

## PROFESSIONAL CONSULTANT SERVICES AGREEMENT

### CIVILTEC ENGINEERING, INC.

Urban Water Management Plan for 2025 – RFP No. 2489

This PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (“Effective Date”), by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and CIVILTEC ENGINEERING, INC., a California corporation (“Consultant”).

1. **Scope of Services.** City agrees to retain and does hereby retain Consultant and Consultant agrees to provide the services more particularly described in Exhibit “A,” “Scope of Services” (“Services”), attached hereto and incorporated herein by reference, in conjunction with Urban Water Management Plan for 2025 – RFP No. 2489 (“Project”).

2. **Term.** This Agreement shall be effective from January 1, 2026, and shall remain in effect for one (1) year until December 31, 2026, unless otherwise terminated pursuant to the provisions herein.

3. **Compensation/Payment.** Consultant shall perform the Services under this Agreement for the total sum not to exceed Eighty-Two Thousand Seven Hundred Twenty Dollars (\$82,720.00) payable in accordance with the terms set forth in Exhibit “B.” Said payment shall be made in accordance with City’s usual accounting procedures upon receipt and approval of an itemized invoice setting forth the services performed. The invoices shall be delivered to City at the address set forth in Section 4 hereof.

4. **Notices.** Any notices required to be given, hereunder shall be in writing and shall be personally served or given by mail. Any notice given by mail shall be deemed given when deposited in the United States Mail, certified and postage prepaid, addressed to the party to be served as follows:

To City

Riverside Public Utilities  
City of Riverside  
Attn: Jolie Matta  
3900 Main Street  
Riverside, CA 92522

To Consultant

Civiltec Engineering, Inc.  
Attn: Gretel Ochoa-Nhac  
605 E. Huntington Drive, Suite 205  
Monrovia, CA 91016

5. **Prevailing Wage.** If applicable, Consultant and all subcontractors are required to pay the general prevailing wage rates of per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director’s determination is available on-line at [www.dir.ca.gov/dlsr/DPreWageDetermination.htm](http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm) and is referred to and made a part hereof; the

wage rates therein ascertained, determined, and specified are referred to and made a part hereof as though fully set forth herein.

6. **Contract Administration.** A designee of the City will be appointed in writing by the City Manager or Department Director to administer this Agreement on behalf of City and shall be referred to herein as Contract Administrator.

7. **Standard of Performance.** While performing the Services, Consultant shall exercise the reasonable professional care and skill customarily exercised by reputable members of Consultant's profession practicing in the Metropolitan Southern California Area and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.

8. **Personnel.** Consultant shall furnish all personnel necessary to perform the Services and shall be responsible for their performance and compensation. Consultant recognizes that the qualifications and experience of the personnel to be used are vital to professional and timely completion of the Services. The key personnel listed in Exhibit "C" attached hereto and incorporated herein by this reference and assigned to perform portions of the Services shall remain assigned through completion of the Services, unless otherwise mutually agreed by the parties in writing, or caused by hardship or resignation in which case substitutes shall be subject to City approval.

9. **Assignment and Subcontracting.** Neither party shall assign any right, interest, or obligation in or under this Agreement to any other entity without prior written consent of the other party. In any event, no assignment shall be made unless the assignee expressly assumes the obligations of assignor under this Agreement, in a writing satisfactory to the parties. Consultant acknowledges that any assignment may, at the City's sole discretion, require City Manager and/or City Council approval. Consultant shall not subcontract any portion of the work required by this Agreement without prior written approval by the responsible City Contract Administrator. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including without limitation, the insurance obligations set forth in Section 12. The Consultant acknowledges and agrees that the City is an intended beneficiary of any work performed by any subcontractor for purposes of establishing a duty of care between any subcontractor and the City.

10. **Independent Contractor.** In the performance of this Agreement, Consultant, and Consultant's employees, subcontractors and agents, shall act in an independent capacity as independent contractors, and not as officers or employees of the City of Riverside. Consultant acknowledges and agrees that the City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance to Consultant, or to Consultant's employees, subcontractors and agents. Consultant, as an independent contractor, shall be responsible for any and all taxes that apply to Consultant as an employer.

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## **11. Indemnification.**

**11.1 Design Professional Defined.** For purposes of this Agreement, "Design Professional" includes the following:

- A. An individual licensed as an architect pursuant to Chapter 3 (commencing with Section 5500) of Division 3 of the Business and Professions Code, and a business entity offering architectural services in accordance with that chapter.
- B. An individual licensed as a landscape architect pursuant to Chapter 3.5 (commencing with Section 5615) of Division 3 of the Business and Professions Code, and a business entity offering landscape architectural services in accordance with that chapter.
- C. An individual registered as a professional engineer pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, and a business entity offering professional engineering services in accordance with that chapter.
- D. An individual licensed as a professional land surveyor pursuant to Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code, and a business entity offering professional land surveying services in accordance with that chapter.

**11.2 Defense Obligation For Design Professional Liability.** Consultant agrees, at its cost and expense, to promptly defend the City, and the City's employees, officers, managers, agents and council members (collectively the "Parties to be Defended") from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. Consultant will reimburse City for reasonable defense costs for claims arising out of Consultant's professional negligence based on the percentage of Consultant's liability. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant's Services under this Agreement.

**11.3 Indemnity For Design Professional Liability.** When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, protect and hold harmless the City and the City's employees, officers, managers, agents, and Council Members ("Indemnified Parties") from and against any and all claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fines and penalties, liabilities or losses of any kind or nature whatsoever to the extent the same arise out of, pertain to, or

relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party.

#### **11.4 Defense Obligation For Other Than Design Professional Liability.**

Consultant agrees, at its cost and expense, to promptly defend the City, and the City's employees, officers, managers, agents and council members (collectively the "Parties to be Defended") from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings which arise out of, or relate to, or are in any way connected with: 1) the Services, work, activities, operations, or duties of the Consultant, or of anyone employed by or working under the Consultant, or 2) any breach of the Agreement by the Consultant. This duty to defend shall apply whether or not such claims, allegations, lawsuits or proceedings have merit or are meritless, or which involve claims or allegations that any or all of the Parties to be Defended were actively, passively, or concurrently negligent, or which otherwise assert that the Parties to be Defended are responsible, in whole or in part, for any loss, damage or injury. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant's Services under this Agreement.

**11.5 Indemnity For Other Than Design Professional Liability.** Except as to the sole negligence or willful misconduct of the City, Consultant agrees to indemnify, protect and hold harmless the Indemnified Parties from and against any claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fine and penalties, liabilities or losses of any kind or nature whatsoever whether actual, threatened or alleged, which arise out of, pertain to, or relate to, or are a consequence of, or are attributable to, or are in any manner connected with the performance of the Services, work, activities, operations or duties of the Consultant, or anyone employed by or working under the Consultant or for services rendered to Consultant in the performance of this Agreement, notwithstanding that the City may have benefited from its work or services. This indemnification provision shall apply to any acts, omissions, negligence, recklessness, or willful misconduct, whether active or passive, on the part of the Consultant or anyone employed or working under the Consultant.

