consultants to obtain available information.

C. Environmental Review Strategy: The Firm shall develop an environmental review strategy in coordination with the District for the Master Plan Program. The strategy shall consider the level of development of individual program elements, anticipated environmental constraints, applicable regulatory requirements, potential federal funding considerations, and coordination with other ongoing District planning and engineering activities. The Firm shall identify the appropriate level of environmental analysis for the Master Plan Program and identify individual program elements, if

any, that may warrant more detailed project-level environmental analysis within the Program EIR.

D. Preliminary Schedule and Work Plan: The Firm shall develop a preliminary schedule and work plan for preparation of the Program EIR based on the environmental review strategy, available information, anticipated technical studies, agency and public review requirements, District review periods, and other applicable project milestones. The schedule shall identify major tasks, deliverables, dependencies, review periods, and anticipated environmental review milestones.

Deliverables:

- **Information/Data Request List;**
- **Preliminary Program EIR Schedule and Work Plan.**

Task 2: Program Description and Alternatives

The Firm develop a complete and concise description of the Master Plan Program for use in the Program EIR, in coordination with District staff and other District consultants. The Program Description shall establish the basis for environmental analysis and provide sufficient information regarding the overall program and its individual components to support the appropriate level of environmental review. The Firm shall also identify, develop, and evaluate a reasonable range of alternatives in accordance with CEQA, in coordination with the District.

A. Program Description: The Firm shall develop the Program Description based on the Integrated Master Plan, Capital Improvement Plan, available planning and engineering documents, information developed under Task 1, and coordination with District staff and other District consultants. The Program Description shall identify the purpose and objectives of the Master Plan Program; describe the types, locations, and characteristics of proposed facilities and improvements; summarize anticipated construction and operational activities at an appropriate programmatic level; and identify other information necessary to support the environmental analysis.

B. Coordination with Master Plan and Engineering Information: The Firm shall coordinate with District staff and other District consultants to obtain and review available information necessary to support the Program Description and environmental analysis. The Firm shall identify information gaps or program elements requiring additional definition and shall provide environmental input regarding the level of planning or engineering information needed to support the environmental review. Environmental constraints identified during preparation of the Program EIR shall be communicated to the District and other District consultants, as appropriate, to support ongoing planning and development of the Master Plan Program.

C. Level of Program and Project-Specific Detail: The Firm shall evaluate the level of available information for the individual projects and improvements included in the Master Plan Program and recommend the appropriate level of environmental analysis for District review and approval. Projects or program elements that are sufficiently defined may be evaluated at a more detailed project-specific level, as

directed by the District, while projects or program elements that remain conceptual or subject to refinement may be evaluated at a programmatic level.

D. Development of Alternatives: The Firm shall identify and develop a reasonable range of alternatives for evaluation in the Program EIR in accordance with CEQA, in coordination with the District and other District consultants. The Firm shall evaluate the objectives of the Master Plan Program and identify alternatives that could feasibly attain most of the basic program objectives while avoiding or substantially lessening one or more significant environmental effects. The Firm shall facilitate discussions with the District and other District consultants, as necessary, to identify, screen, and refine alternatives for evaluation in the Program EIR.

Deliverables:

- **Draft and Final Program Description;**
- **Alternatives Workshop Materials;**
- **Draft and Final Description of Alternatives.**

Task 3: Environmental Constraints Analysis and Technical Studies

The Firm shall identify and evaluate environmental constraints associated with implementation of the Master Plan Program and shall identify the technical studies necessary to support the Program EIR. The Firm shall prepare and complete technical studies authorized by the District as Optional Tasks. The environmental constraints analysis and technical studies shall be coordinated with preparation of the Program Description, environmental review strategy, and other ongoing planning and engineering activities to identify potential environmental issues early in the process and support development of appropriate avoidance, minimization, and mitigation strategies.

A. Environmental Constraints Analysis: The Firm shall review available environmental, planning, engineering, mapping, and regulatory information and identify known or potential environmental constraints associated with the Master Plan Program and individual program elements. The analysis shall identify environmental resources, sensitive receptors, land use or regulatory considerations, and other environmental issues that may affect program implementation, environmental review, permitting, schedule, or development of individual projects.

