



Request for Proposals

Classification and Compensation Study

Issue Date: August 23, 2023

Submission Date: September 13, 2023

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About the District

The Municipal Water District of Orange County (MWDOC) is an independent special district that serves as Orange County's regional wholesale water supplier as well as providing resource planning. MWDOC's efforts focus on sound planning and appropriate investments in water supply development, water use efficiency, public information, legislative advocacy, water education, and emergency operations. We serve 3.2 million Orange County residents through 27-member agencies and 26 of these agencies provide retail water service to the public.

MWDOC is governed by a seven-member Board of Directors, each elected by the public to represent a specific division of Orange County. MWDOC is the third largest Metropolitan Water District of Southern California (MET) member agency and holds key leadership positions on the MET Board of Directors that oversee policy development, strategy, planning and implementation. MWDOC has an annual operating budget of over \$11 million.

For further information about the District, please visit:

Website: www.mwdoc.com

Facebook: <http://www.facebook.com/pages/Municipal-Water-District-of-Orange-County/122742807774775>

Twitter: https://twitter.com/intent/user?screen_name=MWDOC

Project Objective

The Municipal Water District of Orange County (MWDOC) is currently accepting proposals from qualified firms to provide professional services related to the execution of a total classification and compensation study for benchmark management of all full-time and part-time positions within the District. The successful proposer shall perform services in accordance with the provisions, specifications and instructions set forth in this Request for Proposal (RFP).

MWDOC currently has 45 employees which includes 38 full-time positions consisting of Administration, Finance/IT, Government, and Public Affairs, Engineering and Planning (includes Emergency Planning), Water Use Efficiency departments (includes Water Loss Control), and Metropolitan Issues and Water Policy; as well as several part-time and intern positions supporting various departments. All positions are non-represented.

The Municipal Water District of Orange County's compensation philosophy is that of desiring to provide salary ranges and benefit practices that are competitive with market practices. The District establishes its salary ranges by considering the median of the market place. In administering benefits, the District considers prevailing and emerging practices related to the District's labor market. This approach has been adopted in an effort to attract and retain the best available staff and continue in its commitment to quality service to the District's member agencies.

It is the District's practice to conduct an annual planned pay structure adjustment survey in November of each year, of the direct labor market agencies, to assist in evaluating the percentage adjustment for the salary ranges for the upcoming fiscal year, effective July 1 and the merit pool amount. The most recent changes to the pay structure included a 7.45% increase to the ranges only (not to individual salaries) which was approved by the Board at its June 2023 meeting. Changes to the pay structure are adjusted based on the average of the CPI-U for Los Angeles/Long Beach/Anaheim for the previous 12-month calendar year. Adjustments to the pay structure are implemented to stay competitive with market since the last comprehensive survey in 2021. The District does not grant Cost of Living Adjustments to employee salaries.

Employees receive an annual merit increase based on performance. A merit pool amount is established by the Board during its budget process and goes into effect the first full pay period in July of each year. The merit pool amount is determined based on the methodology used in establishing the salary structure adjustment (CPI-U) and takes into consideration whether the CPI amount is in the negative to high range, utilizing a multiplier based on the CPI-U amount. Based on this methodology and survey results, an 11.45% Merit Pool was included in the fiscal year 2023/2024 budget for merit increases, effective July 2023.

A comprehensive classification, compensation and benefits study is conducted every three years to evaluate market practices and appropriate job grading. Human Resources may conduct interim market analyses for newly established or modified job classifications between the comprehensive surveys.

The District's previous compensation and classification study was completed in April 2021.

Project Expectations

Scope of Work

MWDOC is seeking the services of a highly qualified consultant to work closely with Human Resources staff and conduct the following:

Classification Plan

1. Meet with District staff to discuss tasks to be performed and to gain a full understanding of areas of concern, past practices, future goals, etc.
2. Conduct interviews with staff as appropriate. Interviews may be conducted individually or in groups based upon classifications.
3. Review and update the District's classification schedule and pay structure for approximately 57 classifications, representing 45 employees full-time and several part-time positions and intern ranges.
4. Review and develop a classification structure that reflects the District's overall classification and compensation strategy and includes proper classification with appropriate reporting relationships, job title, pay range, development of career progression, internal equity of classifications, and exempt and non-exempt status pursuant to FLSA.

5. Thoroughly review and propose changes to job descriptions to include requirements of the positions, education, experience, knowledge, skills, abilities, physical requirements and essential job functions and careers paths for development of full-time and part-time positions.
 - Ensure all job descriptions include language that is legally compliant.
 - Update job descriptions for clarity and remove verbose language.
6. Ensure language is consistent and clearly identifies the career progression from one level to the next. Review of supporting and background materials including classification schedule, organizational charts, applicable personnel policies, job descriptions and related information.
7. Review and recommend best management practices in implementing changes to salary ranges in between benchmark years and adding position classifications.
8. If necessary, develop a questionnaire to be completed by employees to evaluate job duties.
9. Present draft classification plan to management.
10. Prepare final classification plan for presentation to the MWDOC Board of Directors.
11. Work closely with Human Resources on the classification structure, job descriptions and pay structure in implementing changes moving forward.
12. Provide recommendations to HR on best practices in areas where needed.

Compensation Plan

1. Identify labor market, review, and benchmark classes most closely representative to those of MWDOC. Include explanation of the specific methodology.
2. Conduct survey of direct labor market agencies as well as comparable agencies that the consultant identifies, including job titles, duties, and responsibilities.
3. Complete internal and external salary relationship analysis.
4. Development of appropriate internal relationship guidelines.
5. Develop external competitive and internal equitable salary recommendations for each classification included within the study.
6. Evaluate current practice regarding salary adjustments to pay structure and merit pool methodology to ensure it is consistent with best practices and the industry.
7. Review and recommend best practices in compensation for exempt and non-exempt Emergency Response and Public Affairs staff who may assist with tours, events or may work weekends and long shifts.
8. Evaluate current practice regarding auto allowance and eligible positions and provide recommendations based on industry best practices.
9. Present draft findings to management.
10. Present final report to the MWDOC Board of Directors.

