



BOARD OF DIRECTORS

Ernesto A. Avila, P.E.

PRESIDENT

Antonio Martinez

VICE PRESIDENT

John A. Burgh

Connstance Holdaway

Patt Young

GENERAL MANAGER

Rachel Murphy, P.E.

CONTRA COSTA WATER DISTRICT REQUEST FOR PROPOSALS

Business Facing SCADA Transition From eDNA to Canary Labs

Issued: May 15, 2025

Submittal Deadline: Monday, August 11, 2025, at 4:00p.m. (PST)
to

Contra Costa Water District
1331 Concord Avenue, Concord, California

Attn: Judy Phan, Purchasing Officer

***It is the Proposer's responsibility to read the entire document, any addendums and to comply with all requirements listed herein. Any addenda to this Request for Proposal (RFP) will be directed to all participating proposers. It is the proposers' responsibility for any addendums, notices, or changes to the RFP or RFP process.**

I. About CCWD

Contra Costa Water District was formed in 1936 to provide water for irrigation and industry, and now serves approximately 520,000 people in central and eastern Contra Costa County. Contra Costa Water District is a local service agency known as a special district. Being a special district allows us to have a single well-defined focus to meet a specific need. We provide the vital service of keeping the water flowing to our community.

Website: <http://www.ccwater.com>

II. Notice of Inviting Proposals

A. Submittal of Proposals

An electronic proposal (in searchable PDF format) and Attachment B- Estimate of Costs shall be submitted as separate files via the relevant procurement page at CCWD's PlanetBids portal: <https://vendors.planetbids.com/portal/52380/bo/bo-detail/129863>

B. Pre-Proposal Meeting-Optional

CCWD will be conducting a voluntary pre-proposal meeting, Tuesday, June 17, 2025 at 11:00 AM . Please meet at 1331 Concord Ave. Concord, CA 94520 at District Lobby. Meeting will be held in EOC Building and Purchasing Officer will meet you in lobby.

C. Conditions of Request for Proposals

Terms of Agreement

This service is for a one (1) year base period Fiscal Year 2026 (FY26) July 1, 2025, through June 30, 2026.

Liability of Cost and Responsibility

CCWD shall not be liable for any costs incurred in response to this RFPs. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold CCWD harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of Contra Costa Water District.

Insurance

CCWD has initiated an insurance compliance program. This program requires all companies providing products and services to CCWD to have in place insurance coverage prior to the issuance of any contract. Once the most responsive proposer has been established, that vendor will have until [15 days after selection] to provide all required insurance documents per the samples provided and register with CCWD's insurance compliance tracking system, MyCOI. Failure to provide this insurance documentation will result in CCWD considering this proposal or response to be unresponsive.

Business License

Business licenses will be verified with the issuing agencies and references will be checked.

Prevailing Wage

Pursuant to Section 1770, et seq., of the California Labor Code, the successful proposer shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the office of the Purchasing Officer, where copies will be made available during normal working hours to any interested party upon request, or Proposers may prefer to obtain the current prevailing rate of per diem wages directly from the website maintained by the California Department of Industrial Relations (<http://www.dir.ca.gov/dlsr/pwd/index.htm>).

Equal Employment Opportunity

Per District Administrative Procedure XII-4 entitled Equal Employment Opportunity; Prohibition of Discrimination, Harassment, Retaliation, and Abusive Conduct, CCWD is an equal employment opportunity employer. As such, CCWD employs, recruits, retains, promotes, evaluates, terminates, and otherwise treats all employees, contractors, and job applicants on the basis of merit, qualification, and competence, and without regard to any Protected Category under the Equal Employment Opportunity Commission or the State of California Department of Fair Employment and Housing. CCWD does not tolerate discrimination, harassment, retaliation, or abusive conduct by or against employment applicants, employees, those not employed by, but working on behalf of CCWD, and/or members of the public. Immediate and appropriate corrective action will be implemented as warranted for all such misconduct. Administrative Procedure XII-4 is applicable to all employees and agents of CCWD with whom an individual comes into contact in the workplace or a work-related situation. CCWD's policy can be found at the following web address: <https://www.ccwater.com/DocumentCenter/View/973/XII-4-Equal-Employment-Opportunity-PDF>.