   The Firm shall coordinate the findings with District staff and other District consultants and identify environmental issues that may warrant additional investigation, technical analysis, agency coordination, avoidance or minimization measures, or consideration during development of the Program Description and alternatives.

B. Identification of Technical Study Requirements: The Firm shall identify the technical studies, surveys, modeling, and other supporting analyses necessary to prepare an adequate Program EIR and satisfy applicable CEQA, CEQA-Plus, NEPA, regulatory, and agency requirements. The Firm shall consider the level of environmental review established under Tasks 1 and 2, available existing information, anticipated environmental constraints, and the level of development of individual program elements when recommending technical study requirements.

The Firm shall identify opportunities to utilize or update existing studies and environmental information where appropriate and shall identify data gaps requiring new studies, surveys, or analyses. The Firm shall identify recommended technical studies and provide separate scopes of work and fee estimates for each study as Optional Tasks in its proposal.

C. Preparation of Technical Studies: The Firm shall be responsible for preparing and completing all technical studies authorized by the District as Optional Tasks necessary to support the Program EIR and applicable CEQA-Plus/NEPA requirements. Technical studies shall be prepared at a level of detail appropriate to the environmental review being performed and shall comply with applicable professional standards, regulatory requirements, and agency guidance.

   Technical studies may address environmental resource areas including, but not limited to, biological resources, cultural and tribal cultural resources, air quality and greenhouse gas emissions, noise and vibration, transportation, hydrology and water quality, geology and soils, hazards and hazardous materials, aesthetics, and other resource areas determined necessary based on the environmental review strategy and constraints analysis.

D. Field Investigations and Surveys: Where necessary, the Firm shall conduct or manage field investigations, surveys, records searches, database reviews, and other data collection required to support technical studies and environmental analysis. The Firm shall coordinate anticipated field activities with the District prior to commencing work and shall identify property access, seasonal survey, schedule, or other constraints that could affect completion of the environmental review.

E. Environmental Constraints and Technical Study Coordination: The Firm shall communicate significant findings from the environmental constraints analysis and technical studies to District staff and other District consultants in a timely manner. Where environmental constraints or technical findings could affect program planning, facility siting, alternatives, project development, permitting, schedule, or mitigation requirements, the Firm shall identify the issue and recommend appropriate next steps for District consideration.

Deliverables:

- **Draft and Final Environmental Constraints Analysis Memorandum;**
- **Technical Study/Survey Recommendations and Data Needs;**
- **Draft and Final Technical Studies, as authorized by the District under Optional Tasks.**

Task 4: Notice of Preparation and Public Scoping

The Firm shall complete all required activities associated with initiating the formal CEQA review process for the Program EIR, including preparation and distribution of the Notice of Preparation (NOP), coordination of the required public review period, and planning and conducting public scoping activities. The Firm shall coordinate with the District to identify responsible and trustee agencies, regulatory agencies, interested parties, and other stakeholders appropriate for notification and participation in the scoping process.

A. Notice of Preparation: The Firm shall prepare a Draft NOP for District review in accordance with applicable CEQA requirements. The NOP shall include an appropriate description of the Master Plan Program, its location and proposed activities, and the potential environmental effects to be addressed in the Program EIR. Following District review, the Firm shall incorporate comments and prepare the Final NOP for circulation.

   The Firm shall develop and maintain the distribution list for the NOP, in coordination with the District, including responsible and trustee agencies, applicable regulatory agencies, interested parties, and other entities or individuals required or appropriate to receive notice.

B. NOP Distribution and Required Notices: The Firm shall prepare, coordinate, and complete all required notification, filing, publication, and distribution activities associated with the NOP and other required notices in accordance with applicable CEQA requirements. Services shall include preparation of required State Clearinghouse submittals and coordination of other applicable noticing, filing, publication, and distribution requirements. The Firm shall maintain documentation of required notices, filings, and distribution.