Benefits Plan

1. Review of health and welfare benefits and appropriate cost share between the District and employees:
 - Medical, Dental and Vision
 - Retirement (PERS): Currently both the Classic and the PEPRA Employees contribute 100% of the required Employee Contribution Rate
 - Deferred Compensation (Voluntary 457 Plan, no employer contribution)
 - Vacation (accruals based on years of service)
 - Sick Leave (96 hours per year)

- Holidays (total of 12 days/96 hours)
 - Discretionary Executive Leave (Management) 40 hours
 - Short-Term, Long-Term and Life Insurance
 - Tuition Reimbursement
 - Flexible Spending Account/Health Savings Account
 - Retiree Health Benefits
2. Review and confirm the District benefit practices are externally competitive and make recommendations where improvements can be made to remain competitive with the market.

Proposal Content Requirements

Responding consultants will be evaluated based on the information submitted according to the following items. Failure to provide this information may cause the rejection of the proposal.

- *Project Approach.* Describe your approach to the scope of work identified in Project Expectations. Identify any project constraints.
- *Timeline.* A proposed timeline is attached.

Project Costs

Responding consultants are invited to propose a fee structure commensurate with the defined scope of work and the consultant's proposed approach. The proposal must indicate whether it is a fixed-fee basis proposal that includes all estimated project costs, including professional services, travel, printing, and other project costs.

If the proposed fees are not inclusive of all project costs, responding consultants must include the proposed fee basis for each expense category and a not-to-exceed amount for each billable item as well as a not-to-exceed amount for the total project costs.

The consultant should include proposed payment terms.

Project Team Qualifications

1. The proposer has advanced knowledge of practices relating to employee classification and compensation within a municipal government setting.
2. The proposer has a demonstrated track record of success in conducting classification and total compensation studies for a minimum of 5 years to public entities within California.
3. The proposer can demonstrate a clear understanding of the task assignment and skills necessary to successfully complete the classification and compensation study.
4. The proposer can meet the timelines and District requirements.
5. Key Personnel: Identification of all key individuals assigned to the project, time dedicated to project (percentage and total hours), specific responsibilities, and associated qualifications.
6. A description of each of the team member's work experience and qualifications to perform the services outlined in the RFP.

Project References

A minimum of three (3) references that can attest to the Consultant's demonstrated experience in conducting similar evaluation projects as outlined in the scope of this RFP.

Include the following information about the client for each project: the client's name, project manager/contact person, phone numbers, and email addresses for the client's point of contact.

Other Details

a. Identification of Responder

- Legal name and address of the company
- Legal form of company (partnership, corporation, joint venture, etc.). If the company is a joint venture, identify the joint venture members and provide all information required under this section for each member. If a company is a wholly owned subsidiary of a "parent company," identify the "parent company."
- Number of years that the company has been in business.
- Number of employees.
- Name, title, address, and telephone number of the person to contact concerning the Proposal.
- Name, title, address, and telephone number of the person who will sign the agreement if selected for the project.

b. Statement of Conflict of Interest

The responding consultant shall submit a statement verifying that personal and organizational conflicts of interest prohibited by law do not exist in conformance with the District's Standard Agreement for Professional Services (Exhibit A). The consultant and all sub-consultants shall submit any documentation required by the District.

Proposal Submittal Process and Instructions

Planned RFP Schedule

The District anticipates that the process for reviewing proposals and awarding the contract, will be according to the following tentative schedule. The District reserves the right to amend or modify the anticipated schedule as needed.

Issue RFP	August 23, 2023
Last Day for Questions	September 6, 2023 (3:00 p.m.)
Proposals Due	September 13, 2023 (5:00 p.m.)
Proposal Review	September 18-29, 2023
Consultant Interviews - TBD	September 25-29, 2023

Admin & Finance Committee Review	October 11, 2023
Board Review and Approval	October 18, 2023
Finalize Contract/obtain signatures/insurance	October 23-30, 2023

Begin work week of October 30, 2023

Pre-Submittal Activities

Questions concerning this Request for Proposals (RFP) should be directed in writing via email with the subject stating “Classification and Compensation RFP” to Human Resources at HumanResources@mwdoc.com

No pre-proposal meeting is planned to be held regarding this RFP.

Proposal Submission

The consultant must submit one electronic PDF copy via email to HumanResources@mwdoc.com **NO LATER THAN 5:00 p.m.** on September 13, 2023. Proposals received after the due date noted on the cover sheet will not be accepted. Faxed or hard copy proposals will not be accepted.

Proposal Formatting

Proposals shall be concise, well organized, free of errors, and demonstrate the consultant’s qualifications and experience applicable to the recruitment project. The proposal should be signed by an individual authorized to execute the legal document on behalf of the Consultant. The proposals will be distributed to a selection committee for their evaluation. Proposals must be submitted in electronic form (using PDF format, with search capability, to ensure readability and compatibility) and must be less than 20 MB in size. Information on firm experience and qualifications can be provided separately, using PDF format. Email supplemental information separately up to a 20 MB file limit.

Proposal Evaluation Process

The Human Resources Department will evaluate the Proposals based on the information submitted.

The District anticipates selecting a Consultant based on the proposals received but reserves the right to interview selected firms. The Human Resources team will rank the finalists regarding qualifications and select a firm to recommend to the Board of Directors for approval.

The District intends to enter into negotiations with the selected firm. The scope of work provided in the proposal will be used for contract negotiations. Negotiations will cover the scope of work, contract terms and conditions, and price. In the event the District is unable to reach an acceptable agreement with the selected firm, the District will terminate negotiations with the selected firm, and negotiations with the second-ranked firm will be initiated.

The final authority to approve the agreement rests with the District's Board of Directors. A recommendation is expected to be presented to the Board of Directors for consideration at their October 18, 2023, Board meeting.

Evaluation Criteria

The Proposals will be evaluated based on the following minimum criteria. Other factors may be considered during the proposal review.

