

**LAFCO OF MENDOCINO COUNTY
REQUEST FOR PROPOSAL
MUNICIPAL SERVICE REVIEW**

I. REQUEST FOR PROPOSAL

Part One:

As described below, the Local Agency Formation Commission of Mendocino County (“LAFCO”), is seeking the services of a qualified and experienced consultant to prepare a Municipal Service Review (“MSR”) for the City of Ukiah in accordance with the requirements of Government Code Sections 56430 and 56425. The City will pay for the City only MSR that will be completed under LAFCO supervision.

Part Two:

As further described below, depending on cost, LAFCO, in addition, may contract and pay for MSRs covering certain special districts in the Ukiah Valley area. Therefore proposals are requested to provide separate budgets for Part One and Part Two.

Proposals that demonstrate that the final product will meet the requirements provided below and the Cortese Knox Hertzberg Local Government Reorganization Act (CKH); that provide useful information in a concise format at the lowest cost will be looked upon favorably. A final budget amount for each will be negotiated with the firm selected for the work prior to an agreement being recommended for adoption. LAFCO and the City will need to agree on the budget for Part One and LAFCO will need to agree on the budget for Part Two.

For Part One, an ad hoc committee consisting of three LAFCO commissioners was created by the Commission. The ad hoc committee together with LAFCO staff and City staff (collectively, “the committee”) have been charged with developing the RFP, reviewing the proposals and interviewing potential consultants for the City Report. Once a CONSULTANT is selected, the committee will administratively review all submittals prior to any public release.

For Part Two, the ad hoc committee together with LAFCO staff will perform these tasks.

II. AGENCY INFORMATION

Mendocino LAFCO

LAFCO serves as the local agency formation commission for Mendocino County pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act (Gov’t Code Sections 56000 et seq.). Government Code Section 56430 requires LAFCO to complete MSRs for the municipal services provided by local governments in Mendocino County, in order to establish or update spheres of influence (“SOI”) in the County in accordance with Gov’t Code §56425.

There are 50 independent special districts and four cities in Mendocino County. Mendocino LAFCO is comprised of seven members; two members appointed by the Board of Supervisors, two members from cities appointed by the City Select Committee, two members elected by the districts and one public member appointed by the other six members. In addition, each category has an alternate; therefore there are a total of eleven commissioners. Under LAFCO policy, alternate commissioners are "encouraged to take an active role in LAFCO business including discussions and deliberations on project proposals"; one of the members of the ad hoc committee

is an alternate. The LAFCO Executive Officer functions as the primary analyst and developer of reports and studies.

City of Ukiah

The City of Ukiah is a full service, general law city incorporated in 1876; it is approximately 4.2 square miles in size with approximately 15,873 inhabitants. It has a five person city council and a five person planning commission. One of the City Council members is a LAFCO Commissioner.

The City operates its own police department, fire department and electrical, water and wastewater utilities. It owns and operates an airport, electrical distribution facilities and interests in power generating facilities, including a hydroelectric generating plant at Lake Mendocino, a water treatment plant, a recently upgraded and expanded wastewater treatment plant (“WWTP”), a currently closed landfill that is being considered for re-opening, a golf course and various parks, a conference center and a museum. It is the County seat and commercial and social-cultural anchor for the larger Ukiah Valley community.

In 1995 the City adopted a revised General Plan which proposed its SOI to be as depicted on the map attached hereto as Exhibit A (“1995 General Plan Proposed SOI”). At the time of the completion of the General Plan the City did not request LAFCO to determine the SOI as adopted by the General Plan. The City is now requesting such a determination; thus the designated geographical area for the Part One review described below is the City's jurisdictional boundaries and the proposed 1995 General Plan SOI.

City SOI and Districts

The Ukiah Valley Sanitation District (UVSD) includes territory within the City limits and the 1995 proposed SOI. The District generally surrounds the City on the North, East and South. The City contracts pursuant to a “Participation Agreement” with the UVSD to provide sewer service to the District. Under the Participation Agreement the City operates the entire sewer system, including the City owned WWTP and collection system and the District owned collection system as one system with the City and the District sharing the costs proportionally.

