

## **REQUEST FOR PROPOSAL (RFP)**

### **Strategic Plan Update Consulting Services**

**Issued by:** Monterey County Water Resources

Agency **RFP No.:** 25-005

**Issue Date:** December 12, 2025

**Proposal Due Date:** January 28, 2026, at 2:00pm

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### **1. INTRODUCTION**

The Monterey County Water Resources Agency (“Agency”) is seeking proposals from qualified consultants or consultant teams (“Consultant”) to assist with updating the Agency’s existing Strategic Plan. The updated plan will provide a clear and actionable roadmap to guide the Agency over the next five years.

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### **2. BACKGROUND**

The Agency is a special district that provides services related to the control of flood and storm waters in Monterey County, conservation, protection of water quality, reclamation of water and the exchange of water. The Agency’s mission is to manage water resources sustainably while minimizing impacts from flooding for present and future generations.

The Agency was established in 1947 as the Monterey County Flood Control and Water Conservation District (MCFCWCD) and organized as a division of the Public Works Department of the County of Monterey through the Monterey County Flood Control and Water Conservation District Act (Chapter 669 of the Statutes of 1947). In 1991 Monterey County Flood Control and Water Conservation District was transformed into Monterey County Water Resources Agency via the Monterey County Water Resources Agency Act (Agency Act), California Water Code, Appendix 52 (Monterey County Water Resources Agency 2022a).

The Agency is responsible for various water-resource related facilities and lands located within Monterey County and northern San Luis Obispo County, which include: two high hazard earthen dams, a recycled water system for irrigation, drainage pump stations and channels, a river diversion facility, and groundwater wells. The Agency is also responsible for multiple long-term groundwater monitoring programs. The Agency’s Fiscal Year 2025-26 Adopted Budget totaled \$43.5 million in expenditures and is comprised of fourteen

funds including Special Assessment Funds, Flood Assessment Funds and Debt Service Funds.

The Agency is governed by a 5-member Board of Supervisors elected by County residents with legislative and executive authority. The Supervisors appoint the General Manager and along with other organizations, appoint a Board of Directors of the Agency. This Board of Directors consists of nine members and is made up of members appointed by the Monterey County Farm Bureau, Monterey Grower-Shipper Association, the County Agricultural Advisory Committee, five members appointed by the County Board of Supervisors (one from each district), and a member appointed by the Mayor Select Committee. The Board of Directors has the following responsibilities, which they carry out in collaboration with the assistance of Agency staff:

- Establishing short- and long-term policy objectives for the Agency, including a strategic plan, subject to review by the Board of Supervisors;
- Preparing an annual budget;
- Holding public hearings on proposed budget; and
- Approving all contracts for which funds have been budgeted.

The Agency's current Strategic Plan was adopted in 2020 and outlines goals related to infrastructure maintenance, planning and new projects, financial sustainability, effective core services and organizational improvement, and community relations.

To ensure continued alignment with current and future priorities and reflect changes in governance and community expectations that the Agency has experienced since adoption of the current plan, the Agency intends to engage a professional consultant to **review, evaluate, and update the Strategic Plan** with input from the Board of Directors, staff, and key stakeholders.

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### **3. PURPOSE AND OBJECTIVES**

The purpose of this RFP is to solicit proposals from qualified consultants to:

- Review the existing Strategic Plan and assess progress to date
- Conduct an environmental scan of internal and external factors affecting the Agency
- Engage the Board, staff, and community stakeholders in a collaborative planning process

- Update the Agency’s mission, vision, goals, and objectives as needed
- Develop a concise, actionable, and measurable Strategic Plan for adoption by the Board

The final Strategic Plan should be an implementable document that aligns the Agency’s strategic priorities with its operational, financial, and capital planning frameworks.

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#### **4. SCOPE OF WORK**

The Consultant will be expected to perform the following tasks:

##### **Task 1 – Review and Assessment**

- Review the existing Strategic Plan and other relevant documents (e.g., capital improvement plans, budgets, annual reports, and project/program plans) that are pertinent to Agency priorities.
- Identify completed objectives, ongoing initiatives, and new or emerging issues.
- Conduct an environmental scan of key internal and external trends affecting the Agency.