- Clarity in responsiveness to project needs as identified in RFP
- Proposed timeline that meets the District's needs
- Quality of the value proposition
- Ability of the Consultant to perform the specific tasks outlined in the RFP
- Compliance with all the requirements of this RFP
- Experience of the Project Manager and Team
- Depth of familiarity and experience within the water industry
- Similarity of other projects completed
- References
- Project Costs and Terms
- Total proposed fees or not-to-exceed project costs

Conditions for Proposers

Rights of the District

The District may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by a proposer, and require additional evidence of qualifications to perform the Work described in the RFP. Agency reserves the right, in its sole and absolute discretion, to take any of the following actions:

- Reject any or all proposals and issue a new RFP.
- Cancel, modify, withdraw, or extend the RFP.
- Issue addenda, supplements, and modifications to this RFP.
- Modify the RFP process (with appropriate notice to proposers).
- Approve or disapprove the use of particular subcontractors and substitutions and/or changes in proposals.
- Revise and modify, at any time before the proposal's due date, the factors it will consider in evaluating proposals and otherwise revise or expand its evaluation methodology. If such revisions or modifications are made, the District will provide an addendum to all registered proposers setting forth the evaluation criteria or methodology changes. The District may extend the proposal due date if such changes are deemed by the District, in its sole discretion, to be material and substantive.
- Hold meetings and exchange correspondence with the proposers responding to this RFP to seek an improved understanding and evaluation of the proposals. If individual proposer informational meetings are held, all proposers submitting a responsive proposal shall be allowed to participate in an individual proposer informational meeting.
- Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the proposals.

- Failure to submit the information required by the RFP requirements and procedures may cause disqualification. The District reserves the right to waive minor omissions, deficiencies, or irregularities in the proposal at its sole discretion.
- Reject the proposal from any team that changes its proposal after the submittal due date and time without following the procedures of this proposal and without the District's written approval.

Changes to the RFP

This RFP is subject to revision via written addenda, which will be provided via e-mail to all proposers.

Questions and Disclosure

Any questions related to the scope of services, proposal requirements, or selection process must be submitted in writing via the email address noted in section regarding Pre-Submittal Activities. Questions shall contain the following title in the Subject line: "Classification and Compensation RFP." The closing date for questions is September 6, 2023, 3:00 p.m.

Any written questions, if answered, will be answered in writing, and conveyed to all interested parties. Oral statements regarding this Request for Proposals ("RFP") by any person should be considered unverified information unless confirmed in writing. All correspondence with MWDOC and Proposals submitted in response to this RFP will become the exclusive property of MWDOC. Proposals will be held in confidence to the extent permitted by law. After award of a contract or after rejection of all proposals, the proposals will be public records subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.). MWDOC will have no liability to the Respondent or other party as a result of any public disclosure of any proposal or the Agreement.

Special Conditions

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of a proposal under this RFP, or to procure or contract for work. All proposals submitted in response to this RFP become the property of the District.

The selected firm will be required to sign a Professional Services Agreement (Exhibit A) and to provide the insurance certificates and all other required documentation within ten (10) calendar days of notification of selection. By submitting a proposal, the respondent agrees to all the terms of the RFP, unless exceptions are stated by the respondent in its proposal. MWDOC reserves the right to enter negotiations with one or more respondents to consider requested exceptions or changes to the RFP.

EXHIBIT A - STANDARD AGREEMENT FOR CONSULTANT SERVICES

This **AGREEMENT** for consulting services dated _____, which includes all exhibits and attachments hereto, "**AGREEMENT**" is made on the last day executed below by and between **MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**, hereinafter referred to as "**DISTRICT**," and, _____ hereinafter referred to as "**CONSULTANT**" for _____ hereinafter referred to as "**SERVICES.**"¹ **DISTRICT** and **CONSULTANT** are also referred to collectively herein as the "**PARTIES**" and individually as "**PARTY**". The **PARTIES** agree as follows:

I PURPOSE AND SCOPE OF WORK

A. Consulting Work

DISTRICT hereby contracts with **CONSULTANT** to provide general or special **SERVICES** as more specifically set forth in **Exhibit "B"** attached hereto and incorporated herein. Tasks other than those specifically described therein shall not be performed without prior written approval of **DISTRICT's** General Manager.

B. Independent Contractor

CONSULTANT is retained as an independent contractor for the sole purpose of rendering professional and/or special **SERVICES** described herein and is not an agent or employee of **DISTRICT**. **CONSULTANT** shall be solely responsible for the payment of all federal, state, and local income tax, social security tax, Workers' Compensation insurance, state disability insurance, and any other taxes or insurance **CONSULTANT**, as an independent contractor, is responsible for paying under federal, state, or local law. **CONSULTANT** is thus not eligible to receive workers' compensation, medical, indemnity or retirement benefits, including but not limited to enrollment in CalPERS. Unless expressly provided herein, **CONSULTANT** is not eligible to receive overtime, vacation, or sick pay. **CONSULTANT** shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of **DISTRICT**. **CONSULTANT** shall have the sole and absolute discretion in determining the methods, details and means of performing the **SERVICES** required by **DISTRICT**. **CONSULTANT** shall furnish, at his/her own expense, all labor, materials, equipment, and transportation necessary for the successful completion of the **SERVICES** to be performed under this **AGREEMENT**. **DISTRICT** shall not have any right to direct the methods, details and means of the **SERVICES**; however, **CONSULTANT** must receive prior written approval from **DISTRICT** before using any subconsultants for **SERVICES** under this **AGREEMENT**.

CONSULTANT represents and warrants that in the process of hiring **CONSULTANT's** employees who participate in the performance of **SERVICES**, **CONSULTANT** conducts such lawful screening of those employees (including, but not limited to, background checks and Megan's Law reviews) as are appropriate and standard for employees who provide **SERVICES** of the type contemplated by this Agreement.

¹ Pursuant to Section 8002 of the District's Administrative Code, the District's "Ethics Policy" set forth at sections 7100-7111 of the Administrative Code is attached hereto as Exhibit "C" and incorporated herein by this reference.