## **12. Insurance.**

**12.1 General Provisions.** Prior to the City's execution of this Agreement, Consultant shall provide satisfactory evidence of, and shall thereafter maintain during the term of this Agreement, such insurance policies and coverages in the types, limits, forms and ratings required herein. The rating and required insurance policies and coverages may be modified in writing by the City's Risk Manager or City Attorney, or a designee, unless such modification is prohibited by law.

**12.1.1 Limitations.** These minimum amounts of coverage shall not constitute any limitation or cap on Consultant's indemnification obligations under Section 11 hereof.



12.1.2 **Ratings.** Any insurance policy or coverage provided by Consultant or subcontractors as required by this Agreement shall be deemed inadequate and a material breach of this Agreement, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

12.1.3 **Cancellation.** The policies shall not be canceled unless thirty (30) days' prior written notification of intended cancellation has been given to City by certified or registered mail, postage prepaid.

12.1.4 **Adequacy.** The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by Consultant pursuant to this Agreement are adequate to protect Consultant. If Consultant believes that any required insurance coverage is inadequate, Consultant will obtain such additional insurance coverage as Consultant deems adequate, at Consultant's sole expense.

12.2 **Workers' Compensation Insurance.** By executing this Agreement, Consultant certifies that Consultant is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work. Consultant shall carry the insurance or provide for self-insurance required by California law to protect said Consultant from claims under the Workers' Compensation Act. Prior to City's execution of this Agreement, Consultant shall file with City either 1) a certificate of insurance showing that such insurance is in effect, or that Consultant is self-insured for such coverage, or 2) a certified statement that Consultant has no employees, and acknowledging that if Consultant does employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days' prior written notice before modification or cancellation thereof.

12.3 **Commercial General Liability and Automobile Insurance.** Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, commercial general liability insurance and automobile liability insurance as required to insure Consultant against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting for or on behalf of Consultant. The City, and its officers, employees and agents, shall be named as additional insureds under the Consultant's insurance policies.

12.3.1 Consultant's commercial general liability insurance policy shall cover both bodily injury (including death) and property damage (including, but not limited to, premises operations liability, products-completed operations liability, independent contractor's liability, personal injury liability, and contractual liability) in an amount not less than \$1,000,000 per occurrence and a general aggregate limit in the amount of not less than \$2,000,000.

12.3.2 Consultant's automobile liability policy shall cover both bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and an aggregate limit of not less than \$1,000,000. All of Consultant's automobile and/or commercial general liability

insurance policies shall cover all vehicles used in connection with Consultant's performance of this Agreement, which vehicles shall include, but are not limited to, Consultant owned vehicles, Consultant leased vehicles, Consultant's employee vehicles, non-Consultant owned vehicles and hired vehicles.

12.3.3 Prior to City's execution of this Agreement, copies of insurance policies or original certificates along with additional insured endorsements acceptable to the City evidencing the coverage required by this Agreement, for both commercial general and automobile liability insurance, shall be filed with City and shall include the City and its officers, employees and agents, as additional insureds. Said policies shall be in the usual form of commercial general and automobile liability insurance policies, but shall include the following provisions:

It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.

12.3.4 The insurance policy or policies shall also comply with the following provisions:

- a. The policy shall be endorsed to waive any right of subrogation against the City and its sub-consultants, employees, officers and agents for services performed under this Agreement.
- b. If the policy is written on a claims-made basis, the certificate should so specify and the policy must continue in force for one year after completion of the services. The retroactive date of coverage must also be listed.
- c. The policy shall specify that the insurance provided by Consultant will be considered primary and not contributory to any other insurance available to the City and Endorsement No. CG 20010413 shall be provided to the City.

12.4 **Errors and Omissions Insurance.** Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, errors and omissions professional liability insurance in the minimum amount of \$1,000,000 to protect the City from claims resulting from the Consultant's activities.

12.5 **Subcontractors' Insurance.** Consultant shall require all of its subcontractors to carry insurance, in an amount sufficient to cover the risk of injury, damage or loss that may be caused by the subcontractors' scope of work and activities provided in furtherance of this Agreement, including, but without limitation, the following coverages: Workers Compensation, Commercial General Liability, Errors and Omissions, and Automobile liability. Upon City's request, Consultant shall provide City with satisfactory evidence that Subcontractors have obtained insurance policies and coverages required by this section.

13. **Business Tax.** Consultant understands that the Services performed under this Agreement constitutes doing business in the City of Riverside, and Consultant agrees that Consultant will register for and pay a business tax pursuant to Chapter 5.04 of the Riverside Municipal Code and keep such tax certificate current during the term of this Agreement.

14. **Time of Essence.** Time is of the essence for each and every provision of this Agreement.

15. **City's Right to Employ Other Consultants.** City reserves the right to employ other Consultants in connection with the Project. If the City is required to employ another consultant to complete Consultant's work, due to the failure of the Consultant to perform, or due to the breach of any of the provisions of this Agreement, the City reserves the right to seek reimbursement from Consultant.

16. **Accounting Records.** Consultant shall maintain complete and accurate records with respect to costs incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

17. **Confidentiality.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant, except as otherwise directed by City's Contract Administrator. Nothing furnished to Consultant which is otherwise known to the Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production, website, or other similar medium without the prior written consent of the City.

18. **Ownership of Documents.** All reports, maps, drawings and other contract deliverables prepared under this Agreement by Consultant shall be and remain the property of City. Consultant shall not release to others information furnished by City without prior express written approval of City.

19. **Copyrights.** Consultant agrees that any work prepared for City which is eligible for copyright protection in the United States or elsewhere shall be a work made for hire. If any such work is deemed for any reason not to be a work made for hire, Consultant assigns all right, title and interest in the copyright in such work, and all extensions and renewals thereof, to City, and agrees to provide all assistance reasonably requested by City in the establishment, preservation and enforcement of its copyright in such work, such assistance to be provided at City's expense but without any additional compensation to Consultant. Consultant agrees to waive all moral rights relating to the work developed or produced, including without limitation any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.

20. **Conflict of Interest.** Consultant, for itself and on behalf of the individuals listed in Exhibit "C," represents and warrants that by the execution of this Agreement, they have no interest, present or contemplated, in the Project affected by the above-described Services. Consultant further warrants that neither Consultant, nor the individuals listed in Exhibit "C" have any real property, business interests or income interests that will be affected by this project or, alternatively, that Consultant will file with the City an affidavit disclosing any such interest.

21. **Solicitation.** Consultant warrants that Consultant has not employed or retained any person or agency to solicit or secure this Agreement, nor has it entered into any agreement or understanding for a commission, percentage, brokerage, or contingent fee to be paid to secure this Agreement. For breach of this warranty, City shall have the right to terminate this Agreement without liability and pay Consultant only for the value of work Consultant has actually performed, or, in its sole discretion, to deduct from the Agreement price or otherwise recover from Consultant the full amount of such commission, percentage, brokerage or commission fee. The remedies specified in this section shall be in addition to and not in lieu of those remedies otherwise specified in this Agreement.

