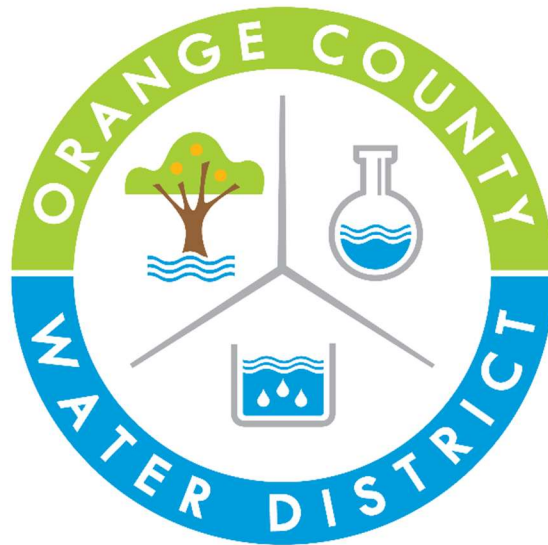


ORANGE COUNTY WATER DISTRICT

**REQUEST FOR PROPOSALS
RFP-24-010**

**FOR
REVERSE OSMOSIS E01 PUMP INSPECTION AND
REFURBISHMENT**

ISSUED: Monday, June 16, 2025



PROPOSALS DUE:

Wednesday July 16, 2025 at 10:00AM PT

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List of Exhibits:

- Exhibit A: Scope of Services & Afton OM Sections
- Exhibit A-1: Scope of Services
- Exhibit A-2: Afton OM Sections
- Exhibit B: Evaluation Criteria
- Exhibit C: Services Agreement
- Exhibit D: Contractor Safety
- Exhibit D-1: Contractor Environmental Health & Safety Handbook
- Exhibit D-2: Contractor Safety Program

List of Attachments:

- Attachment No.1: RFP Submittal Checklist



OCWD RFP-24-010 - REVERSE OSMOSIS E01 PUMP INSPECTION AND REFURBISHMENT

The Orange County Water District (“OCWD” or District) is seeking proposals from qualified and experienced firms to provide Reverse Osmosis (RO) E01 Pump Inspection and Refurbishment. OCWD intends to evaluate the proposals received and enter into a General Services Agreement (“Agreement”) with the qualified firm. The work is expected to commence immediately upon Agreement execution. This Agreement will be for a minimum term of one year. The Agreement will be monitored closely for acceptable services rendered throughout the Agreement term. OCWD will have the option to terminate the contract in whole or in part during the Agreement term, for any reason or no reason, without penalty, upon notice. The proposer will not be entitled to lost profits or any other compensation not earned prior to the time of termination.

This Request for Proposal (“RFP”) describes the required scope of services, the information that must be included in the proposal, and the proposal selection process. Proposers are encouraged to carefully review this RFP in its entirety prior to submitting their proposals. Failure to submit information in accordance with these requirements and procedures may be cause for disqualification.

1. INTRODUCTION

The OCWD is an internationally recognized leader in the water industry that was formed in 1933 by the California State Legislature which entrusted OCWD to guard and protect the region’s groundwater basin and limited water supply. OCWD’s mission is to provide a reliable supply of high-quality water that is sourced in an environmentally responsible manner to the more than 2.5 million residents and businesses within the 270 square mile service area of Orange County, California that OCWD serves. OCWD manages three of Southern California’s greatest water supplies, this includes protecting rights to the Santa Ana River, managing and replenishing the Orange County Groundwater Basin, and operating and maintaining the Groundwater Replenishment System (GWRS), the world’s largest advanced water purification system for potable water reuse. More information regarding the OCWD can be found at www.ocwd.com.

2. SOLICITATION SCHEDULE

The solicitation schedule is summarized in the table below. OCWD reserves the right to modify the schedule below at its discretion. Proper notification changes will be made to interested proposers.

RFP Issued	Monday, June 16, 2025
Pre-Proposal Meeting (mandatory)	Thursday, June 26, 2025 at 9:00AM PT
Questions Due Date	Wednesday, July 2, 2025 at 10:00AM PT
Proposals Due	Wednesday, July 16, 2025 at 10:00AM PT
Agreement Award Date:	August 2025

2.1. MANDATORY PRE-PROPOSAL MEETING

The mandatory pre-proposal meeting will be held on Thursday, June 26, 2025 at 9:00AM PT. The meeting will begin at the Board Room at the Orange County Water District’s



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Administration Office Building located at 18700 Ward Street, Fountain Valley, CA 92708. Firms interested in submitting proposals are required to attend the pre-proposal meeting. Please notify the security guard at the main entrance gate of the pre-proposal meeting for admittance.

Meeting participants will be required to sign in. A copy of the sign-in sheet will be posted on the OCWD website at, <https://www.ocwd.com/working-with-us/rfp-contracts/>, after the pre-proposal meeting. Proposals will not be accepted from firms that do not attend the mandatory pre-proposal meeting.

2.2. QUESTIONS CONCERNING REQUEST FOR PROPOSALS

All questions regarding the RFP must be submitted in writing before the deadline due date of **Wednesday, July 2, 2025 at 10:00AM PT**. All questions must be titled "**Question – RFP-24-010 RO E01 Pump**". Responses to questions received from prospective proposers will be formally documented in a Question and Answer (Q&A) table that will be posted on the OCWD website: <https://www.ocwd.com/working-with-us/rfp-contracts/>. The Q&A table will be updated regularly as questions are received from prospective proposers. Questions received after the questions due date will not be considered.

Attention: Bobby Velasco, Senior Buyer
Email: procurement@ocwd.com

2.3. DEADLINE FOR PROPOSALS

Three (3) hard copies and one (1) electronic flash drive copy of the proposal must be received in a sealed envelope by OCWD no later than **Wednesday July 16, 2025 at 10:00AM PT** or such later time that OCWD may announce by an addendum at any time prior to the proposal deadline. The envelope shall be plainly marked on the exterior "Proposal for **RFP-24-010 REVERSE OSMOSIS E01 PUMP INSPECTION AND REFURBISHMENT**" and with the name, company name, and address of the proposer.

Proposals must be mailed or delivered in person or via courier services at the District office listed below. To deliver submittal packages in person or via courier, please notify the guard at the main gate for proposal drop off. Sealed envelopes will be timestamped upon receipt at the receptionist desk.

Orange County Water District
Administration Office Building
Attention: Bobby Velasco, Senior Buyer
Address: 18700 Ward Street
Fountain Valley, CA 92708

It is the Proposer's responsibility to ensure that proposals are received prior to the submittal deadline. Proposal packages should also include all signed Acknowledgment



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of Addendum forms that may be issued by OCWD as part of this RFP process, as further described below. Proposals received after the deadline will not be considered under any circumstances. FAXED OR E-MAILED SUBMISSIONS WILL NOT BE ACCEPTED. The OCWD will not be responsible for the proper identification and handling of any proposals submitted incorrectly. Only responses properly submitted to OCWD will be considered. OCWD reserves the right to reject any and/or all responses received. There will be no formal opening of the proposals.

2.4. PRE-SUBMITTAL ACTIVITIES

The District reserves the right to revise the RFP prior to the date the Proposals are due. Addendums to the RFP shall be posted on the OCWD website: <https://www.ocwd.com/working-with-us/rfp-contracts/> for all interested Proposers. The District reserves the right to extend the date by which the Proposals are due.

3. PROJECT BACKGROUND AND DESCRIPTION

The District owns and operates the GWRS, which has a design capacity of 130 million gallons per day (MGD) and produces a total of 44 billion gallons annually. Approximately 30 MGD of GWRS water is pumped into injection wells to create a seawater intrusion barrier, while another 100 MGD is directed to OCWD's percolation basins in the City of Anaheim where the water naturally filters through sand and gravel to replenish the deep aquifers of the groundwater basin to increase the local drinking water supply. An additional 10 MGD of GWRS water can also be injected into injection wells that are in the City of Santa Ana to further boost the local drinking water supply.

As part of our ongoing asset management and reliability improvement efforts, we are undertaking three individual refurbishment projects for vertical turbine pumps located at separate areas of GWRS. Each project involves the removal, disassembly, cleaning, and detailed inspection of a single vertical turbine pump. Following inspection, all necessary repairs will be completed to return the pumps to proper operational condition, including reinstallation, and ensure compliance with performance specifications.

These refurbishment projects serve a dual purpose: restoring pump performance and establishing a clear baseline for the condition of our vertical turbine pump assets. The findings and outcomes will inform future maintenance strategies and capital planning decisions

4. SCOPE OF SERVICES

See **Exhibit A**, attached at the end of this RFP, for the scope of services and performance standards for providing RO E01 pump inspection and refurbishment services. It is anticipated that the District will enter into a one-year Agreement with one firm possessing the necessary expertise and experience required to complete the required services.



5. GENERAL INFORMATION

The District expects the selected firm to provide quality service in accordance with industry standards. The firm must demonstrate experience with the type of anticipated work and must have the ability to perform all services in a timely manner upon the request(s) from the District or the District's authorized representative. All work shall comply with the requirements of federal, state, and local laws, and District requirements.

Acceptable performance standards include, but are not limited to, dependability, contractor safety, demonstrated experience with anticipated work with the ability to perform all anticipated services in a timely manner upon receipt of request, expertise on providing pump inspection and refurbishment services.

5.1. MINIMUM QUALIFICATIONS

The selected firm is required to have at minimum the following qualifications:

- Relevant experience in similar pump repair projects

5.2. CONTRACTOR SAFETY

OCWD is committed to the safety of all its employees, contractors, and visitors. All contractors and subcontractors must adhere to applicable Federal, State, and Regional Environmental, Health and Safety (EHS) requirements, as well as OCWD EHS policies and procedures. As part of OCWD's Contractor Safety Program, the proposer shall review and sign the required documents provided in **Exhibit D**, which describes OCWD's Contractor Safety Program Requirements (**Exhibit D-1**) and Appendix forms (**Exhibit D-2**) that are required to be filled out by the Contractor at time of the proposal deadline and throughout the duration of the Agreement. OCWD's Risk and Safety Department will coordinate with the awarded contractor on safety training regarding OCWD's Contractor Safety Program.

5.3. PREVAILING WAGE

The California Labor Code, including but not limited to Sections 1720 et seq. and 1770 et seq. thereof, and interpreting case law and regulations (the "Prevailing Wage Laws") require the payment of prevailing wages for "public works" projects, including "[w]ork done for irrigation, utility, reclamation, and improvement districts, and other districts of this type" where the total compensation exceeds \$1000. The District has determined that some or all of the scope of work requires the payment of prevailing wages under the Prevailing Wage Laws.

Responding proposers must expressly agree to be responsible for compliance with all Prevailing Wage Laws applicable to the work performed.

The firms to whom an Agreement is awarded hereunder shall comply with all Prevailing Wage Laws, including the payment of prevailing wages to persons performing public works for OCWD. A copy of these prevailing wage rates is on file with the Department of



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Industrial Relations and can be found online with the State of California at <http://www.dir.ca.gov/dlsr/pwd>. A copy of such prevailing wage rates shall be posted on the jobsite by selected firms.

In accordance with Sections 1773 and 1773.2 of the California Labor Code, the District has found and determined the general prevailing rates of wages in the locality in which the public work is to be performed are those determined by the Director of Industrial Relations and available at <https://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>. Copies of the prevailing rates of wages are maintained with the District's principal office and are available to any interested party on request. The selected firm shall post a copy of the prevailing rate of per diem wages at each job site.

The description provided herein only summarizes the Prevailing Wage Laws applicable to the work, and proposers are independently responsible for reviewing and assuring compliance with the same.

5.4. DIR CONTRACTOR REGISTRATION

Firms submitting proposals to this RFP must be registered with the Department of Industrial Relations prior to submitting a proposal pursuant to the requirements of Sections 1725.5 and 1771.1 of the California Labor Code. Contractor registration information can be found at <http://www.dir.ca.gov/Public-Works/PublicWorks.html>. Contracts entered into with any firm in violation of Section 1771.1(a), shall be subject to cancellation by the District at the sole discretion of the District consistent with Section 1771.1(f). Pursuant to California Labor Code Section 1771.4, proposers are alerted that the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

6. ELEMENTS OF PROPOSAL

To provide a degree of consistency in the review of the written proposals, firms are required to include the following content in their proposals. The information required below will be used to evaluate each proposal based on the evaluation criteria outlined in this RFP. Proposals may be deemed nonresponsive if they do not respond to all areas specified below.

Proposals shall be prepared simply and economically, providing a straightforward and concise description of how the proposal has satisfied all the requirements of this RFP. Emphasis shall be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis. Excessive or irrelevant materials will not be favorably received.

The following subsections describe the contents required in the proposal. The proposal shall be of such scope and depth to sufficiently describe and demonstrate the proposer's understanding of and approach to the projects.



Please include the following in your proposal:

6.1 Title Page

The proposer should identify the RFP title, name and title of the firm's contact person, address, telephone number, fax number, email address, and date of proposal submission.

6.2 Cover Letter

A principal of the firm authorized to commit the firm to the requirements of the RFP must sign the cover letter. The letter should identify a contact person (name, e-mail address, and phone number) for future communication during the selection process. And shall also discuss the Proposer's commitment to providing high quality services, describe the firm's understanding and approach to the services, and its ability to perform the requirements of this RFP. Include a brief background of the firm including history, types of services provided, number of employees, number of offices and locations with staff size and disciplines, and any other relevant information that may be useful in determining the firm's qualifications to provide the services described in this RFP.

6.3 Table of Contents

The table of contents should include a clear and complete identification by section and page number of the submitted materials.

6.4 Contractor License and DIR Contractor Registration, Prevailing Wage Laws Compliance

Contractors submitting Proposals on this project must be registered with the Department of Industrial Relations pursuant to the requirements of Sections 1725.5 and 1771.1 of the California Labor Code prior to submitting a proposal. The proposer must provide their DIR reference number and expiration date and a copy of its contractor license issued by the State of California.

Proposers shall include an express statement asserting that the proposal was prepared taking into account all applicable Prevailing Wage Laws and that the proposer agrees to comply with all such laws applicable to the work.

6.5 Project Team and Qualifications

Provide an organizational chart that describes the structure of the project team, including subconsultants. The project team description shall identify the following:

- (i) The Project Manager,
- (ii) The names of readily-available key personnel that will be deployed for each task and their contact information, and the primary office locations of each project team member,



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- (iii) The role each team member will play in providing services under the Agreement, and
- (iv) A written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the District's prior approval. The proposal shall clearly identify who will lead the execution of assigned tasks and the respective personnel that will be assigned to them.

Provide a description of the experience, qualifications including required licenses and certifications, area of expertise or specialization, and availability (including current workload) of the project team members, including subconsultants/subcontractors, if any. Describe other project commitments by project team members and the anticipated level of involvement of each team member based on the abilities and expertise required for the type of work desired.

Provide the resumes of all members of the project team, including subconsultants/subcontractors, as an appendix. Each resume shall not exceed three (3) pages and shall include name and title, education, years with the company, licenses and certifications (issue and expiration dates), home office location, relevant experience within at least the last five (5) years, and other required qualifications discussed in this RFP.

Subcontractors under direct contract with the Contractor may furnish required tasks that cannot be furnished by the Contractor's in-house personnel. All such subcontractors shall be identified in the proposal, and the utilization of subcontractors is subject to approval by the District. The Contractor shall only assign personnel and subcontractors whose qualifications and experiences commensurate with the expertise required to accomplish the assigned tasks.

The identified Project Manager will be OWCD's main point of contact for all assigned projects for the duration of the Agreement. The proposal shall include the Project Manager's contact information, including phone and e-mail address.

Once an Agreement has been executed, the Contractor must request approval from the District in advance of any new personnel being assigned to the project. The District reserves the right to reject or remove personnel performing services at any time for the duration of the Agreement.

6.6 Project Overview and Approach

Present a narrative overview of the Proposer's understanding of the RFP requirements and the overall approach and plan for accomplishing the work assignments. Also discuss at a minimum the following:

- Ability to successfully complete work assignments within the District's required time frame and, as necessary, on short notice,
- Approach to assignment of work within the firm and how team members will conduct tasks and prepare anticipated deliverables,



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- Describe the Proposer's project management approach and communications protocol,
- Describe the Proposer's approach to quality assurance and control, as well as any performance guarantees,
- Technical approach to assigned tasks, such as deployment strategies (how the project will be implemented from mobilization to demobilization), and
- Identify current and reasonably foreseeable actual and possible constraints, problems, and/or issues that could hinder the execution of services under the contract, and suggest approaches to resolving or managing these constraints, problems, and/or issues. Any deviations from the scope herein shall be clearly designated in the proposal
- Include and describe, if any, all subcontractor services your firm believes is necessary

6.7 Additional Services

Include any comments, suggestions, or additions the Proposer may have regarding the scope of work or any other aspects of the work that the Proposer feels would be helpful to OCWD in selecting a firm for the services described in the RFP. Identify the potential impact(s) or benefit(s) that these recommendations would have if accepted by OCWD. Tasks above the minimum to complete the work described herein shall be clearly identified as "optional" in the proposal.

6.8 Experience and record of past performance.

Provide a minimum of three (3) references from other municipal, city, or county governmental agencies for which the company has recently or is currently providing pump inspection and refurbishment services that is equivalent or greater in scope as being required in this RFP. Indicate the scope of work, date, contract amount, and the name, email address, and telephone number of the client contact. Also provide a complete list of other public agencies in California utilizing your services over the past five (5) years. Ongoing projects currently being performed by the proposer also may be submitted for consideration. The District at its discretion may contact the references for additional information. Failure to provide accurate contact information may be cause for rejection of the proposal as being nonresponsive.

6.9 Price Proposal

It is expected that the indicated rates will remain in effect for the duration of the Agreement term unless otherwise specified and approved by OCWD.



6.9.1 Price Proposal

The price proposal shall be based on services provided with a total not to exceed amount, and shall include a table showing the following information:

- Labor hour breakdowns by the project tasks and subtasks identified in Section 4.0 (including other subtasks as the Proposer sees fit) and associated personnel, including any subconsultants, as well as total hours. Names and titles/categories of individuals proposed to work on the project tasks/subtasks, including names of subconsultants/ subcontractors shall be indicated.
- Fully loaded hourly billing rates – All direct, capital, and reimbursable expenses, including but not limited to travel and transportation costs, meals, lodging, office equipment and supplies, administrative and communications fees, etc., must be built into the hourly rates. Therefore, the District shall not pay Contractor nor its subconsultants/ subcontractors for any direct or reimbursable expenses incurred for implementation of the scope of services described herein.
- The labor hours and fees for proposed optional tasks, if any, shall be presented in a separate table to differentiate from the baseline Scope of Work.