C. **Changes in Scope of Work**

If **DISTRICT** requires changes in the tasks or scope of work shown in **Exhibit "B"** or additional work not specified therein, **DISTRICT** shall prepare a written change order. If the **CONSULTANT** believes work or materials are required outside the tasks or scope of work described in **Exhibit "B,"** it shall submit a written request for a change order to the **DISTRICT**. A change order must be approved and signed by the **PARTIES** before **CONSULTANT** performs any work outside the scope of work shown in **Exhibit "B."** **DISTRICT** shall have no responsibility to compensate **CONSULTANT** for such work without an approved and signed change order. Change orders shall specify the change in the budgeted amount for **SERVICES**.

II **TERM**

This **AGREEMENT** shall commence upon the date of its execution and shall extend thereafter for the period specified in **Exhibit "B"** or, if no time is specified, until terminated on thirty (30) days notice as provided herein.

III **BUDGET, FEES, COSTS, BILLING, PAYMENT, AND RECORDS**

A. **Budgeted Amount for Services**

CONSULTANT is expected to complete all **SERVICES** within the Budgeted Amount set forth on **Exhibit "B."** The total compensation for the **SERVICES** to be performed under this **AGREEMENT** shall not exceed the Budgeted Amount unless modified as provided herein. Upon expending and invoicing the **DISTRICT 80%** of the Budgeted Amount, **CONSULTANT** shall prepare and provide to **DISTRICT** a "cost to complete" estimate for the remaining **SERVICES**. The **PARTIES** shall work together to complete the project within the agreed-upon Budgeted Amount, but the obligation to complete the **SERVICES** within the Budgeted Amount lies with the **CONSULTANT**.

B. **Fees**

Fees shall be billed per the terms and conditions and at the rates set forth on **Exhibit "B"** for the term of the **AGREEMENT**. Should the term of the **AGREEMENT** extend beyond the period for which the rates are effective, the rates specified in **Exhibit "B"** shall continue to apply unless and until modified by consent of the **PARTIES**.

C. **Notification Clause**

Formal notices, demands and communications to be given hereunder by either **PARTY** shall be made in writing and may be affected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and shall be deemed communicated as of the date of mailing. If the name or address of the person to whom notices, demands or communication shall be given changes, written notice of such change shall be given, in accordance with this section, within five (5) working days.

Notices shall be made as follows:

Municipal Water District of Orange County	Consulting Firm:
Harvey De La Torre	Consultant:
Interim General Manager	Title:
18700 Ward Street, P.O. Box 20895	Address:
Fountain Valley, CA 92708	Telephone:

D. Billing and Payment

CONSULTANT's fees shall be billed by the 10th day of the month for the previous month's activities. Invoices received by the 10th day of the month will be paid by **DISTRICT** by the end of the following month. Invoices shall reference the Purchase Order number from **DISTRICT**.

DISTRICT shall review and approve all invoices prior to payment. **CONSULTANT** agrees to submit additional supporting documentation to support the invoice if requested by **DISTRICT**. If **DISTRICT** does not approve an invoice, **DISTRICT** shall send a notice to **CONSULTANT** setting forth the reason(s) the invoice was not approved. **CONSULTANT** may re-invoice **DISTRICT** to cure the defects identified in the **DISTRICT** notice. The revised invoice will be treated as a new submittal. If **DISTRICT** contests all or any portion of an invoice, **DISTRICT** and **CONSULTANT** shall use their best efforts to resolve the contested portion of the invoice.

E. Billing Records

CONSULTANT shall keep records of all **SERVICES** and costs billed pursuant to this **AGREEMENT** for at least a period of seven (7) years and shall make them available for review and audit if requested by **DISTRICT**.

IV DOCUMENTS

All **MATERIALS** as defined in Paragraph XI below, related to **SERVICES** performed under this **AGREEMENT** shall be furnished to **the DISTRICT** upon completion or termination of this **AGREEMENT**, or upon request by **DISTRICT**, and are the property of **DISTRICT**.

V TERMINATION

Each **PARTY** may terminate this **AGREEMENT** at any time upon thirty (30) days written notice to the other **PARTY**, except as provided otherwise in **Exhibit "B."** In the event of termination: (1) all work product prepared by or in custody of **CONSULTANT** shall be promptly delivered to **DISTRICT**; (2) **DISTRICT** shall pay **CONSULTANT** all payments due under this **AGREEMENT** at the effective date of termination; (3) **CONSULTANT** shall promptly submit a final invoice to the **DISTRICT**, which shall include any and all non-cancelable obligations owed by **CONSULTANT** at the time of termination, (4) neither

PARTY waives any claim of any nature whatsoever against the other for any breach of this **AGREEMENT**; (5) **DISTRICT** may withhold 125 percent of the estimated value of any disputed amount pending resolution of the dispute, consistent with the provisions of section III D above, and; (6) **DISTRICT** and **CONSULTANT** agree to exert their best efforts to expeditiously resolve any dispute between the **PARTIES**.

VI **INSURANCE REQUIREMENTS**

CONSULTANT shall obtain prior to commencing work and maintain in force and effect throughout the term of this **AGREEMENT**, all insurance set forth below.

A. Workers' Compensation Insurance

By his/her signature hereunder, **CONSULTANT** certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that **CONSULTANT** will comply with such provisions before commencing the performance of the **SERVICES** under this **AGREEMENT**.

CONSULTANT and sub-consultant will keep workers' compensation insurance for their employees in effect during all work covered by this **AGREEMENT** in accordance with applicable law. An ACORD certificate of insurance or other certificate of insurance satisfactory to **DISTRICT**, evidencing such coverage must be provided (1) by **CONSULTANT** and (2) by subconsultant's upon request by **DISTRICT**.

B. Professional Liability Insurance

CONSULTANT shall file with **DISTRICT**, before beginning professional **SERVICES**, an ACORD certificate of insurance, or any other certificate of insurance satisfactory to **DISTRICT**, evidencing professional liability coverage of not less than \$1,000,000 per claim and \$1,000,000 aggregate, requiring 30 days notice of cancellation (10 days for non-payment of premium) to **DISTRICT**.