##### **Task 2 – Stakeholder Engagement**

- Develop a stakeholder engagement plan in collaboration with Agency staff that includes up to 12 interviews, 2 surveys, and 5 stakeholder meetings.
- The goal is to seek input about vision, mission, values, goals and strategies. Additionally the analysis should include assessing the strengths, weaknesses, opportunities and threats facing the Agency.
- Facilitate engagement with:
  - Board of Directors
  - Agency management and staff (survey completed May 2025)
  - Community partners
  - Other key stakeholders as identified
- Summarize stakeholder input to inform updates to strategic priorities.

##### **Task 3 – Strategic Framework Update Workshops**

- Facilitate a workshop with the Board of Directors, General Manager, senior staff and others, as desired, to review the information gathered in the previous activities and to:
  - Review and discuss the results of stakeholder input.
  - Review the current vision statement and mission statement, and core organizational values and decide whether they remain relevant or need revision.
- Facilitate a second workshop with the Board of Directors, General Manager, senior staff and stakeholders to:
  - Finalize the Agency vision statement and mission statement and core organizational values
  - Update or confirm strategic goals and develop supporting objectives and initiatives.
  - Align the strategic framework with the Agency’s policy direction, resources, and future challenges.
  - Discuss performance measures or key indicators and outcomes that will serve as the basis for measuring progress in plan implementation
  - Identify ways to communicate the implementation progress & outcomes of the Strategic Plan

#### **Task 4 – Draft and Final Strategic Plan**

- Prepare a **Draft Updated Strategic Plan** incorporating findings from prior tasks.
- Present the draft plan to staff, the Agency’s Planning Committee, Board of Directors, and Board of Supervisors for review.
- Incorporate revisions and prepare a **Final Strategic Plan** suitable for public release and adoption.
- Present the final plan to staff, the Board of Directors, and the Board of Supervisors for adoption.

#### **Task 5 – Implementation and Performance Measures**

- Develop an implementation plan with timelines, responsible parties, and key milestones.

- Recommend performance indicators or dashboards for tracking progress on an annual basis, at a minimum.
  - Prepare and facilitate an implementation workshop for staff to proceed with executing the plan.
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## 5. DELIVERABLES

The Consultant shall provide, at minimum:

1. Project Work Plan and Schedule
  2. Environmental Scan and Stakeholder Engagement Summary
  3. Draft Updated Strategic Plan
  4. Final Strategic Plan (editable and publication-ready formats)
  5. Implementation and Performance Measurement Framework
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## 6. PROJECT TIMELINE

<b>Milestone</b>	<b>Target Date</b>
RFP Issued	12/12/2025
Deadline for Questions	1/7/2026
Proposals Due	1/28/2026
Interviews (if conducted)	2/13/2026
Consultant Selection	2/20/2026
Contract Award	3/16/2026
Project Kickoff	4/1/2026
Draft Plan Delivered	10/1/2026
Final Plan Delivered	11/20/2026
Implementation Framework	12/15/2026

*Note: Timeline is subject to change at the Agency's discretion.*

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## **7. CONSULTANT QUALIFICATIONS**

The ideal Consultant will demonstrate:

- Proven experience facilitating strategic planning processes for water agencies or closely related public agencies
  - Knowledge of the water industry, including governance, operations, finance, and regulatory issues
  - Strong facilitation, communication, and consensus-building skills
  - Experience working with elected boards and public sector stakeholders
  - Ability to produce clear, professional written products
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## **8. PROPOSAL REQUIREMENTS**

Proposals must include the following sections:

1. **Cover Letter** – A brief introduction summarizing the Consultant's understanding of the project.
2. **Firm Profile** – Background, size, and areas of expertise.
3. **Project Team** – Identification of key personnel, roles, and qualifications.
4. **Approach and Methodology** – Description of how the Consultant will complete the tasks outlined in this RFP.
5. **Work Plan and Schedule** – Proposed timeline with key milestones and deliverables.
6. **Relevant Experience** – Descriptions of similar strategic planning projects, preferably for water agencies or public agencies.
7. **References** – At least three (3) client references for comparable work.
8. **Cost Proposal** – Detailed budget including hourly rates, estimated hours per task, and reimbursable expenses.
9. **Acceptance of Terms and Conditions** – A statement of acceptance of the Agency's standard contract terms and conditions (see Appendix A – Professional Services

Agreement). Any proposed exceptions must be clearly identified and submitted with the proposal.