22. **General Compliance With Laws.** Consultant shall keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Consultant, or in any way affect the performance of services by Consultant pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances and regulations, and shall be solely responsible for any failure to comply with all applicable laws, ordinances and regulations. Consultant represents and warrants that Consultant has obtained all necessary licenses to perform the Scope of Services and that such licenses are in good standing. Consultant further represents and warrants that the services provided herein shall conform to all ordinances, policies and practices of the City of Riverside.

23. **Waiver.** No action or failure to act by the City shall constitute a waiver of any right or duty afforded City under this Agreement, nor shall any such action or failure to act constitute approval of or acquiescence in any breach thereunder, except as may be specifically, provided in this Agreement or as may be otherwise agreed in writing.

24. **Amendments.** This Agreement may be modified or amended only by a written agreement and/or change order executed by the Consultant and City.

25. **Termination.** City, by notifying Consultant in writing, shall have the right to terminate any or all of Consultant's services and work covered by this Agreement at any time. In the event of such termination, Consultant may submit Consultant's final written statement of the amount of Consultant's services as of the date of such termination based upon the ratio that the work completed bears to the total work required to make the report complete, subject to the City's rights under Sections 15 and 26 hereof. In ascertaining the work actually rendered through the termination date, City shall consider completed work, work in progress and complete and incomplete reports and other documents only after delivered to City.

25.1 Other than as stated below, City shall give Consultant thirty (30) days' prior written notice prior to termination.

25.2 City may terminate this Agreement upon fifteen (15) days' written notice to Consultant, in the event:

25.2.1 Consultant substantially fails to perform or materially breaches the Agreement; or

25.2.2 City decides to abandon or postpone the Project.

26. **Offsets.** Consultant acknowledges and agrees that with respect to any business tax or penalties thereon, utility charges, invoiced fee or other debt which Consultant owes or may owe to the City, City reserves the right to withhold and offset said amounts from payments or refunds or reimbursements owed by City to Consultant. Notice of such withholding and offset, shall promptly be given to Consultant by City in writing. In the event of a dispute as to the amount owed or whether such amount is owed to the City, City will hold such disputed amount until either the appropriate appeal process has been completed or until the dispute has been resolved.

27. **Successors and Assigns.** This Agreement shall be binding upon City and its successors and assigns, and upon Consultant and its permitted successors and assigns, and shall not be assigned by Consultant, either in whole or in part, except as otherwise provided in paragraph 9 of this Agreement.

28. **Venue.** Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in the Superior Court, County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county. In the event either party hereto shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition of this Agreement, it is mutually agreed that each party will bear their own attorney's fees and costs.

29. **Nondiscrimination.** During Consultant's performance of this Agreement, Consultant shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, genetic information, gender, gender identity, gender expression, or sexual orientation, military and veteran status, in the selection and retention of employees and subcontractors and the procurement of materials and equipment, except as provided in Section 12940 of the California Government Code. Further, Consultant agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

30. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, of this Agreement shall be considered severable. In the event any provision, term, condition, covenant and/or restriction, in whole and/or in part, of this Agreement is declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this Agreement and shall not affect any other provision, term, condition, covenant and/or restriction of this Agreement, and the remainder of the Agreement shall continue in full force and effect.

31. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions hereof and thereof.

32. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this Agreement by and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

33. **Digital and Counterpart Signatures.** Each party to this Agreement intends and agrees to the use of digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (Civil Code §§ 1633.1, et seq.), California Government Code § 16.5, and California Code of Regulations Title 2 Division 7 Chapter 10, to execute this Agreement. The parties further agree that the digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures for purposes of validity, enforceability, and admissibility. For purposes of this section, a “digital signature” is defined in subdivision (d) of Section 16.5 of the Government Code and is a type of “electronic signature” as defined in subdivision (h) of Section 1633.2 of the Civil Code. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each certified or authenticated electronic copy of an encrypted digital signature shall be deemed a duplicate original, constituting one and the same instrument and shall be binding on the parties hereto.

34. **Interpretation.** City and Consultant acknowledge and agree that this Agreement is the product of mutual arms-length negotiations and accordingly, the rule of construction, which provides that the ambiguities in a document shall be construed against the drafter of that document, shall have no application to the interpretation and enforcement of this Agreement.

34.1 Titles and captions are for convenience of reference only and do not define, describe or limit the scope or the intent of the Agreement or any of its terms. Reference to section numbers, are to sections in the Agreement unless expressly stated otherwise.

34.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement.

34.3 In the event of a conflict between the body of this Agreement and Exhibit “A” - Scope of Services hereto, the terms contained in Exhibit “A” shall be controlling.

35. **Exhibits.** The following exhibits attached hereto are incorporated herein to this Agreement by this reference:

Exhibit “A” - Scope of Services  
Exhibit “B” - Compensation  
Exhibit “C” - Key Personnel

**[SIGNATURES ON THE FOLLOWING PAGE]**



IN WITNESS WHEREOF, City and Consultant have caused this Professional Consultant Services Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California  
charter city and municipal corporation

CIVILTEC ENGINEERING, INC., a  
California corporation

By: \_\_\_\_\_  
Mike Futrell  
City Manager

By:  \_\_\_\_\_  
Print Name: W. David Byrum  
Title: President

**and**

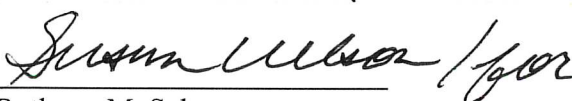
Attest: \_\_\_\_\_  
Donesia Gause  
City Clerk

By:  \_\_\_\_\_  
Print Name: Gretel Ochoa-Nhac  
Title: Project Manager

Certified as to Availability of Funds:

By: \_\_\_\_\_  
Chief Financial Officer

Approved as to Form:

By:  \_\_\_\_\_  
Ruthann M. Salera  
Sr. Deputy City Attorney

**EXHIBIT "A"**

**SCOPE OF SERVICES**

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### Purpose:

The City is seeking a Consultant to prepare a complete 2025 Urban Water Management Plan (UWMP) for RPU. The 2025 UWMP update will include the tasks outlined below, as well as any additional information the Consultant deems necessary to ensure compliance with the 2025 *Guidebook for Urban Water Suppliers* and the Urban Water Management Planning Act.

#### RPU Furnished Services

RPU staff will provide available data and be available to answer the Consultant's questions regarding the project during all phases of the work.