The 1995 SOI would also include some territory which is currently within the Millview County Water District (MCWD) to the north of the City, the Willow County Water District (WCWD) to the south of the City, and the Ukiah Valley Fire Protection District (UVFPD) which surrounds the City on all but the West side.

The City and UVFPD have a mutual aid and response agreement with each other; plus a Fire Protection and Emergency Services Master Plan has been mutually developed for the two agencies.

The Russian River Flood Control and Water Conservation Improvement District (RRFC) overlays the City's boundaries and the several districts. RRFC has water rights to 8,000 AFY obtained from Lake Mendocino. Lake Mendocino water comes from two sources; the watershed above the Lake and from water diverted to the East Fork of the Russian River from the Eel River via the Potter Valley Project which provides water to PG&E for a hydroelectric facility. The City has its own water rights, however the City also contracts for water from RRFC.

In addition to their own water rights, RRFC also provides water via contract to Millview CWD and Willow CWD. These two agencies provide only water services. Due to limited capacity, Millview CWD is under a Department of Public Health restriction for additional connections.

Because these districts are partially located within the City's proposed SOI, they are affected agencies as defined by G.C. 56014; thus they necessarily must be included in the Part One review. It is anticipated that because of the necessity of some review of these agencies for the Part One effort, additional add-on effort could provide the opportunity to complete an MSR that would include the above indicated agencies and four others.

Other Districts

Calpella CWD (CCWD) boundaries begin approximately two miles North of the City's present boundaries; all of its territory is within RRFC boundaries. Calpella provides water and wastewater services. Calpella operates and manages its own wastewater treatment plant but does not have a water treatment plant; it receives raw water via contract from RRFC which is "finished" by Millview CWD via contract. Millview limits the amount of finished water provided to Calpella; this amount is presently being fully utilized

Redwood Valley CWD (RVCWD) is in Redwood Valley to the north of the Ukiah Valley. Part of its territory is within the RRFC boundaries and all of its territory is within the place of use for RRFC's permit. Redwood Valley CWD has its own water rights and may receive some surplus water from RRFC. It has a court ordered moratorium for additional connections because of lack of capacity.

Hopland Public Utilities District (HPUD) is in the Sanel Valley to the South of the Ukiah Valley. Its territory is within RRFC's boundaries and place of use; it also receives water from RRFC via contract. Hopland PUD provides water and wastewater services; it owns and operates water and wastewater treatment plants.

Potter Valley Irrigation District (PVID) is in Potter Valley which is generally Northeast of the Ukiah Valley. PVID is not within the boundaries of RRFC; it provides only irrigation water. PVID has water rights from the Eel River via the Potter Valley Project. Because it is within the watershed of the Russian River and Lake Mendocino and because of the critical nature of the Project water to the Ukiah Valley; it is being included in Part Two.

There is an emergency water intertie agreement/connection between the following agencies: City of Ukiah, Redwood Valley CWD, Calpella CWD, Millview CWD, and Willow CWD.

The following maps are attached: Exhibit B; Water Districts within the Mendocino County Portion of the Russian River Watershed; Exhibit C; Wastewater Treatment Agencies Within the Ukiah Valley; Exhibit D; Ukiah Valley Fire Agencies.

II. MSR REQUIREMENTS

The Gov't Code §56430 requires that LAFCO complete an MSR to develop baseline information for establishing or updating spheres of influence as required by Gov't Code Section 56425. The MSR must be done before or in conjunction with the adoption or updating of SOIs. The statute sets forth the requirement that the commission prepare six written determinations to include: (1) Growth and population projections for the affected area; (2) Present and planned capacity of public facilities including infrastructure needs or deficiencies; (3) Financial ability of agencies to

provide services; (4) Status of, and opportunities for, shared facilities; (5) Accountability for community service needs, including governmental structure and operational efficiencies; (6) Any other matter related to effective or efficient service delivery required by commission policy. LAFCO has not adopted specific policies related to effective or efficient service delivery. Subsection (b) also requires the commission to "comprehensively review all of the agencies that provide the identified services within the designated geographical area."