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## 9. PROPOSAL SUBMISSION

Proposals must be received no later than **2:00 pm on January 28, 2026**

Submit proposals electronically in PDF format to:

**Email:** mcwater@countyofmonterey.gov

**Subject Line:** *RFP – Strategic Plan Update Consulting Services*

Late submissions will not be considered.

Questions regarding this RFP must be submitted in writing to **Shaunna Murray, MurraySL@countyofmonterey.gov** by **January 7, 2026**. Responses to questions will be posted on the Agency’s website at [www.mcwater.info](http://www.mcwater.info) by **January 14, 2026**

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## 10. SELECTION PROCESS

Proposals will be reviewed by a selection committee and evaluated according to the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Understanding of Agency’s Needs	20%
Relevant Experience and Qualifications	25%
Quality of Proposed Approach and Methodology	25%
Cost Proposal	20%
References and Past Performance	10%

Top-ranked firms may be invited for interviews or presentations before final selection. The Agency reserves the right to negotiate the final scope, schedule, and fee with the selected Consultant.

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## 11. TERMS AND CONDITIONS

- The Agency reserves the right to reject any or all proposals, to waive irregularities, and to accept the proposal deemed most advantageous.
  - All submitted materials become property of the Agency.
  - The selected Consultant will be required to maintain appropriate insurance coverage and comply with all applicable laws and regulations.
  - Any contract resulting from this RFP will be subject to the Agency's standard professional services agreement as provided as Appendix A to this RFP
  - By submitting a proposal, the Consultant acknowledges that they have reviewed the agreement and, if selected, are prepared to enter into the agreement substantially in the form attached, subject to minor modifications as approved by the Agency.
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## **12. CONTACT INFORMATION**

**Project Manager:** Shaunna Murray, Deputy General Manager

**Email:** MurraySL@countyofmonterey.gov

**Phone:** (831)755-4860

**Website:** mcwater.info

## **Appendix A —Agreement for Services**

**MONTEREY COUNTY WATER RESOURCES AGENCY  
AGREEMENT FOR SERVICES**

This is an agreement (“Agreement”) between the Monterey County Water Resources Agency, hereinafter called "Agency," and \_\_\_\_\_, a \_\_\_\_\_ hereinafter called "CONTRACTOR".

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1. **Scope of Work.** Agency hereby engages CONTRACTOR and CONTRACTOR hereby agrees to perform the services set forth in Exhibit A, in conformity with the terms of this Agreement. CONTRACTOR will complete all work in accordance with the **Scope of Work/Work Schedule set forth in Exhibit A**
  - (a) The scope of work is briefly described and outlined as follows:
  
  - (b) The CONTRACTOR shall perform its services under this agreement in accordance with usual and customary care and with generally accepted practices in effect at the time the services are rendered. The CONTRACTOR and its agents and employees performing work hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required by this Agreement.
  
  - (c) CONTRACTOR, its agents and employees shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
  
  - (d) CONTRACTOR shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement, except as otherwise provided herein. CONTRACTOR shall not use Agency premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations hereunder.
  
2. **Term of Agreement.** The term of this Agreement shall begin on \_\_\_\_\_, by CONTRACTOR and Agency, and will terminate on \_\_\_\_\_, unless earlier terminated as provided herein.

3. Payments to CONTRACTOR; maximum liability. Subject to the limitations set forth herein, Agency shall pay CONTRACTOR in accordance with the fee schedule set forth in Exhibit B. The maximum amount payable to CONTRACTOR under this contract is \_\_\_\_\_, (\$\_\_\_\_\_).