RFP Notices

CCWD has included the Bid/Proposal General Provisions (Attachment C) to help explain CCWD's bid and proposal process.

The attached proposal requirements must be completed and provided by the respondent. The information will be the basis for evaluation of cost between respondents and will be the basis for actual charges for services performed under the terms of this contract. Submission of a proposal constitutes acceptance of CCWD's Purchase Order Terms and Conditions / Sample Agreement (Attachment E). Failure to indicate herewith any exceptions to the Purchase Order Terms and Conditions / Sample Agreement shall forever waive any such exceptions, see the Proposal Guarantee (Attachment D).

Addenda

Any changes, additions, or deletions to this proposal will be in the form of written Addenda issued by the Contra Costa Water District and posted to CCWD's website and CCWD's PlanetBids portal. CCWD will not be responsible for failure of any prospective Vendor to receive such Addenda. All Addenda so issued shall become part of this proposal.

Questions concerning Business Facing SCADA Transition From eDNA to Canary Labs should be directed to the CCWD Purchasing Officer at ccwdpurchasingrequests@ccwater.com, referencing RFP#2612 and must be received by Wednesday, June 25, 2025 at 4:00 p.m. Responses to all questions received by the due date will be published on CCWD website as an Addendum to the RFP on Tuesday, July 15, 2025.

Best Value Award

CCWD specifically reserves the right to reject any or all proposal, to make any awards or any rejections in what it alone considers to be in the best interest of CCWD, and to waive any irregularities in the proposals. CCWD does not obligate itself to accept the lowest proposal and specifically reserves the right to reject any or all proposal or CCWD will accept any proposal or combination of proposals considered most favorable. CCWD reserves the right to hire a primary and secondary contractor in the event the primary contractor cannot respond in a timely manner.

WHAT:	One copy of the Proposal submitted to CCWD's Planetbids Portal prepared in accordance with the instructions in this Request for Proposal.
WHEN:	Friday, August 11, 2025, at 4:00 p.m. (PST)
WHERE:	Contra Costa Water District, 1331 Concord Ave., CA. 94520- (Pre Bid Meeting Location)
ATTENTION:	Judy Phan, Purchasing Officer

Proposal should be prepared considering the information in the following attachments:

- Attachment A - Scope of Work
- Attachment B - Estimate of Costs (Attach as Separate Document)
- Attachment C - Evaluation Criteria
- Attachment D - Bid/Proposal General Provisions
- Attachment E - Proposal Guarantee
- Attachment F - Sample Standard Services Agreement
- Attachment G - Contractual Insurance Requirements
- Attachment H - Contractor / Consultant Safe Practices Handbook
- Attachment I - Contractor Safety Orientation
- Attachment J - Non-Disclosure Agreement

Sincerely,



Judy Phan
Purchasing Officer

SCOPE OF WORK AND TECHNICAL REQUIREMENTS

Contra Costa Water District (CCWD) is seeking Proposals from firms interested in providing end-to-end integration of the CCWD's business facing Supervisory Control and Data Acquisition (SCADA) platform/Historian from eDNA (Enterprise Data Management) to Canary Labs data historian (Canary).

PROJECT BACKGROUND

CCWD provides water services to over 520,000 customers located in Contra Costa County. CCWD provides untreated and treated water service within an approximately 45-mile radius. There are three water treatment sites and one distribution SCADA network that comprise the Operational Technology (OT) surface area. CCWD utilizes eDNA as its business facing SCADA platform interfacing with the control system applications at each of the three water treatment sites and the control system for the distribution system. There are approximately 40-50 interface screens available for users to engage with in eDNA. Candidates interested in the project will have the opportunity to see the existing screens after signing the non-disclosure agreement. eDNA is currently used as a "read only" window into the restricted OT side of CCWD for stakeholders and partners.

PROJECT DESCRIPTION

The goal of this project is to transition CCWD's enterprise facing SCADA system from eDNA to the Canary Labs platform. It is expected that eDNA will continue to operate until the Canary Labs solution is installed, configured, validated and accepted by CCWD.