When the commission determines the SOI of each local agency, G.C. 56425 requires four written determinations: (1) The present and planned land uses in the area; including agricultural and open-space lands; (2) The present and probable need for public facilities and services in the area; (3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide; (4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

Additionally, when determining the SOI for a district, information specifying the functions or classes of services provided and the nature, location and extent of these functions or classes of services is required. Thus, the Part Two MSR should detail this information.

The County of Mendocino has a redevelopment agency that may include some portion of the City's proposed SOI. The information and content of the Part One MSR Report must be sufficient to support the written determinations as required by Sections 56425 & 56430 and must be sufficient to inform the commission as to the applicability or non-applicability of the requirements of Section 56425.5 for the City's SOI or any other interests the County's redevelopment agency may have.

Except as necessary to make the determinations, the Part One MSR should be limited to the specific determinations required by Sections 56430 and 56425 and need not address conditions, findings or determinations that are addressed during reorganization proceedings, such as annexations or detachments, including an evaluation of the financial or other impacts to the City or the affected districts resulting from annexation or detachment of territory from each jurisdiction's existing boundaries.

Further guidance on the preparation and approval of MSRs is contained in Service Review Guidelines prepared by the Governor's Office of Planning and Research.

The Part One Report may consolidate sections, but should provide sufficient content to support recommended determinations that indicate the required element to which they apply. The Part Two Report should provide general or overview section(s) or chapters that provides information and content that is common to the districts plus sections or chapters specific to the individual agencies.

III. SCOPE OF SERVICES

The proposal should address Part One as described below and the additional tasks and costs associated with Part Two .

Part One: City only MSR. The MSR must cover all of the City provided municipal services both within the City and within the 1995 General Plan Proposed SOI. The MSR shall include information about the Millview and Willow County Water Districts, Ukiah Valley Sanitation District, the Ukiah Valley Fire District and Russian River Flood Control District to the extent necessary to address the determinations required by Government Code Sections 56430 and 56425, if City services are to be extended within the 1995 Proposed General Plan SOI.

Part Two: Ukiah Valley Area MSR. In addition to reviewing the City of Ukiah, the project may include reviewing and completing MSRs for the following public agencies: Redwood Valley CWD, Millview CWD, Willow CWD, UVSD, Calpella CWD, Hopland PUD, UVFPD, PVID and RRFC. The Ukiah Valley Area MSR must provide sufficient information and content to address the determinations required by Government Code Section 56430 and 56425 for the present jurisdictional boundaries of these special districts. Upon completion of the MSR, LAFCO will therefore be able to update the respective SOIs.

Because formal requests for SOIs beyond the present boundaries of these districts have not been received by LAFCO, it is anticipated that the Part Two MSR study area will be limited to the present jurisdictional boundaries of these districts. However, several districts have indicated the possibility of submitting a request for SOIs to include additional territory beyond their jurisdictional boundaries.

IV. TASKS

In completing all tasks and work products CONSULTANT recognizes that it is the express desire of LAFCO to:

- Conduct the service review process in a collaborative fashion with opportunities for input and review by each of the agencies being reviewed.
- Encourage public participation in the service review process
- Conduct the required analysis in the most cost effective manner possible.
- As described below in Task One (c), the consultant is expected to use any and all available information relevant to the MSR. A list of draft documents and compiled information which is available for review at LAFCO's office is attached to this RFP as Exhibit E.)

Create a product that will be useful to the Commission in (1) reviewing and updating Spheres of Influence and future proposals for changes of organization, (2) beneficial to agencies as a planning tool, and (3) readily accessible to, and easily understandable by, the general public.