It is expected that the indicated hourly rates will remain in effect for the duration of the Agreement unless otherwise specified and approved by OCWD. The rate sheet shall include any other rates or fees, such as markups for subconsultants/subcontractors not identified as part of the project team, equipment markups, or other direct costs that may be incurred.

The proposal shall also include a description of the anticipated method of billing for services performed, with provisions for monthly billing that will include itemized accounting of hours of personnel, hourly rates, and percent completion for each task identified. A project schedule, with milestones and completion deadlines, shall be included with the firm's proposal for tracking project costs on a resource loaded schedule based on the firm's project approach and experience.

6.10 Other Information

The proposal shall also include:

6.10.1 Contractor Safety Program

The proposer is required to review, complete, sign and submit the following documents:

- Contractor Environmental Health and Safety Agreement form, attached at the end of **Exhibit D-1**
- Appendix B: Contractor Required Information Form, attached in **Exhibit D-2**, must be completed in its entirety, and signed and submitted with the proposal.



6.10.2 Safety Manual

Contractor must include in their proposal a copy of its safety manual that meets requirements for their injury and illness prevention program. Must provide lifting plan for crane work and demonstrate competency in rigging.

6.10.3 Quality Control Plan

Contractor must include in its proposal a Quality Control Plan that provides the contractor an effective and efficient means of identifying and correcting problems throughout the entire scope of work. The Quality Control Plan must include technicians qualifications, and state who will be in charge of the job through completion.

6.11 Statement of Insurance Compliance

Proposer shall provide a statement that it will meet the insurance requirements that are listed in the Services Agreement, attached hereto as **Exhibit C**. OCWD will request the insurance forms and associated documentation when OCWD provides notice that the Services Agreement is awarded.

6.12 OCWD Standard Agreement

Proposers shall provide a statement that the Proposer accepts OCWD's form of Services Agreement attached hereto as **Exhibit C**. Proposers responding to this RFP must be prepared to proceed with the Services Agreement in substantially the form provided, with minor non-substantive changes in OCWD's sole discretion. OCWD retains full discretion to rescind the proposed Services Agreement award to a Proposer who fails to comply with this requirement, and to exclude the Proposer from future procurement where applicable. The Services Agreement shall be executed by the Proposer within ten (10) calendar days of receipt of OCWD's Notice of Award to Proposer.

6.13 Billing

Proposers shall provide a statement that it will meet the minimum requirements specified here. At a minimum, the invoice for services shall include the Purchase Order Number, Agreement Number, and the itemized summary of each authorized project task along with the names of persons, their job titles, the hours worked, and hourly billing rates. Attached to each invoice shall also include backup of the prevailing wage rate weekly certified payroll and documentation for any other direct costs in the form of receipts or vendor invoices, with the applicable costs identified for items such as plant purchases and material costs. Essential components of a proper "Weekly Certified Payroll" include all the information that is called for on the standard WH-347 report:

- The Fringe Benefits Statement (signed)
- The Payroll Earnings/Timesheet pages
- The Certification Statement (signed)



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- Non-Performance reports covering periods where no certified payroll was incurred.

OCWD will provide reporting requirements to the selected firm, and the selected firm shall prepare invoices that comply with the requirements. Failure to satisfy the reporting requirements may result in rejection, payment delay, or short pay of the invoices submitted to OCWD for payment.

6.14 Conflict of Interest

Provide a statement that the proposer, individuals employed by the proposer, or firms employed by or associated with the proposer, do not have a conflict of interest with the Project. The proposer shall exercise reasonable efforts to prevent any actions or conditions that could result in a conflict of interest and shall include, but is not limited to, establishing precautions to prevent its employees or agents from making, receiving, providing in, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to appear to influence individuals to act contrary to the best interest of the District. If a potential conflict of interest is identified in any form, the Proposer shall inform the District immediately. Proposers are subject to disqualification on the basis of a conflict of interest as determined by OCWD. By submitting a proposal you are stating you do not have a conflict of interest with the Project.

6.15 Equal Employment Opportunity And Affirmative Action Requirements

The proposers shall provide a Statement of Equal Employment Opportunity/Affirmative Action. The selected consultant/contractor and each subconsultant/subcontractor shall not discriminate in the employment of persons on the work because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sexual preference or sex of such persons except as permitted by Section 12940 of the California Government Code. The selected contractor is expected to maintain policies similar to those of the District regarding equal employment opportunities and affirmative action as set forth in the District's Administrative Policies.

7. PROPOSAL SUBMISSION REQUIREMENTS

7.1. Proposal Format

The proposal shall be limited to no more than 25 single-pages in 8.5" width x 11" length size recycled or recyclable white bond paper, paginated, and bound. This does not include the title page, table of contents, cover letter, appendices, dividers, or résumés. Any oversized documents, such as charts or tables, must be folded to size and secured in the envelope.

All files shall be bookmarked and in a text searchable PDF format (i.e., not scanned images) compatible with Adobe Acrobat Version 8.0 (at a minimum). The main directory of the flash drive shall contain the entire proposal as two separate PDF files for Part One and Part Two. All sections of the PDF file shall be bookmarked.



7.2. Proposal Preparation Costs

This solicitation does not commit the District to award any work nor to pay any costs incurred from the preparation of proposals. Firms responding to this RFP will be solely responsible for all costs and expenses incurred during the selection process.

8. SELECTION PROCESS

Selection of the Contractor will be based on the proposal contents, prior experience of the firm, performance on similar or related projects, and overall costs that best serve the District. Other factors that may be considered during the evaluations include the firm’s reputation in the industry and any other aspects which could affect the proposer’s performance under the awarded Agreement.

All responsive proposals will be evaluated by a selection committee formed by the District. The proposal shall be of such scope and depth to sufficiently describe and demonstrate the proposer’s understanding, approach, and qualifications to successfully complete the scope of services described herein. Submittal of incomplete or vague responses to any section or subsection of this RFP may result in rejection of the proposal. Proposals will be evaluated, scored, and ranked based on the criteria specified in the table below. The evaluation criteria listed in the OCWD Proposal Evaluation Form (**Exhibit B**) will be used to evaluate each proposer.

Item No.	Criteria for Proposal Evaluations	Maximum Points
1	Project Approach and Schedule	25
2	Experience and Qualification of the Project Manager, Project Team, and Proposing Firm	25
3	Time Commitment of Key Staff and Organization Support Services	10
4	Price Proposal	25
5	Record of Success on Recent Similar Projects	15
TOTAL POINTS:		100

The District reserves the right to award the contract to the firm who presents the proposal, which in the judgment of the District, best accomplishes the desired results based upon this information, OCWD staff will recommend a firm to OCWD’s Board of Directors for award of the contract. The selected firm must be able to begin work immediately upon award of the contract and must be able to maintain the required level of effort to meet the proposed schedule.



9. SPECIAL CONDITIONS

9.1. RESERVATIONS

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP or to procure or contract for work.

9.2. PUBLIC RECORDS

All Proposals submitted in response to this RFP become the property of the District and are public records and as such may be subject to public review.

9.3. RIGHT TO CANCEL

The District reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the District cancels or revises the RFP, the District will notify all the proposers in writing via email.

9.4. ADDITIONAL INFORMATION

The District reserves the right to request additional information and/or clarifications from any or all Proposers.

9.5. PUBLIC INFORMATION

Release of Public Information selection announcements, contract awards, and all data provided by the District shall be protected from public disclosure. Proposers desiring to release information to the public must receive prior written approval from the District.



EXHIBITS



EXHIBIT A

SCOPE OF SERVICES AND AFTON OM SECTIONS



EXHIBIT A-1

SCOPE OF SERVICES

RFP-24-010
Exhibit A-1
Scope of Services
Reverse Osmosis E01 Pump Inspection
and Bearing Upgrade

1. Removal of Pump:

- Detailed procedures for the safe and efficient removal of the RO pump.
- Transportation and handling measures to ensure the pump's integrity during removal and transport to repair facility.

2. Examination of Soleplate:

- Examination of the soleplate.
- Ensure the level is within 0.16 mm/m (0.002 in./ft).
- Provide corrective measures if the level is beyond the specified tolerance.

3. Inspection on Male Registers on Bowl:

- Thorough examination of male registers on the pump bowl.
- Adherence to specified maximum allowable clearances detailed in OM in Exhibit A-2.
- Documentation of any damage, wear, or misalignment identified during inspection.

4. Inspection of Discharge Head:

- Detailed assessment of the discharge head for any signs of wear, corrosion, or structural issues.
- Adherence to specified maximum allowable clearances listed.
- Recommendations for necessary repairs based on the inspection findings.

5. Inspection of Series Bowls Registers and Bearing:

- Comprehensive inspection of series bowl registers and bearings.
- Replacement of carbon bearings with Polyether Ether Ketone (PEEK), Vespel, or similar material bearings.
- Adherence to specified maximum allowable clearances listed for both registers and bearings.

6. Stuffing Box Inspection and Replacement of Stuffing Box Bearing:

- Thorough inspection of the stuffing box and associated components.
- Replacement of stuffing box bearing with Polyether Ether Ketone (PEEK), Vespel, or similar material bearings.
- Adherence to specified maximum allowable clearances.

7. Inspection of Impeller and Wear Ring:

- Detailed examination of the impeller and wear ring.
- Adherence to specified maximum clearances of wear ring by Afton.
- Recommendations for corrective actions if clearances are beyond acceptable limits.

8. Inspection of Shaft and Bearing Journals:

- Comprehensive inspection of the RO pump shaft and bearing journals.
- Adherence to specified maximum allowable Total Indicator Runout (T.I.R) for the shaft at 0.002"/10' of length.
- Documentation of any issues, wear, or damage observed during the inspection.

9. Reinstalling the Pump with New Flowserve Mechanical Seals:

- OCWD will provide specifications for the new Flowserve mechanical seals, including type and material (attached Part #98-471-248-122.)
- Document procedures for testing and commissioning after the pump has been reinstalled.
- Include the cost of the new mechanical seals and any additional materials required for the reinstallation in the proposal.

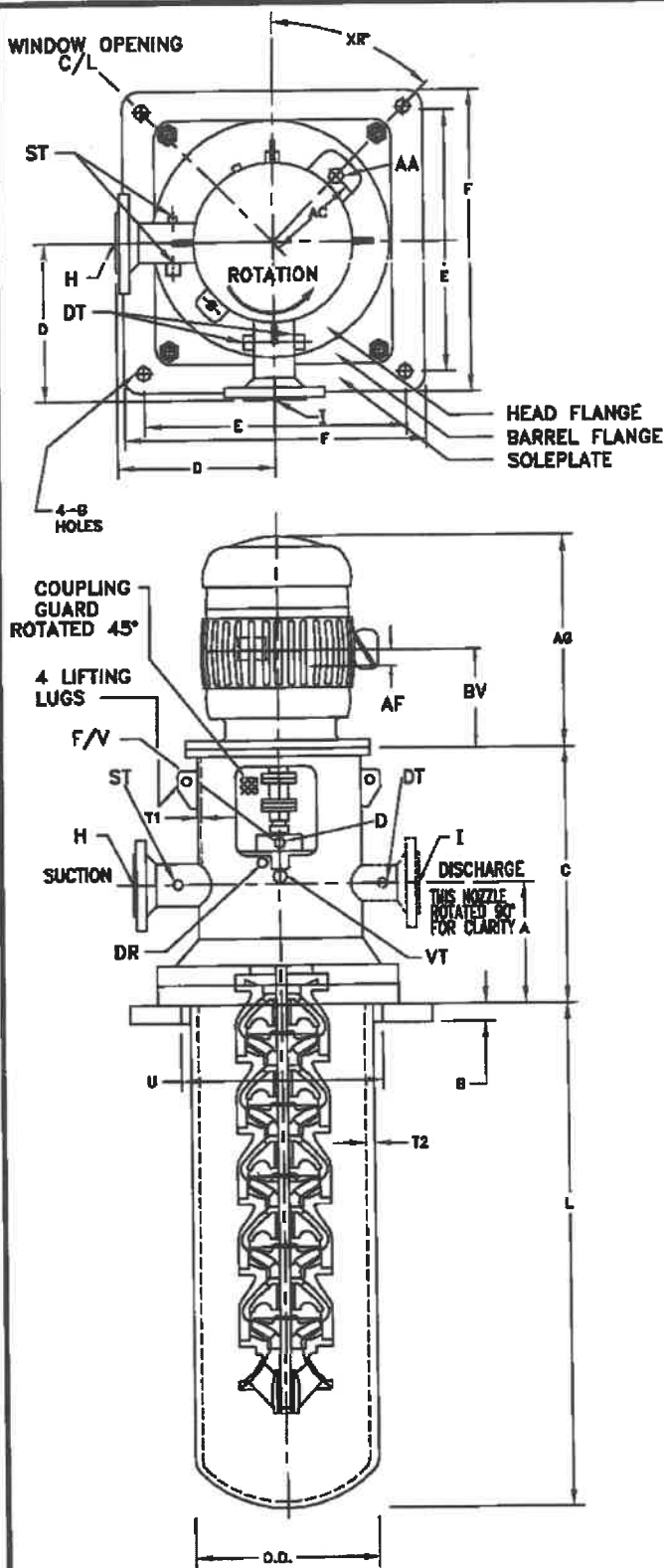
Submission Guidelines:

- Cost of Removal, Disassembly, Cleaning, Inspection Report, and Installation
- Detailed breakdown of costs for each repair item.
- Relevant experience in similar pump repair projects.
- Proposed timeline for completing the repairs.
- Job will be awarded based on bid, any parameters found out of specifications during the inspection will be corrected and cost adjusted.



EXHIBIT A-2

AFTON OM SECTIONS



CERTIFIED		
BY:	PHILLIP CYR	
DATE:	05/20/2004	
REV.	BY:	DATE:

CUSTOMER DATA	
CUSTOMER	J.F.SHEA CONSTRUCTION/ORANGE COUNTY
P.O. NO.	501-601
ITEM NO.	A01,02,03-PMP-2130;
	B01,02,03-PMP-2130; C01,02,03-PMP-2130;
	D01,02,03-PMP-2130; E01,02,03-PMP-2130
SERVICE	RO MEMBRANE FEED PUMPS
LIQUID	RO FEEDWATER

DESIGN CONDITIONS	
OPERATING POINT 1	OPERATING POINT 2
GPM 4340	GPM 3968
TDH 681 FT.	TDH 231 FT.
TEMP 70°F	SUCT. PSI 21.6
SP.GR. 1.0	DISCH. PSI 316.4, 121.6
VISC. --	SWP SUCT: 230 PSIG
	SWP DISCH: 600 PSIG


MOTOR DATA	
MFG. G.E.	RPM 1750
H.P. 1000	VOLTS 4000
FRAME 8339	PH/CY 3/60
ENCL WP II	WT. 9100 LBS.
S.F. 1.15(1.0 VFD)	AG 94"
AA 4"	BV 58.44"
AC 35.75"	XR 0"
AF 14-1/2"	

SPACE HEATER: 200 w, 120 v
 NOTE 1) FOR COMPLETE MOTOR DETAILS PLEASE SEE MOTOR PRINTS AND DATA SHEETS.

PUMP DATA	
SERIAL NO.	42713-1,2,3,4,5,6,7,8,9,10,11,12,13,14,15
MODEL	MPV SIZE 12 x 14 x 18
NO. STGS.	5 PUMP WT. LESS BRL. 4345#
O.D.	30" BARREL WT. W/SOLE 1850#
U	32" E 37"
A	17-1/8" F 40"
B	2" G 1-1/4" DIA.
C	54-1/8" L 81-7/8"
D	25" T1 1/2" T2 3/8"
H	14"-150 # RF ANSI SUCTION FLANGE *
I	12"-300 # RF ANSI DISCHARGE FLANGE *

* BOLT HOLES TO STRADDLE C		
TAPPED CONNECTIONS NPT SIDE		
ST	SUCTION	1"(1/2") WEAR(FAR)
DT	DISCHARGE	1" LEFT/RIGHT
VT	VENT	1" NEAR
DR	DRAIN	1/2" NEAR
D	SEAL DRAIN	1/2" NEAR
F/V	SEAL FLUSH/VENT	1/2" FAR

API-610 SEAL FLUSH PLAN 13: FROM SEAL CHAMBER THRU ORIFICE TO SUCTION.