4. Monthly Invoices by CONTRACTOR; Payment.

- (a) CONTRACTOR shall submit to Agency an invoice, in a format approved by Agency, setting forth the amounts claimed by CONTRACTOR, together with an itemized basis for such amounts, and setting forth such other pertinent information Agency may require. CONTRACTOR shall submit such invoice monthly or as agreed by Agency, but in no event shall such invoice be submitted later than 30 days after completion of CONTRACTOR's work hereunder. Agency shall certify the claim if it complies with this contract and shall promptly submit such claim to the Monterey County Auditor-Controller, who shall pay the certified amount within 30 days after receiving the invoice certified by Agency. It is understood and agreed that CONTRACTOR shall complete all work described in Exhibit A for an amount not exceeding that set forth above, notwithstanding CONTRACTOR's submission of periodic invoices.
- (b) CONTRACTOR shall submit to Agency an invoice via email to [WRAAccountsPayable@countyofmonterey.gov](mailto:WRAAccountsPayable@countyofmonterey.gov) and to the Contract Administrator listed in Section 27.
- (c) CONTRACTOR agrees that Agency may withhold five percent (5%) of the amount requested by CONTRACTOR from any progress payment, until such time as all goods and services are received in a manner and form acceptable to Agency.
- (d) If, as of the date of execution of this Agreement, CONTRACTOR has already received payment from Agency for work which is the subject of this Agreement, such amounts shall be deemed to have been paid under this Agreement and shall be counted toward Agency's maximum liability set forth above.
- (e) CONTRACTOR shall not be reimbursed for travel expenses unless expressly approved in writing in accordance with this Agreement.

5. Indemnification. CONTRACTOR shall indemnify, defend, and hold harmless the Agency and the County of Monterey, their officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's

performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence, active negligence, or willful misconduct of the Agency. “CONTRACTOR’s performance” includes CONTRACTOR’s action or inaction and the action or inaction of CONTRACTOR’s officers, employees, agents and subcontractors.

6. Insurance.

6.1 Evidence of Coverage:

Prior to commencement of this Agreement, the CONTRACTOR shall provide a “Certificate of Insurance” certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition the CONTRACTOR upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the Agency’s Contact, unless otherwise directed. The CONTRACTOR shall not receive a “Notice to Proceed” with the work under this Agreement until it has obtained all insurance required and such, insurance has been approved by the Agency. This approval of insurance shall neither relieve nor decrease the liability of the CONTRACTOR.

6.2 Qualifying Insurers:

All coverage’s, except surety, shall be issued by companies which hold a current policy holder’s alphabetic and financial size category rating of not less than A-VII, according to the current Best’s Key Rating Guide or a company of equal financial stability that is approved by the County’s Purchasing Manager.

6.3 Insurance Coverage Requirements:

Without limiting CONTRACTOR’s duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent CONTRACTORS, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

Exemption/Modification (Justification attached; subject to approval).

Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

Exemption/Modification (Justification attached; subject to approval).

Workers' Compensation Insurance, if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

Exemption/Modification (Justification attached; subject to approval).

Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

Exemption/Modification (Justification attached; subject to approval).

#### 6.4 Other Insurance Requirements.

All insurance required by this Agreement shall be with a company acceptable to the Agency and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the Agency shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for CONTRACTOR and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

*Commercial general liability and automobile liability policies shall provide an endorsement naming the Monterey County Water Resources Agency and the County of Monterey, their officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10*

**10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.**

Prior to the execution of this Agreement by the Agency, CONTRACTOR shall file certificates of insurance with the Agency's contract administrator, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by Agency, annual certificates to Agency's Contract Administrator. If the certificate is not received by the expiration date, Agency shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles Agency, at its sole discretion, to terminate this Agreement immediately.

7. **Maintenance of Records.** CONTRACTOR shall prepare, maintain and preserve all reports and records that may be required by federal, State, and local rules and regulations relating to services performed under this Agreement. CONTRACTOR shall retain all such records for at least five years from the date of final payment, or until any litigation relating to this Agreement is concluded, whichever is later.
8. **Right to Audit at Any Time.** Agency officials shall have the right, at any time during regular working hours and on reasonable advance notice, to examine, monitor and audit all work performed and all records, documents, conditions, activities and procedures of CONTRACTOR or its subcontractors relating to this Agreement. Government Code section 8546.7 provides that an audit by the State Auditor General may be performed up to three years after the final payment under any contract involving the expenditure of public funds in excess of \$10,000.
9. **Confidentiality; Return of Records.** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with all federal, State and local laws providing for the confidentiality of records and other information. To the extent permitted by applicable law and regulations, CONTRACTOR shall maintain confidentiality with respect to Agency's well database and other water use data.

CONTRACTOR shall not disclose any confidential information received from Agency or prepared in connection with the performance of this Agreement without the express permission of Agency. CONTRACTOR shall promptly transmit to Agency all requests for disclosure of any such confidential information. CONTRACTOR shall not use any confidential information gained through the performance of this Agreement except for the

purpose of carrying out CONTRACTOR's obligations hereunder. When this Agreement expires or terminates, CONTRACTOR shall return to Agency all records, which CONTRACTOR utilized or received, from Agency to perform services under this Agreement.