TASK 1 - Information Collection and Review

Perform the following tasks for the geographic area included in the City only MSR (Part One) and for the geographic area included in Part Two:

- a. Review all available information as to the applicability to current circumstances of the agency(s)
- b. If necessary prepare and distribute a supplemental survey instrument to be used in conjunction with LAFCO's past Requests For Information (RFIs) which may be outdated or propose alternative means for obtaining any additional information the Consultant considers necessary. If surveys are proposed, distribute surveys and work with each agency to ensure completion and collection of survey results.
- c. Collect current relevant documents for each agency as may be appropriate, such as applicable statutes, maps, master service plans, urban water management plans, sewer system management plans, best practices plans, audits, budgets, regulatory and operating permits, annual reports required by regulatory agencies, orders received from regulatory agencies, engineering reports, other state department reports, county and city general plans, area plans and other documents.
- d. For the ad hoc committee's approval, either (1) develop a database or presentation format to compile, display and compare relevant survey and other information that will assist in

- understanding the service ability and capacity of each agency and in preparing determinations and recommendations; or (2) propose an alternative means to accomplish the same result with greater efficiency or less cost.
- e. Communicate as necessary with LAFCO and City staff and representatives of each affected agency to ensure that all necessary information is presented in a consistent format.
 - f. Enter information collected into the database or presentation format or proposed alternate and prepare an initial report to each affected agency which notes relevant information.
 - g. After ad hoc committee agreement, distribute the database report or proposed alternate to each affected agency for review and verification or propose an alternate means for insuring accuracy of information.
 - h. Prepare final report based on review and verification process.

Task 1 timing and work product: On or before (provide DATE) CONSULTANT shall deliver to the ad hoc committee a final database report on all information collected and presented.

TASK 2 - Working Draft Reports

Part One: City of Ukiah Report

Prepare an administrative draft MSR that includes:

- a. Information about the City's services, capacities, potential future demand and relevant district information as appropriate to the determination categories and as appropriate to the City's SOI territory sufficient to support any proposed determinations and recommendations, including maps.
- b. The database information or proposed alternate from Task 1.
- c. Recommended written determinations for each of the factors in G.C. 56425 and 56430.
- d. Recommendation for SOI update action.
- e. Any recommendations for reorganization.
- f. Following review by the ad hoc committee, modify the administrative draft as needed. Meet with committee as appropriate.
- g. Distribute administrative draft to the City and affected agencies for review and written comments.
- h. Return City's comments to ad hoc committee for final review.

Task 2 timing and work product for Part One: On or before (consultant provide Date) CONSULTANT shall deliver to the ad hoc committee a completed City of Ukiah administrative report.

Part Two: Ukiah Valley Area Report

Prepare an administrative draft MSR that includes:

- a. Information about the agency's services, capacities, potential future demand and other appropriate information sufficient to support any proposed determinations including maps.
- b. The database information or proposed alternate from Task 1.
- c. Recommended written determinations for each of the factors in G.C. 56425 and 56430.
- d. Recommendations for SOI update action.
- e. Any recommendations for consolidation or reorganization.
- f. Following review by the ad hoc committee, modify the administrative draft as needed. Meet with committee as appropriate.

- g. Distribute administrative draft to affected agencies for review and written comment.
- h. Return agency's comments to ad hoc committee for final review.

Task 2 timing and work product for Part Two: On or before (consultant provide Date) CONSULTANT shall deliver to the ad hoc committee a completed districts administrative report.

TASK 3 - Public Draft Reports

Part One: City of Ukiah

- a. Based on the written comments received from the City on the administrative draft report and input from the ad hoc committee regarding City input, prepare a Public Review Draft Report.
- b. In conjunction with LAFCO staff and City staff, distribute the Public Review Draft reports(s) to the Commissioners, City Council and all affected agencies and interested parties.
- c. Receive and respond to written comments submitted within thirty days after the public draft Report is provided to affected agencies and interested parties.
- d. Present the public draft Report along with written comments and response to LAFCO for review and comment at a public workshop and note additional comments.

Part One, Task 3 timing and work products: On or before (consultant provide DATE) CONSULTANT shall deliver to the ad hoc committee the Public Review Draft report containing draft determinations and recommendations. Attend and make presentations at one City of Ukiah Task 3 public workshop.

Part Two: Ukiah Valley Area Report

- a. Based on the written comments received from agency(s) on the administrative draft reports and input from the ad hoc committee regarding agency input, prepare a Public Review Draft Report.
- b. In conjunction with LAFCO staff distribute the Public Review Draft reports(s) to the Commissioners, all affected agencies and interested parties.
- c. Receive and respond to written comments submitted within thirty days after the public draft Report is provided to agencies and interested parties.
- d. Present the public draft Report along with written comments and responses to LAFCO for review and comment at a public workshop and note additional comments.