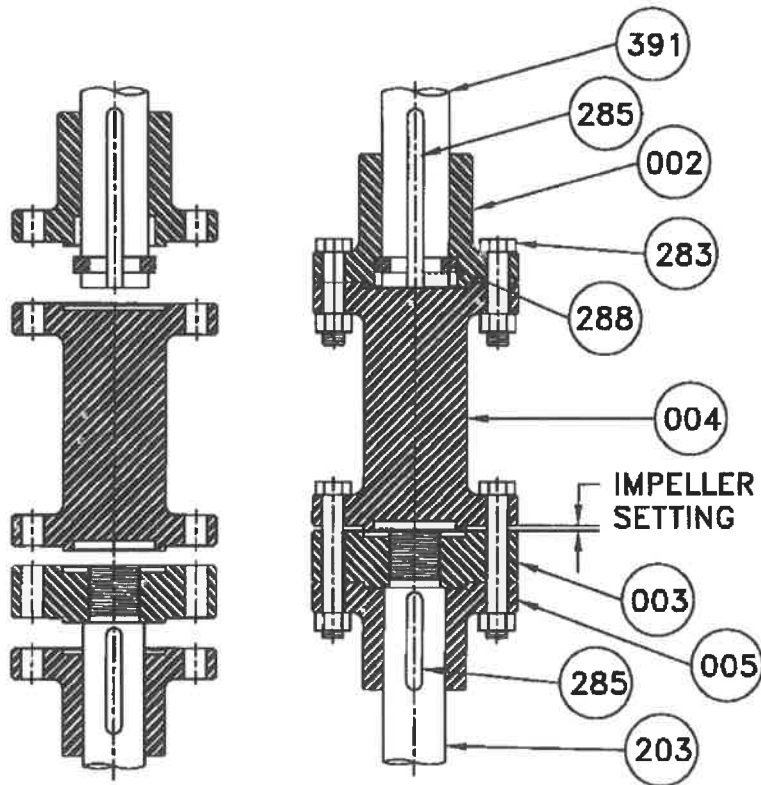


afton pumps, inc.
MPV OUTLINE

DRWN: J. WOLD	DATE: 5/11/2004	MPV-13
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NOT TO SCALE OLM-42713

Contractor: J. F. Shea Construction, Inc.
 Supplier: Girlich-Mitchell, Inc.
 Manufacturer: Afton Pumps, Inc.
 User: Orange County Water District



ITEM	DESCRIPTION
002	MOTOR HUB COUPLING
003	PUMP SHAFT ADJUSTING NUT
004	SPACER COUPLING
005	PUMP SHAFT COUPLING HUB
203	PUMP SHAFT
283	COUPLING CAPSREWS & NUTS
285	STRAIGHT KEY, PUMP & MOTOR
288	MOTOR CIRCULAR KEY
391	MOTOR

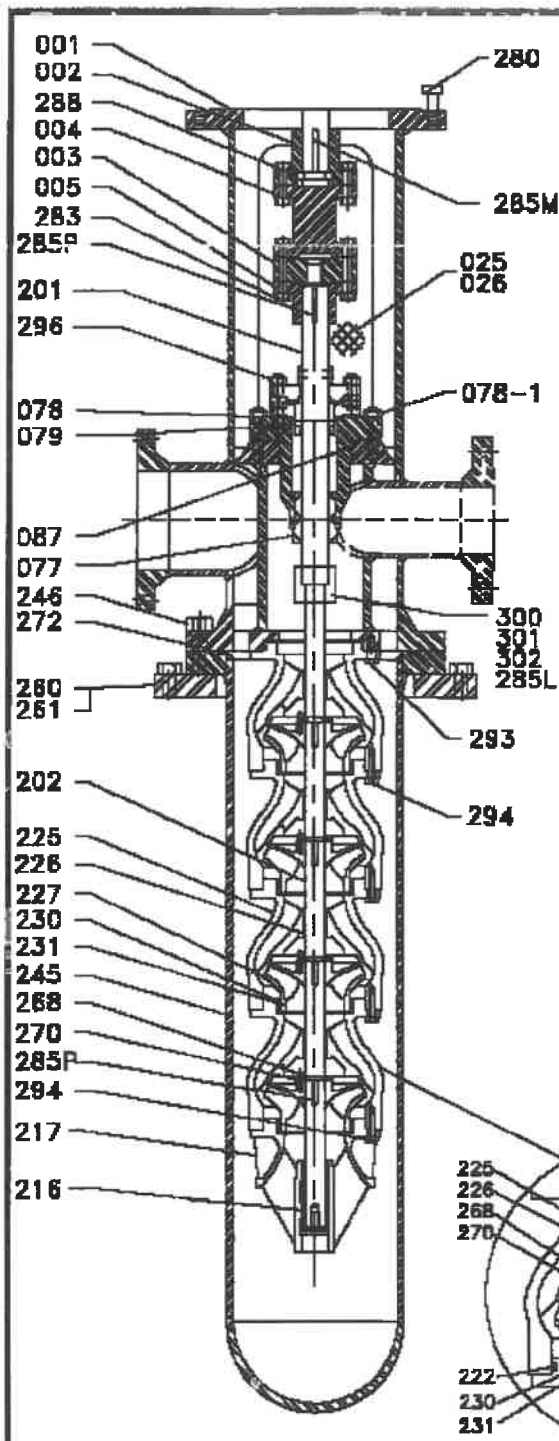
Contractor: J. F. Shea Construction, Inc.
 Supplier: Girlich-Mitchell, Inc.
 Manufacturer: Afton Pumps, Inc.
 User: Orange County Water District

F	C	REVISION
G	D	A
H	E	B

NOTE: ALL FRACTIONAL DIMENSIONS TO HAVE 1/64 TOL. IN THE DIRECTION OF MACHINING UNLESS SPECIFIED OTHERWISE - THE USE OF THIS DWG. BY OTHERS PROHIBITED UNLESS BY WRITTEN PERMISSION

PROPERTY OF	afton pumps, inc.	HOUSTON
AFTON 4 PIECE ADJUSTABLE SPACER COUPLING		

DATE	10-9-96	CHKD BY:
DRWN BY:	H. GARCIA	APPRVD BY:
FILE	PART NO.	
A	E-67	



ITEM NO.	MATERIAL	DESCRIPTION
001	SEE TABLE 1	PUMP DISCHARGE HEAD
002	A108-C1018(NI-PLT)	MOTOR HUB (COUPLING)
003	A108-C1018(NI-PLT)	ADJUSTING NUT (COUPLING)
004	A108-C1018(NI-PLT)	SPACER (COUPLING)
005	A108-C1018(NI-PLT)	PUMP HUB (COUPLING)
025	316 SS	COUPLING GUARD
026	A193 88M	COUPLING GUARD CAP SCREWS
077	AC-40 B. CARBON	STUFFING BOX BEARING
078	A351-CF3M	STUFFING BOX
078-1	A193-88MCL2/A194 8M	STFG BDX STUDS/NUTS
079	SEE J.C. SEAL DWG.	MECHANICAL SEAL
087	EPDM	STUFFING BOX "O"-RING
201	NITRONIC 50	HEAD SHAFT
202	NITRONIC 50	BOWL SHAFT
216	AC 40 B. CARBON	SUCTION BELL BEARING
217	A351-CF3M	SUCTION BELL
222	EPDM	BOWL O-RING
225	A351-CF3M	BOWL
226	AC 40 B. CARBON	BOWL BEARING
227	A351-CF3M	IMPELLER (CLOSED)
230	AC 40 B. CARBON	BOWL WEAR RING
231	A351-CF3M	IMPELLER WEAR RING
245	SEE TABLE	BARREL
246	A193-88MCL2/A194-8M	BARREL STUDS/NUTS
260	A240-316	SOLEPLATE
261	A193-88M/A194-8M	SOLEPLATE STUDS/NUTS
268	A479-316	THRUST RING CAPSCREWS
270	A276-316	IMPELLER THRUST RING
272	EPDM	BARREL O-RING
280	A193-88M	DRIVER CAPSCREWS
283	SEE JARI-024/025-024 INC PL	COUPLING STUDS/NUTS
285M	A564-630 AN	STRAIGHT KEY (MOTOR)
285P	A276-316	STRAIGHT KEY (PUMP)
285L	A276-316	STRAIGHT KEY (LINE SHAFT)
288	A582-416	CIRCULAR KEY
293	A193 88M	BOWL TO HEAD CAPSCREWS
294	A193 88M	BOWL CAPSCREWS
296	A193-88MCL2/A194-8M	GLAND STUDS/NUTS
300	NITRONIC 50	DUAL SPLIT KEY
301	A193 88M	SETSCREWS
302	NITRONIC 50	LINE SHAFT COUPLING (SLEEVE)

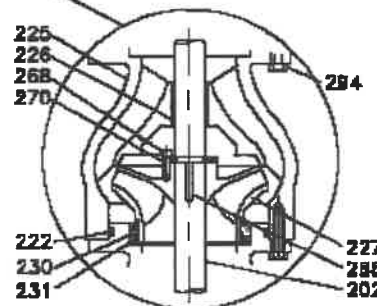



TABLE 1 FABRICATED FROM	
PIPE	A312-TP316L
PLATE	A240-316L
FLANGES	A182-F316L
MTR PLT	A240-316L
FITTINGS	A182-F316L
BRL-BTM	A403-WP316L

NOTE:
TYPICAL CROSS-SECTIONAL DWG.
NUMBER OF STAGES DOES NOT
MATCH JOB REQUIREMENTS.

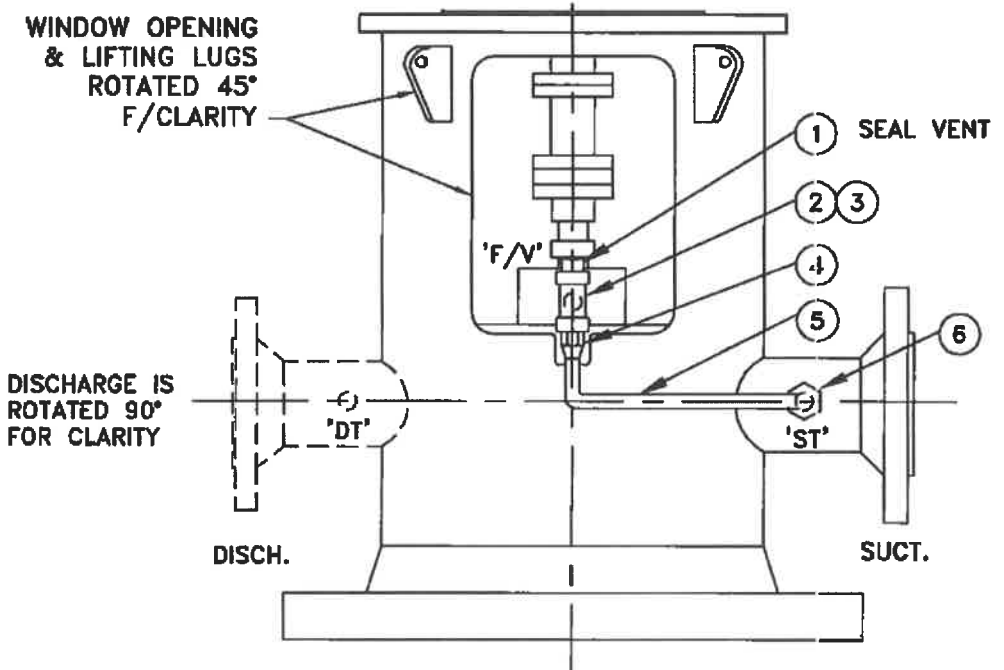


afton pumps, inc.
MPV CROSS-SECTIONAL (TYP)

DRAWN BY	DATE	DRAWING NO.
T. WOLD	10-11-04	CSM-42713

Contractor: J. F. Shea Construction, Inc.
Supplier: Girlich-Mitchell, Inc.
Manufacturer: Afton Pumps, Inc.
User: Orange County Water District

NO.	DESCRIPTION	MATERIAL
1	PLUG (RD HD) 1/2" NPT	A182-F316
2	PIPE OR NIPPLE 1/2" NPT-SCH 80	A312-TP316
3	TEE 1/2" NPT-3000#	A182-F316
4	TUBING CONNECTOR 1/2" NPT X 1/2" TBG	A182-F316
5	TUBING 1/2" OD X 0.065 WALL	A269-316
6	TUBING CONNECTOR,ORIFICE 1/2" NPT X 1/2" TBG W/1/8" HOLE	A182-F316



Contractor: J. F. Shea Construction, Inc.
 Supplier: Gitlich-Mitchell, Inc.
 Manufacturer: Afton Pumps, Inc.
 User: Orange County Water District

F	C	REVISION
G	D	A
H	E	B

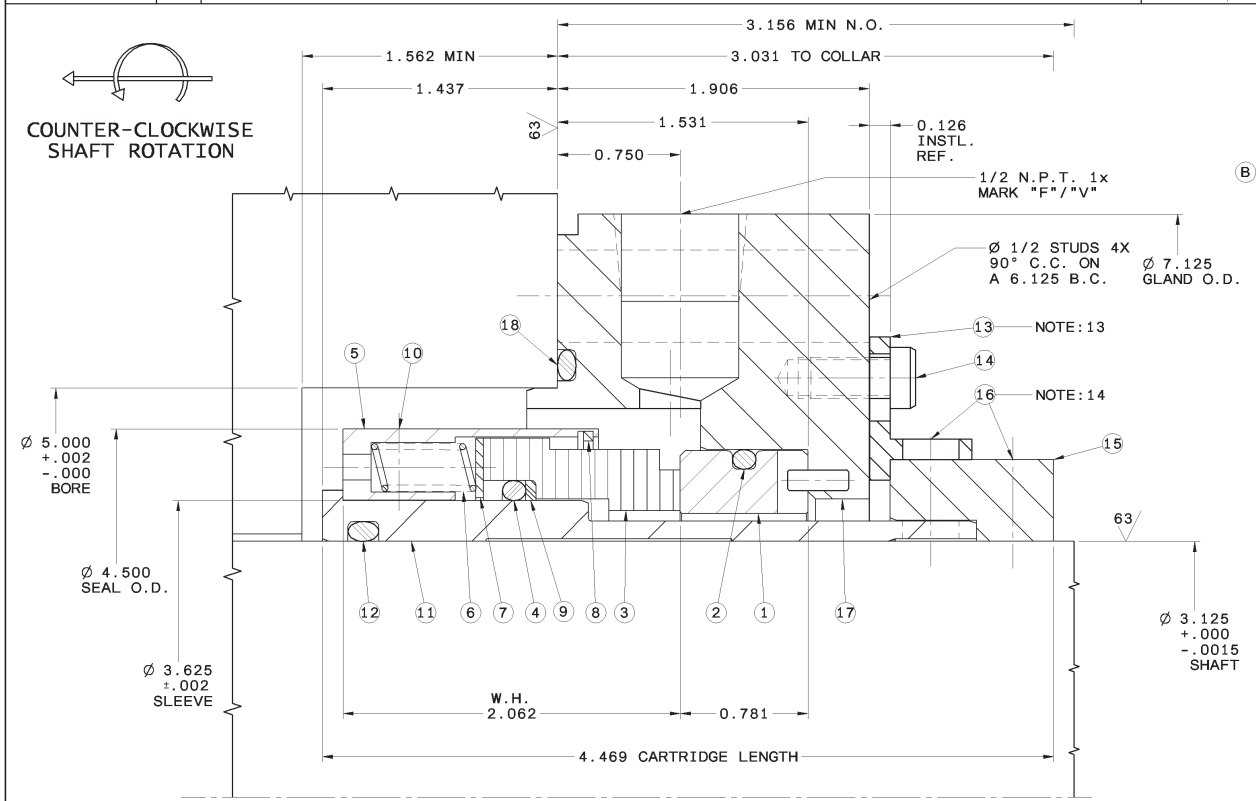
NOTE: ALL FRACTIONAL DIMENSIONS TO HAVE 1/64 TOL. IN THE DIRECTION OF MACHINING UNLESS SPECIFIED OTHERWISE - THE USE OF THIS DWG. BY OTHERS PROHIBITED UNLESS BY WRITTEN PERMISSION

PROPERTY OF **afton pumps, inc.** HOUSTON, TEXAS

API 610 SEAL FLUSH PLAN-13
W/ 316 S.S. TUBING & FITTINGS

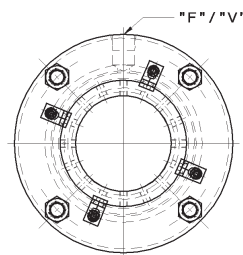
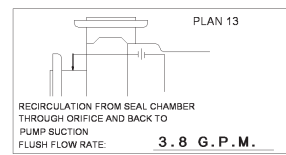
DATE	CKD.
5/12/2004	
DRN.	APPR.
<i>T. WOLD</i>	
FILE	DWG NO.
A	FPM-42713

DRAWING No. HSP-1018565-1
 ISSUE B
 REVISION: A ORIGINAL ISSUE B PC00057045 3-18-05
 PROJ. #69021-HOU



ADDITIONAL NOTES:

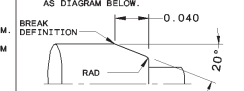
- SPACER (ITEM #13) IS ONLY FOR THE PURPOSE OF PROPERLY LOCATING SEAL. AFTER GLAND PLATE, BEARING, SHAFT AND SEAL ARE LOCKED IN PLACE, SPACER MUST BE REMOVED BEFORE STARTING UNIT.
- TO AVOID MOVEMENT OF SLEEVE IN RELATION TO SHAFT, SPOT FACE SHAFT UNDER TWO SET SCREWS MINIMUM ON THE OUTER ROW 180° APART.
- GLAND MUST BE IN CONTACT WITH HOUSING. DO NOT OVERSTRESS.



SUPERSEDES HSP-1017312-1

THE FOLLOWING NOTES ARE IMPORTANT AND MUST BE OBSERVED FOR CORRECT SEAL INSTALLATION AND OPERATION

- REMOVE ALL SHARP EDGES ON SHAFT AND/OR SLEEVE BEFORE INSTALLATION OF SEAL.
- SURFACE OF SHAFT OR SLEEVE ON WHICH SEAL IS INSTALLED MUST BE MACHINED TO 63 RA FINISH OR BETTER.
- LUBRICATE SHAFT/SLEEVE & SEAL WEDGE RING/O-RING/BELLOWS TO ASSIST INSTALLATION OF SEAL WITH STP OR DOW CORNING #4 GREASE.
- LUBRICATE MATING RING (SEAT), SEALING MEMBER AND HOUSING TO ASSIST INSTALLATION.
- MUST BE CIRCULATED AROUND PRIMARY RING (SEAL FACE)/THROUGH MATING RING (SEAT) IN ORDER TO REMOVE HEAT GENERATED, OR FAILURE MAY OCCUR.
- WHEN SHAFT IS SLEEVED THROUGH STUFFING BOX, SLEEVE MUST BE LIQUID TIGHT THROUGH BORE.
- SHAFT OR SLEEVE MUST BE CORROSION RESISTANT MATERIAL WITH A HARDNESS OF 125 BRINELL. MINIMUM & BE MACHINED TO DIMENSIONS & TOLERANCES STATED.
- END OF SEAL CHAMBER & AXIS OF SHAFT MUST BE AT 90° TO EACH OTHER WITHIN .002 F.I.M. MINIMUM ABOVE MAXIMUM PRESSURE GENERATED AT INNER SEAL.
- PRESSURE IN SEAL CHAMBER MUST BE MAINTAINED AT MINIMUM ABOVE MAXIMUM PRESSURE GENERATED AT INNER SEAL.
- BEFORE COMPLETING SEAL INSTALLATION WIPE LAPPED SURFACES OF MATING RING (SEAT) & PRIMARY RING (SEAL FACE) PERFECTLY CLEAN.
- VENT GAS ENTRAPMENT BEFORE STARTUP.
- ALL SHOULDERS OVER WHICH SEAL MUST PASS WHEN FITTING, TO BE PREPARED AS DIAGRAM BELOW.