Such coverage shall be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent. The retroactive date (if any) of such insurance coverage shall be no later than the effective date of this **AGREEMENT**. In the event that the **CONSULTANT** employs sub-consultants as part of the **SERVICES** covered by this **AGREEMENT**, the **CONSULTANT** shall be responsible for requiring and confirming that each sub-consultant meets the minimum insurance requirements specified herein.

C. Other Insurance

CONSULTANT will file with **DISTRICT**, before beginning professional **SERVICES**, ACORD certificates of insurance, or other certificates of insurance satisfactory to **DISTRICT**, evidencing general liability coverage of not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage; automobile liability (owned, scheduled, non-owned or hired) of at least \$1,000,000 for bodily injury and property damage each accident limit; workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable); requiring 30 days (10 days for

nonpayment of premium) notice of cancellation to **DISTRICT**. For the coverage required under this paragraph, the insurer(s) shall waive all rights of subrogation against **DISTRICT**, and its directors, officers, agents, employees, attorneys, consultants, or volunteers. **CONSULTANT's** insurance coverage shall be primary insurance as respects **DISTRICT**, its directors, officers, agents, employees, attorneys, consultants, and volunteers for all liability arising out of the activities performed by or on behalf of the **CONSULTANT**. Any insurance pool coverage, or self-insurance maintained by **DISTRICT**, and its directors, officers, agents, employees, attorneys, consultants, or volunteers shall be in excess of the **CONSULTANT's** insurance and shall not contribute to it.

The general liability coverage shall give **DISTRICT**, its directors, officers, agents, employees, attorneys, consultants, and authorized volunteers additional insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage shall be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalents. In the event that the **CONSULTANT** employs a subconsultant as part of the work covered by the **AGREEMENT**, it shall be the **CONSULTANT's** responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified herein.

D. **Expiration of Coverage**

If any of the required coverages expire during the term of the **AGREEMENT**, **CONSULTANT** shall deliver the renewal certificate(s) including the general liability additional insured endorsement to **DISTRICT** at least ten (10) days prior to the expiration date.

VII **INDEMNIFICATION**

To the fullest extent permitted by applicable law, **CONSULTANT** shall indemnify, defend, and hold harmless **DISTRICT**, its officers, Directors and employees and authorized volunteers, and each of them from and against:

- a. When the law establishes a professional standard of care for the **CONSULTANT's** services, all claims and demands of all persons that arise out of, pertain to, or relate to the **CONSULTANT's** negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. **CONSULTANT** shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of **CONSULTANT's** performance or non-performance of the **SERVICES** hereunder and shall not tender such claims to **DISTRICT** nor its directors, officers, employees, or authorized volunteers, for defense or indemnity.
- b. Any and all actions, proceedings, damages, costs, expenses, penalties, or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of **CONSULTANT**.
- c. Any and all losses, expenses, damages (including damages to the work itself), attorney's fees incurred by counsel of the **DISTRICT's** choice and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of **CONSULTANT** to faithfully perform the work and all of the **CONSULTANT's** obligations under the agreement. Such costs, expenses, and damages shall include all

costs, including attorneys' fees, incurred by counsel of the **DISTRICT's** choice, incurred by the indemnified parties in any lawsuit to which they are a party.

CONSULTANT shall immediately defend, at **CONSULTANT's** own cost, expense, and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against **DISTRICT** or its directors, officers, employees, or authorized volunteers with legal counsel reasonably acceptable to **DISTRICT** and shall not tender such claims to **DISTRICT** nor its directors, officers, employees, or authorized volunteers.

CONSULTANT shall immediately pay and satisfy any judgment, award or decree that may be rendered against **DISTRICT** or its directors, officers, employees, or authorized volunteers, in any and all such suits, actions, or other legal proceedings.

CONSULTANT shall immediately reimburse **DISTRICT** or its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing indemnity herein provided.

CONSULTANT's obligation to indemnify shall survive the termination or completion of this agreement for the full period of time allowed by law and shall not be restricted to insurance proceeds, if any, received by **DISTRICT**, or its directors, officers, employees, or authorized volunteers.

VIII FINANCIAL DISCLOSURE AND CONFLICTS OF INTEREST

Although **CONSULTANT** is retained as an independent contractor, **CONSULTANT** may still be required, under the California Political Reform Act and **DISTRICT's** Administrative Code, to file annual disclosure reports. **CONSULTANT** agrees to file such financial disclosure reports upon request by **DISTRICT**. Further, **CONSULTANT** shall file the annual summary of gifts required by Section 7105 of the **DISTRICT's** Ethics Policy, attached hereto as **Exhibit "C."**

Failure to file financial disclosure reports upon request and failure to file the required gift summary are grounds for termination of this **AGREEMENT**. Any action by **CONSULTANT** that is inconsistent with **DISTRICT's** Ethic's Policy current at the time of the action is grounds for termination of this **AGREEMENT**. The Ethics Policy as of the date of this **AGREEMENT** is attached hereto as **Exhibit "C."**

IX PERMITS AND LICENSES

CONSULTANT shall procure and maintain all permits, licenses, and other government-required certification necessary for the performance of its **SERVICES**, all at the sole cost of **CONSULTANT**. None of the items referenced in this section shall be reimbursable to the **CONSULTANT** under the **AGREEMENT**. **CONSULTANT** shall comply with any and all applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.

X LABOR AND MATERIALS

CONSULTANT shall furnish, at its own expense, all labor, materials, equipment, tools,

transportation and other items or services necessary for the successful completion of the **SERVICES** to be performed under this **AGREEMENT**. **CONSULTANT** shall give its full attention and supervision to the fulfillment of the provisions of this **AGREEMENT** by its employees and sub-consultant and shall be responsible for the timely performance of the **SERVICES** required by this **AGREEMENT**. All compensation for **CONSULTANT's SERVICES** under this **AGREEMENT** shall be pursuant to **Exhibit "B"** to the **AGREEMENT**.