Part Two, Task 3 timing and work products: On or before (consultant provide DATE) CONSULTANT shall deliver to the ad hoc committee the Public Review Draft report containing draft determinations and recommendations. Attend and make presentations at one Ukiah Valley Area Task Three workshop.

TASK Four: Final Draft Reports

Part One: City of Ukiah

Based on the information and input received at the LAFCO workshop on the Public Draft and any written comments prepare a Final Report containing:

- a. A cover and Table of Contents
- b. Executive Summary

- c. Agency information as updated including any applicable maps
- d. Content and information from Task Two, updated as necessary
- e. Recommendations for written determinations
- f. Recommendation for SOI
- g. Any recommendations for Reorganization
- h. Present the Final Draft Report to the Commission for adoption at a noticed public hearing.

Based on input received at the LAFCO noticed public hearing, prepare an Approved Final Report.
Part Two: Ukiah Valley Area Report

Based on the information and input received at the LAFCO workshop on the Public Draft and any written comments prepare a Final Report containing:

- a. A cover and Table of Contents
- b. Executive Summary
- c. Agency information as updated including any applicable maps
- d. Content and information from Task Two, updated as necessary
- e. Recommendations for written determinations
- f. Recommendation for SOIs
- g. Any Recommendations for Reorganization or consolidation.
- h. Present the Final Draft Report to the Commission for adoption at a noticed public hearing.
- i. Based on input received at the LAFCO noticed public hearing, prepare and Approved Final Report.

V. PROPOSAL REQUIREMENTS

Responses to the RFP must include the following:

1. A statement about the firm that describes the history, competencies and resumes of principal and all professionals who will be involved in the work. This statement shall address the following:
 - A management level understanding of how the full ranges of municipal services are financed and delivered.
 - A familiarity with the CKH Act, the role and function of LAFCOs, and the service review process.
 - Experience with the operations of Cities and water, wastewater and fire districts.
 - Experience in governmental organization analysis, including performance measurement and evaluation.
 - Ability to facilitate and synthesize input from a variety of services.
 - Ability to interpret varied budget and planning documents.
 - Experience in identifying and fostering multi-agency cooperation.
 - Public input processes and handling the presentation and dissemination of information to local agencies and the public for review and comment.
 - Ability to work cooperatively with divergent interests.
2. Identification of the lead professional responsible for the project and identification of the professionals who will be performing the day-to-day work.
3. Identification of any sub-consultants who will be involved. If sub-consultants are proposed, describe the work they will perform and include the same information for each sub-consultant as required in items 1 and 2.
4. A statement of similar or related experience accomplished in the last three years and references for each project, including the contact name, address and telephone number.

5. Description of the anticipated approach for this project, explicitly discussing any suggested changes to the Scope of Services or the proposed tasks that will improve efficiency or reduce cost.
6. Disclosure of potential conflicts of interest with local agencies in the study area(s) and Mendocino County.
7. Identification of any information, materials and/or work assistance required from LAFCO and City staff to complete the project.
8. Project Schedule including timing of each work task.
9. Information about the availability of all of the professionals who will be involved in the work, including any sub-consultants.
10. The anticipated cost including:
 - A not-to-exceed total budget amount for Part One
 - A not-to-exceed total budget amount for Part Two.
 - The Cost for each major task identified in the Scope of Services provided according to Part One and Part Two tasks.
 - The hourly rates for each person who will be involved in the work, including the rates for sub-consultants.
11. One copy of a completed MSR which your firm has prepared that has been accepted and adopted by a LAFCO agency.

VI. SCHEDULE

The MSR is needed for SOI updates which Government Code Section 54625 required LAFCO to complete by January 1, 2008. The proposal need not include overtime or other costly measures to accelerate the schedule for completing the work. The consultant should submit a work plan and time schedule for completion of the project within a reasonable time. The City would like to complete the City only MSR (Part One) by the summer of 2011. Part Two completion can occur after this time.