Scope of Work: The scope of work for this project includes, but is not limited to, the following:

- Design and implement an approved network infrastructure for integration based on Canary Labs architecture and CCWD IT and OT requirements.
- Design and validate a proper software architecture and configuration for compatibility and Application Programming Interface (API) use for data transmission from existing control system applications to Canary Labs platform prior to physical integration. Once approved by CCWD, proceed with physical integration.
- Provide and install new rack-mounted Dell PowerEdge R660 servers (or better approved by CCWD) as the hardware for operating the Canary Labs platform including storage for the historian/virtual machines. The solution must include two redundant physical hosts that exceed Canary Labs' minimum hardware and OS recommendations for performance and reliability. All necessary components, including network interface cards, storage drives, and any additional hardware required for full system functionality, must be included.
- Configure Canary Labs Historian to communicate with the data servers to process the same data points processed by eDNA. Expect to configure an additional 25% data points with the new Canary Labs Historian. There are approximately four redundant and one stand-alone real time servers for a total of nine connections with five active at any one point polling. Migrate existing historical data from eDNA historian to the Canary Labs Historian (a minimum of five years of historical data is required) in a manner that would allow for seamless use with new data once cutover is completed.

- Create screens in Canary that would leverage current visualization technology, templates and approach to reproduce existing eDNA screens.
- Integration of data transfer in a secure manner with available approved APIs from IT to OT networks.
- Configure Canary Labs with multiple user role schemes.
- The Consultant will provide a minimum of five unique automated data reports to be coordinated with CCWD.
- The Consultant will provide written documentation and drawings regarding, but not limited to, network infrastructure, common use cases, and resources for more information on the Canary Labs platform.
- The Consultant will provide a minimum of two in-person training sessions to a variety of users, which will be recorded. The written documentation must be used as a reference during the training and recording provided to CCWD.

PROJECT TASKS:

The project tasks shall include but are not limited to:

Task 1: Evaluate and Design hardware:

- Evaluate and design the eDNA solution architecture to meet CCWD's requirements for system architecture interfacing with existing control systems (OT) and CCWD's IT infrastructure. Submit design for approval by CCWD.
- Evaluate hardware that meets CCWD's use cases while exceeding Canary Labs' minimum system requirements to allow for future scalability and optimal performance.
- Ensure hardware aligns with CCWD's IT and OT infrastructure standards and is compatible with existing virtualization or server environments.

Task 2: Validation.

- Validate that CCWD's current software, network infrastructure, and security framework exceed Canary Labs' minimum requirements to support future growth.
- Identify and address any network bottlenecks, storage limitations, or cybersecurity concerns that may impact historian performance.

Task 3: Coordinate with OT and IT personnel to inventory assets.

- Conduct an inventory of assets to determine what historian-related resources will reside on the OT network vs. IT network.
- Document existing connections, data sources, and system dependencies to ensure seamless integration between Canary Labs Historian and CCWD's infrastructure.

Task 4: Purchase Hardware.

- Procure hardware that meets CCWD's use cases while exceeding Canary Labs' minimum system requirements to allow for future scalability and optimal performance.

Task 5: Historian Installation.

- Install and configure the Canary Labs Historian per the approved architecture in Task 1, ensuring secure communication with the real-time data server on the OT network.
- Establish communication protocols for real-time data ingestion.

Task 6: Canary Labs Configuration:

Task 6.1 Canary Labs User Management.

Configure the Canary Labs platform for multiple user roles (e.g., engineers, operators, administrators) using Single Sign-On (SSO) via CCWD's domain controller.

Task 6.2 User Authentication and Access Control.

Coordinate with IT to integrate user authentication with CCWD's Active Directory (AD).

Define role-based access control (RBAC) policies for data access and historian management.

Task 6.3 OT and IT Integration.

Integrate Canary Labs with both OT and IT networks, ensuring proper segmentation and secure data flow between environments.

Implement firewall rules, security policies, and data flow validations to protect historian communications.

Task 6.4 Screen Creation

Recreate current eDNA screens in Canary Labs Axiom Client Tool while leveraging modern industry visualization standards and best practices under CCWD's direction.

Optimize screen layouts, navigation, and usability for various user roles.

Task 6.5 Trend Graphs

Configure trend graphs utilizing the Canary Labs Axiom Client tool and Excel plugin, ensuring users can access and analyze historical and real-time data trends effectively.

Task 7: Historical Data Migration.

- Migrate all historical data from the existing eDNA historian to Canary Labs Historian while maintaining data integrity and usability.