C. Public Scoping Meeting: The Firm shall plan, organize, and facilitate at least one public scoping meeting in coordination with District staff. The Firm shall prepare appropriate presentation materials, exhibits, maps, handouts, and other materials necessary to describe the Master Plan Program, explain the environmental review process, and solicit input regarding environmental issues and areas of concern to be considered in the Program EIR.

   The Firm shall coordinate the meeting format, agenda, presentation, and supporting materials with the District prior to the scoping meeting and shall provide appropriate Firm staff to facilitate the meeting and respond to environmental-process questions.

D. Scoping Comments and Summary: The Firm shall collect, organize, and review written and verbal comments received during the NOP review period and public scoping meeting. The Firm shall prepare a scoping summary identifying the environmental issues, concerns, and substantive comments received and shall coordinate with the District regarding any recommended refinements to the scope of environmental analysis, Program Description, alternatives, or technical studies resulting from the scoping process.

Deliverables:

- **Draft and Final Notice of Preparation;**
- **NOP Distribution List;**
- **Draft and Final Public Scoping Meeting Materials;**
- **Public Scoping Meeting;**
- **Draft and Final Scoping Summary Memorandum.**

Task 5: Agency, Tribal, and Federal Consultation

The Firm shall support the District in coordinating with applicable local, state, and federal agencies and California Native American tribes throughout preparation of the Program EIR. Consultation and coordination activities shall be integrated with the CEQA and

applicable CEQA-Plus/NEPA processes to identify environmental and regulatory issues early, establish applicable consultation requirements, support preparation of technical studies and environmental documentation, and reduce the potential for conflicts or delays during subsequent environmental review and project implementation.

A. Agency Coordination and Consultation: The Firm shall identify responsible and trustee agencies, regulatory agencies, and other local, state, and federal agencies with jurisdiction over or an interest in the Master Plan Program. The Firm shall develop and maintain an agency contact list and shall coordinate with applicable agencies, as authorized by the District, to identify environmental review requirements, areas of concern, information needs, technical study requirements, potential permitting requirements, and other issues relevant to preparation of the Program EIR.

   The Firm shall prepare for and participate in agency coordination meetings, as necessary, and shall prepare appropriate meeting materials, agendas, summaries, correspondence, and supporting environmental information.

B. AB 52 Tribal Consultation Support: The Firm shall complete the technical and administrative activities to assist the District in meeting applicable tribal consultation requirements under CEQA, including Assembly Bill 52 (AB 52). The Firm shall identify applicable California Native American tribes, preparing required notification and consultation materials, maintaining consultation records, and incorporating relevant information into the tribal cultural resources analysis for the Program EIR.

   The District will conduct formal government-to-government consultation with California Native American tribes, as applicable. The Firm shall provide technical and administrative support to the District during consultation and shall maintain the confidentiality of information regarding tribal cultural resources in accordance with applicable requirements.

C. CEQA-Plus / Federal Agency Coordination: The Firm shall identify potential federal nexus considerations associated with the Master Plan Program, including potential federal funding, approvals, permits, or other federal actions, and shall identify the federal agencies and consultation requirements that may apply. The Firm shall coordinate with the District and applicable federal agencies, as authorized by the District, to establish the information, documentation, technical study, and consultation requirements necessary to support applicable CEQA-Plus and NEPA compliance.

   The Firm shall structure applicable technical studies and environmental documentation, to the extent practicable, so they may be used to support federal environmental review and agency consultation requirements and minimize unnecessary duplication between the CEQA and federal environmental review processes.

D. Section 106 / Cultural Resources Consultation Support: Where applicable to CEQA-Plus/NEPA compliance, the Firm shall prepare and complete the cultural resources documentation necessary to facilitate compliance with Section 106 of the National Historic Preservation Act (NHPA). Services may include identification and delineation of the Area of Potential Effects (APE), records searches and field

investigations, identification and evaluation of historic properties, preparation of appropriate findings and supporting documentation, and preparation of materials necessary to support consultation with the State Historic Preservation Officer (SHPO), tribes, and other consulting parties.