VII. NUMBER OF MEETINGS AND DELIVERABLES

A. Meetings.

The proposal should include at least 2 meetings with the ad hoc committee for Part 1 and 2 meetings for Part 2 while collecting information and preparing the analysis. Meetings shall occur as necessary with the respective agencies and the Executive Officer while collecting information and preparing the analysis. The proposal should include participation in at least 2 public hearings or workshops for Part 1 and 2 for Part 2. The proposal should include a basis for charging for additional meetings as may be needed and shall include a basis for crediting meetings that did not occur. The proposal may include options and alternatives regarding meetings, such as teleconferencing for committee meetings.

B. Deliverables.

As indicated in the Scope of Services above. All deliverables shall be submitted in hardcopy and electronic format (Word and PDF).

VIII. OPTIONAL PRE-PROPOSAL MEETING

Interested consultants are encouraged to attend a pre-proposal meeting to be held on April 28, 2011, at 1:30 p.m. at City of Ukiah 300 Seminary Ave., Conference Room 3, Ukiah, CA. 95482. Interested consultants may participate by telephone. If interested in calling in, contact the LAFCO Executive Officer for details (707 463 4470). At the meeting, the committee will provide information which may be helpful in preparing a focused proposal, and will also attempt to answer questions.

No statements at the meeting by the committee or others will be deemed to alter the terms of this RFP, unless included in a formal written addendum to the RFP issued after the meeting.

The LAFCO ad hoc committee or its Executive Officer as directed by the committee, will respond in writing to any written questions submitted by interested consultants before May 3, 2011. Copies of any written responses to questions from interested consultants will be circulated to all consultants who have requested this RFP.

IX. EVALUATION PROCESS

Part 1

The ad hoc committee with a City representative will review the proposals, evaluate submissions, contact references, and rank the proposals. The ad hoc committee will interview two or more of the top ranked proposals. The ad hoc committee may conduct additional negotiations with one or more of the consultants interviewed. The ad hoc committee in consultation with the City staff will recommend the award of the contract to the LAFCO Commission and the City Council, both of which must approve the budget, total costs and award of the contract for Part One, City only MSR.

Part 2

The ad hoc committee without a City representative will review the proposals, evaluate submissions, contact references, and rank the proposals. The ad hoc committee will interview two or more of the top ranked proposals. The ad hoc committee may conduct additional negotiations with one or more of the consultants interviewed. The ad hoc committee will recommend the award of the contract to the LAFCO Commission which must approve the budget, total costs and award of the contract for Part Two, Ukiah Area MSR.

X. CONSULTANT SELECTION

The following attributes will be considered in determining the award of the contract:

1. Responsiveness and quality of proposal.
2. Expertise in writing MSRs and an ability to produce a clear, well-researched and definitive product.
3. Ability to work with pertinent parties and knowledgeable experts.

XI. ADDITIONAL INFORMATION

1. Insurance: Consultant must satisfy the insurance requirements set forth in Exhibit F attached to this RFP.
2. Contract Provisions: LAFCO reserves the right to reject any and all proposals, waive any irregularity in the proposals and/or conduct negotiations with any firms, whether or not they have submitted a proposal.

XII. SUBMITAL

- 1. The deadline for submittal is no later than 5:00 p.m. on Tuesday, May 17, 2011.**
2. Six hard copies are required. However, in order to meet the deadline the proposal may be emailed to the below address with follow-up delivery within 3 business days after the deadline. Deliver to the Local Agency Formation Commission of Mendocino County, Attention: Ad Hoc Committee, C/O Frank McMichael, Executive Officer, 200 S. School St., Ukiah California 95482
3. Whether emailed or delivered, any proposal received after the deadline will not be considered.
4. All hardcopy materials shall be submitted in a sealed envelope that is clearly marked with the title of the RFP. All proposals, whether selected or rejected, shall become the property of LAFCO for PART One and Two and additionally the City for Part One.
5. Proposals shall be signed by an authorized employee or officer of the consultant company in order to receive consideration.
6. LAFCO is not responsible for proposals delivered to a person/location other than that specified herein.

Any questions or requests for information concerning the MSR shall be in writing and may be delivered by mail or email to: Frank McMichael, Executive Officer, 200 S. School St. Ukiah, CA 95482. Email: frankmcmichael@mendolafco.org. (707 463 4470). Unless minor, all questions or requests for information will be referred to the ad hoc committee.