#### List of Attachments

Link 1 – RPU 2020 Urban Water Management Plan:

<https://riversideca.gov/utilities/about-rpu/urban-water-management-plan>

Link 2 – 2025 UWMP Guidebook for Urban Water Suppliers:

<https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Urban-Water-Management-Plans>

#### Task 1: Project Management Services

- A. Conduct a kick-off meeting with RPU to discuss the project goals and objectives. During this meeting, project reporting and communication protocols will be established, a project schedule will be presented, and key technical issues will be discussed to set the project guidelines. The Consultant will prepare a meeting agenda for RPU's review prior to the kickoff meeting and will submit draft meeting minutes, including action items, within five (5) working days following the meeting. All meetings will be held virtually via Microsoft Teams except the kick-off meeting will be in-person.
- B. Conduct monthly virtual project team meetings throughout the duration of the project, including participation from RPU and key subconsultants. The Consultant will prepare a meeting agenda for RPU's review prior to each meeting and will submit meeting minutes with action items within five (5) working days following each meeting.

- C. Provide bi-weekly email updates summarizing project issues, coordination efforts, action items, schedule, budget status, and any other relevant concerns.
- D. Submit a detailed billing breakdown with each invoice, listing all individuals and subconsultants who worked on the project, along with their billing rates, multipliers, and hours charged.
- E. Submit a detailed budget summary with each invoice, including the amount spent, remaining budget, and forecast for the next billing period. A written summary of work completed during the invoice period, as well as planned work for the next billing period, must also be included.
- F. Please note that substitution of key personnel without prior written approval by RPU shall grounds for termination of the Contract.
- G. Ten (10) hardcopies of the final report.
- H. All reports, including both draft and final should be delivered to the City in PDF format.

Task 2: 2025 UWMP Update

The scope of services for RPU's 2025 UWMP update include, but are not limited to, the following tasks:

- A. Review and adhere to the 2025 UWMP Guidebook for Urban Water Suppliers and the Urban Water Management Planning Act. It's expected that the final guidelines will be released by November 2025.
- B. Review and build from RPU's 2020 UWMP.
- C. Request, review, and analyze available historical data from RPU needed to complete the Plan.
- D. Update the supply and demand projections within the 2020 UWMP for the RPU service area and use the same methodology to develop projections through 2050.
- E. Update the System Description for RPU's service area.
- F. Update RPU's service area and population projections through 2050 using the City of Riverside adopted General Plan and data from the Department of Finance (DOF).
- G. Analyze billing data from RPU finance and determine consumption by customer class.
- H. Analyze indoor and outdoor water use.

- I. Include Urban water use objective per 2025 Guideline.
- J. Submit all required data electronically to the State, as outlined in the 2025 Guidebook.
- K. Provide the final 2025 UWMP and all DWR forms in PDF format (or other easily reproducible formats as applicable).
- L. Submit supporting documentation, including the following:
  - a. GIS files used
  - b. Word files used
  - c. Excel files used
  - d. Documentation detailing any assumptions
  - e. Documentation showing how calculations were derived
  - f. Methodology for unit demand analysis
  - g. Methodology for service area population
  - h. Methodology for residential and non-residential growth

**Note:** significant changes may have been made by the Legislature to the UWMP Act. Proposals must demonstrate knowledge and understanding of the following:

- New reporting requirements related to water supply reliability, water loss standards compliance, and the Sustainable Groundwater Management Act (SGMA)
- Changes to how Demand Management Measures (DMMs) are reported
- Reporting of quantified distribution system loss utilizing American Water Works Association (AWWA) water system balance methodology
- Description of distribution system asset management programs.
- Estimation of the effects of codes, standards, and ordinances on demand.
- Online electronic submittal using standardized DWR forms

Task 3: Additional Regulatory Requirements (Optional Task)

This Task shall include a City controlled allowance for additional regulatory requirements services that may arise. The value of this task shall be a not-to-exceed fee of \$15,000.

## STATEMENT OF UNDERSTANDING AND APPROACH

Riverside must prepare and adopt its 2025 UWMP in compliance with the Urban Water Management Planning Act and the California Department of Water Resources' (DWR) forthcoming 2025 Guidebook. This plan will serve as a foundational document, ensuring Riverside can reliably meet current and future demands as both a wholesaler and retailer, strengthen drought resilience, and integrate recent legislation and statewide priorities.

Riverside's 2025 UWMP must incorporate updated supply and demand projections, revised population forecasts, system reliability evaluations, and compliance with new requirements, including the Sustainable Groundwater Management Act (SGMA), updated Demand Management Measure (DMM) reporting, and quantified water loss reporting using the AWWA water balance methodology. The plan will also integrate the most current regional data and planning efforts, including Riverside's Integrated Resource Plan, Groundwater Sustainability Plans (GSPs), Water Master Plan (WMP), and Water Shortage Contingency Plan (WSCP).

Riverside has a strong record of compliance. In its 2020 UWMP, the 1999–2008 baseline was retained, consistent with past cycles, with DWR's GIS-based population tool used to recalculate service area population and per capita use in both the 2015 and 2020 cycles. With a confirmed 2020 target of 213 gallons per capita per day (GPCD), Riverside achieved an actual use of 189 GPCD—well below its target—successfully fulfilling the “20x2020” mandate and maintaining eligibility for state funding tied to SB X7-7 compliance.

Looking ahead, the 2025 UWMP is expected to emphasize SB 606 and AB 1668, which require agencies to develop individualized urban water use objectives and advance water efficiency standards. While phased implementation began in 2024, enforcement will start in 2027, making it critical that Riverside prepare for these evolving requirements.

We understand that Riverside's objective is to deliver a complete, accurate, and compliant UWMP that:

- Reflects the latest demographic, hydrologic, and regulatory data;
- Provides updated indoor/outdoor use analyses and establishes an urban water use objective;
- Integrates conservation, asset management, and capital strategies;
- Meets all DWR formatting, hearing, adoption, and submittal requirements; and
- Offers a transparent record of assumptions, calculations, and GIS/data inputs.

Our approach emphasizes proactive project management, clear communication with Riverside staff, and rigorous quality assurance to ensure technical accuracy and compliance. We will begin with a focused kickoff meeting, use a compliance matrix to track requirements, and employ a comprehensive data collection process drawing from local studies, land use projections, groundwater modeling, and supply portfolio assessments.

Our methodology combines proven technical approaches, stakeholder coordination, and quality control to deliver a UWMP that is compliant, transparent, and actionable. The process includes:

- Project Coordination – Kickoff, communication protocols, and schedule alignment with Riverside staff.
- Data Collection – Compiling updated demographic, hydrologic, supply, and demand data.
- Technical Analysis – Evaluating demand, supply, system reliability, conservation, and compliance with new legislative requirements.
- Draft UWMP Preparation – Developing a clear, data-driven draft for review.
- Public Review and Adoption – Supporting hearings, adoption, and submittal in DWR's required format.
- Flexibility – Adapting to evolving DWR guidance or late-stage requirements.

Through this structured, collaborative approach, **Civiltec** will deliver a UWMP that meets compliance standards while providing Riverside with a forward-looking roadmap for water reliability, resilience, and sustainability through 2050 and beyond.