The Firm shall coordinate the scope and format of cultural resources documentation with the District and applicable federal agency to facilitate its use in the federal consultation process.

E. Biological Resources / Federal Consultation Support: Where applicable to CEQA-Plus/NEPA compliance, the Firm shall prepare and complete the biological resources documentation necessary to facilitate federal environmental review and consultation. The Firm shall coordinate with the District and applicable resource agencies to identify required biological studies, surveys, documentation, and consultation requirements and shall prepare technical documentation at an appropriate level to support the applicable federal review process.

   Biological resources documentation shall address applicable federally listed species, sensitive habitats, jurisdictional resources, and other federal resource requirements relevant to the Master Plan Program, as determined through the environmental review strategy, constraints analysis, and agency coordination.

F. Consultation Documentation and Tracking: The Firm shall maintain records of agency and tribal coordination conducted in support of the Program EIR, including applicable correspondence, meeting summaries, consultation materials, agency comments, commitments, and action items. The Firm shall identify consultation issues that may affect the Program EIR scope, technical studies, mitigation, permitting, schedule, or implementation of individual Master Plan projects and shall communicate such issues to the District in a timely manner.

Deliverables:

- **Agency Contact and Coordination List;**
- **Agency Coordination Meeting Agendas/Summaries, as applicable;**
- **Draft and Final AB 52 Notification Letters and Consultation Records, as applicable;**
- **Federal Agency Consultation Materials and Correspondence, as applicable;**
- **Section 106 / SHPO Consultation Materials and Correspondence, as applicable;**
- **Biological Resources Federal Consultation Materials and Correspondence, as applicable.**

Task 6: Administrative Draft Program EIR

The Firm shall prepare an Administrative Draft Program EIR (ADPEIR) in accordance with CEQA and applicable CEQA Guidelines and shall incorporate applicable CEQA-Plus requirements to support potential federal funding and NEPA compliance. The ADPEIR shall be based on the Program Description, environmental review strategy, technical studies, consultation, and public scoping conducted under the preceding tasks. The document shall provide program-level environmental analysis of the Master Plan Program

and, where directed by the District and supported by available information, more detailed analysis of individual program elements.

A. Environmental Setting and Regulatory Framework: The Firm shall describe the existing environmental setting applicable to the Master Plan Program and establish the environmental baseline used for analysis. The Firm shall identify and summarize applicable local, regional, state, and federal plans, policies, laws, regulations, and other requirements relevant to the environmental analysis.

B. Environmental Impact Analysis: The Firm shall evaluate the potential environmental effects associated with implementation of the Master Plan Program in accordance with CEQA and applicable CEQA Guidelines. The analysis shall address direct, indirect, and cumulative environmental effects associated with construction and operation of the Master Plan Program and shall evaluate applicable environmental resource areas at a level of detail appropriate to the Program EIR and available program/project information.

   The Firm shall incorporate applicable technical studies prepared under Task 3 and information developed through agency, tribal, and federal consultation under Task 5. Where an environmental resource area does not require detailed analysis, the Firm shall provide sufficient documentation to support the appropriate treatment of that resource area in the Program EIR.

C. Significance Determinations and Mitigation Measures: The Firm shall evaluate environmental impacts using applicable thresholds of significance and shall clearly identify the significance of environmental effects before and after mitigation, as required by CEQA. Where potentially significant environmental effects are identified, the Firm shall develop feasible mitigation measures in coordination with the District and other District consultants to avoid, minimize, rectify, reduce, or compensate for such effects, as applicable.

   Mitigation measures shall be sufficiently specific, implementable, and capable of being monitored and shall consider the programmatic nature of the Master Plan Program and the level of information available for individual program elements.

D. Alternatives Analysis: The Firm shall evaluate a reasonable range of alternatives developed under Task 2, including the No Project Alternative, in accordance with CEQA. The alternatives analysis shall compare the environmental effects of the alternatives with the Master Plan Program and evaluate their ability to attain the basic program objectives while avoiding or substantially lessening significant environmental effects. The Program EIR shall identify the environmentally superior alternative as required by CEQA.