The RFP includes the following Exhibits:

- Exhibit A--Map of City of Ukiah's 1995 SOI
- Exhibit B--Water Districts Within the Mendocino County Portion of the Russian River Watershed
- Exhibit C--Wastewater Agencies Within the Ukiah Valley
- Exhibit D--Ukiah Valley Fire Agencies
- Exhibit E--List of Documents and Compiled Information
- Exhibit F--Statement as to Insurance Requirements

Map Exhibits A, B, C & D are provided separate from this document. Exhibits E and F are attached on the following pages.

Exhibit E

List of Draft Documents and Compiled Information

Water

<u>Document Title</u>	<u>Author/Preparer</u>	<u>Date</u>
Drinking Water Adequacy Assessment Ukiah Valley – Mendocino County	Department of Health Services Drinking Water Field Operations	April 2002
Drinking Water Adequacy Assessment Ukiah Valley – Mendocino County (Draft)	Department of Public Health Drinking Water Field Operations	Nov. 2007
Aquifer Characterization of the Masonite Plant Property Ukiah CA	Greystone Environmental Consultants Inc	Nov 2002
Ground-Water Resources In Mendocino County California	U.S. Geological Survey California Department of Water Resources and Mendocino County	July 1986
Redwood Valley Water Supply And Distribution	Carpenter & Mitchell Consulting Engineers & Surveyors	Sept 1965
Engineering Report For Consideration Of The Permit Application From Redwood Valley County Water District	Department of Health Services Public Water Supply Branch	May 5. 1988
Irrigated Water Needs and Management in the Mendocino County Portion of the Russian River Watershed	Prepared For Mendocino County UCCE County of Mendocino	July 2008
Urban Drought Guidebook (Draft)	State of California Department of Water Resources	Aug 2007
An Inventory of Water Use and Future Needs in the Russian River Basin Of Mendocino County	Sari Sommarstrom, Ph.D.	Sept 1986
History of Development of the Water Resources of the Russian River	Sonoma County Water Agency Robert Beach	Feb. 2002

Biological Opinion for Water Supply, Flood Control Operations and Channel Maintenance conducted by the U.S. Army Corps of Engineers, the Sonoma County Water Agency and the Mendocino County Russian River Flood Control and Water Conservation Improvement District in the Russian River Watershed		Sept. 2008
Urban Water Management Plan 2002 Update	Ukiah Utilities Kennedy Jenks Consultants	Nov 2002
Final City of Ukiah 2005 Urban Water Management Plan	Brown and Caldwell	Nov 26, 2007
LAFCO Service Impact Report DDR Specific Plan	LAFCO Executive Officer	August 2009
Interim Report Ukiah Valley Russian River Watershed Municipal Service Review	LAFCO Executive Officer	Feb. 7 2007
Staff Report Russian River Watershed	State Water Resources Control Board Division of Water Rights	Aug 1997
City of Ukiah Deposit Analysis Report Well No. 4	Water Systems Engineering, Inc.	Feb. 9, 2007
Russian River Watershed/Ukiah Valley Municipal Service Review (Administrative Draft)	LAFCO Executive Officer	Jan. 2010
History of Development Russian River Watershed	3-Ring Binder containing various information about watershed	
The Russian River An Assessment of Its Condition and Governmental Oversight	Sonoma County Water Agency Robert F. Beach	August 1996
Amendment of Water Right Permit 12952 (Application 15704) for the City of Ukiah and Water Right License 492 and Permit 13936 (Application 3601 and 17587, respectively) for Millview County Water District	Initial Study Prepared by: Leonard Charles and Associates	May 2006
Engineering Analysis for Millview County Water District, Mendocino County, California	Rau and Associates Civil Engineers & Land Surveyors 100 N. Pine St. Ukiah, CA	Jan. 15, 2002