- Ensure data formats are compatible, allowing CCWD to trend historical and new data seamlessly within Canary Labs.
- Validate migrated data by performing data reconciliation to ensure accuracy and completeness.

Task 8: Canary Labs Data Retrieval Tools

Task 8.1 Configure Excel Add-in

Set up the Canary Labs Excel Add-in to allow users to query and visualize historian data within spreadsheets.

Task 8.2 Configure APIs for Data Access

Implement Canary Labs APIs to support automated data retrieval and integration with external applications.

Task 8.3 Generate Automated Reports

Develop at least five unique automated reports, demonstrating diverse data visualization and reporting capabilities in Canary Axiom Client tool automated reporting function.

Ensure reports align with CCWD's operational and business needs and presentation requirements.

Task 9: Knowledge Transfer

Task 9.1 Written Documentation

Create comprehensive documentation covering historian usage, best practices, common troubleshooting scenarios, and automated reporting.

Include step-by-step instructions with both textual explanations and visual aids for better clarity.

Task 9.2 In-Person Training

Develop and conduct role-specific in-person training for engineers, operators, and administrators.

Utilize written documentation as a reference guide for trainees.

Ensure training includes hands-on demonstrations, troubleshooting guidance, and best practices for using Canary Labs effectively.

Qualification Requirements:

- Minimum of 5 years of experience in SCADA integration and data migration, with a preference for experience in AVEVA (Wonderware System Platform Managed InTouch HMI and AOSYS enterprise SCADA) products and Canary Labs. Previous Canary System experience preferred.
- Proven expertise in business-facing SCADA platforms, including historian configuration, data visualization, and reporting (preferably Canary Labs).
- Extensive experience in integrating operational technology (OT) and information technology (IT) networks, ensuring secure real-time data flow between environments.
- Strong knowledge of cybersecurity best practices related to SCADA and historian integration, including network segmentation, firewalls, authentication mechanisms.
- Hands-on experience with SCADA data migration, including historical data extraction, transformation, and loading processes, ensuring seamless transition and compatibility.
- Proficiency in configuring communication protocols (e.g., OPC DA, OPC UA, MQTT) and integrating historian solutions with enterprise IT systems.
- Experience in developing clear and concise technical documentation, including system architecture diagrams, user guides, SOPs, and troubleshooting manuals.
- Proven ability to design and deliver in-person training for various user roles (e.g., operators, engineers, administrators), ensuring effective knowledge transfer and skill-building.
- Strong project management skills, including:
 - Leading cross-functional teams.
 - Managing stakeholder expectations and ensuring alignment with business and operational objectives.
 - Effectively communicating technical concepts to non-technical audiences.
 - Developing and managing project timelines, risk assessments, and mitigation strategies.

Submittal Requirements:

- A cover letter introducing your firm and summarizing your qualifications.
- A detailed description of your firm's experience and qualifications in integrating business facing SCADA platforms.
- A list of relevant projects your firm has completed in the last five years, including project scope, and client references. Please highlight any projects where AVEVA products/Canary Labs was the platform being transitioned from/to.
- A detailed project approach and proposed timeline for completing the proposed work.
- A list of key personnel who will be assigned to this project, their roles, and their qualifications, including certifications, training, and firsthand experience with transitioning SCADA platforms.
- A high-level project schedule with key milestones.

REQUIRED PROPOSAL FORMAT

General Formatting and letter of Transmittal

The letter of transmittal shall contain the names of the project manager, project engineer(s)/integrators(s), and sub-consultants that will perform the project. The lead firm shall be indicated if a joint venture is proposed. The office location(s) where the work will be performed shall be stated.

The proposal shall be limited to the following page lengths:

Letter of Transmittal:	2 pages
Descriptions for Sections 1 - 4:	10 pages
Supplementary Information:	As Needed Appendices. This can be a detailed scope of work, resumes of key staff, biographical information, and other documentation may be submitted under a separate cover or as an appendix.