ITEM	COMPONENT	DESCRIPTION	MATERIAL	SPARES QTY
1	D 3375 243 9205	MATING RING	TUNG. CARBIDE	1 X
2	0000 242 9549	O-RING	FLUOROELASTOMER	1 X
3	A8 3625 012 9055	PRIMARY RING	CARBON	1 X
4	0000 239 9549	O-RING	FLUOROELASTOMER	1 X
5	A9 3625 103 0541	RETAINER	316L S.S.	1
6	4492	SPRING	HAST C.	12 X
7	A9 3625 015 0541	DISC	316L S.S.	1
8	A9 3625 028 0690	SNAP RING	HAST C.	1
9	A8 3625 013 7500	ANTI-X-RING	CHEMLON	1 X
10	1125 2005 000 0690	SET SCREW	HAST C.	3 X
11	H 3625 1315 0541	SLEEVE	316L S.S.	1
12	0000 235 9549	O-RING	FLUOROELASTOMER	1 X
13	H 0000 228 0570	SPACER	SINTERED 316SS	4 X
14	2125 2006 300 0550	LOW HEAD CAP SCREW	316 S.S.	4 X
15	D 3125 859 0541	COLLAR	316L S.S.	1 X
16	H 1731 2408 000 0690	SET SCREW	HAST C.	16 X
17	H 3375 1407 0541	GLAND	316L S.S.	1
18	0000 251 9549	O-RING	FLUOROELASTOMER	1 X
19				
20				
21				
22				
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35				

★★
RO MEMBRANE FEED PUMPS

A01-PMP-2130, A02-PMP-2130, A03-PMP-2130
B01-PMP-2130, B02-PMP-2130, B03-PMP-2130
C01-PMP-2130, C02-PMP-2130, C03-PMP-2130
D01-PMP-2130, D02-PMP-2130, D03-PMP-2130
E01-PMP-2130, E02-PMP-2130, E03-PMP-2130

SEAL ASS'Y NO. IN- A8-3625-031 OUT-	BILL OF MATERIALS NUMBER COMPLETE 1-18 M139998
MTG.RG.ASS'Y NO. IN- OUT-	SEAL HD. MTG.RG. ASS'Y ITEMS NUMBER

EQUIPMENT REFERENCE	CUSTOMER INFORMATION:
UNIT BY: AFTON PUMP	CUSTOMER: AFTON PUMP
EQUIPMENT TYPE:	P.O.NO. 009417@094170 (B)
<input checked="" type="checkbox"/> PUMP <input type="checkbox"/> AGITATOR	END USER: J.F. SHEA CONSTRUCTION
<input type="checkbox"/> COMPRESSOR <input type="checkbox"/> OTHER	LOCATION:
MODEL / SIZE MPV 12x14x18.5	REG.NO.
SERIAL NO. 42713-1/15	INSTALLED AT: ★★

A.P.I. PLAN 13	MATERIAL CODE: X F55 1 X O15 H 316L/HC
A.P.I. CODE BSPFM	

SERVICE DATA		BARRIER FLUID	
FLUID RO FEED WATER	SUCT.PRESS. 21.8 PSIG	VISC. AT P.T.	
SEAL PRESSURE 160 PSIG	DISCH.PRESS. 316.4 PSIG	V.P. AT P.T.	
TEMPERATURE 70 °F	SP. GR.	HAZARD CODE	
SHAFT SPEED 1800 RPM	REFERENCE DATA		
1.0	DRAWN DATE CHK'D APP'D SCALE INST CODE		
DATA SHT DTD: 10/13/2004	JCA 101304 MM MWL 2:1		
BY: MARK KLEPACZ	FILE REFERENCE CAT	DRAWING No. HSP-1018565-1	
PROJ# : 64721-HOU	HOUSTON BRANCH#6	ISSUE B	
REF# : HSP-1017312			

CAD ENGINEERED
 SEAL SIZE: Ø3.625
 SEAL TYPE: 8B1 SINGLE CARTRIDGE

JohnCrane
JOHN CRANE INC.
 International Sealing Systems
 6400 Oakton Street
 Morton Grove, IL 60053, U.S.A.

Contractor: J. F. Shea Construction, Inc.
 Supplier: Girlich-Mitchell, Inc.
 Manufacturer: Afton Pumps, Inc.
 User: Orange County Water District

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START-UP AND OPERATION

Check List:

This List may or may not use all items.

- a. Is motor properly lubricated?
- b. Is coupling properly installed, adjusted and tightened?
- c. Is motor securely bolted down?
- d. Has motor rotation been checked?
- e. Is all piping including vent connections installed?
- f. Does pump turn freely?
- g. Is case fit bolting tightened?
- h. Are shutdown devices installed? If any.
- i. Are suction and discharge pressure gauges installed?

Start-Up:

Close discharge valve, open suction valve, open vent valve until a stream of liquid is observed, close vent valve, crack open the discharge valve and push the starter button. After shut-in pressure is reached, slowly open the discharge valve while observing the discharge gauge. (if a sudden drop in discharge pressure is observed, shut the unit down, close the discharge valve and determine the cause.) When design discharge pressure is reached, immediately check current with an ammeter and compare to nameplate amps. Allow the unit to operate until temperature and flow rates have stabilized (Minimum one (1) hour on larger units) before leaving unattended.

Lubrication:

None required by pump. Refer to motor manual for motor lubrication information.

CAUTION! New bearing designs call for reduced lubrication intervals.

Operational Problems:

If you feel all is not in order, refer to trouble check list on back page.

Spare Parts

When ordering parts, please refer to pump serial number and part name (from bill of materials or sectional drawing) with reference number. Afton can provide very good service on machined parts such as shafts, sleeves, glands, etc. Unfortunately, cast parts depend, to a degree, upon foundry supplies.

We suggest at least some parts be stocked if pump is not spared or is in a critical service. A reasonable situation would call for a stuffingbox assembly including...

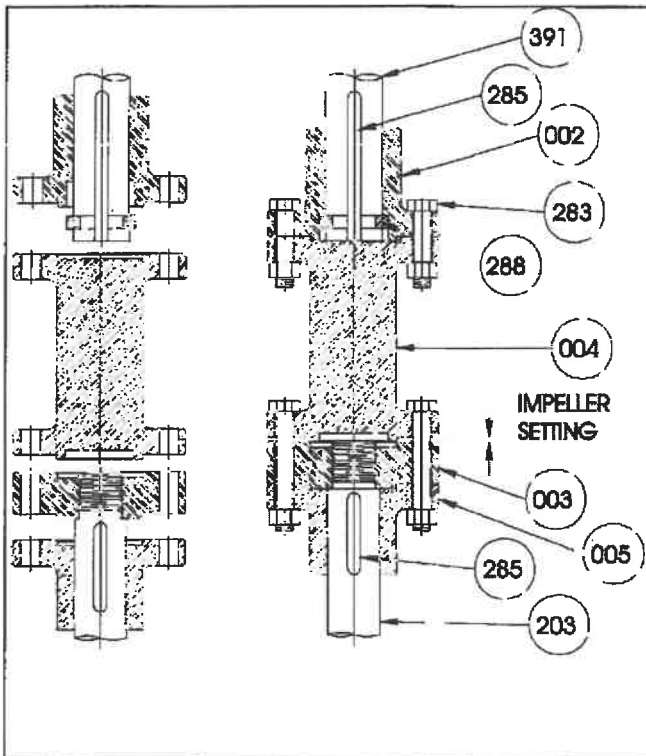
Mechanical Seal
Gland
Sleeve with Drive Collar
Stuffingbox Bushing
Set of "O" Rings

and a bowl assembly including all

Bowls
Impellers
Keys
Bearings (Bowl assembly)
Shaft
Bolting (Bowl assembly)

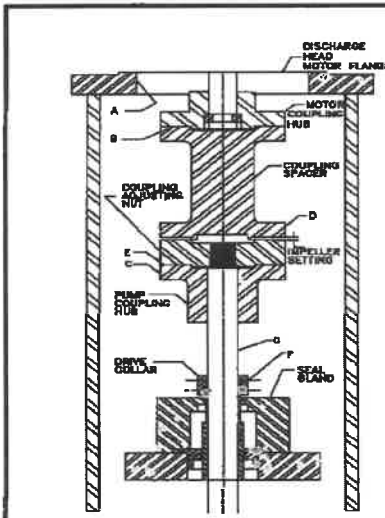
These sub-assemblies can be purchased more economically than the sum of the parts. If you feel for some reason the pump service life has not been satisfactory, please contact Afton for material change recommendations.

Contractor: J. F. Shea Construction, Inc. Supplier: Girlich-Mitchell, Inc. Manufacturer: Afton Pumps, Inc. User: Orange County Water District
--



ITEM#	DESCRIPTION
002	MOTOR HUB COUPLING
003	PUMP SHAFT ADJUSTING NUT
004	SPACER COUPLING
005	PUMP SHAFT COUPLING HUB
203	PUMP SHAFT
283	COUPLING CAPSCREWS & NUTS
285	STRAIGHT KEY, PUMP & MOTOR
288	MOTOR CIRCULAR KEY
391	MOTOR

**Afton Pumps
4- piece Adjustable Spacer Coupling**



1. Indicate the motor shaft to the discharge head at "A" to within .001"
2. Install the motor coupling hub. Indicate the hub face at "B" to within .0005" max. at "B".
3. Install the pump hub and adjusting nut
4. Install the coupling spacer with bolts to motor hub. Indicate at "D". This should be within .002"-.003" TIR.
5. Turn the adjusting nut up to the impeller setting. (see the nametag for the correct setting).
6. Install the bolts to lift the impeller to running position. With all bolting tight check the TIR at "D". It should be .002" TIR or less.
7. Shaft (G) run out below the coupling and above the drive collar should be less than .002" TIR.
8. Tighten set screws in the drive collar (F) & remove rod from under the drive collar.
9. Fill pump with product, bleed off vapors. Pump should be ready to run.

F	C	REVISION
G	D	A
H	E	B

NOTE: ALL FRACTIONAL DIMENSIONS TO HAVE 1/64 TOL. IN THE DIRECTION OF MACHINING UNLESS SPECIFIED OTHERWISE - THE USE OF THIS DWG. BY OTHERS PROHIBITED UNLESS BY WRITTEN PERMISSION

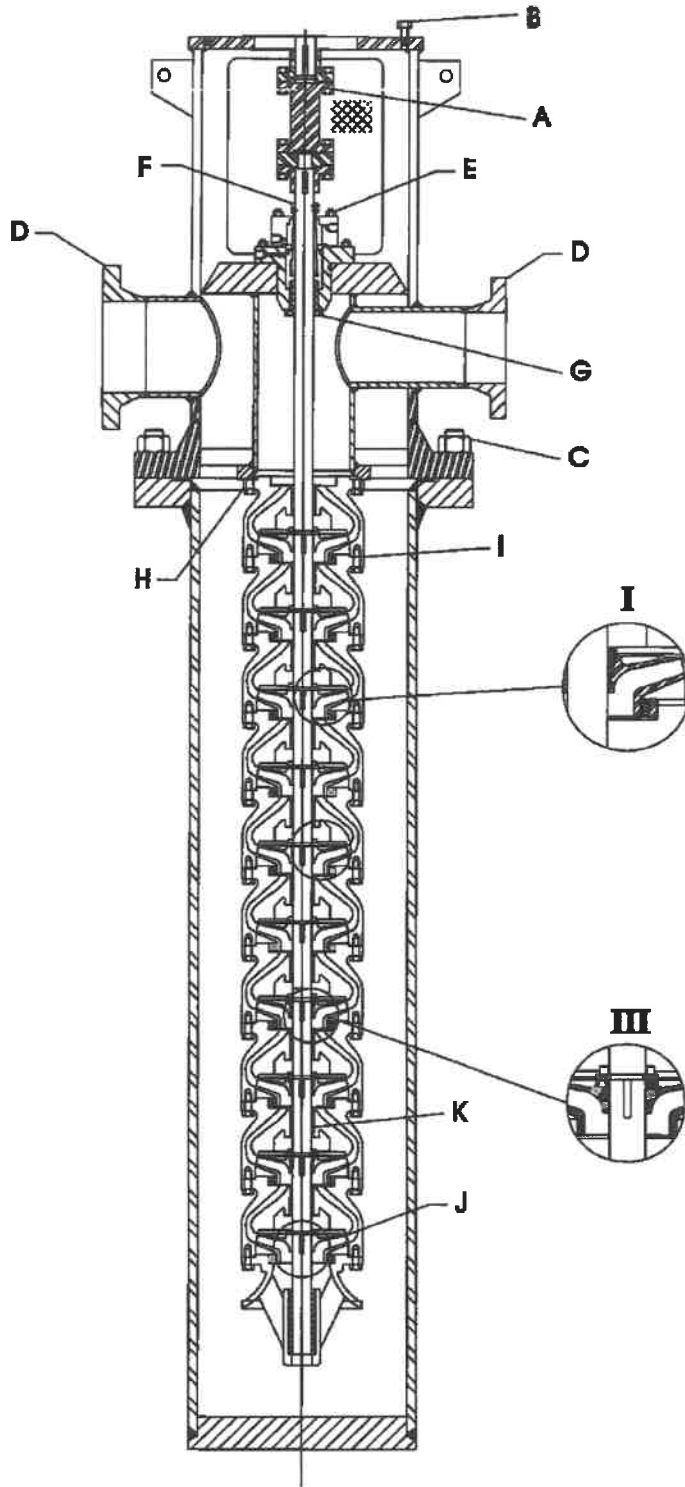
PROPERTY OF **afton pumps, inc.** HOUSTON, TEXAS

ALIGNMENT FOR MPV/HPV/GSV PUMPS

DATE	CHKD BY:
DRWN BY:	APPRVD BY:
FILE	PART NO.
A	E-77D

Contractor: J. F. Shea Construction, Inc.
Supplier: Girlich-Mitchell, Inc.
Manufacturer: Afton Pumps, Inc.
User: Orange County Water District

DISASSEMBLY, REPAIR, AND REASSEMBLY INSTRUCTIONS FOR AFTON MODEL MPV PUMPS



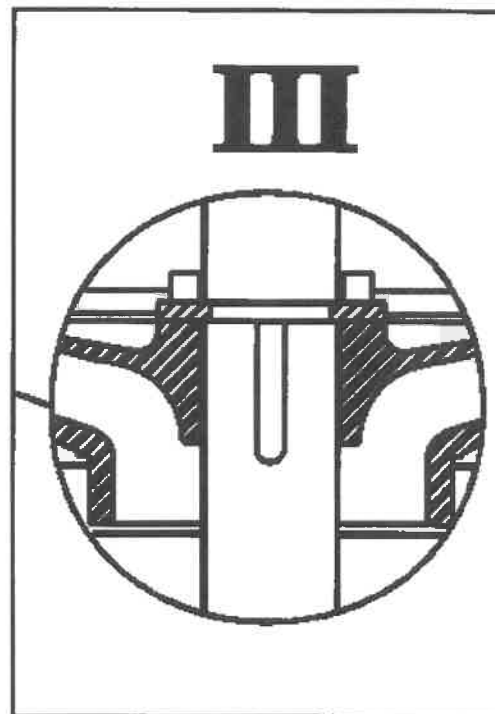
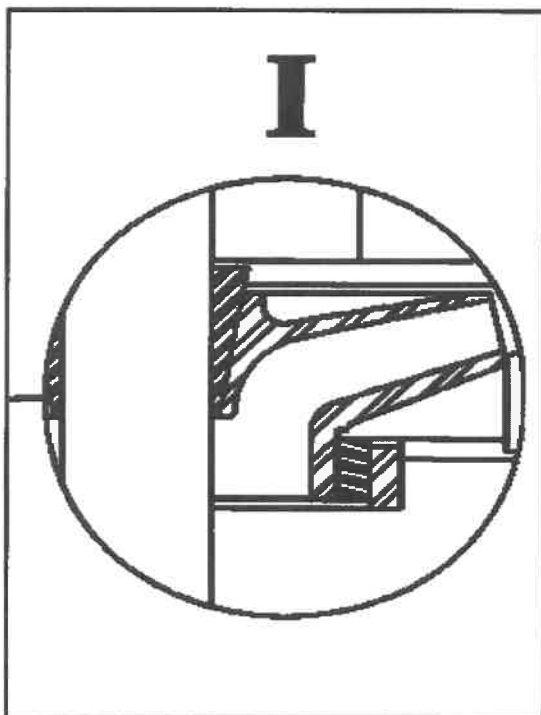
Pump should be worked on in a reasonably clean, well lighted area. Adequate floor or table space and lifting equipment should be available. Personnel involved should be familiar with this type of equipment and should be allowed time to study drawing prior to disassembly.

1. Disconnect power. You may wish to mark lead wires prior to disconnecting.
2. Close suction and discharge valves and vent pump.
3. Disconnect coupling at "A" and motor hold down bolts at "B". CAUTION ... Keep motor upright at all times. Remove motor. Do not remove motor coupling hub unless required to repair the motor.
4. Remove nuts at "C" and flange bolts at "D". Pump is now ready for removal to shop. Be sure you have adequate lifting equipment.
5. When the pump is in a repair area, remove coupling assembly. You may wish to mark coupling to aid in reassemble.
6. Remove mechanical seal assembly by removing gland cap screws, "E", loosening (not removing) drive collar set screws, "F", and sliding assembly out of the stuffingbox. Mechanical seal should be handled carefully and thoroughly cleaned. It will probably require some repair. There is a seal drawing in your instruction book. If seal is severely damaged or worn with less than one year's operation, this is a symptom of a problem elsewhere.
7. Remove stuffing box and check for wear of stuffingbox bushing at "G". Recommended and allowable clearances are listed in your instruction book. Egg-shaped wear indicates coupling unbalance or driver misalignment. Even wear in excess of allowable indicates erosion or possible corrosion.
8. Unbolt discharge head from bowl assembly at "H".
9. You are now ready to disassemble bowl assembly. You may wish to check end play (it should be in excess of 1/2") and estimate bearing wear by moving shaft up and down.
10. This bowl assembly comes apart from the top. Unbolt top case at "I" and slide off end of shaft.