## SCOPE OF WORK AND METHODOLOGY

### SCOPE OF SERVICES

Based on our project understanding and professional experience, we have identified the following scope of services.

#### PHASE 1. PROJECT ADMINISTRATION AND MANAGEMENT

We will be prepared to execute the project according to a realistic and compliant timeline that includes meetings and oversight of the UWMP adoption process.

##### Task 1 Kick-Off Meeting

We will arrange a meeting with Riverside's management and staff to discuss the goals, the proposed schedule, requirements, priorities and deliverables of the 2025 UWMP. We anticipate that this initial meeting will be a workshop involving the key members of the planning team and members of Riverside's staff overseeing the project. We will be prepared to discuss the project approach, schedule, anticipated challenges and channels of communication. It is understood that the kick-off meeting will be in-person at the City's office while progress meetings are anticipated to be held virtually. We will provide a brief agenda prior to the kick-off meeting to Riverside's staff and take meeting minutes summarizing key points and decisions. These kick-off meeting minutes will be shared with Riverside's staff.

##### Task 2 Progress Meetings

We will conduct monthly status meetings throughout the completion of the UWMP. For status discussion purposes, we will maintain the UWMP checklist of specific requirements needed for minimum compliance, and we will maintain a database in Excel including all standardized tables required for UWMP preparation. These meetings are anticipated to be held virtually, and a brief agenda will be provided prior to meeting. We have allocated appropriate hours for the PM and Senior PM to attend these meetings. We will submit monthly status reports summarizing progress toward milestones.

##### Task 3 UWMP Notifications and Correspondence

We will draft all notifications and official correspondence related to preparation of the 2025 UWMP and in accordance with California Water Code, including coordination with cities and counties, stakeholders, and the Department of Water Resources (DWR). This task includes drafting public hearing notices, notices of preparation, notices of availability, and related outreach communications. We will provide these documents to Riverside for review prior to their release with instructions regarding identification of recipient, type of media and deadline for issuance. Copies of the official versions of these documents will be included

in the UWMP as evidence that protocols were faithfully executed.

##### Task 4 Project Management

We will develop an approach and execute outreach and coordination activities with other agencies and the community, as described in CWC 10620(d)(2) and CWC 10642. We will include a description of these activities in the UWMP.

*Civiltec* will perform all general project management duties necessary to ensure the project is completed on time and within budget. This includes managing internal team coordination, schedule tracking, resource planning, quality control reviews, and preparation of monthly invoices and progress reports.

#### PHASE 2. PREPARATION OF 2025 UWMP DRAFT

##### Task 1 Research and Data Collection

Based on the requirements for UWMP preparation and discussion from the kick-off meeting, we will develop an itemized list of all data and information needed to prepare the plan. We will initiate collection of all publicly available data and clearly indicate those items within the purview of Riverside. It is critical that we obtain the requested information and required data in a timely manner to allow us to initiate the analysis on the scheduled start date.

We will collect and review all relevant existing documentation to support development of the 2025 UWMP. This includes, but is not limited to:

- Riverside's 2020 UWMP,
- Riverside 2019 Integrated Master Plan for Wastewater Collection and Treatment Facilities
- Riverside's Sewer System Management Plan (Updated May 2025)
- Riverside's Water Recycling Master Plan (Per City Ordinance 14.28.040),
- Western Municipal Water District's Groundwater Sustainability Plan (GSP),
- Riverside's 2020 Drought Contingency Plan/WSCP,
- Annual Water Supply and Demand Assessments starting from 2022,
- Past Water Loss Audits,
- Urban Water Use Objective Reports (if available),
- And other relevant publications such as groundwater extraction data, service area maps, conservation program summaries, planned system modifications, and relevant local and regional planning documents.





## Task 2 Legislative Requirements and UWMP Outline

We will identify new legislative and regulatory requirements that are applicable to the development of the 2025 UWMP. Such requirements include but are not limited to: Senate Bill 606 and Assembly Bill 1668 – foundation of the state of California’s “Making Conservation a California Way of Life” initiative, compliance with water loss performance standards and coordination with the available groundwater sustainability plans (GSP). Under this task *Civiltec* will review Riverside’s previous 2020 UWMP content and identify any potential improvements Riverside could apply to maintain compliance with these legislative and regulatory requirements. We will also provide Riverside a summary of key changes in 2025 UWMP requirements once the latest 2025 guidebook is available.

## Task 3 System Demands and Demand Projections

*Civiltec* will evaluate the historical demand data related to water use trends into DWR’s required categories (e.g., single-family, multi-family, commercial, industrial, institutional, landscape, and distribution system water loss) and by standardized timeframes, service area population based on Riverside’s most recent annual growth rates and SCAG projections, climate, and other local conditions to prepare water demand projections through 2050. The projections will include normal year, single dry year, and multiple dry year scenarios per CWC §10631 and §10635. We will be sure to fill out all necessary tables as Riverside is both a wholesaler and retailer.

As requested per the RFP, Riverside would want to use the same methodology as the 2020 UWMP to determine water demand forecasts projections. The method being that integrating projected population growth and anticipated changes that have occurred in per-capita water use. Projected population growth will be based on the City’s latest general plan and Department of Finance forecasts that fall within the service area while the anticipated changes in in per-capita water use will reflect consumption trends, water conservation efforts, and water use efficiency programs as best as possible. Deliverables will include the System Demands chapter, DWR standardized demand tables, and all supporting documentation of assumptions, datasets, and calculations.

## Task 4 Water Supply Characterization

*Civiltec* will collect, organize, and document historical and current water supply data across all of Riverside’s sources, including groundwater, surface water, imported water, recycled water, and transfers/exchanges. In accordance with the 2020/2025 UWMP Guidebook, we will verify supply rights, adjudications, agreements, and contracts; assess the sustainability and reliability of each source; and

project available supplies through 2050 under normal, single-dry, and multiple-dry year conditions. The analysis will consider regulatory requirements such as SGMA groundwater basin sustainability, water loss reduction mandates, Western’s GSP, and regional climate adaptation planning. We will coordinate with wholesale suppliers, local GSAs, and regional agencies to confirm current and planned supply availability. Deliverables will include the System Supplies chapter, DWR supply tables, GIS-based supply maps, and a transparent documentation package of rights, assumptions, and methodologies.

## Task 5 Water Service Reliability and Water Shortage Contingency Planning (WSCP)

We will prepare Riverside’s water service reliability analysis and Water Shortage Contingency Plan (WSCP) to demonstrate the City’s ability to provide reliable water service through 2050. This task will evaluate the adequacy of supplies to meet demands under average, single-dry, and five-consecutive-dry year conditions, and assess potential risks from climate change and regulatory constraints. We will verify that Riverside’s existing ordinances, codes, and emergency response authorities meet the requirements of the 2020 UWMP guidebook (tentative 2025 UWMP Guidebook out end of 2025) and recommend amendments where necessary. We will be sure to address seismic risks, climate change impacts, and emergency scenarios. We will assess the most recent WSCP, drought risk assessments, supply and demand comparison, seismic and climate resilience analysis and provide all necessary relative data and incorporate into the 2025 UWMP.