Only those **SERVICES**, materials, administrative, overhead and travel expenses specifically listed in **Exhibit "B"** will be charged and paid. No other costs will be paid. **CONSULTANT** agrees not to invoice **DISTRICT** for any administrative expenses, overhead or travel time in connection with the **SERVICES**, **unless agreed upon and listed in Exhibit "B."**

XI CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE

A. Confidential Nature of Materials

CONSULTANT understands that all documents, records, reports, data, or other materials (collectively "**MATERIALS**") provided by **DISTRICT** to **CONSULTANT** pursuant to the **AGREEMENT**, including but not limited to draft reports, final report(s) and all data, information, documents, graphic displays and other items that are not proprietary to **CONSULTANT** and that are utilized or produced by **CONSULTANT** pursuant to the **AGREEMENT** are to be considered confidential for all purposes.

B. No Disclosure of Confidential Materials

CONSULTANT shall be responsible for protecting confidentiality and maintaining the security of **DISTRICT MATERIALS** and records in its possession. All **MATERIALS** shall be deemed confidential and shall remain the property of **DISTRICT**. **CONSULTANT** understands the sensitive nature of the above and agrees that neither its officers, partners, employees, agents, or sub-consultants will release, disseminate, or otherwise publish said reports or other such data, information, documents, graphic displays, or other materials except as provided herein or as authorized, in writing, by **DISTRICT's** representative. **CONSULTANT** agrees not to make use of such **MATERIALS** for any purpose not related to the performance of the **SERVICES** under the **AGREEMENT**. **CONSULTANT** shall not make written or oral disclosures thereof, other than as necessary for its performance of the **SERVICES** hereunder, without the prior written approval of **DISTRICT**. Disclosure of confidential **MATERIALS** shall not be made to any individual, agency, or organization except as provided for in the **AGREEMENT** or as provided for by law.

C. Protections to Ensure Control Over Materials

All confidential **MATERIALS** saved or stored by **CONSULTANT** in an electronic form shall be protected by adequate security measures to ensure that such confidential **MATERIALS** are safe from theft, loss, destruction, erasure, alteration, and any unauthorized viewing, duplication, or use. Such security measures shall include, but not be limited to, the use of current virus protection software, firewalls, data backup, passwords, and internet controls.

The provisions of this section survive the termination or completion of the **AGREEMENT**.

XII OWNERSHIP OF DOCUMENTS AND DISPLAYS

All original written or recorded data, documents, graphic displays, reports, or other **MATERIALS** which contain information relating to **CONSULTANT's** performance hereunder and which are originated and prepared for **DISTRICT** pursuant to the **AGREEMENT** are instruments of service and shall become the property of **DISTRICT** upon completion or termination of the Project. **CONSULTANT** hereby assigns all of its rights, title, and interest therein to **DISTRICT**, including but not limited to any copyright interest. In addition, **DISTRICT** reserves the right to use, duplicate and disclose in whole, or in part, in any manner and for any purpose whatsoever all such data, documents, graphic displays, reports or other **MATERIALS** delivered to **DISTRICT** pursuant to this **AGREEMENT** and to authorize others to do so.

To the extent that **CONSULTANT** utilizes any of its property (including, without limitation, any hardware or software of **CONSULTANT** or any proprietary or confidential information of **CONSULTANT** or any trade secrets of **CONSULTANT**) in performing **SERVICES** hereunder, such property shall remain the property of **CONSULTANT**, and **DISTRICT** shall acquire no right or interest in such property.

CONSULTANT hereby assigns to **DISTRICT** or **DISTRICT's** designee, for no additional consideration, all **CONSULTANT's** intellectual property rights, including, but not limited to, copyrights, in all deliverables and other works prepared by the **CONSULTANT** under this agreement. **CONSULTANT** shall, and shall cause its employees and agents to, promptly sign and deliver any documents and take any actions that **DISTRICT** or **DISTRICT's** designee reasonably requests to establish and perfect the rights assigned to **DISTRICT** or its designee under this provision.

XIII EQUAL OPPORTUNITY

DISTRICT is committed to a policy of equal opportunity for all and to providing a work environment that is free of unlawful discrimination and harassment. In keeping with this commitment, **DISTRICT** maintains a policy prohibiting unlawful discrimination and harassment in any form based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy or childbirth, marital status, gender, sex, sexual orientation, veteran status or age by officials, employees, and non-employees (vendors, contractors, etc.).

This policy applies to all employees, consultants, and contractors of the **DISTRICT**. Appropriate corrective action will be taken against all offenders, up to and including immediate discharge or termination of this **AGREEMENT**. During, and in conjunction with, the performance of this **AGREEMENT**, **CONSULTANT** shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, marital status, or national origin.

XIV INTEGRATION OF ALL OTHER AGREEMENTS

This **AGREEMENT**, including any Exhibits and Addenda, contains the entire understanding of the **PARTIES**, and there are no further or other agreements or

understandings, written or oral, in effect between the **PARTIES** hereto relating to the subject matter hereof. Any prior understanding or agreement of the **PARTIES** shall not be binding unless expressly set forth herein and, except to the extent expressly provided for herein, no changes to this **AGREEMENT** may be made without the written consent of both **PARTIES**.

XV ELECTRONIC SIGNATURES

The Uniform Electronic Transactions Act, California Civil Code section 1633.1 et seq., authorizes **PARTIES** to conduct business electronically. In accordance with California Civil Code section 1633.5, **PARTIES** acknowledge, consent, and agree that transactions subject to this **AGREEMENT** may be effectuated by electronic means through the use of electronic and/or digital signatures. For purposes of this section, an electronic signature means an electronic symbol or process logically associated with the intent to sign an electronic record pursuant to Civil Code section 1633(h). A digital signature, which is a type of electronic signature, means an electronic identifier, created by a computer, that is intended to have the same force and effect as the use of a manual signature under Government Code 16.5(d). An example of an electronic signature would be a JPG of a manual signature imposed onto this **AGREEMENT**, an example of a digital signature would be the use of DocuSign or similar provider that requires an encrypted key that certifies the authenticity of the signature.