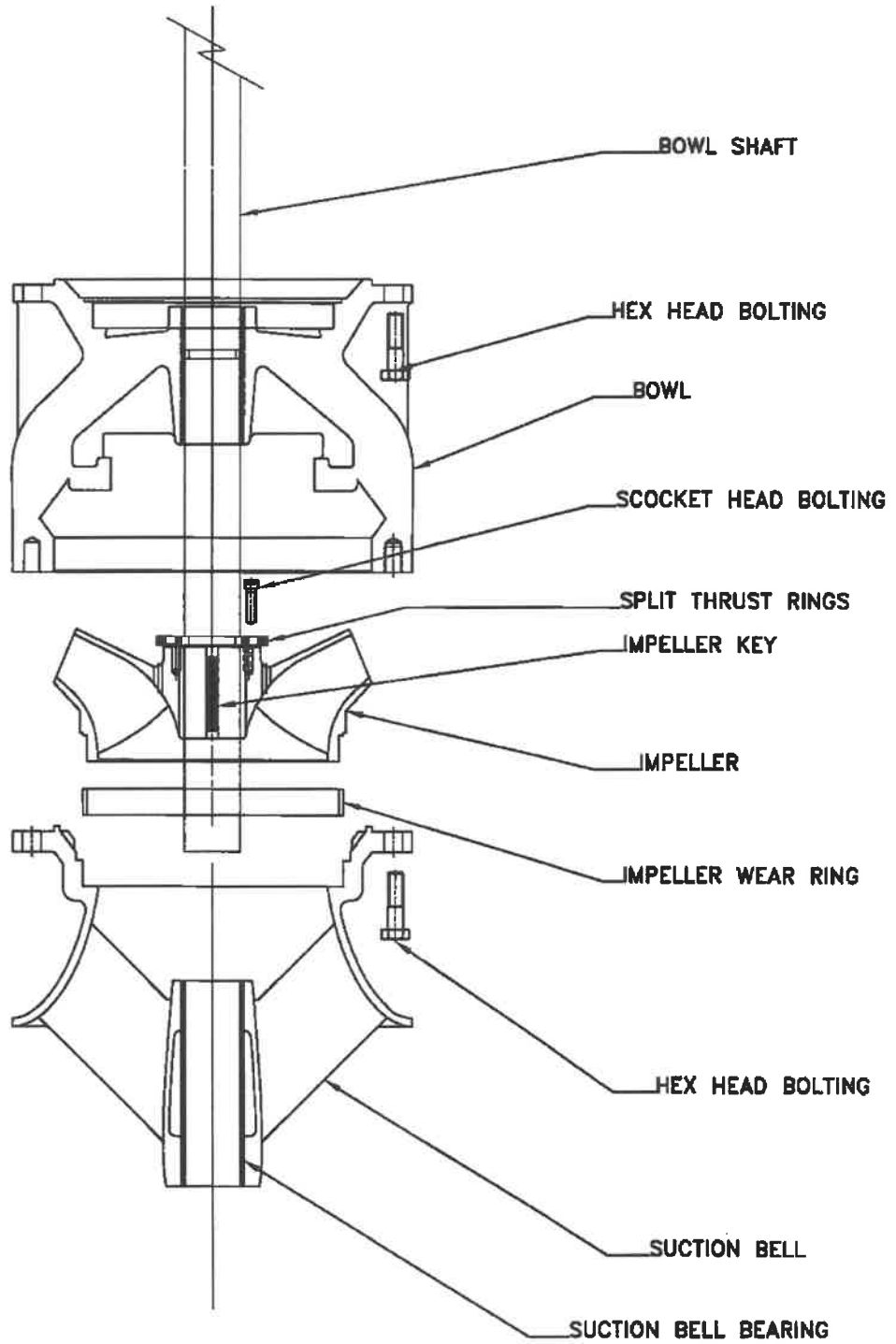
Contractor: J. F. Shea Construction, Inc. Supplier: Girlich-Mitchell, Inc. Manufacturer: Afton Pumps, Inc. User: Orange County Water District
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11. Top impeller is now accessible. Impellers are keyed to the shaft, as shown in insert "III". Dismantle by removing cap screws from thrust ring. It may be necessary to slightly warm the impeller.
12. Remove each bowl and impeller by repeating steps 10 and 11 above.
13. Do not remove last impeller, "J", from shaft without measuring and recording its position in respect to end of shaft.
14. Check wear ring clearance and shaft wear. Maximum shaft wear for a unit of this size would be approximately .003". Maximum impeller and bearing clearance is shown elsewhere.
15. Clean all parts, check all clearances, and check shaft runout. Maximum allowable runout for smooth operation is .002"/10' of length.
16. Repair by mounting impeller on stub in lathe and cleaning up wear ring area. Install or replace wear rings. If at all possible, bowls should be set up and bowl ring ID turned true after installation in bowls.
17. Replace bowl bearings, "K", and suction case bearing, "L".
18. CHECK LIST ... Shaft is straight, and maximum wear is .003".
Ring clearance is in accordance with specs. Impellers are in balance (extensive machining will require re-balancing). Dynamic balancing is best, but at 1700 RPM and below static balancing, will suffice.
Bowl bearing clearance is per specs.
All parts are clean.
All keys, etc. are OK.
19. REASSEMBLY . . . Replace first stage impeller on shaft. Be sure it is properly located in respect to end of shaft. Insert shaft into suction bell. After bowl assembly is together, check end play (1/2" minimum). When bowl assembly is complete, bolt on discharge head and install stuffingbox (is stuffingbox bushing, "G", and clearance OK?). Install mechanical seals assembly and prepare to put pump back in can.

Left side shows flanged bowl construction, which is standard on all other pump sizes. Insert "I" shows bowl and impeller wear ring construction which is available as an option on pump size 4x6x10 and larger. Insert "III" illustrates keyed impeller drive.

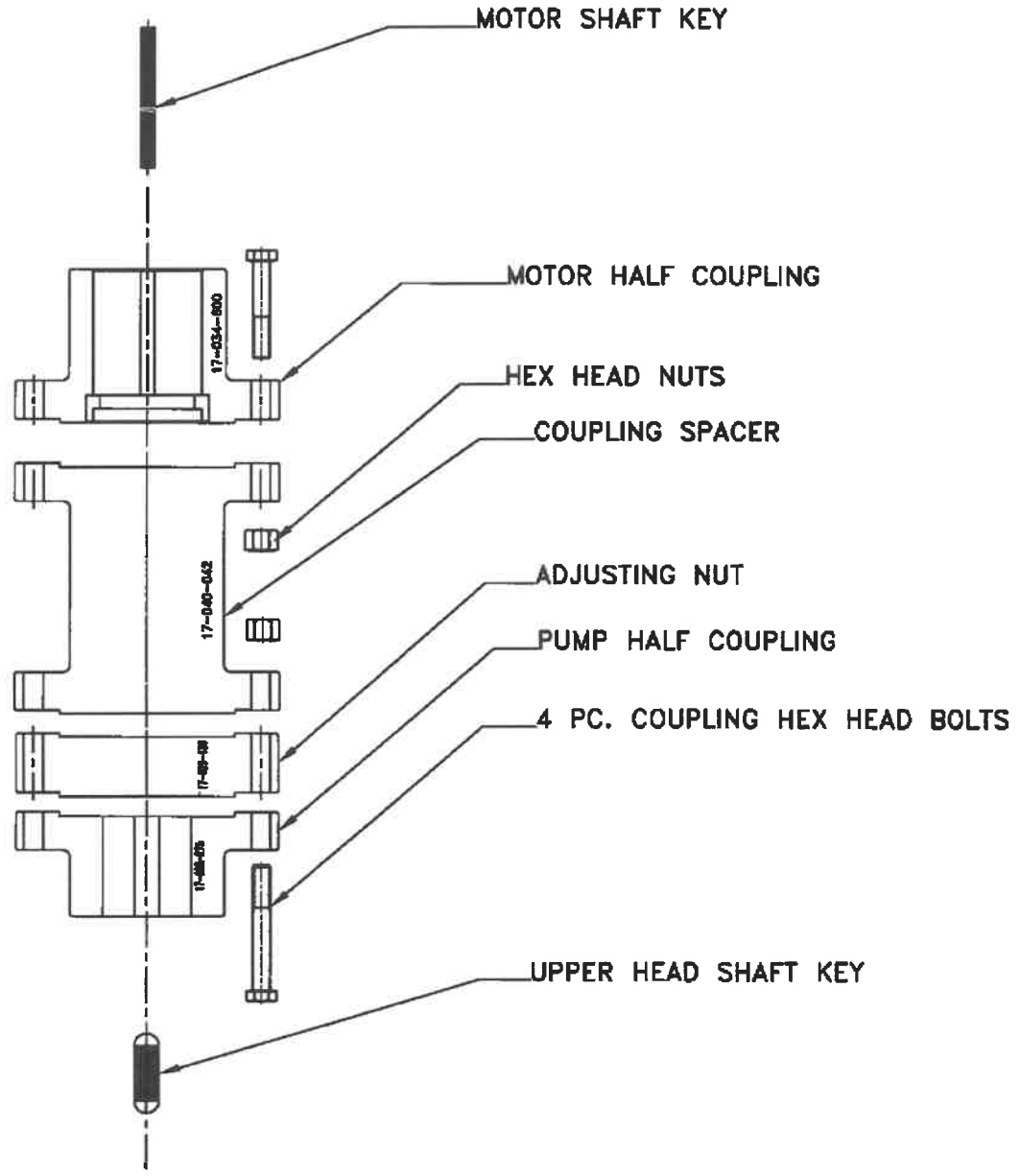



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User: Orange County Water District




afton pumps, inc.
 DRWN: EER DATE: 5/30/2007 MPV-13
 NOT TO SCALE SK-42713

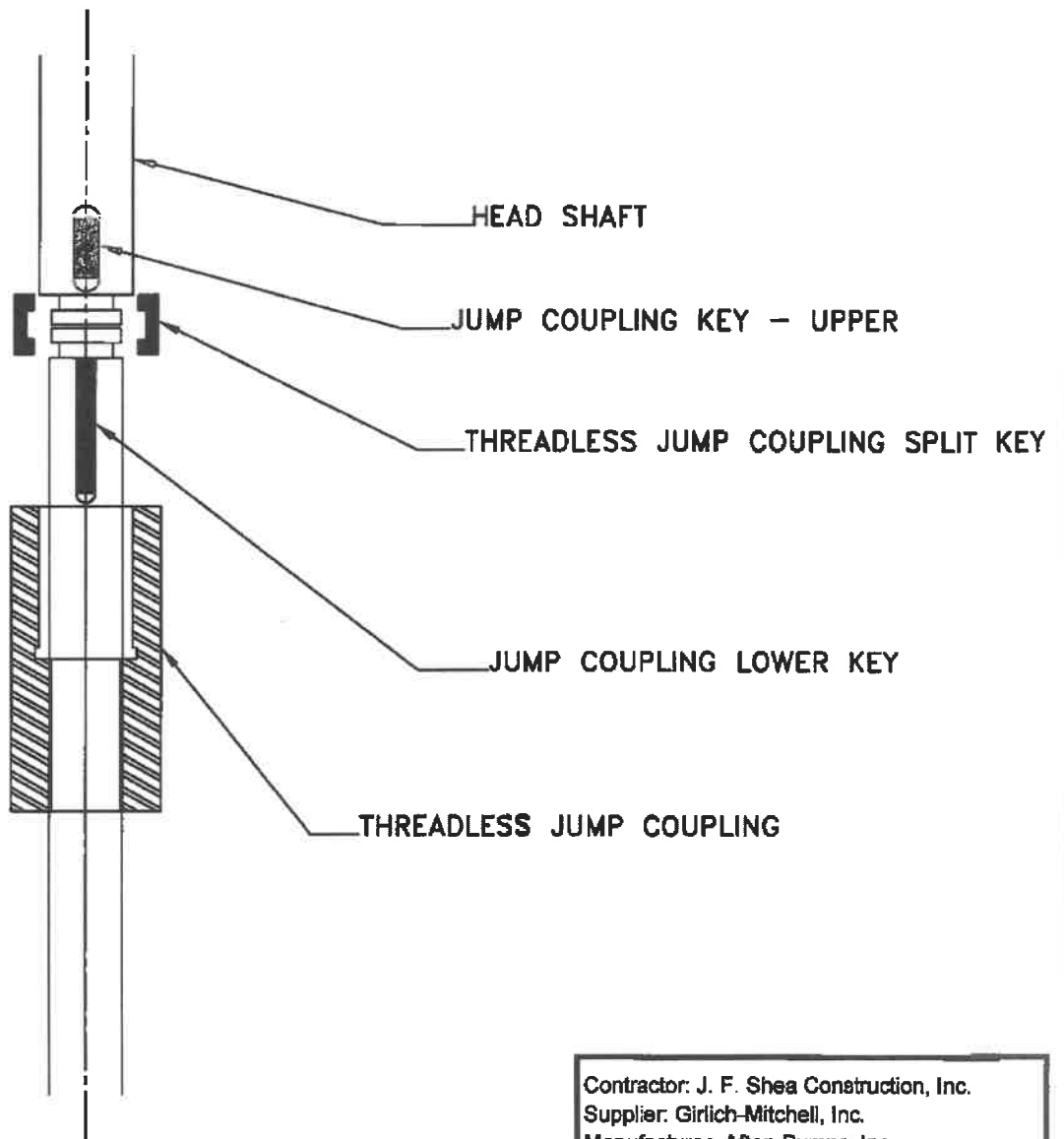
Contractor: J. F. Shea Construction, Inc.
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afton pumps, inc.

DRWN: EER	DATE: 5/30/2007	MPV-13
NOT TO SCALE		SK-42713A

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 Supplier: Girlich-Mitchell, Inc.
 Manufacturer: Afton Pumps, Inc.
 User: Orange County Water District



DRWN: EER DATE: 5/30/2007 MPV-13

NOT TO SCALE

SK-42713B

DRIVER MOUNTING AND ALIGNMENT COUPLING INSTALLATION AND ADJUSTMENT

APPLYING TO ALL MODEL MPV UNITS HAVING SOLID SHAFT MOTORS

Pumps of this type are supplied with a split ring designed to transmit both up and down thrust from the pump to the driver. This ring eliminates the need for pinning and/or set screwing the driver coupling hub to the driver shaft. All larger units will normally have the pump and motor shipped separately. In this case, the coupling drawing (E77-D) should be reviewed prior to assembly.

When pump and motor are shipped separately, set the motor on the pump. Normally the conduit box location can be rotated in 90° increments, so position the conduit box as desired. Refer to the coupling drawing mentioned above. At this point, it is left to the discretion of the millwright, the manner in which assembly should proceed. Obviously a 500 HP unit operating at 3600 RPM would require a more precise alignment for optimum longevity than a 10 HP unit operating at 1200 RPM. Therefore, the millwright should decide the desired degree of accuracy and proceed according to method "1" or "2" outlined below.

- (1) For an exact alignment or to locate the cause of a misalignment proceed as follows:
 - (1) Check the runout of the motor shaft. It should not exceed .001.
 - (2) Locate the motor in reference to the discharge head this may be done by clamping an indicator on the motor shaft with a button resting on an ID fit in the top of the discharge head. The runout may be appreciable but shifting the motor in the correct direction will tend to eliminate this misalignment. When T.I.R. is within .005, rotate pump shaft 90° at a time, three (3) times, stopping at each 90° point and checking alignment by rotating motor shaft 360°. Do not shift the motor during these three (3) movements. However, it may be wise to make a simple sketch showing plus and minus points for each quadrant. After you have done this you will note pump shaft is *probably not* in exact center of stuffingbox. However, by reviewing your readings you will be able to determine how much and in what direction motor should be shifted to assure T.I.R. between pump and motor shafts when both are rotated through 360° will not exceed .005. In other words, with the indicator clamped to the motor shaft (or motor coupling hub) and indicator button resting on and reading from pump shaft, you should be able to rotate motor shaft 360° four (4) times (when pump shaft is rotated at 90° intervals) with T.I.R. never exceeding .005. When this is accomplished motor hold-down bolts should be tightened.
 - (3) At this point read and follow instructions in paragraph "1" above. As you assemble coupling, check runout of coupling hub OD and faces to be sure no fits have been damaged in handling (OD runout should not exceed .002 and mating face runout should not exceed .001).

NOTES: Motor rotation should be checked before pump and motor are connected. Pump must not be under pressure during impeller adjustment. Maximum and operating thrust on pumps of this type are normally down however, some momentary up thrust can be expected.

TROUBLE CHECK LIST

(Applies to ALL AFTON Model MPV Pumps)

Should you feel the pump is not doing the job for which it was sold a few simple checks and observations will help locate the trouble. To make these checks you will need a pressure gage set at the pump discharge, an ammeter, a performance curve applying to the pump, and a pressure gage set at the pump suction.

- (1) **IMPELLER ADJUSTMENT**
The impeller should run close to the bottom of the bowl assembly, approximately 0.020 to 0.040" clearance See Nameplate-Each Afton pump manufactured is checked for end play prior to shipment and the recommended end play is stamped on the nameplate. Complete instructions for setting this clearance are in the installation of this booklet.
- (2) **ALIGNMENT**
Does unit rotate freely? Is alignment within specified tolerances?
- (3) **ROTATION**
Unit rotation must be CCW looking down on motor.
- (4) **NOISE & VIBRATION**
Does pump have either at operating point and/or shut-off? (if so do not operate until these conditions are corrected).
- (5) **NPSH**
Is pumpage temperature above ambient? Is pump strainer plugged? Check by opening Vent Valve while pump is running. You should get liquid out not air in.
- (6) **DISCHARGE PRESSURE & AMPERAGE**
Check both with discharge valve closed, one-half open, and fully open.
- (7) **VOLTAGE**
Is it within approximately 10% of design? Is motor wired correctly?
- (8) **CORRELATE READINGS**
 - (1) $\frac{\text{Discharge PSIG} \times 2.31}{\text{Pumpage Specific Gravity}} = \text{Total Discharge Head (TDH)}$
 - (B) $\frac{\text{Operating H.P.}}{\text{Motor Nameplate H. P.}} \text{ approximately equals } \frac{\text{Amp. Readings}}{\text{Full Load Amps}}$
 - (C) $\frac{\text{T.D.H.} \times \text{Gal. Per. Min. (2)} \times \text{SP.GR.}}{3960 \times \text{Pump Efficiency (1)}} = \text{HP @ Specific Gravity}$
 - (1) From pump performance curve.
 - (2) Read from pump curve and estimate with various valve openings.

If, after checking the above, you still feel pump is not performing as it should, prepare to remove and dismantle. Should pump be in warranty. AFTON would appreciate the opportunity of discussing the unit with you prior to its removal.