10. Termination. Either party may terminate this Agreement by giving written notice of termination to the other party at least thirty (30) days prior to the effective date of termination, which date shall be specified in any such notice. In the event of such termination, the amount payable hereunder shall be reduced in proportion to the services provided prior to the effective date of termination. Agency may terminate this Agreement at any time for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes, without limitation, the failure of CONTRACTOR to perform the required services at the time and in the manner provided herein. If Agency terminates this Agreement for good cause, Agency may be relieved of the payment of any consideration to CONTRACTOR, and Agency may proceed with the work in any manner, which it deems proper. Costs incurred by Agency thereby shall be deducted from any sum due CONTRACTOR.
11. Amendments and Modifications. No modification or amendment of this agreement shall be valid unless it is set forth in writing and executed by the parties.
12. Non-Discrimination. Throughout the performance of this Agreement, CONTRACTOR will not unlawfully discriminate against any person because of race, color, religion, gender, national origin, ancestry, physical disability, medical condition, marital status, age older than 40, or sexual orientation, gender identity or any other status protected under federal, state or local law, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR shall comply fully with all federal, State and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to any target population designated herein shall not be deemed prohibited discrimination.
13. Independent Contractor. In its performance under this Agreement, CONTRACTOR is at all times acting and performing as an independent CONTRACTOR and not an employee of Agency. No offer or obligation of employment with Agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from Agency any form of benefits accorded to employees including without limitation leave time, health insurance, workers compensation coverage, disability benefits, and retirement contributions. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including without limitation federal and State income taxes and social security arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold harmless Agency from any and all liability, which Agency may incur because of CONTRACTOR's failure to make such payments.
14. Delegation of Duties; Subcontracting. CONTRACTOR is engaged by Agency for its unique qualifications and abilities. CONTRACTOR may not, therefore, delegate any of its basic

duties under this Agreement, except to the extent that delegation to CONTRACTOR's employees is contemplated herein. No work shall be subcontracted without the written consent of Agency, except as provided in this Agreement or its attachments. Notwithstanding any subcontract, CONTRACTOR shall continue to be liable to Agency for the performance of all work hereunder. CONTRACTOR shall not assign, sell, mortgage or otherwise transfer its interest or obligations in this Agreement without Agency's prior written consent.

15. Agency's Rights in Work Product. All original materials prepared by CONTRACTOR in connection with its work hereunder -- including but not limited to computer codes, customized computer routines developed using proprietary or commercial software packages, reports, documents, maps, graphs, charts, photographs and photographic negatives -- shall be the property of Agency and shall be delivered to Agency prior to final payment. CONTRACTOR may utilize any existing materials developed by CONTRACTOR prior to commencement of work under this Agreement, which materials shall remain the property of CONTRACTOR.
16. Independent Contractor Compliance with Government Code Section 1097.6(c). This section applies to those situations when a contractor/consultant is awarded a Contract for a preliminary phase of a project, with future phases to be bid separately. This section does not apply to those situations when a Contract is awarded for multiple phases of a project under a single contract/proposal. When applicable, and as described below, CONTRACTOR's duties and services under this Agreement shall not include preparing or assisting the Agency with any portion of the Agency's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the Agency. The Agency shall at all times retain responsibility for public contracting, including with respect to any subsequent phase stemming from this Agreement. CONTRACTOR's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. CONTRACTOR shall cooperate with the Agency to ensure that all bidders for a subsequent contract on any subsequent phase of this project, if applicable, have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by CONTRACTOR pursuant to this Agreement.
17. Compliance with Terms of Federal or State Grant. If any part of this Agreement has been or will be funded pursuant to a grant from the federal or State government in which Agency is the grantee, CONTRACTOR shall comply with all provisions of such grant applicable to CONTRACTOR's work hereunder, and said provisions shall be deemed a part of this Agreement as though fully set forth herein.
18. Conflict of Interest. CONTRACTOR warrants that it presently has no interest and shall not acquire any interest during the term of this Agreement, which would directly or indirectly conflict in any manner or to any degree with its full and complete performance of all services under this Agreement.
19. Governing Laws. This Agreement is entered into in the County of Monterey, State of California, and shall be construed and enforced in accordance with the laws of the State of California. The parties hereby agree that the County of Monterey shall be the proper venue for any dispute arising hereunder.

20. Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
21. Construction of Agreement. The parties agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any exhibit or amendment. To that end, it is understood and agreed that this Agreement has been arrived at through negotiation, and that neither party is to be deemed the party which prepared this Agreement within the meaning of Civil Code section 1654. Section and paragraph headings appearing herein are for convenience only and shall not be used to interpret the terms of this Agreement.
22. Waiver. Any waiver of any term or condition hereof must be in writing. No such waiver shall be construed as a waiver of any other term or condition herein.
23. Successors and Assigns. This Agreement and all rights, privileges, duties and obligations hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns and heirs.
24. Contractor. The term “CONTRACTOR” as used in this Agreement includes CONTRACTOR’s officers, agents, and employees acting on Contractor’s behalf in the performance of this Agreement.
25. Interpretation of Conflicting Provisions. In the event of any conflict or inconsistency between the provisions of this Agreement and the provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.
26. Time is of the Essence. The parties mutually acknowledge and agree that time is of the essence with respect to every provision hereof in which time is an element. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act, nor shall any such extension create a precedent for any further or future extension.
27. Contract Administrators.

CONTRACTOR's designated principal responsible for administering CONTRACTOR's work under this Agreement shall be:

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Agency’s designated administrator of this Agreement shall be:

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28. Notices. Notices required under this Agreement shall be delivered personally or by electronic facsimile, or by first class or certified mail with postage prepaid. Notice shall be deemed effective upon personal delivery or facsimile transmission, or on the third day after deposit with the U.S. Postal Service. CONTRACTOR shall give Agency prompt notice of any change of address. Unless otherwise changed according to these notice provisions, notices shall be addressed as follows:

<b>TO AGENCY</b>	<b>TO CONTRACTOR</b>
Name: _____	Name: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
E-Mail: _____	E-Mail: _____

29. Electronic Deliverables. Where feasible, all reports, documents and other printed information provided to the Agency pursuant to this Agreement shall be submitted in both written and Electronic formats.

30. Non-exclusive Agreement. This Agreement is non-exclusive and both parties reserve the right to contract with other entities for the same or similar services.

31. Execution of Agreement. Any individual executing this Agreement on behalf of an entity represents and warrants that he or she has the requisite authority to enter into this Agreement on behalf of such entity and to bind the entity to the terms and conditions hereof. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

32. Exhibits. The following Exhibits are attached hereto and incorporated by reference:

- Exhibit A - Scope of Work/ Work Schedule
- Exhibit B - Fee Schedule

33. Entire Agreement. As of the effective date of this Agreement, this document, including all exhibits hereto, constitutes the entire agreement between the parties, and supersedes any and all prior written or oral negotiations and representations between the parties concerning all matters relating to the subject of this Agreement.

**MONTEREY COUNTY WATER RESOURCES AGENCY  
AGREEMENT FOR SERVICES**

IN WITNESS WHEREOF, AGENCY and CONTRACTOR execute this agreement as follows:

**MONTEREY COUNTY WATER  
RESOURCES AGENCY:**

**CONTRACTOR:**

BY:

BY:

\_\_\_\_\_  
Ara Azhderian  
General Manager

\_\_\_\_\_  
Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

BY:

\_\_\_\_\_  
Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\* INSTRUCTIONS: If CONTRACTOR is a corporation (including limited liability and nonprofit corporations), the full legal name of the corporation shall be set forth together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth together with the signature of a partner with authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of his or her business, if any, and shall personally sign the Agreement.

( \_\_\_\_\_ )  
**Agreement/Amendment No #** ( \_\_\_\_\_ )

\*\*\*\*\*

Approved as to form <sup>1</sup>:

Approved as to fiscal provisions:

\_\_\_\_\_  
Chief Assistant County Counsel

\_\_\_\_\_  
Administrative Analyst

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
County Counsel – Risk Manager:

\_\_\_\_\_  
Auditor-Controller <sup>2</sup>:

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

<sup>1</sup>Approval by County Counsel is required, and/or when legal services are rendered

<sup>2</sup>Approval by Auditor-Controller is required

**EXHIBIT A**  
**Scope of Work**

**EXHIBIT B**  
**Fee Schedule**