E. Other CEQA-Required Analyses: The Firm shall prepare other analyses and sections required for a legally adequate Program EIR, including growth-inducing impacts, significant irreversible environmental changes, significant and unavoidable impacts, and other applicable CEQA-required considerations.

F. CEQA-Plus Analysis and Federal Environmental Requirements: The Firm shall incorporate applicable CEQA-Plus requirements into the Program EIR to support potential federal funding, federal agency review, and NEPA compliance. The Firm shall evaluate the District's anticipated federal funding programs and other

applicable federal nexus considerations, identify the associated federal environmental review and consultation requirements, and prepare the Program EIR and supporting technical documentation necessary to address applicable CEQA-Plus requirements.

The CEQA-Plus analysis shall address applicable federal environmental laws, regulations, executive orders, and other federal requirements, including applicable federal cross-cutting environmental requirements. The Firm shall identify the requirements applicable to the Master Plan Program and document how each applicable requirement is addressed through the Program EIR, supporting technical studies, agency consultation, or other environmental documentation.

The Firm shall coordinate the format, content, and level of analysis with the District and applicable federal or funding agencies, as appropriate, to maximize the usefulness of the Program EIR and supporting documentation for subsequent federal review and minimize duplicative environmental analysis.

The District anticipates pursuing multiple federal funding opportunities for implementation of the Master Plan Program. Available information regarding anticipated funding programs will be provided to the selected Firm for evaluation of applicable CEQA-Plus requirements.

G. Administrative Draft Program EIR Review: The Firm shall submit a complete Administrative Draft Program EIR, including applicable technical appendices, for District review. The Firm shall organize and conduct review meetings with District staff and other District consultants, as requested, to review and resolve comments, environmental issues, mitigation measures, alternatives, CEQA-Plus requirements, and other matters requiring resolution prior to preparation of the Draft Program EIR.

The Firm shall maintain and provide a comment-response matrix or other agreed-upon method for tracking District comments and disposition of comments through the review process.

Deliverables:

- **Administrative Draft Program EIR;**
- **Administrative Draft Program EIR Technical Appendices.**

Task 7: Draft Program EIR and Public Review

Following District review of the Administrative Draft Program EIR, the Firm shall revise the document in response to District comments and prepare the Draft Program EIR for public review. The Firm shall complete all elements of applicable noticing, filing, distribution, and public review requirements and shall maintain the applicable CEQA-Plus components and supporting documentation developed under the preceding tasks.

A. Screen Check Draft Program EIR: The Firm shall revise the Administrative Draft Program EIR and technical appendices based on District comments and prepare a Screen Check Draft Program EIR for District review. The Firm shall incorporate District comments and resolve outstanding issues in coordination with District staff and other District consultants prior to preparation of the Draft Program EIR for public circulation.

The Screen Check Draft shall be a complete and coherent document suitable for final District review, including applicable technical appendices and CEQA-Plus analysis. The Firm shall identify the recommended number of Screen Check Draft review cycles in its proposal, not to exceed two (2) cycles, and include the associated level of effort in its proposed scope and fee.

B. Public Draft Program EIR: Following District approval of the Screen Check Draft, the Firm shall prepare the Draft Program EIR and associated technical appendices for public circulation. The Draft Program EIR shall incorporate revisions approved by the District and shall include all applicable CEQA and CEQA-Plus analyses and supporting information required for public and agency review.

C. Notice of Availability and Required Filings: The Firm shall prepare the applicable Notice of Availability (NOA), Notice of Completion (NOC), and other notices or filings required for circulation of the Draft Program EIR. The Firm shall coordinate with the District and complete all applicable distribution, publication, posting, filing, and notification requirements associated with circulation of the Draft Program EIR. The Firm shall maintain documentation of required notices, filings, distribution, and applicable public review dates.

D. Public Review and Document Distribution: The Firm shall complete circulation of the Draft Program EIR for the applicable public review period in accordance with CEQA. The Firm shall provide the Draft Program EIR and technical appendices in electronic formats suitable for public review and posting and shall distribute the documents to agencies, organizations, interested parties, and other recipients, as required or directed by the District.