The WSCP will clearly define stages of action during shortages, including demand reduction measures, enforcement mechanisms, and communication protocols. Deliverables will include the Water Service Reliability and WSCP chapters, completed DWR reliability tables, and draft ordinance recommendations for Riverside consideration.

## Task 6 Prepare 2025 UWMP Draft and Final Draft

Using the current guidance provided by the DWR and any updates related to the 2025 UWMP, we will compile the complete 2025 UWMP draft (initial and administrative as requested by Riverside) incorporating the six interdependent categories listed below.

The Guidance organizes UWMP preparation into six interdependent categories: (1) Plan Preparation, (2) System Description, (3) System Demands, (4) System Supplies, (5) Water Shortage Reliability and Water Shortage Contingency Planning, and (6) Demand Management Measures. We will verify that each category is addressed, and requirements satisfied.





## CATEGORY SPECIFICS



### PLAN PREPARATION

Plan preparation deals with protocols and documentation for notifications, inter-agency coordination, publication and adoption. Adoption of the UWMP implies subsequent implementation by the adopting agency, and Plan Preparation drills down to the details of the adopting agency's implementation strategy. We will provide a detailed schedule for all protocols, draft all required letters and notifications, and collect documentation to verify compliance.



### SYSTEM DESCRIPTION

System description provides for demonstrating a deep understanding of the service area including the physical boundary, the associated current and projected population, and demographic and weather-related influences. We will acquire and assimilate all necessary internal and publicly available data to demonstrate a clear understanding of the system.



### SYSTEM DEMANDS

System demands involves organizing and reducing historical water demand data into pre-determined categories and timeframes. Standardized methodologies are employed to calculate a historical baseline for purposes of demonstrating achievement of water use reduction goals. We will calculate the baseline by all application methodologies and choose the result that offers the greatest advantage.



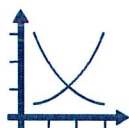
### SYSTEM SUPPLIES

System supplies involves organizing and reducing historical water supply source data into pre-determined categories and discussing the availability and sustainability of each source. Documentation on rights, adjudications, agreements and opportunities for current and projected sources are required. We will verify, quantify and document all current and proposed sources of supply at the wholesale and retail levels.



### WATER SERVICE RELIABILITY AND WATER SHORTAGE CONTINGENCY PLANNING (WSCP)

WSCP deals with establishing local authority to impose water use constraints on end users in order to assure sustainability under stressful emergency and long-term water shortage conditions. The UWMP will demonstrate the likelihood that there are sufficient sources to meet future challenges; and if not, what measures will be implemented to overcome projected deficiencies. We will verify that existing ordinances and regulations meet DWR's requirements and recommend any amendments necessary to bring them into compliance for consideration by the governing board.



### DEMAND MANAGEMENT MEASURES (DMMs)

DMMs are established methods and practices for water use reduction. DWR requires implementation of all DMMs through a coordinated effort at the wholesale and retail levels. However, DWR acknowledges that there may be local influences on the viability of individual DMMs and makes allowances for non-implementation. We will assess the current DMM program and develop a strategic plan for implementation of the future DMM program, including critical analysis of the economic feasibility of each DMM.





As mentioned earlier, we will acquire and review planning documents relevant to the UWMP and incorporate elements from them to promote consistency. This will include the current Water Master Plan data and the 2020 UWMP. The 2020 UWMP will be mined heavily for relevant content while accommodating any new 2025 guidelines once available.

### 2025 UWMP Emphasis

The 2025 UWMP guidelines are currently under development. Gretel Ochoa-Nhac has attended 2025 UWMP guidebook workshops with the Department of Water Resources. Discussions in those workshops have emphasized the importances of the following subjects: Water Conservation, meeting projected goals, storage efficiency, and water usage trends. We will put a larger emphasis on these portions for the 2025 UWMP, as well as any other requirements when the official guidelines are released.

## PHASE 3. ADOPTION AND SUBMITTAL

### Task 1 Attend Public Hearing

We will attend the UWMP adoption hearing and execute submittal of the adopted UWMP and associated content to the appropriate agencies and entities. Per DWR, the mandatory public hearing to solicit comments and the UWMP adoption may be held concurrently. We will provide a recommendation regarding separate events versus a concurrent event when discussing project scheduling. In the event the UWMP is adopted as amended during the hearing, we will be responsible for revising the UWMP with said amendments prior to submittal. This meeting will be in-person with Riverside's Board of Directors to present the UWMP and respond to any comments. We will prepare a PowerPoint to summarize the major key points of the 2025 UWMP and provide any feedback as necessary. Feedback from the hearing will be documented and used to produce the Final UWMP. Since Riverside holds council meetings every 2nd and 4th Monday of the month, we are proposing a tentative date of Monday, June 8th, 2026 as the preliminary date to allow council to review and ask any questions related to the 2025 UWMP. June 22nd will be reserved for the final council meeting to approve the 2025 UWMP to meet DWR's deadline of submitting approved UWMP prior to the July 1st, 2026 deadline.

### PROJECT SCHEDULE

As shown in the Gantt Chart Schedule on the following page, we are anticipating a start date of November 25th, 2025 assuming the notice to proceed is awarded after the tentative city council meeting on November 18th, 2025. It is critical that Riverside provide the requested information and required data in a timely manner to allow us to initiate the analysis on the scheduled start date. Adherence to this schedule is essential to ensure that all technical work can be completed, reviewed, and revised in alignment with project milestones. Meeting the July 1st, 2026 DWR deadline is of the utmost importance, as the UWMP must undergo internal review by Riverside staff, receive approval from the Board of Directors/City Council, and be adopted by the City Council prior to submittal to the DWR. Timely data delivery and coordination will therefore be key to maintaining schedule integrity and achieving successful plan adoption.

### Task 2 Finalizing 2025 UWMP

Per the outcome of the Public Hearing such as comments from stakeholder, the public or leadership, **Civiltec** will incorporate the documented feedback related to final UWMP prior to the adaptation of the 2025 UWMP and 2025 WSCP. Once the Final UWMP is ready and PDF is provided to Riverside for final review, we will prepare ten (10) bound-copies (excluding appendices) and ADA-accessible digital versions of the final UWMP.

### Task 3 UWMP Submittal

Once the 2025 UWMP is adopted by Riverside's Board of Directors, **Civiltec** will submit the final versions of the 2025 UWMP and WSCP electronically via DWR's Water Use Efficiency (WUE) online data submittal tool prior to the July 1, 2026 deadline. **Civiltec** will ensure and confirm that all required content is correct using the DWR's UWMP Preparation Checklist. In addition, we will also ensure all required notifications and documentation are submitted to neighboring jurisdictions and applicable stakeholders. The same documents uploaded to the WUEdata portal will be provided to Riverside in a USB or via a secured shared OneDrive link to download all related documents for their records.