This consent to conduct transactions by electronic means through the use of electronic and/or digital signatures extends to the execution of this **AGREEMENT** or any related contract or other document necessary for the performance of this **AGREEMENT** including, without limitation, any related offers, proposals, bids, amendments, change orders, task orders and notices.

XVI ATTORNEYS' FEES

In any action at law or in equity to enforce any of the provisions or rights under this **AGREEMENT**, the prevailing **PARTY** shall be entitled to recover from the unsuccessful **PARTY** all costs, expenses and reasonable attorney's fees incurred therein by the prevailing **PARTY** (including, without limitations, such costs, expense and fees on any appeals), and if such prevailing **PARTY** shall recover judgment in any such action or proceeding, such costs, expenses, including those of expert witnesses and attorneys' fees, shall be included as part of this judgment.

XVII JURISDICTION AND VENUE SELECTION

In all matters concerning the validity, interpretation, performance, or effect of this **AGREEMENT**, the laws of the State of California shall govern and be applicable. The **PARTIES** hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that venue of any action brought hereunder shall be in Orange County, California.

IN WITNESS WHEREOF, the **PARTIES** have hereunto affixed their names as of the day and year thereafter, which shall be and is the effective date of this **AGREEMENT**.

APPROVED BY:

CONSULTANT ACCEPTANCE:

Date _____

Date _____

Harvey De La Torre

Name:

Interim General Manager

Address:

Municipal Water District of Orange County

Phone:

18700 Ward Street, P.O. Box 20895

Tax I.D. #

Fountain Valley, CA 92708

(714) 963-3058

Please note If using Consultant’s proposal as Exhibit “B”, please attach the proposal or complete the standard Exhibit “B” (below). BOTH Parties must verify that all sections of this form are FULLY ADDRESSED, and the appropriate exhibit is attached and labeled accordingly.

EXHIBIT B - SCOPE OF WORK, TERMS OF AGREEMENT AND TERMS AND CONDITIONS FOR BILLING

Company:
Name:
Address:
Phone:
Tax I.D. #

1. Term – Commencement (Insert Date) _____ Termination (Insert Date) _____
2. Fees/Rates to be billed - \$ _____
3. Budgeted Amount – Compensation is to be on a “time and material” basis, not to exceed \$ _____.

CONSULTANT’s fees shall be billed by the 10th day of the month for the previous month’s activities. Invoices received by the 10th day of the month will be paid by **DISTRICT** by the end of the following month. Invoices shall reference the Purchase Order number from **DISTRICT**.

Upon invoicing **DISTRICT** 80% of the contract amount, **CONSULTANT** shall prepare and provide to **DISTRICT** a “cost to complete” estimate for the remaining work.

4. Scope of Work/Services – (Insert **SPECIFIC** description – do not list “refer to Exhibit”) _____
5. Consultant Representative: _____

EXHIBIT C – ETHICS POLICY

ETHICS POLICY	§7100-§7110
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§7100 PURPOSE

The policy of MWDOC is to maintain the highest standards of ethics from its Board members, officers, and employees (all shall be referred to as employees for the purposes of this section). The proper operation of MWDOC requires decisions and policy to be made in the proper manner, that public office not be used for personal gain, and that all individuals associated with MWDOC remain impartial and responsible toward the public. Accordingly, all employees are expected to abide by the highest ethical standards and integrity when dealing on behalf of MWDOC with fellow Board members or employees, vendors, contractors, customers, and other members of the public.

§7101 RESPONSIBILITIES OF BOARD MEMBERS

Board members are obliged to uphold the Constitution of the United States and the Constitution of the State of California and shall comply with all applicable laws regulating Board member conduct, including conflicts of interest and financial disclosure laws. No Board member or officer shall grant any special consideration, treatment, or advantage to any person or group beyond that which is available to every other person or group in the same circumstances.

§7102 PROPER USE OF MWDOC PROPERTY AND RESOURCES

Except as specifically authorized, no employee shall use or remove or permit the use or removal of MWDOC property, including MWDOC vehicles, equipment, telephones, office supplies, and materials for personal convenience or profit. No employee shall require another MWDOC employee to perform services for the personal convenience or profit of another employee. Each employee must protect and properly use any MWDOC asset within his/her control, including information recorded on paper or in electronic form. Employees shall safeguard MWDOC property, equipment, monies, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

Employees are responsible for maintaining written records, including expense reports, in sufficient detail to reflect accurately and completely all transactions and expenditures made on MWDOC's behalf. Creating a document with misleading false information is prohibited.

Motion - 1/17/96;

§7103 CONFLICT OF INTEREST

All MWDOC Directors, officers, and employees at every level shall comply with the requirements of Section 1090 of the California Government Code which prohibits such persons from being financially interested in any contract made by them in their official capacity, or by any body or board of which they are members, or from being a purchaser at any sale or a vendor at any purchase made by them in their official capacity.

All Directors and employees designated under MWDOC's Conflict of Interest Code

("designated employees"), and employees required to report under Chapter 7, Article 2 of the Political Reform Act (Government Code Section 7300 et seq.) shall promptly and fully comply with all requirements thereof.

MWDOC employees who are not designated employees under MWDOC's Conflict of Interest Code shall refrain from participating in, making a recommendation, or otherwise attempting to influence MWDOC's selection of a contractor, consultant, product, or source of supply if the non-designated employee, or an immediate family member, has a direct or indirect financial interest in the outcome of the selection process. No employee shall use his/her position with MWDOC in any manner for the purpose of obtaining personal favors, advantages or benefits for him/herself or an immediate family member from a person or entity doing business or seeking to do business with MWDOC. Such favors, advantages, or benefits would include, but are not limited to: 1) offers of employment; 2) free or discounted goods or services; or 3) gifts.