   During the public review period, the Firm shall coordinate with the District regarding environmental questions, agency inquiries, and other matters associated with the Draft Program EIR and shall maintain copies of comments received for use in preparation of the Final Program EIR.

E. Draft Program EIR Public Meeting: The Firm shall assist the District with planning and organizing one (1) public meeting during the Draft Program EIR public review period. The meeting is anticipated to be held in person at District headquarters during normal business hours, at a date and time determined by the District.

   The Firm shall prepare the meeting agenda, presentation materials, exhibits, maps, handouts, and other materials necessary to summarize the Master Plan Program, environmental review process, Draft Program EIR findings, mitigation measures, and alternatives. The Firm shall provide qualified staff to conduct the meeting, respond to questions regarding the environmental analysis, and document verbal and written comments received for consideration during preparation of the Final Program EIR.

F. Public and Agency Comments: The Firm shall compile and organize written and verbal comments received during the Draft Program EIR public review period. Comments shall be indexed or otherwise organized to facilitate District review and preparation of responses under Task 8. The Firm shall identify comments that may require additional technical analysis, consultation, modification of mitigation measures, or other substantive consideration and notify the District.

Deliverables:

- **Screen Check Draft Program EIR and Technical Appendices;**
- **Public Draft Program EIR and Technical Appendices;**
- **Draft and Final Notice of Availability;**
- **Draft and Final Notice of Completion;**
- **Public Meeting Agenda, Presentation, and Supporting Materials;**
- **Compiled and Indexed Public and Agency Comments.**

Task 8: Responses to Comments and Final Program EIR

Following completion of the Draft Program EIR public review period, the Firm shall review and evaluate comments received and prepare responses to environmental comments in accordance with CEQA. The Firm shall coordinate with the District and other District consultants, as necessary, to develop responses, identify revisions to the Draft Program EIR, and prepare the Final Program EIR for District consideration.

For proposal and fee purposes, the Firm shall assume up to twenty-five (25) comment letters and one hundred (100) individual comments received during the Draft Program EIR public review period. The Firm shall include the level of effort necessary to review, evaluate, and prepare responses to these comments in its base fee. The Firm may identify additional budget requirements in its proposal for responding to comments exceeding these assumptions, subject to prior District review and authorization.

A. Response Strategy and Preparation of Responses: The Firm shall develop a response to comments strategy in coordination with the District and shall prepare clear, concise, and complete responses to environmental comments received on the Draft Program EIR. The Firm shall identify comments that require additional technical analysis, revisions to the environmental analysis, modifications to mitigation measures, or other changes to the Draft Program EIR and shall discuss such issues with the District prior to incorporating the revisions.

B. Administrative Final Program EIR: The Firm shall prepare an Administrative Final Program EIR incorporating the comments received on the Draft Program EIR, proposed responses to comments, and revisions to the Draft Program EIR resulting from the public review process. The Administrative Final Program EIR shall identify substantive changes to the environmental analysis, mitigation measures, alternatives, or other portions of the document, as applicable, and shall be submitted to the District for review.

C. Screen Check and Final Program EIR: Following District review of the Administrative Final Program EIR, the Firm shall incorporate District comments and prepare a Screen Check Final Program EIR for final District review. Following resolution of remaining comments, the Firm shall prepare the Final Program EIR, including the response to comments documentation, revisions to the Draft Program EIR, technical appendices, and other supporting materials required for District consideration and certification.

Deliverables:

- **Draft Responses to Comments;**
- **Administrative Final Program EIR;**
- **Screen Check Final Program EIR;**

- **Final Program EIR and Technical Appendices.**

Task 9: Mitigation Monitoring and Reporting Program and CEQA Findings

The Firm shall prepare and complete all mitigation monitoring and CEQA findings documentation required for District consideration and certification of the Program EIR. These documents shall be consistent with the Final Program EIR and shall reflect the mitigation measures, significance conclusions, and other findings developed through the environmental review process.