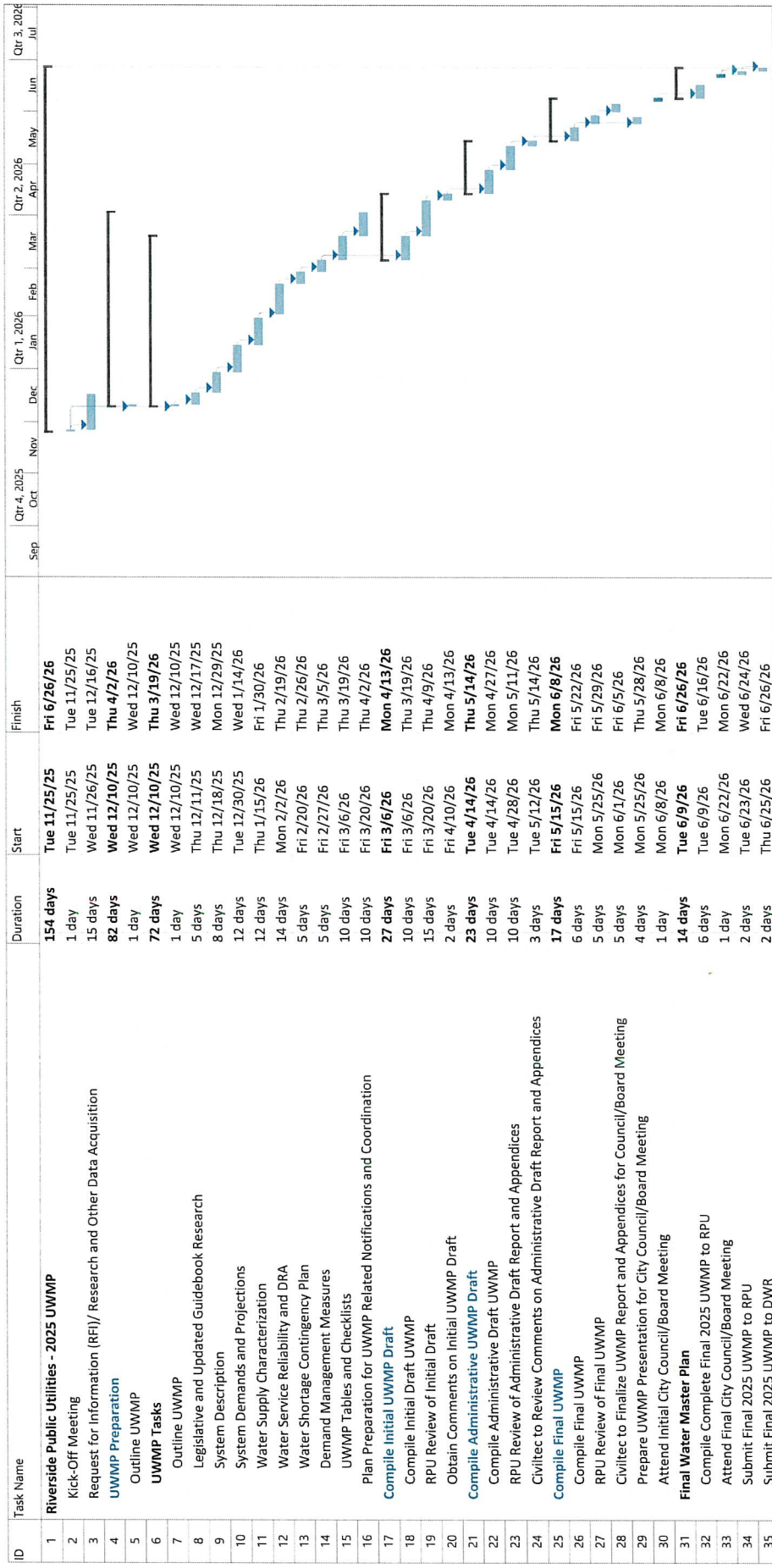
### Task 4 Revise UWMP

If DWR determines the submitted 2025 UWMP to be incomplete or non-compliant, **Civiltec** will revise the UWMP to address all comments within 90 days of receipt as allowed by DWR. Revisions will be coordinated with Riverside staff and resubmitted in compliance with DWR's feedback as quickly as possible. Under this task, we will cover any necessary clarifications or technical corrections requested after initial submission. As a deliverable, we will provide Riverside a comment response matrix and an errata sheet explaining the correspondence to DWR comments.

### Task 5 Additional Regulatory Requirements (OPTIONAL)

As noted in the RFP, in the event that there were to be changes to the regulatory requirements related to the 2025 UWMP after the project has been awarded, we are creating this task to cover the cost of any possible unforeseen compliance needs.





Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

Project: Riverside\_2025 UWMP

Date: Mon 8/18/25

Page 1

**EXHIBIT "B"**  
**COMPENSATION**



PRICING

Project Name: Riverside Public Utilities (RPU) - 2025 Urban Water Management Plan  
Client: RPU  
Proposal Number: PU25044  
T&M NTE (25CA)  
Date: August 19, 2025