Contractor: J. F. Shea Construction, Inc. Supplier: Girlich-Mitchell, Inc. Manufacturer: Afton Pumps, Inc. User: Orange County Water District
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PUMP TROUBLE SHOOTING TIPS

SYMPTOM	POSSIBLE CAUSE OF TROUBLE (see table below for definition for each number)
Pump does not deliver water.....	1, 2, 3, 4, 6, 11, 14, 16, 17, 22, 23
Insufficient capacity delivery.....	2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 14, 17, 20, 22, 23, 29, 30, 31
Insufficient pressure developed.....	5, 14, 16, 17, 20, 22, 29, 30, 31
Pump Loses prime after starting.....	2, 3, 5, 6, 7, 8, 11, 12, 13
Pump requires excessive power.....	15, 16, 17, 18, 19, 20, 23, 24, 26, 27, 29, 33, 34, 37
Stuffing box leaks excessively.....	13, 24, 26, 32, 33, 34, 35, 36, 38, 39, 40
Packing has short life.....	12, 13, 24, 26, 28, 32, 33, 34, 35, 36, 37, 38, 39, 40
Pump vibrates or is noisy.....	2, 3, 4, 9, 10, 11, 21, 23, 24, 25, 26, 27, 28, 30, 35, 36, 41, 42, 43, 44, 45, 46, 47
Bearings have short life.....	24, 26, 27, 28, 35, 36, 41, 42, 43, 44, 45, 46, 47
Pump overheats and seizes.....	1, 4, 21, 22, 24, 27, 28, 35, 36, 41

SUCTION TROUBLES

- 1 Pump not primed
- 2 Pump or suction pipe not completely filled with liquid
- 3 Suction lift too high
- 4 Insufficient margin between suction pressure and vapor pressure
- 5 Excessive amount off air or gas in liquid
- 6 Air pocket in suction line
- 7 Air leaks into suction line
- 8 Air leaks into pump through stuffing box
- 9 Foot valve too small
- 10 Foot valve too partially plugged
- 11 Inlet of suction pipe insufficiently submerged
- 12 Water seal pipe plugged
- 13 Seal cage improperly located in stuffing box, preventing fluid from entering space to form seal

SYSTEM TROUBLES

- 14 Speed too low
- 15 Speed too high
- 16 Direction of rotation wrong
- 17 Total head of system higher than design head of the pump
- 18 Total head of system lower than design head of the pump
- 19 Specific Gravity of liquid different from design
- 20 Viscosity of liquid different from design
- 21 Operation at very low capacity
- 22 Parallel operation of pumps unsuitable for such operation

MECHANICAL TROUBLES

- 23 Foreign mater in impeller
- 24 Misalignment
- 25 Foundation not rigid
- 26 Shaft bent
- 27 Rotating part rubbing on stationary part
- 28 Bearings worn
- 29 Wear rings worn
- 30 Impeller damaged
- 31 Casing gasket defective, permitting internal leakage
- 32 Shaft or shaft sleeves worn or scored at packing
- 33 Packing improperly installed
- 34 Type of packing incorrect for operating conditions
- 35 Shaft running off center because of worn bearings or misalignment
- 36 Rotor out of balance, causing vibration
- 37 Gland too tight, resulting in no flow of water cooled stuffing
- 38 Cooling liquid not being provided to water cooled stuffing boxes
- 39 Excessive clearance at the bottom box between shaft and casing, causing packing o be forced into pump interior
- 40 Dirt or grit in sealing liquid, leading to scoring of shaft sleeve
- 41 Excessive thrust caused by mechanical failure inside of pump or by failure of hydraulic balancing device, if any
- 42 Excessive grease or oil in anti-friction bearings (damage during assembly, incorrect assembly of stacked bearings, use of unmatched bearings as a pair, etc.)
- 43 Lack of Lubrication
- 44 Improper installation of anti-friction bearing housing to lack of cooling, causing excessive bearing temperatures (damage during assembly, incorrect assembly of stacked bearings, use of unmatched bearings as a pair, etc.)
- 45 Dirt in bearings
- 46 Rusting of bearings from water in housing
- 47 Excessive cooling of water cooled bearing, resulting in condensation of atmospheric moisture in bearing housing.

Contractor: J. F. Shea Construction, Inc.
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ENGINEERING DATA SECTION

Wear Ring Clearances:

The following data is in accordance with API 610 specifications and shall be considered an Afton standard where applicable.

For cast iron, bronze, hardened 11 to 13 per cent chromium, and materials of similar galling tendencies, the following running clearances shall be used:

Diameter of Rotating Member at Clearance (Inches)	Minimum Diametrical Clearance (Inches)
Less than 2	0.010
2.000 to 2.499	0.011
2.500 to 2.999	0.012
3.000 to 3.499	0.014
3.500 to 3.999	0.016
4.000 to 4.499	0.016
4.500 to 4.999	0.016
5.000 to 5.999	0.017
6.000 to 6.999	0.018
7.000 to 7.999	0.019
8.000 to 8.999	0.020
9.000 to 9.999	0.021
10.000 to 10.999	0.022
11.000 to 11.999	0.023

Generally speaking, a wear ring clearance should be renewed whenever the initial clearance is doubled.

Materials with severe galling tendencies such as 18-8 stainless steel will require increased clearances.

Sleeve Bearing Clearances:

Afton vertical pumps using pumpage lubricated sleeve bearings and throat bushings of bronze or carbon running against steel, 416, or 18-8 shafts (or shaft sleeves) shall have the following running clearances:

Diameter of Rotating	Clearance
.075 to 1.500	.004 to
1.500 to 2.500	.006 to

Pumps repaired under Afton's supervision are to have clearances renewed to above specifications when initial clearance is doubled.



EXHIBIT B

EVALUATION CRITERIA

ORANGE COUNTY WATER DISTRICT PROPOSAL EVALUATION FORM

Project: Reverse Osmosis E01 Pump Inspection and Refurbishment (RFP-24-010)

Proposing Firm: _____

Reviewer: _____

Criteria	Weighting (%)	Score (1-5)	Weighted Score	Comments
1 Project Approach and Schedule	25		0.00	
2 Experience and Qualification of the Project Manager, Project Team, and Proposing Firm	25		0.00	
3 Time Commitment of Key Staff and Organization Support Services	10		0.00	
4 Price Proposal	25		0.00	
5 Record of Success on Recent Similar Projects	15		0.00	
Total	100		0.00	

Scoring:

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor



EXHIBIT C

SERVICES AGREEMENT

AGREEMENT NO. ***

with

for

This Agreement (the "Agreement") is made and entered into as of ***, by and between the ORANGE COUNTY WATER DISTRICT, a special governmental district organized and operating under the laws of the State of California (hereinafter "OCWD") and *** ("Contractor"). (The term Contractor includes professionals performing in a consulting capacity.)

PART I
FUNDAMENTAL TERMS

- A. Location of Project: ***.
- B. Description of Services/Goods to be Provided: *** in accordance with PART IV, Scope of Services, included herein.
- C. Term: Unless terminated earlier as set forth in this Agreement, the services shall commence on *** ("Commencement Date") and the term of this Agreement shall continue through its expiration on ***.
- D. Party Representatives:
- D.1. OCWD designates the following person/officer to act on OCWD's behalf: ***
- D.2. Contractor designates the following person to act on Contractor's behalf: ***
- E. Notices: All notices and other writings required to be delivered under this Agreement to the parties shall be delivered at the addresses set forth in Part II ("General Provisions").
- F. Attachments: This Agreement incorporates by reference the following Attachments to this Agreement:
- | | | |
|------|-----------|--------------------|
| F.1. | Part I: | Fundamental Terms |
| F.2. | Part II: | General Provisions |
| F.3. | Part III: | Special Provisions |
| F.4. | Part IV: | Scope of Services |
| F.5. | Part V: | Budget |

G. Integration: This Agreement represents the entire understanding of OCWD and Contractor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with regard to those matters covered by this Agreement. This Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements or understandings, if any, between the parties, and none shall be used to interpret this Agreement.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first set forth above.

ORANGE COUNTY WATER DISTRICT

By: _____
John C. Kennedy, General Manager

By: _____

Title: _____

By: _____
Denis Bilodeau, Board President

By: _____

Title: _____

Dated: _____

APPROVED AS TO FORM:

Contractor Information:

RUTAN & TUCKER, LLP

Address for Notices and Payments:

By: _____
Jeremy N. Jungreis, General Counsel

Attention: ***

Telephone: ***

Facsimile No.: ***

PART II
GENERAL PROVISIONS

SECTION ONE: SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Contractor shall provide the goods and/or services shown on Part IV hereto ("Scope of Services"), which may be referred to herein as the "services" or the "work." If this Agreement is for the provision of goods, supplies, equipment or personal property, the terms "services" and "work" shall include the provision (and, if designated in the Scope of Services, the installation) of such goods, supplies, equipment or personal property.

1.2 Changes and Additions to Scope of Services. OCWD shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to, or deducting from said work. No such work shall be undertaken unless a written order is first given by OCWD to Contractor, incorporating therein any adjustment in (i) the Budget, and/or (ii) the time to perform this Agreement, which adjustments are subject to the written approval of the Contractor. It is expressly understood by Contractor that the provisions of this Section 1.2 shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefor.

1.3 Standard of Performance. Contractor agrees that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.

1.4 Performance to Satisfaction of OCWD. Contractor agrees to perform all work to the satisfaction of OCWD within the time specified. If OCWD reasonably determines that the work is not satisfactory, OCWD shall have the right to take appropriate action, including but not limited to: (i) meeting with Contractor to review the quality of the work and resolve matters of concern; (ii) requiring Contractor to repeat unsatisfactory work at no additional charge until it is satisfactory; (iii) suspending the delivery of work to Contractor for an indefinite time; (iv) withholding payment; and (v) terminating this Agreement as hereinafter set forth.

1.5 Instructions from OCWD. In the performance of this Agreement, Contractor shall report to and receive instructions from OCWD's representative identified in Part I, or his or her designee. Tasks or services other than those specifically described in the Scope of Services shall not be performed without the prior written approval of the OCWD.

1.6 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and

(iii) fully understands the facilities, difficulties, and restrictions attending performance of the services under the Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Contractor discover any conditions, including any latent or unknown conditions, which will materially affect the performance of the services hereunder, Contractor shall immediately inform the OCWD of such fact and shall not proceed except at Contractor's risk until written instructions are received from the OCWD's Representative.

1.7 Prohibition Against Subcontracting or Assignment. Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of OCWD. In addition, neither the Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior express written approval of OCWD. In the event of any unapproved transfer, including any bankruptcy proceeding, OCWD may, in its sole and absolute discretion, void the Agreement. No approved transfer shall release any surety of Contractor of any liability hereunder without the express consent of OCWD.

1.8 Compensation. Contractor shall be compensated in accordance with the terms of Part V hereto ("Budget"). Included in the Budget are all ordinary and overhead expenses incurred by Contractor and its agents and employees, including meetings with OCWD representatives, and incidental costs incurred in performing under this Agreement. Contractor shall be compensated for actual costs incurred by subcontractors or other services, and no mark-up will be paid to contractor by OCWD. Unless otherwise specified in Part V, OCWD shall compensate Contractor on a time-and-materials basis at the rates listed in Part V. Contractor shall submit an invoice referencing this Agreement, the Work Order number, date and description of services performed, and the amount. OCWD shall pay the Contractor within 30 days of receipt of the invoice.

SECTION TWO: INSURANCE AND INDEMNIFICATION

2.0 Insurance – See attached Exhibit A to this Agreement.

2.1 Indemnification.

The parties mutually acknowledge that OCWD has retained Contractor to perform the services set forth in this Agreement based upon the special skills, expertise and experience of Contractor. Accordingly, in performing the services under this Agreement, Contractor shall use the skill and care that a highly specialized professional, with expertise in the field, would use under similar circumstances. Further, the parties mutually agree that, to the extent that Contractor retains subcontractors or subcontractors to perform any portion of any of the tasks or services under this Agreement, Contractor has a duty to OCWD to ensure that the tasks and services performed by such subcontractors or subcontractors meet the same professional level, skill and expertise expected of Contractor.

2.2.1 Except as set forth in subdivision 2.2.2 or 2.2.3, Contractor shall indemnify, defend (with legal counsel acceptable to OCWD) and hold harmless OCWD and the OCWD Personnel from and against any and all actions, suits, claims, demands, judgments, attorneys fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (“Claims”) that may be asserted or claimed by any person or entity arising out of Contractor’s performance of any tasks or services for or on behalf of OCWD, whether or not there is concurrent negligence on the part of OCWD and/or any OCWD Personnel, but excluding any Claims arising from the active negligence or willful misconduct of OCWD or any OCWD Personnel where the active negligence or willful misconduct is determined to be the actual and proximate cause of the alleged injury.

2.2.2 The provisions of this subdivision 2.2.2 apply only in the event that Contractor is a “design professional” within the meaning of California Civil Code section 2782.8(c). If Contractor is a “design professional” within the meaning of Section 2782.8(c), then, notwithstanding subdivision 2.2.1 above, to the fullest extent permitted by law (including, without limitation, Civil Code sections 2782 and 2782.6), Contractor shall defend (with legal counsel reasonably acceptable to OCWD), indemnify and hold harmless OCWD and OCWD Personnel from and against any Claim that arises out of, pertains to, or relates to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Contractor, any subcontractor, subcontractor or any other person directly or indirectly employed by them, or any person that any of them control, arising out of Contractor’s performance of any task or service for or on behalf of OCWD under this Agreement. Such obligations to defend, hold harmless and indemnify OCWD or any OCWD Personnel shall not apply to the extent that such Claims are caused in part by the sole active negligence or willful misconduct of OCWD or such OCWD Personnel. To the extent Contractor has a duty to indemnify OCWD or any OCWD Personnel under this subdivision 2.2.2, Contractor shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from Contractor’s negligence, recklessness or willful misconduct.

2.2.3 The provisions of this subdivision 2.2.3 apply only in the event that this Agreement is a “construction contract” within the meaning of Civil Code Section 2782(b) and 2783. If this Agreement is a “construction contract” within the meaning of those statutes, then notwithstanding subdivision 2.2.1 above, to the fullest extent permitted by law, Contractor shall indemnify, defend (with legal counsel acceptable to OCWD) and hold harmless OCWD and the OCWD Personnel from and against any and all Claims that may be asserted or claimed by any person or entity arising out of Contractor’s performance of any tasks or services for or on behalf of OCWD, whether or not there is concurrent passive negligence on the part of OCWD and/or any OCWD Personnel, but excluding any Claims arising from the active negligence or willful misconduct of OCWD or any OCWD Personnel.

SECTION THREE: LEGAL RELATIONS AND RESPONSIBILITIES

3.1 Compliance with Laws. Contractor shall keep itself fully informed of all existing and future state and federal laws and all county, municipal and OCWD ordinances and regulations which in any manner affect those employed by it or in any

way affect the performance of services pursuant to this Agreement. Contractor shall at all times observe and comply with all such laws, ordinances, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Contractor. When applicable, Contractor shall not pay less than the prevailing wage, which rate is determined by the Director of Industrial Relations of the State of California.

3.2 Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense all licenses, permits, and approvals that may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the services required by this Agreement, and shall indemnify, defend, and hold harmless OCWD against any such fees, assessments, taxes, penalties, or interest levied, assessed, or imposed against OCWD thereunder.

3.3 Covenant Against Discrimination. Contractor covenants for itself, its heirs, executors, assigns, and all persons claiming under or through it, that there shall be no discrimination against any person on account of race, color, creed, religion, sex, marital status, national origin, or ancestry, in the performance of this Agreement. Contractor further covenants and agrees to comply with the terms of the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.) as the same may be amended from time to time.

3.4 Independent Contractor. Contractor shall perform all services required herein as an independent Contractor of OCWD and shall remain at all times as to OCWD a wholly independent Contractor. OCWD shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise, or a joint venturer, or a member of any joint enterprise with Contractor. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of OCWD. Neither Contractor nor any of Contractor's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from the OCWD; and neither Contractor nor any of its employees shall be paid by OCWD time and one-half for working in excess of forty (40) hours in any one week. OCWD is under no obligation to withhold State and Federal tax deductions from Contractor's compensation. Neither Contractor nor any of Contractor's employees shall be included in the competitive service, have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

3.5 Use of Patented Materials. Contractor shall assume all costs arising from the use of patented or copyrighted materials, including but not limited to equipment, devices, processes, and software programs, used or incorporated in the services or work performed by Contractor under this Agreement. Contractor shall indemnify, defend, and save the OCWD harmless from any and all suits, actions or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

3.6 Proprietary Information. All proprietary information developed specifically for OCWD by Contractor in connection with, or resulting from, this Agreement, including but not limited to inventions, discoveries, improvements, copyrights, patents, maps,

reports, textual material, or software programs, but not including Contractor's underlying materials, software, or know-how, shall be the sole and exclusive property of OCWD, and are confidential and shall not be made available to any person or entity without the prior written approval of OCWD. Contractor agrees that the compensation to be paid pursuant to this Agreement includes adequate and sufficient compensation for any proprietary information developed in connection with or resulting from the performance of Contractor's services under this Agreement. Contractor further understands and agrees that full disclosure of all proprietary information developed in connection with, or resulting from, the performance of services by Contractor under this Agreement shall be made to OCWD, and that Contractor shall do all things necessary and proper to perfect and maintain ownership of such proprietary information by OCWD.

3.7 Ownership of Data, Reports and Documents. The Contractor shall deliver to OCWD's representative identified in Part I, at the end of the project, notes and surveys made, all reports of tests made, studies, reports, plans, a copy of electronic and digital files, and other materials and documents which shall be the property of OCWD. The Contractor is not responsible to third parties of OCWD's use of data, reports and documents on other projects. OCWD may use or reuse the materials prepared by Contractor in any manner desired without additional compensation to Contractor. Any work performed by Contractor under this Agreement shall be the property of OCWD.

3.8 Retention of Funds. Contractor hereby authorizes OCWD to deduct from any amount payable to Contractor (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate OCWD for any losses, costs, liabilities, or damages suffered by OCWD, and all amounts for which OCWD may be liable to third parties, by reason of Contractor's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform Contractor's obligations under this Agreement. OCWD in its sole and absolute discretion, may withhold from any payment due Contractor, without liability for interest, an amount sufficient to cover such claim or any resulting lien. The failure of OCWD to exercise such right to deduct or withhold shall not act as a waiver of Contractor's obligation to pay OCWD any sums Contractor owes OCWD.

3.9 Termination By OCWD. OCWD reserves the right to terminate this Agreement at any time, with or without cause, upon fourteen (14) days prior written notice to Contractor. Upon receipt of any notice of termination from OCWD, Contractor shall immediately cease all services hereunder except such as may be specifically approved in writing by OCWD. Contractor shall be entitled to compensation for all services rendered prior to receipt of OCWD's notice of termination and for any services authorized in writing by OCWD thereafter. If termination is due to the failure of Contractor to fulfill its obligations under this Agreement, OCWD may take over the work and prosecute the same to completion by contract or otherwise, and Contractor shall be liable for the costs OCWD incurs in completion of the services required hereunder, including, but not limited to, costs incurred by OCWD in retaining a replacement Contractor, and similar expenses and costs, and including increased staff time costs incurred by OCWD.

3.10 Right to Stop Work; Termination By Contractor. Contractor shall have the right to stop work only if OCWD fails to timely make a payment required under the terms of the Budget. Contractor may terminate this Agreement only for cause, upon thirty (30) days' prior written notice to OCWD. Contractor shall immediately cease all services hereunder as of the date Contractor's notice of termination is sent to OCWD, except such services as may be specifically approved in writing by OCWD. Contractor shall be entitled to compensation for all services rendered prior to the date notice of termination is sent to OCWD and for any services authorized in writing by OCWD thereafter. If Contractor terminates this Agreement because of an error, omission, or a fault of Contractor, or Contractor's willful misconduct, the terms of Section 3.9 relating to OCWD's right to take over and finish the work and Contractor's liability therefor shall apply.

3.11 Waiver. No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing.

3.12 Legal Actions. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted and maintained in the Superior Courts of the State of California in the County of Orange, or in any other appropriate court with jurisdiction in such County, and Contractor agrees to submit to the personal jurisdiction of such court.

3.13 Rights and Remedies are Cumulative. The rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

3.14 Attorneys' Fees. In any action between the parties hereto seeking enforcement of any of the terms or provisions of this Agreement or in connection with the performance of the work hereunder, the party prevailing in the final judgment in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to have and recover from the other party its reasonable costs and expenses, including but not limited to reasonable attorney's fees, expert witness fees and courts costs. If either party to this Agreement is required to initiate or defend litigation with a third party because of the violation of any term or provision of this Agreement by the other party, then the party so litigating shall be entitled to its reasonable attorney's fees and costs from the other party to this Agreement.