City of Ukiah Documents

Document Title	Author/Preparer	Date
City of Ukiah General Plan Growth Management Plan	Planning and Community Development Department City of Ukiah	Adopted December 1995 Amended June, 16, 2004
General Plan Housing Element Update		2009-2014
Revised Draft Environmental Impact Report Orr Creek Bridge and Orchard Avenue Extension Project	Leonard Charles & Associates 7 Roble Court San Anselmo, California	October 2002
Preliminary Drainage and Utility Servicing Study Criminal Justice Center Feasibility Study at Brush Street Triangle Ukiah, Mendocino County, CA	Prepared for: Beverly Prior Architects 222 Sutter Street, 9 th Floor San Francisco, CA Prepared By: Rau And Associates, Inc. Ukiah, California	Sept. 12, 2008
City of Ukiah Storm Water Management Plan	City of Ukiah Department of Public Works	Feb. 28, 2006
City of Ukiah Pavement Management Program Update Final Report	Harris & Associates	July 7, 2004
Ukiah Municipal Airport Master Plan Report	Shutt Moen Associates Santa Rosa, California	Adopted by City July 3,1996
Preliminary Draft City MSR Plus Additional Information (Not Adopted)	City of Ukiah	March 2007
Ukiah Police Strategic Plan 2010- 2015		
City of Ukiah Budgets		Years as needed

County of Mendocino Documents

Document Title	Author/Preparer	Date
County of Mendocino General Plan Update Final Environmental Impact Report Volume I	PMC 1590 Drew Avenue, Suite 120 Davis, CA	Feb. 2009
County of Mendocino General Plan Update Final Environmental Impact Report Volume II-A	PMC 1590 Drew Avenue, Suite 120 Davis, CA	Feb. 2009

Millview County Water District RFI Questionnaire Return Plus Additional Information		2005-2006
Millview CWD Master Service Element for	Rau and Associates, Inc.	Dec 1993
Willow County Water District MSR RFI Questionnaire Plus Additional Information		Oct 2003
Calpella County Water District MSR RFI Questionnaire for Plus Additional Information		Oct 2003
Redwood Valley CWD MSR RFI Questionnaire Plus Additional Information		

Exhibit F

LOCAL AGENCY FORMATION COMMISSION AND CITY OF UKIAH INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant(s) shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant(s), his agents, representatives, or employees.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO) Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.
3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession and the scope of work.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions liability: To be determined based on the scope of work.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the LAFCO. At the option of the LAFCO, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to LAFCO, the City of Ukiah (“City”), and their officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. LAFCO, the City, and their officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied or used by the Consultant, or automobiles owned, hired or borrowed by the Consultant for the full period of time allowed by law, surviving the termination of this Agreement. The coverage shall contain no special limitations on the scope-of-protection afforded to the LAFCO, the City, and their officers, employees or volunteers.
- b. The Consultant's insurance coverage shall be primary insurance as respects to LAFCO, the City, and their officers, officials, employees and volunteers. Any insurance or self-insurance maintained by LAFCO, the City, and their officers, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the LAFCO, the City, and their officers, employees or volunteers.
- d. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against LAFCO, the City, and their officers, officials, employees and volunteers for losses arising from Consultant's performance of the work, pursuant to this Agreement.

3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of this Agreement. The policy period shall extend from the retroactivity date to one year following completion of services under the Agreement.

4. All Coverages

Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to LAFCO and the City.

E. Acceptability of Insurers

Insurance is to be placed with admitted California insurers with an A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

F. Verification of Coverage

Consultant shall furnish the LAFCO and the City with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by LAFCO. All Certificates and Endorsements are to be received and approved by LAFCO before Consultant begins the work of this Agreement. The LAFCO and the City reserve the right to require complete, certified copies of all required insurance policies, at any time. If Consultant fails to provide the coverages required herein, LAFCO and the City shall have the right, but not the obligation, to purchase any or all of them. In that event, after notice to Consultant that LAFCO or the City has paid the premium, the cost of insurance may be deducted from the compensation otherwise due the contractor under the terms of this Contract.

G. Subcontractors

Consultant shall include all sub-contractors or sub-consultants as insured under its policies or shall furnish separate certificates and endorsements for each sub-contractor or sub-consultant. All coverage for sub-contractors or sub-consultants shall be subject to all insurance requirements set forth in these insurance requirements.