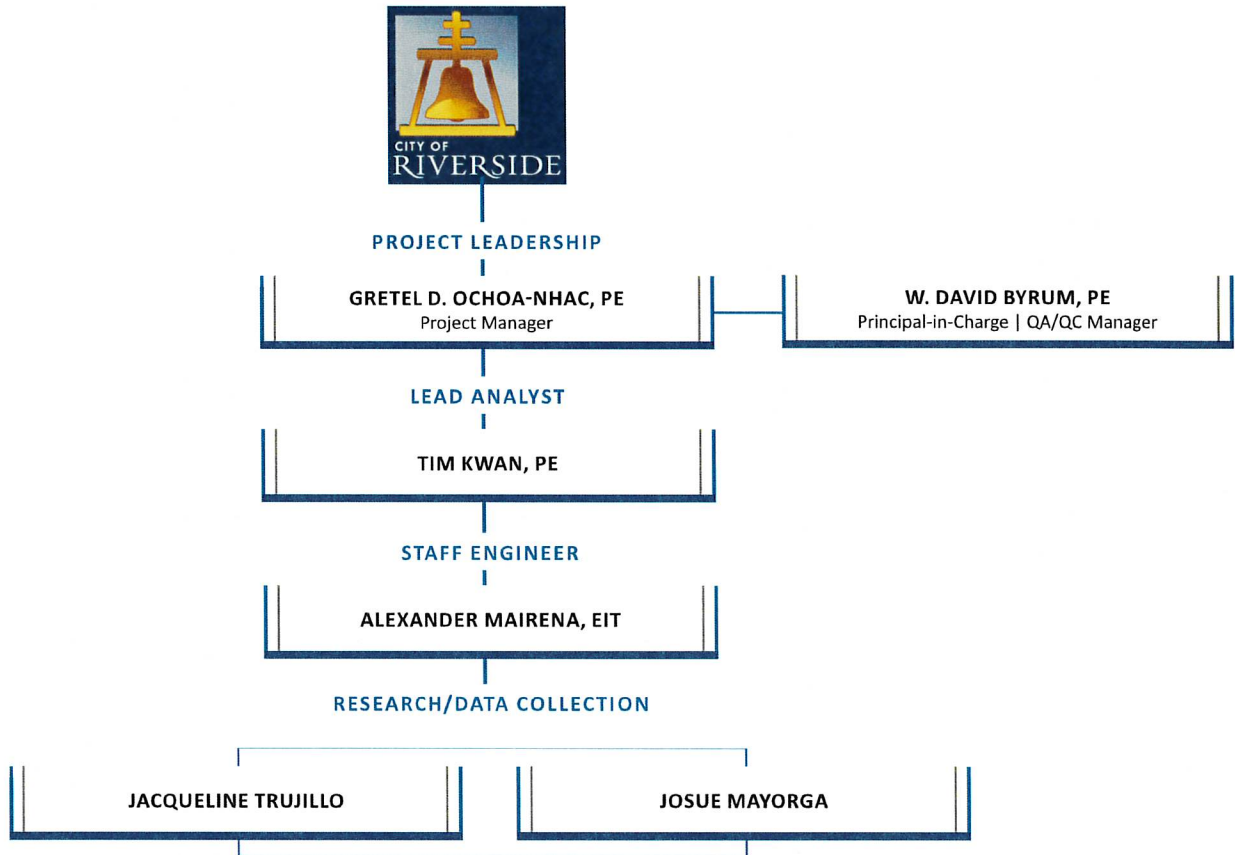
| Scope of Work                                                               | HOURS       |              |              |              |             |             |  |  |  |  | Reimb. Expenses | TOTAL COST   |
|-----------------------------------------------------------------------------|-------------|--------------|--------------|--------------|-------------|-------------|--|--|--|--|-----------------|--------------|
|                                                                             | Sr-PM<br>\$ | PM<br>\$     | PE<br>\$     | SE<br>\$     | CAD<br>\$   | Admin<br>\$ |  |  |  |  |                 |              |
| Phase 1 - Project Administration and Management                             | 6           | 22           | 14           | 0            | 6           | 0           |  |  |  |  | \$ -            | \$ 10,940.00 |
| Task 1 - Kick-Off Meeting                                                   | 2           | 2            | 2            |              |             |             |  |  |  |  |                 | \$ 1,470.00  |
| Task 2 - Status Meetings                                                    |             | 10           | 8            |              |             |             |  |  |  |  |                 | \$ 4,250.00  |
| Task 3 - UWMP Notifications and Correspondences                             |             | 2            | 4            |              | 6           |             |  |  |  |  |                 | \$ 2,200.00  |
| Task 4 - Project Management                                                 | 4           | 8            |              |              |             |             |  |  |  |  |                 | \$ 3,020.00  |
| Phase 2 - Preparation of Draft UWMP                                         | 0           | 44           | 92           | 48           | 40          | 6           |  |  |  |  | \$ -            | \$ 46,090.00 |
| Task 1 - Research and Data Collection                                       |             | 8            | 16           | 32           |             |             |  |  |  |  |                 | \$ 11,320.00 |
| Task 2 - Legislative Requirements and UWMP Outline                          |             | 4            | 8            |              | 8           |             |  |  |  |  |                 | \$ 3,860.00  |
| Task 3 - System Demands and Demand Projections                              |             | 4            | 10           | 8            |             |             |  |  |  |  |                 | \$ 4,670.00  |
| Task 4 - Water Supply Characterization                                      |             | 4            | 8            | 8            |             |             |  |  |  |  |                 | \$ 4,220.00  |
| Task 5 - Water Shortage Reliability and Water Shortage Contingency Planning |             | 4            | 10           |              | 16          |             |  |  |  |  |                 | \$ 5,390.00  |
| Task 6 - Prepare 2025 UWMP Drafts and Final Draft                           |             | 20           | 40           |              | 16          | 6           |  |  |  |  |                 | \$ 16,630.00 |
| Phase 3 - Adoption and Submittal                                            | 0           | 26           | 28           | 48           | 24          | 12          |  |  |  |  | \$ -            | \$ 25,690.00 |
| Task 1 - Attend Public Hearing                                              |             | 2            |              |              | 6           |             |  |  |  |  |                 | \$ 1,300.00  |
| Task 2 - Finalizing 2025 UWMP                                               |             | 4            |              |              | 10          |             |  |  |  |  |                 | \$ 2,330.00  |
| Task 3 - UWMP Submittal                                                     |             | 4            |              |              | 8           | 12          |  |  |  |  |                 | \$ 3,200.00  |
| Task 4 - Revise UWMP                                                        |             | 4            | 8            | 6            |             |             |  |  |  |  |                 | \$ 3,860.00  |
| Task 5 - Additional Regulatory Requirements (OPTIONAL)                      |             | 12           | 20           | 42           |             |             |  |  |  |  |                 | \$ 15,000.00 |
| HOURS (WITH OPTIONAL TASKS)                                                 | 6           | 92           | 134          | 96           | 70          | 18          |  |  |  |  |                 | 416          |
| BUDGET (WITH OPTIONAL TASKS)                                                | \$ 1,590.00 | \$ 22,540.00 | \$ 30,150.00 | \$ 17,280.00 | \$ 9,450.00 | \$ 1,710.00 |  |  |  |  | \$ -            | \$ 82,720.00 |
| HOURS                                                                       | 6           | 80           | 114          | 54           | 70          | 18          |  |  |  |  | 0               | 342          |
| BUDGET                                                                      | \$ 1,590.00 | \$ 19,600.00 | \$ 25,650.00 | \$ 9,720.00  | \$ 9,450.00 | \$ 1,710.00 |  |  |  |  | \$ -            | \$ 67,720.00 |

PIC = Principal Engineer (PE)  
PREE = Principal Electrical Engr. (PE)  
PE = Project Engineer (PE)  
SE = Staff Engineer (EIT)  
CAD = CAD Operator  
Admin = Admin. Asst./Clerical  
2PS = Two Person Survey Crew  
SrfE = Senior Engineer (PE)  
PM = Project Manager  
SrD = Senior Designer  
D = Designer  
JrE = Jr. Engineer (Intern)  
CO = Construction Observer  
SLS = Staff Land Surveyor (PLS)  
SPM = Sr. Project Manager  
SrPE = Sr. Project Engineer (PE)  
SrSE = Sr. Staff Engineer (EIT)  
D/CAD = Designer/CAD Operator  
PT = Planning Technician  
SM = Survey Manager (PLS)  
ST = Survey Technician

**EXHIBIT "C"**

**KEY PERSONNEL**

## Organization Chart



## Availability