3.15 Force Majeure. The time period specified in this Agreement for performance of services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of OCWD or Contractor, including but not restricted to acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation and/or acts of any governmental agency, including

OCWD, if the delaying party shall within ten (10) days of the commencement of such delay notify the other party in writing of the causes of the delay. If Contractor is the delaying party, OCWD shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of OCWD such delay is justified. OCWD's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against OCWD for any delay in the performance of this Agreement, however caused. Contractor's sole remedy shall be extension of this Agreement pursuant to this Section 3.15.

3.16 Non-liability of OCWD Officers and Employees. No officer, official, employee, agent, representative or volunteer of OCWD shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach by OCWD, or for any amount which may become due to Contractor or its successor, or for breach of any obligation of the terms of this Agreement.

3.17 Conflict of Interest. No officer, official, employee, agent, representative or volunteer of OCWD shall have any financial interest, direct or indirect, in this Agreement, or participate in any decision relating to this Agreement which affects his or her financial interest or the financial interest of any corporation, partnership, or association in which he or she is interested, in violation of any Federal, State, or OCWD statute, ordinance, or regulation. The Contractor shall not employ any such person while this Agreement is in effect.

3.18 Compliance with California Unemployment Insurance Code Section 1088.8. If Contractor is a sole proprietor, then prior to signing the Agreement, Contractor shall provide to the OCWD a completed and signed Form W-9, Request for Taxpayer Identification Number and Certification. Contractor understands that pursuant to California Unemployment Insurance Code Section 1088.8, the OCWD will report the information from Form W-9 to the State of California Unemployment Development Department, and that the information may be used for the purposes of establishing, modifying, or enforcing child support obligations, including collections, or reported to the Franchise Tax Board for tax enforcement purposes.

SECTION FOUR: MISCELLANEOUS PROVISIONS

4.1 Records and Reports. Upon request by OCWD, Contractor shall prepare and submit to OCWD any reports concerning Contractor's performance of the services rendered under this Agreement. OCWD shall have access, upon reasonable notice, to the books and records of Contractor related to Contractor's performance of this Agreement. All drawings, documents, and other materials prepared by Contractor in the performance of this Agreement (i) shall be the property of OCWD and shall be delivered at no cost to OCWD upon request of OCWD or upon the termination of this Agreement, and (ii) are confidential and shall not be made available to any individual or entity without prior written approval of OCWD. Contractor shall keep and maintain all records and reports related to this Agreement for a period of three (3) years following termination of this Agreement, and OCWD shall have access to such records upon 48 hours notice.

4.2 Notices. Unless otherwise provided herein, all notices required to be delivered under this Agreement or under applicable law shall be personally delivered, or delivered by United States mail, prepaid, certified, return receipt requested, or by reputable document delivery service that provides a receipt showing date and time of delivery. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 5:00 p.m. on the second calendar day following dispatch. Notices to the OCWD shall be delivered to the following address, to the attention of the OCWD Representative set forth in Paragraph D.1 of the Fundamental Terms of this Agreement:

To OCWD Orange County Water District
Representative: P. O. Box 8300
 Fountain Valley, CA 92728-8300

Invoices only shall be properly identified with the corresponding Agreement No. and sent to one of the following:

apinvoices@ocwd.com

OR to the address shown below:

Orange County Water District
Attention: Accounts Payable
P. O. Box 20845
Fountain Valley, CA 92728-0845

Notices to Contractor shall be delivered to the address set forth below Contractor's signature on Part I of this Agreement to the attention of Contractor's Representative set forth in Paragraph D.2 of the Fundamental Terms of this Agreement. Changes in the address to be used for receipt of notices shall be effected in accordance with this Section 4.2.

4.3 Construction and Amendment. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. The headings of sections and paragraphs of this Agreement are for convenience or reference only and shall not be construed to limit or extend the meaning of the terms, covenants and conditions of this Agreement. This Agreement may only be amended by the mutual consent of the parties by an instrument in writing.

4.4 Severability. Each provision of this Agreement shall be severable from the whole. If any provision of this Agreement shall be found contrary to law, the remainder of this Agreement shall continue in full force.

4.5 Authority. The person(s) executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so

executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

4.6 Special Provisions. Any additional or supplementary provisions or modifications or alterations of these General Provisions shall be set forth in Part III of this Agreement (“Special Provisions”).

4.7 Precedence. In the event of any discrepancy between Part I (“Fundamental Terms”), Part II (“General Provisions”), Part III (“Special Provisions”), Part IV (“Scope of Services”), and/or Part V (“Budget”), Part III shall take precedence and prevail over Parts I, II, IV and V; Part II shall take precedence and prevail over Parts I, IV and V; Part IV shall take precedence and prevail over Parts I and V; and Part V shall take precedence over Part I.

4.8 OCWD Contract Management Authority. The OCWD General Manager (or his or her duly authorized representative) shall have the authority to make approvals, issue interpretations, execute documents to implement or clarify this Agreement, waive provisions, and/or enter into certain amendments of this Agreement on behalf of OCWD so long as such actions do not result in any of the following: (a) an increase in the Budget set forth in Part V hereto, (b) a decrease in the scope of services without a corresponding reduction in the Budget, or (c) an increase in the risk of liability to OCWD. Such approvals, interpretations, waivers and/or amendments may include extensions of time to perform.

PART III
SPECIAL PROVISIONS

- A. The Contractor shall comply with the Insurance Requirements of Exhibit A, added in its entirety.

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PART IV
SCOPE OF SERVICES

A. Services shall be performed in accordance with Exhibit B, *** dated *** and .

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PART V
BUDGET

A. OCWD shall compensate Contractor in accordance with Exhibit C, *** dated *** for a not-to-exceed fee of \$***.00.

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EXHIBIT A

DRAFT

INSURANCE REQUIREMENTS

FOR

The Contractor shall not commence work under this Contract until it has obtained the insurance required hereunder in a company or companies having an A.M. Best rating of A:VII and acceptable to the OCWD nor shall the Contractor allow any subcontractor to commence work on its subcontract until all insurance required herein of the Contractor has been obtained by such subcontractor.

The Contractor shall at the time of the execution of the Agreement present certificate(s) of insurance evidencing the coverage required by this agreement. Such evidence shall include a separate additional insured endorsement and other provisions required herein. At least thirty (30) calendar days prior to the expiration of any such policy, a signed complete certificate of insurance, with all endorsements required herein, showing that such insurance coverage has been renewed or extended will be filed with the OCWD.

At the time of contract document preparation, efforts were made to include all known insurance requirements which would take place during the contract. It is possible additional insurance requirements may be made by another agency or government entity to provide additional insurance not included here. At the direction of the agency/entity, the Contractor shall comply and satisfy the additional insurance requirements.

The Contractor shall procure and maintain for the duration of the contract, and for five (5) years thereafter, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. Coverage shall be at least as broad as the following:

1. General Liability – Commercial General Liability (CGL) – Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the OCWD or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability – Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01) covering Symbol 1 (Any Auto) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. Workers' Compensation Insurance – The Contractor shall provide Workers' Compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
Waiver of Subrogation (also known as Transfer of Rights of Recovery Against

Others to Us) – The Contractor hereby agrees to waive rights of subrogation to obtain endorsement necessary to affect this Waiver of Subrogation in favor of the OCWD, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from work performed by the Named Insured for the OCWD; this provision applies regardless of whether or not the OCWD has received a Waiver of Subrogation from the insurer.

4. Builder's Risk is not required.
5. Contractor's Pollution Liability is not required.
6. Professional Liability Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

Other Required Provisions – The Commercial General Liability policy and Contractor's Pollution (if necessary) are to contain, or be endorsed to contain, the following provisions:

1. Additional Insured Status – The OCWD, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10 10 01 and CG 20 37 10 01) with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General Liability coverage can be provided in the form of an endorsement to the Contractor's insurance.
2. Primary Coverage – For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the OCWD, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the OCWD, its directors, officers, employees, and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

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

Acceptability of Insurers - The Contractor agrees that it will comply with such provisions before commencing work. All of the insurance shall be provided on policy forms and through companies satisfactory to the OCWD. The OCWD reserves the right to obtain complete, certified copies of all required insurance policies, including the policy declarations page with endorsement number. Failure to continually satisfy the insurance requirements is a material breach of contract.

Deductibles and Self-Insured Retentions – Insurance deductibles or self-insured retentions must be declared by the Contractor and approved by the OCWD. At the election of the OCWD, the Contractor shall either cause the insurer to reduce or eliminate such self-insured retentions as respects the OCWD, its directors, officers, employees, and authorized volunteers or the Contractor shall provide a financial guarantee

satisfactory to the OCWD guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the OCWD.

Verification of Coverage – Evidence of Insurance – The Contractor shall furnish the OCWD with copies of certificates and amendatory endorsements effecting coverage required by this Contract. All certificates and endorsements are to be received and approved by the OCWD before work commences. However, failure to obtain the required documents prior to the working beginning shall not waive the Contractor's obligation to provide them. The OCWD reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages, required by these specifications, at any time. Failure to continually satisfy the insurance requirements is a material breach of contract.

Continuation of Coverage – The Contractor shall, upon demand of the OCWD deliver evidence of coverage showing continuation of coverage for at least five years after completion of the project. Contractor further waives all rights of subrogation under this agreement. When any of the required coverages expire during the term of this agreement, the Contractor shall deliver the renewal certificate(s) including the General Liability Additional Insured endorsement and evidence of Waiver of Rights of Subrogation against the OCWD (if Builder's Risk Insurance is applicable) to OCWD at least ten days prior to the expiration date.

Subcontractors – In the event that the Contractor employs other contractors (subcontractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above (via as broad as ISO CG 20 38 04 13). The Contractor shall, upon demand of the District, deliver to the OCWD copies of such policy or policies of insurance and the receipts for payment of premiums thereon.

Note 1: Any combination of a minimum \$1,000,000 per occurrence General Liability and Excess Liability to meet the \$2,000,000 total may be accepted

Note 2: The General Liability and/or Automobile Liability coverage shall include mobile equipment.

Note 3: All insurance terms provided by the Contractor for this contract are subject to approval and acceptance by the OCWD.

Note 4: The OCWD, its directors, officers, employees, authorized volunteers, shall be named, by separate endorsement, as additional insured on the policy.

Note 5: Contract Name and/or Contract Number shall be indicated on insurance certificate.



EXHIBIT D

CONTRACTOR SAFETY



EXHIBIT D-1

CONTRACTOR ENVIRONMENTAL HEALTH & SAFETY HANDBOOK



SINCE 1933



Contractor Environmental Health & Safety (EHS) Handbook

Orange County Water District
18700 Ward Street
Fountain Valley, CA 92708

ATTENTION: Orange County Water District (OCWD) Contractors

This handbook is designed to help you understand and comply with OCWD's Contractor Safety requirements.

This handbook is not intended to replace Federal, State or Local regulations regarding Contractor performance. Contractor shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect the activities of Contractor and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Contractor shall at all times observe and comply with all such existing laws, ordinances, regulations, orders and decrees, and shall protect and indemnify OCWD, its officers, directors, employees and agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree.

Your full support and cooperation are required to comply with all the regulations including those contained in this handbook. References to **“contractor”** shall also include subcontractors, vendors, consultants and the like. OCWD reserves the right to change or waive the policies and provisions herein contained, at any time at its discretion.

Questions regarding OCWD Contractor Safety Program should be directed to your project manager.

Thank You For Your Cooperation.

OCWD Management

This handbook is not intended to replace Federal, State or Local regulations regarding Contractor performance

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I. CONTRACTOR SAFETY REVIEW

Prior to initiating any contract work at any OCWD facility, contractors must:

- Agree to follow the requirements set forth herein and all additional applicable Federal, State and local safety and environmental rules, regulations, ordinances and the like.
- Complete a Safety Review Process (to include pre-work orientation). OCWD Project Manager and Risk & Safety will evaluate the information and forms for approval to perform work at OCWD.

II. SECURITY

Trespassing: Contractors, sub-contractors and their employees must confine themselves to the immediate site of their work, except when traveling between site and entrance or other places where they may have proper business.

Parking / Motor Vehicles / Deliveries: Contractor employees are permitted to park only in designated areas. The on-site speed limit is 15 miles per hour. All traffic signs must be obeyed. Pedestrians have the right-of-way. Contractors must arrange with the OCWD representative for the on-site delivery of materials, equipment and tools required for work performance. Contractors must obtain permission from the OCWD representative prior to using loading docks and platforms.

Alcoholic Beverages / Illegal Drugs: Alcoholic beverages and illegal or controlled drug substances are strictly prohibited on all OCWD premises.

Firearms / Explosives: Firearms and ammunition are not permitted on OCWD property. Explosive power tools are permitted with prior written approval from OCWD Project Manager. Only employees who have been trained in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool.

Emergency Alarms and Evacuation Routes: Contractors need to review the site evacuation map with the project manager and communicate the information to their staff.

Contractors Equipment: Contractors will supply all equipment, which will be maintained in good operating condition, for work required by the project. A contractor is not permitted to use forklift equipment, ladders, tools, etc. owned by OCWD.

III. EMERGENCY PROCEDURE



Emergencies that require a 911 call must be followed by a call to our internal emergency line for notification and building/area access for emergency personnel. **OCWD's internal emergency line is extension 3300 from an OCWD internal phone or 714-378-3300 from a cell phone.**

When the fire alarm sounds leave the building by the nearest safe exit and go to the designated assembly area to report your presence so you can be accounted for. Do not re-enter the building until the “All Clear” has been given by emergency personnel.

IV. GENERAL DRESS AND CONDUCT

Contractor personnel will wear suitable clothing consistent with facility requirements. Shorts, tank tops, sandals and open toed shoes are not permitted.

Contractor personnel will behave in a mature and professional manner. Horseplay, foul language, fighting, or harassment of any kind will not be tolerated.

V. FOOD, BEVERAGES AND DRINKING WATER

Not all water systems at OCWD facilities are potable or suitable for drinking. Contractor personnel shall not drink from any non-potable sources. Water obtained from drinking fountains, bottled water sources and fresh water dispensing units are acceptable.

Contractor shall provide its own water to employees as required by the Heat Illness Prevention Program.

Eating is permitted in vending areas, lunchrooms and designated areas. Food and drinks are not allowed in laboratory areas at any time.

VI. SMOKING



Smoking (including cigarettes, pipes, cigars, electronic cigarettes, vaporizers, and vape pens) is not permitted in any buildings, facilities, vehicles, or any other indoor work area, under any circumstances. Smoking shall also be prohibited within 20 feet of entryways and windows of buildings and facilities leased or owned by the District as well as within 50 feet of all confined spaces (i.e. sewers, manholes, sewer lift stations, vaults, reservoirs, etc.) *Cal/OSHA, §5148. Prohibition of Smoking in the Workplace.*

VII. HOUSEKEEPING

Contract personnel must maintain proper housekeeping practices while onsite. At the end of each day, contractors must remove all rubbish, equipment, tools and machinery and leave the area clean. OCWD will provide a designated location to set up trailers, craft equipment and materials. These areas must be kept clean and orderly. All materials and equipment, including tools and tool boxes, are to be stored within the areas designated by OCWD representatives.

Refuse burning, and/or open fires are prohibited.

Do not mix contractor generated waste with OCWD facility waste.

Contractors are required to cover and/or use plastic barriers, e.g., Visqueen, as appropriate, to protect sensitive computer, laboratory, and other equipment, furniture, flooring, and office areas where dust, dirt, debris, etc. can be generated from work activities involving ceiling tiles, drywall, flooring, saw cutting, jack-hammering and the like.

When generating dust indoors, (e.g. jackhammering, abrasive blasting, etc.) contractors must provide air filtration system or similar ventilation system to pull dust away from workers and occupied areas (similar to asbestos negative pressure ventilation).



VIII. UTILITIES AND SERVICES

Contractors must never dispose of paints, acids, caustics, cleaning agents, grease, or any other hazardous material down sinks, floor drains or storm drains.

All spills must be reported to the Risk & Safety Department immediately.

Contractors are not permitted to make connections to site electric, water, wastewater, steam, compressed air or other plant utilities without approval from the OCWD Project Manager.

No water may be used from any fire hydrants, fire standpipes or risers, or hose stations for any purpose other than to fight a fire.

New or modified electrical / plumbing and utility circuits must be identified and tagged. Prints are to be updated as any changes occur.

Electrical power, steam, water (hot, cold, chilled, etc.), natural gas, vacuum, etc. shall not be shut off to any equipment, machinery or other services without approval from the Project Manager.

IX. RISK & SAFETY INSTRUCTIONS

OCWD has developed safety procedures to protect our employees, visitors, contractors, community, facilities and the environment. Upon request, Contractors can be provided with in-house safety procedures applicable to their work. For further clarification on any of these rules or if requirements are not fully understood, contractors must contact the OCWD Project Manager or Risk & Safety Department.

OCWD site will be considered multi-employer site per Cal OSHA §336.10 and all contractors and subcontractors will be held accountable for safety of their own employees as well as OCWD employees. No shortcuts will be tolerated and we expect full cooperation from our contractors when it comes to safety compliance.

Safety policies and procedures must be followed at all times without exception. Safety concerns shall be reported directly to the OCWD Project Manager who must consult the Risk & Safety Department to resolve potential hazards or outstanding safety concerns and issues.

All work related injuries, illnesses, accidents and/or incidents must be reported to the OCWD Project Manager and to the Risk & Safety Department immediately.

X. SAFETY EQUIPMENT

Contractor's employees should use eyewash and safety showers in applicable emergency situations.

Obey all OCWD safety signs and hazard warnings including the use of safety

glasses/goggles in designated areas. Signs are posted for everyone's safety.

The use of appropriate signs (i.e., danger, wet floor, etc.) is mandatory where hazards exist to communicate and prevent accidents & injuries.

All overhead work must be roped off. Planking and scaffolds must be secured safely.

All open ditches, trenches, excavations, potholes and the like must be marked by barriers and signs.

Contractors must not remove any safety equipment (fire exit signs, fire extinguishers, safety mirrors, railings, chains, etc.) without prior approval from the Risk & Safety Department.

All ladders must meet the applicable regulatory requirements. Metal ladders are not to be use for electrical work or stored near electrical panels. It is prohibited for anyone to stand on the top two steps of any ladder.

XI. CUTTING, WELDING AND HOT WORK



A hot work permit must be obtained and signed daily from the Maintenance Department (or Control Room supervisor for after-hour/weekend work) for burning, welding, cutting, brazing, soldering and other work involving open flame or an electric arc per OCWD Fire Prevention Plan.