A. Mitigation Monitoring and Reporting Program: The Firm shall prepare a Draft Mitigation Monitoring and Reporting Program (MMRP) consistent with the mitigation measures identified in the Final Program EIR. The MMRP shall identify the applicable mitigation measures, implementation and monitoring requirements, responsible parties, timing or phase of implementation, and other information necessary to monitor and document compliance with adopted mitigation measures. Following District review, the Firm shall incorporate comments and prepare the Final MMRP for consideration in conjunction with certification of the Program EIR.

B. CEQA Findings of Fact: The Firm shall prepare Draft Findings of Fact consistent with CEQA and the conclusions of the Final Program EIR for District review. The Findings shall address significant environmental effects, adopted mitigation measures, alternatives, and other findings necessary to support District consideration and certification of the Program EIR. Following District review, the Firm shall prepare Final Findings of Fact for consideration by the District's Board of Directors.

C. Statement of Overriding Considerations (If Necessary): If the Final Program EIR identifies significant and unavoidable environmental effects, the Firm shall prepare a Draft Statement of Overriding Considerations for District review and consideration. Following District review, the Firm shall prepare the Final Statement of Overriding Considerations, as applicable.

Deliverables:

- **Draft and Final Mitigation Monitoring and Reporting Program;**
- **Draft and Final Findings of Fact;**
- **Draft and Final Statement of Overriding Considerations (If Necessary).**

Task 10: Program EIR Certification and Notice of Determination

The Firm shall complete all required environmental documentation, filing, and noticing activities associated with District consideration and certification of the Final Program EIR. The Firm shall prepare materials necessary to support District decision-making, participate in the certification process, and complete final environmental documentation and filings following District action.

A. Board of Directors Certification Support: The Firm shall support District staff in presenting the Final Program EIR and associated CEQA documents to the District's Board of Directors for consideration and certification. The Firm shall prepare presentation materials and other environmental information necessary to support the Board's consideration of the Program EIR, and shall attend and

participate in a minimum of two (2) Board meeting or public hearing for certification of the Program EIR.

B. Notice of Determination and Final Filings: The Firm shall prepare the Notice of Determination (NOD) and complete all applicable filing, posting, and distribution requirements following District certification and approval of the Program EIR. The Firm shall identify and complete all applicable State Clearinghouse, County Clerk, California Department of Fish and Wildlife, and other filing requirements and shall provide documentation confirming completion of required filings.

   The Firm shall compile and provide the District with an organized electronic record of the Final Program EIR, technical appendices, notices, consultation materials, public comments and responses, certification documents, and other environmental records developed under this scope.

Deliverables:

- **Board Presentations (minimum of 2);**
- **Certified Final Program EIR and Technical Appendices;**
- **Notice of Determination;**
- **Final Filing Documentation;**
- **Final Electronic Environmental Record.**

Task 11: Summary Technical Memorandum

The firm shall prepare a Technical Memorandum (TM) that recaps the findings associated with Appendix C, Tasks 1-10. The TM shall include a comprehensive review of the process, conclusions, and recommendations associated with the entire project. The District will incorporate the TM into the Master Plan.

Deliverables:

- **Draft and Final TM.**

C.2 Optional Environmental Services

In addition to preparation of the Program EIR described in Section C.1, the District may request the Firm to provide optional environmental services in support of individual projects or other environmental review needs associated with implementation of the Master Plan Program. These services will be approved on an as-needed basis and under an agreement augmentation or separate agreement. Optional services may include, but are not limited to, the following:

A. Project-Level Environmental Constraints Analyses and Preliminary Environmental Review;
B. Project-Level Initial Studies;
C. Project-Level Negative Declarations and Mitigated Negative Declarations;
D. Project-Level Environmental Impact Reports;
E. Other CEQA Documents and Supporting Documentation;
F. Project-Level CEQA-Plus and NEPA Documentation and Support;
G. Environmental Technical and Special Studies;
H. Project-Level Regulatory Agency Coordination and Environmental Permitting Support;
I. Project-Level Public and Agency Coordination Support;

J. Review of Environmental Documents and Technical Studies Prepared by Others.