§7104 GIFTS

No employee shall accept, directly or indirectly, any compensation, reward, or gift from any source except from MWDOC, for any action related to the conduct of MWDOC business, except as set forth below:

1. Acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of a breakfast, luncheon or dinner meeting or other meeting or on an inspection tour where the arrangements are consistent with the transaction of official business. *
2. Acceptance of transportation, lodging, meals or refreshments, in connection with attendance at widely attended gatherings sponsored by industrial, technical or professional organizations; or in connection with attendance at public ceremonies or similar activities financed by nongovernmental sources where the employee's participation on behalf of MWDOC is the result of an invitation addressed to him or her in his/her official capacity, and the transportation, lodging, meals or refreshment accepted is related to, and is in keeping with, his/her official participation.*
3. Acceptance of unsolicited advertising or promotional materials such as pens, pencils, notepads, calendars, or other items of nominal value. *
4. Acceptance of plaques and commemorative mementoes, of nominal value, or of value only to the recipient, such as service pins, recognition awards, retirement mementoes.
5. Acceptance of incidental transportation from a private organization, provided it is furnished in connection with an employee's official duties and is of the type customarily provided by the private organization.

* Nothing herein shall be deemed to relieve any Director or designated employee from reporting the value of such meals, transportation, lodging, or gifts and abstaining from participation in any decision of MWDOC which could foreseeably have a material financial effect on the donor when the value of such gifts reaches the limits set forth in MWDOC's Conflict of Interest Code and the Political Reform Act.

In no event shall any employee accept gifts from any single source, the cumulative value of which exceeds the applicable gift limit under California law.

A gift or gratuity, the receipt of which is prohibited under this section, shall be returned to the donor. If return is not possible, the gift or gratuity shall be turned over to a public or charitable institution without being claimed as a charitable deduction and a report of such action, and the reasons why return was not feasible shall be made on MWDOC records. When possible, the donor also shall be informed of this action.

Motion - 1/17/96;

§7105 PERSONS OR COMPANIES REPORTING GIFTS

All persons and companies doing business with MWDOC, with the exception of public agencies, shall submit a summary, by January 31 of each calendar year, of all gifts claimed for internal vendor audits (including meals) made to, or on behalf of, employees or Directors of MWDOC, or their immediate family members, that have occurred in the normal course of business during the previous calendar year. Failure to provide this information to MWDOC may result in the termination of MWDOC business with that person or company.

Motion - 7/21/93; Motion - 8/18/93;

§7106 USE OF CONFIDENTIAL INFORMATION

Confidential information (i.e., information which is exempt from disclosure under the California Public Records Act) shall not be released to unauthorized persons unless the disclosure is approved by the Board, President of the Board, or General Manager. Employees are prohibited from using any confidential information for personal advantage or profit.

§7107 POLITICAL ACTIVITIES

During the course and scope of their employment employees are prohibited from engaging in campaign activities associated with MWDOC Director elections, MWDOC Director appointments, the appointment of MET Directors, or from attempting to influence changes to MWDOC Division boundaries, except where such activities are expressly required in the course of official duties. Employees are otherwise free to personally, endorse, advocate, contribute to, or otherwise support any political party, candidate, or cause they may choose; however, employees are prohibited from soliciting political funds or contributions at MWDOC facilities or during the course and scope of their duties for MWDOC. In any personal political activity, an employee may be involved in, it shall be made clear that the employee is acting personally and not for MWDOC. These provisions are intended to protect employees against political assessments, coerced political activities, and to prevent political activities on the part of employees from interfering with MWDOC operations. Nothing in this section shall be interpreted or applied in a manner to unlawfully curtail the constitutional right to political activity of MWDOC employees.

Motion – 6/17/15

§7108 IMPROPER ACTIVITIES

Employees shall not interfere with the proper performance of the official duties of others but are strongly encouraged to fulfill their own moral obligations to the public, MWDOC, and its member agencies by disclosing, to the extent not expressly prohibited by law, improper activities within their knowledge. No employee shall directly or indirectly use or attempt to use the authority or influence of his/her position for the purpose of intimidating, threatening, coercing, commanding, or influencing any person with the intent of interfering with that person's duty to disclose improper activity.

§7109 VIOLATION OF POLICY – STAFF AND STAFF OFFICERS

If an employee is reported to have violated MWDOC's Ethics Policy, the matter shall be referred to any of the following: (1) the General Manager; (2) Human Resources; (3) the Board of Directors; or (4) any member of the management staff, for investigation and consideration of any appropriate action warranted which may include employment action such as demotion, reduction in salary, or termination.

If a Board appointed officer (Secretary, Treasurer or General Manager) is reported to have violated MWDOC's Ethics Policy, the matter shall be referred to the Executive Committee for investigation and consideration of any appropriate action. The Executive Committee may make a determination and present the issue to the full Board.

Motion - 1/17/96; 6/17/15

§7110 VIOLATION OF POLICY - DIRECTORS

A perceived violation of this policy by a Director should be referred to the President of the Board or the full Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to MWDOC, including, but not limited to: (a) adoption of a resolution expressing disapproval of the conduct of the Director who has violated this policy, (b) injunctive relief, or (c) referral of the violation to MWDOC Legal Counsel and/or the Grand Jury.

§7111 PERIODIC REVIEW OF ETHICS, CONFLICT OF INTEREST AND ADMINISTRATIVE GUIDELINES

Pursuant to the terms of Government Code Sections 53234 through 53235.2, each Director shall receive at least two hours of training in general ethics principles every two years. Pursuant to Government Code Section 53235(c), the curricula for ethics training must be approved by the Fair Political Practices Commission (FPPC) and the Attorney General. It is the general desire of the MWDOC Board to meet and review and/or receive a presentation that addresses principles relating to reporting guidelines on compensation, conflict of interest issues, and standards for rules of conduct during the first quarter of the year immediately following an election (every two years).

Each Director shall retain the certificate of completion from any ethics course in which he/she participates and shall provide a copy of such report to MWDOC. Such records shall be retained for five years from the date they are received.

M-12/21/05