The permitted Hot Work area must be prepared and checked by the contractor prior to any welding and/or burning being performed. Inspection of the area should at a minimum include removing all combustible material from the area.

Proper safety equipment must be worn in the Hot Work process.

Fire watch must be performed by the contractor after the Hot Work and inspected by OCWD Maintenance Department or OCWD Inspector. Hot Work Permits must be returned to the Maintenance Department for fire watch signoff.

Hot Work Permits must be returned to the Maintenance Manager or designee for fire watch signoff and final checkup.

A Class ABC fire extinguisher MUST be nearby when there is Hot Work being performed.

Cal/OSHA, § 4848. Fire Prevention in Welding and Cutting

Cal/OSHA § 6777. Hot Work Permits

Cal/OSHA §1537. Welding, Cutting, and Heating of Coated Metals

Cal/OSHA § 1536. Ventilation Requirements for Welding, Brazing, and Cutting

XII. CONFINED SPACES



Contractor personnel are not permitted to enter any confined space at OCWD until approved by the OCWD Project Manager. Contractors are required to provide a copy of the following prior to entering Confined Spaces:

- Training documentation for those entering confined spaces
- Copy of completed entry permit

The OCWD Project Manager or designee will inform the contractor about known hazards of the confined space.

Contractor is required to inform the OCWD Project Manager of any hazards confronted or created in the confined space.

Confined Space Entry PERMIT and MONITORING must be completed prior to entry.

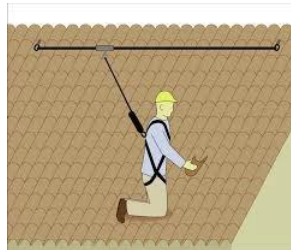
Permit-Required Confined Spaces means a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or contains any other recognized serious safety or health hazard.

Examples of permit required confined space include but not limited to: tanks, manholes, vaults, pipes, and secondary containment pits.

Cal/OSHA §5157. Permit-Required Confined Space.

XIII. ROOF AND ELEVATED SURFACE WORK



No access to the roof is allowed without the OCWD Project Manager or the Maintenance Manager notice. No smoking is allowed on the roof. Communication such as a two way radio or cell phone is required. Contract employees are not allowed to work near unguarded skylights without fall prevention equipment.

- *Article 16. Standard Railings (Cal/OSHA Construction Safety Orders 1620 - 1621)*
- *Article 19. Floor, Roof and Wall Openings (Cal/OSHA Construction Safety Orders 1632 - 1633)*
- *Article 21. Scaffolds - General Requirements (Cal/OSHA Construction Safety Orders 1635.1 1637)*
- *Article 22. Scaffolds - Various Types (Cal/OSHA Construction Safety Orders 1640 - 1655)*
- *Article 24. Fall Protection (Cal/OSHA Construction Safety Orders 1669 - 1672)*
- *Article 2. Standard Specifications (Cal/OSHA General Industry Safety Orders, 3209 – 3239).*

XIV. LOCKOUT / TAGOUT



Contractor personnel must comply with all requirements of the OCWD Lockout / Tagout procedure when working on any system with potential energy from any source (electric, mechanical, hydraulic, steam, etc.).

OCWD designated Operations personnel, will place their lock first and will be the last person to remove their lock during a lockout process involving contractors. All contractors and personnel working on a locked out system must have their own locks. All locks must be applied for all workers and the system not restarted until the last lock is removed. It is forbidden for anyone to remove another person's lock.

CAL/OSHA §3314. The Control of Hazardous Energy for the Cleaning, Repairing, Servicing, Setting-Up, and Adjusting Operations of Prime Movers, Machinery and Equipment, Including Lockout/Tagout.

XV. COMPRESSED GASES



Contractor personnel must comply with all requirements for identifying, storing and safely using cylinders of compressed gases (air, oxygen, helium, acetylene, argon, hydrogen, nitrogen, liquid nitrogen, etc.). Free standing gas cylinders (unsecured) are not allowed on site. All gas cylinders must be used, stored and secured properly (i.e. chained, strapped)

Cal/OSHA §4650. Storage, Handling, and Use of Cylinders and Compressed Gases.

XVI. ASBESTOS



Contractors are prohibited from using any materials, supplies, or other objects that contain or may potentially contain asbestos or asbestos fibers.

Contractors who identify materials that are suspected of containing asbestos must immediately stop work and notify the OCWD Project Manager.

CAL/OSHA §1529. Asbestos.

XVII. FIRE PROTECTION



Self-closing safety cans with flame arrestors must be used with all flammable liquid of 5 gallons or more.

Fire protection and emergency equipment (fire extinguishers, pull alarms, exits, hydrants, etc.), must not be blocked with materials and equipment.

The use of portable gasoline-powered equipment within OCWD buildings and on the roofs of OCWD buildings is prohibited.

Approval from the OCWD Risk & Safety Department is required before temporarily obstructing roadways that could block the movement of emergency equipment, plant vehicles or agency (fire trucks, ambulances, police cars, etc.)

CAL/OSHA §3221. Fire Prevention Plan

XVIII. HAZARD COMMUNICATION



Contractors must provide Safety Data Sheets (SDS) of all chemicals that will be brought onsite to the Risk & Safety Department. Contractors must inform the OCWD Project Manager of any hazardous conditions which might arise in the performance of their job.

Safe chemical handling procedures must be used by contractor personnel to ensure exposure levels remain safe for all OCWD employees.

Personal Protective Equipment (PPE) specified and recommended in the SDS should be worn properly at all times the chemical(s) is in use.

CAL/OSHA §5194. Hazard Communication

XIX. PROTECTIVE CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)



Contractor personnel will use PPE required for the job (e.g. eye protection with side shields, goggles, welding helmet, hearing protection, hard hats, and safety shoes, etc.). PPE will be worn in all posted areas or whenever hazards associated with the task being performed warrant further protection. Eye protection must always be worn when using hand or power tools and when working with chemicals.

Contractors are responsible for supplying their workers with the required PPE while performing work at OCWD.

CAL/OSHA §3380. Personal Protective Devices

BASIC SAFETY INSPECTION	Y	N/A
Eye protection worn when working with power tools and when possible contact with flying particles, hazardous substances, projections or injurious light rays and in designated areas (i.e. lab).		
Hard Hats worn in construction areas and where there is a potential for falling objects.		
Proper Attire worn (e.g. long pants and sturdy shoes or safety shoes) in required areas/construction sites.		
Hearing Protection worn in required areas or when noise is at or above 85 dB.		
Emergency Equipment & Exits are not blocked and easily accessible in case of an emergency.		
Aisles and Floors are kept free of obstruction that can cause slip, trip, & falls (e.g. cords, tools, equipment).		
Tools are put away and stored properly after usage.		
Safety Data Sheets provided for hazardous chemicals brought onsite.		
Hazardous Materials are clearly labeled in compliance with Hazard Communications & GHS requirements.		
Safety Signs and Barriers used as required.		
Protection of OCWD Property & Equipment during work (e.g. computers covered properly).		
Proper housekeeping maintained; area cleaned up at end of shift.		
Required Permits available (i.e. Hot Works, Confined Space).		
No live Electrical Work without I&E Manager approval.		
Lockout/Tagout specific procedure available and followed.		
Confined space permit and monitoring completed prior to entry into confined space.		
Asbestos containing materials are not brought onsite.		
Contractor employees are informed on OCWD emergency process & notification. Workers calling 911 must also call OCWD's emergency number: (714) 378-3300 to notify.		
Evacuation is required when the fire alarm is activated. Roll call will be conducted at the assembly area.		
Immediate Notification to OCWD project manager if FM-200 alarm is activated.		
Use of Portable Gasoline-Powered Equipment within and on the roofs of OCWD buildings is strictly Prohibited.		
Gas cylinders used, transported & stored properly (on carts & properly strapped to prevent tipping).		
Self-Closing Safety Cans with flame arrestors used for 5 gallons or more of Flammable liquids.		
Working at Heights (unprotected/unguarded above 48 inches) appropriate fall protection/guarding to protect against falls.		
Ladders inspected & used properly. NO Standing or working on the top cap or the step below the top cap of a stepladder.		
Excavation/Trenching permit for excavation 5 feet or deeper.		
Powered Industrial Vehicle operator's pre-use inspection completed and available upon request.		
Crane operators trained/certified as required.		
Traffic Control work comply with Cal/OSHA and Cal Trans requirements. This includes proper work zone set up and high visibility safety apparel for workers.		
Other:		

NOTE: *These are NOT intended to replace Federal, State, Local laws or Ordinances and Regulations regarding Contractor Environmental Health & Safety (EHS) performance. All work in areas where there is imminent danger to employees will cease until the dangerous condition is removed.*

CONTRACTOR'S ENVIRONMENTAL HEALTH & SAFETY AGREEMENT

I have read the information stated in the OCWD's Contractor Environmental Health & Safety Handbook. I understand that the information provided covers brief highlights of the OCWD's safety programs. It is my responsibility to review the updated programs and communicate the safety information & requirements to my employees.

I understand that the Contractor's Environmental Health & Safety Handbook is not intended to replace Federal, State or Local regulations regarding Contractor performance. Contractor shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect the activities of Contractor and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Contractor (including contractor employees and subcontractors) shall at all times observe and comply with all such existing and future laws, ordinances, regulations, orders and decrees, and shall protect and indemnify OCWD, its officers, directors, employees and agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree.

Contractor Company _____

Contractor Name & Title
(Please Print): _____

Contractor Signature: _____

Date: _____

FORWARD A SIGNED COPY OF THE CONTRACTOR'S AGREEMENT PAGE TO RISK & SAFETY DEPARTMENT



EXHIBIT D-2

CONTRACTOR SAFETY PROGRAM

APPENDIX B

INSTRUCTIONS FOR CONTRACTORS

All licensed contractors interested in performing work for Orange County Water District (OCWD) must complete and provide the information requested in the “Contractor Required Information packet;” meet the criteria listed below and participate in a pre-project safety orientation meeting:

The Criteria below is required in order to comply with OCWD’s Contractor Safety Program and Cal/OSHA’s Multi-Employer Worksite Standard*

**California Labor Code Sections 6400, 6401, 6401.7, 6402 through 6404 and Title 8, California Code of Regulations, Sections 336.10 and 336.11*

CONTRACTOR CRITERIA REQUIREMENTS:

- EMR greater than 1.25 for any year in the last three years.
- Received a Cal/OSHA regulatory citation and penalties assessed against your firm for any “serious,” “willful” or “repeat” violation as defined by Cal/OSHA, Title 8, sections §330 and §334, in the past three years?
Yes No

If “yes,” attach a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.

NOTE: If you have filed an appeal of a citation, and the Appeals Board has not yet ruled on your appeal, you need not include information about it.

- Failure to provide all requested information.

NOTE: if the contractor is disqualified based on the information above, the awarding body will analyze the issues using the following two factors for potential consideration of the award:

1. Whether the incident was a good faith mistake and, if so, the error was promptly and voluntarily corrected when brought to the attention of the Contractor or Subcontractor, AND
2. Whether the Contractor or Subcontractor has a prior history of good performance, and the incident was openly reported, and the triggering event is not related to a major scope of work, caused by negligence, or resulted in regulatory violations or civil liability against awarding bodies.

Any policy year above 1.25 submit additional documentation to show incidents that resulted in increased EMR subject to review by the awarding party.

APPENDIX B: CONTRACTOR REQUIRED INFORMATION

Part 1: CONTRACTOR INFORMATION SECTION - To Be Completed By Contractor

- Contractor's Name: _____
- Contractor's License (copy of license if applicable): _____
- California Registration Number (if applicable): _____
- Experience Modification Rate (EMR) for each of the past three premium years:
 Current year: _____ Previous year: _____ Year prior to previous year: _____
- Copy of 3 Years of OSHA 300A Annual Summary (If greater than 10 employees)
- How many serious injuries or fatalities has your company experienced in the past three years? _____
- How many Regulatory Violations has your company had in the last 3 years? _____

Part 2: SAFETY PROGRAM SECTION - To Be Completed By Contractor

All Written Safety Programs & Training Documentation must be available to OCWD upon request	YES	NO
Does your company maintain a written Injury Illness Prevention Program (IIPP) in accordance with GISO, Title 8, Section §3203 and §1509 and Labor Code (LC §6401.7)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company provide toolbox training and maintain documentation for IIPP employee training [§3203 and §1509(b)]?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company maintain and post "Code of Safe Practices" documentation [Title 8, §1509(b)] ?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company maintain disciplinary documentation for unsafe behavior of employees or subcontractors (if applicable) [Title 8, §3203 and §1509] ?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company maintain inspection records and written evidence that safety and health concerns have been reviewed and corrective actions taken [§3203, LC§6401.7(b) and (D)]?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company maintain a documented Hazard Communication Program that complies with GHS Labeling and Safety Data Sheets (SDS) [8 CCR §5194]?	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place for communicating critical high-risk job activities, including a written safety plan or Job Safety Analysis (JSA), to ensure they are reviewed with all employees and subcontractors [LC 6401.7(a)(5)]?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have a written accident investigation program that ensures all accidents and incidents, including those involving subcontractors, are thoroughly investigated and corrective actions are implemented [§3203(a)(5) and (b) and §1509]?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have a written Emergency Action Plan that is effectively communicated to employees and subcontractors, covering emergencies such as medical incidents, fires, and chemical spills [8 CCR §3220]?	<input type="checkbox"/>	<input type="checkbox"/>
Are the aforementioned written programs, including training documentation and records of safety meetings, properly maintained on file and available upon request [LC §6401.7, §336.10, and 8CCR §1509(e)]?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, where are the documentations maintained? _____		

APPENDIX B: CONTINUED

<p>Part 2 – PROJECT SPECIFIC SAFETY PROGRAM SECTION - To Be Completed By Contractor (Please review each section below, check all that apply to the project, and provide the corresponding documentation details.)</p>
<p><input type="checkbox"/> Our company has a written Confined Space Program that includes pre-entry monitoring, pre-entry permit, and employee training [T8 CCR §5157] Where is the documentation maintained? _____</p>
<p><input type="checkbox"/> Our company has a written Electrical Safety Program that complies with the required regulations that includes employee training [T8 CCR §2700 - §2989 and T8 CCR §2299 - §2599 and NFPA 70E] Where is the documentation maintained? _____</p>
<p><input type="checkbox"/> Our company has a written Fall Prevention Program that includes Personal Fall Arrest Systems, Personal Fall Restraint Systems, Positioning Devices and employee training [T8 CCR §1670] Where is the documentation maintained? _____</p>
<p><input type="checkbox"/> Our company has a written Trenching & Excavation Program that includes employee training [T8 CCR §1541.1] Where is the documentation maintained? _____</p>
<p><input type="checkbox"/> Our company has a written Lockout/Tagout Program that includes employee training [T8 CCR §3314(j)] Where is the documentation maintained? _____</p>
<p><input type="checkbox"/> Our company has a Hot Work Program that includes employee training [T8 CCR §4848] Where is the documentation maintained? _____</p>
<p><input type="checkbox"/> Our company has a Traffic Control Program that includes employee training [T8 CCR, Construction Safety Orders, Article 11, 1597 - 1599] Where is the documentation maintained? _____</p>
<p><input type="checkbox"/> Our company has a documented Heat Illness Prevention Program for Outdoor Worksites, which includes comprehensive employee training. All contractors are expected to protect the workers by implanting measures to prevent heat illness AND to adjust their work practices to mitigate fire risks. During a “Red Flag Warning,” extra precautions must be taken to prevent potential fire hazards [T8 CCR §3395] Where is the documentation maintained? _____</p>
<p>Other applicable programs (please list): _____</p>

Contractors shall ensure that all employees under their supervision, including subcontractors, receive comprehensive training in the safe work practices required to perform their jobs safely. Additionally, contractors are responsible for effectively communicating the Job Safety Plan to all employees and subcontractors, ensuring full understanding and compliance with safety protocols.

COMMENTS: _____

Name of Contractor Representative (please print)

Contractor Representative’s Signature **Date Signed:**
A bidder’s failure to respond affirmatively to the questions listed in the “Part 2 - Safety Program Section” of Appendix B including the sections applicable to the work shall be grounds for the District to reject the bid as non-responsive.

APPENDIX B: CONTINUED

CONTRACTOR’S ENVIRONMENTAL HEALTH & SAFETY (EHS) AGREEMENT

I have read the information stated in the OCWD’s *Contractor Environmental Health & Safety (EHS) Handbook*. I understand that the information provided covers brief highlights of the OCWD’s safety programs. It is my responsibility to review the updated programs and communicate the safety information & requirements to my employees.

I understand that the Contractor’s Environmental Health & Safety Handbook is not intended to replace Federal, State or Local regulations regarding Contractor performance. Contractor shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect the activities of Contractor and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Contractor (including contractor employees and subcontractors) shall at all times observe and comply with all such existing and future laws, ordinances, regulations, orders, and decrees, and shall protect and indemnify OCWD, its officers, directors, employees and agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree.

Contractor Company _____

Contractor Name & Title
(Please Print): _____

Contractor Signature: _____

Date: _____



ATTACHMENT NO.1

RFP SUBMITTAL CHECKLIST

ATTACHMENT NO.1

Request for Proposals (RFP) Submittal Checklist

The following submittals shall be completed and submitted with each Proposal package (see table below for the “Required Submittal Checklist.”). This table has been provided as a convenience for proposers to use as a reference only. Ultimately, it is the Proposer’s sole responsibility to ensure that their proposal complies with all requirements of the RFP and all the required submittals are included in the Proposal package before it is formally submitted to OCWD. Proposals may be deemed nonresponsive if they do not respond to all areas specified in the RFP.

Item No.	Required Submittal Checklist	Check (✓)
1	One signed (1) Proposal package including:	
2	Title Page	
3	Cover Letter	
4	Table of Contents	
5	Company Background	
6	Contractor License, DIR Contractor Registration, Prevailing Wage	
7	Project Team and Qualifications	
8	Project Overview and Approach	
9	Additional Services	
10	Experience and Record of Past Performance	
11	Price Proposal	
	Other Information: <ul style="list-style-type: none"> • Contractor Environmental Health and Safety Agreement form, attached at the end of Exhibit D-1 • Contractor Required Information Form, attached in Exhibit D-2 • Safety Manual • Quality Control Plan 	
12	OCWD Standard Insurance Compliance: <ul style="list-style-type: none"> • A statement that the Proposer will meet the Insurance Requirements in Section 6.11 of the RFP. 	
13	OCWD Standard Contract: <ul style="list-style-type: none"> • A statement accepting the requirements stated in Section 6.12 of the RFP. 	
14	Billing <ul style="list-style-type: none"> • A statement accepting the requirements stated in Section 6.13 of the RFP. 	
14	Conflict of Interest	
15	Equal Employment Opportunity	
16	Addenda Acknowledgement Forms (if applicable)	