Section 1 – Approach to Work:

- Using the attached Preliminary Scope of Work and other information made available by CCWD, develop the proposed work tasks in sufficient detail to describe the general proposed method of approach. Contractors can provide an alternative approach to the Scope of Work that offers CCWD a better option of completing the work outlined in this RFP. Discuss the proposed implementation schedule and approach to the hardware/software selection and procurement. The approach to work must match the proposer's detailed Scope of work.
- Develop a written overview of the project describing the proposer's understanding of the transition from the current eDNA platform to the new Canary Labs platform, including a summary of each major element of the scope of work, schedule, testing, startup, and coordination with CCWD. Describe the methods the project manager will use for managing the transition and implementing the desired tasks stated in the project overview.
- Prepare preliminary system architecture Drawing for each major project element. Describe the anticipated level of CCWD involvement for design reviews, field coordination, startup, testing, training, etc.
- Provide a detailed project schedule for the work showing task sequence, the time required for each task, person-hours by task, deliverables, milestones, and total project duration. The schedule should show how the Scope of Work will be accomplished efficiently within the identified schedule or milestone dates. This schedule shall also include all necessary CCWD staff activities.
- Discuss any unique ideas that may provide additional value to CCWD. Describe any concerns relating to the Project that may impact the production at the plants, and execution of the work.

Section 2 – Specialized Experience:

- Provide a description of at least five (5) years of experience in designing, engineering, transitioning, and integrating SCADA platforms. Emphasize experience in the transitioning of business facing SCADA platforms.
- Describe the qualifications and availability of other professional, technical, and administrative resources that will be used to perform the work.
- Include specific experience in any AVEVA product transitions and any Canary Labs transitions.

Section 3 – Project Team:

- Describe the Project team of key staff and firms that will be committed to completing the work described in Section One. Provide an organizational chart that clearly identifies the key individuals, their responsibilities, and the relationship between different individuals or firms in the Project team. Emphasize the specialized experience of specific individuals. Key personnel included in the proposal must be committed for the duration of the project. Any substitutions or changes to the Project team must be brought to the attention of and approved by CCWD. Provide specific information on any required regulatory certifications, including Professional Engineer and contractor licenses.

Section 4 – References:

- Provide at least three references that can comment on the past performance of the firm(s) and key staff on a project comparable to the proposed work completed within the last five years. Include brief project descriptions highlighting the relevancy of the reference to this project, contact names, and telephone numbers for the three projects listed as references.

Section 5 – Appendices:

- Provide the following Appendices at a minimum:
 - Detailed resume of key personnel.
 - Details of any exceptions to CCWD's Standard Agreement contract.
 - Detailed Scope of Work providing detailed descriptions for executing this work. The Detailed Scope of Work shall be developed in sufficient detail including description, assumptions, and significant deliverables to be the basis for final contract negotiations with CCWD. Sequences as outlined in the Detailed Scope of Work.

TENTATIVE CONSULTANT SELECTION SCHEDULE

Issue Request for Proposals	May 15, 2025
Signed NDA Deadline	June 2, 2025
Pre-Proposal Meeting	June 17, 2025
Proposal Deadline	August 11, 2025
Proposal Evaluation and Shortlist Proposers	September 2, 2025
Interview Proposers	September 18, 2025
Select/Notify Consultants of Final Selection	October 2, 2025
Complete Consultant Agreement Negotiations	October 23, 2025
Board Award of Consultant Agreement	December 3, 2025

ESTIMATE OF COSTS

One copy of the following information is to be submitted in a separate in document in PlanetBids with the proposal:

- Submit Guaranteed Not to Exceed Cost using a cost form similar to the one below. The cost shall be the proposer's firm, guaranteed price for performing the work as described in the RFP and defined by that proposer's Detailed Scope of Work.
- Submit rate schedules for the Consultant and any major subcontractors that will be responsible for more than 10% of the total labor hours associated with this project. Labor rates shall be fixed and valid for the project's duration with any rate escalation incorporated into the submitted schedule. The rate schedule(s) shall be used for the purposes of comparison between proposals. Schedule(s) shall be incorporated into the final agreement with the successful Consultant for the purposes of determining the use of specific item allowances, schedule of payments, change order negotiations, and other related purposes.
- Integration, programming, configuration, testing, and startup costs for system integration: Include person-hours, labor costs, and expenses.
 - Other Items: Include all other project labor and materials not included above.
 - Prorates: Include all prorates and markups, including bonding, insurance, sales tax, contingency, escalation, overhead, and profit for establishing the comprehensive Not To Exceed.
 - CCWD reserves the right to modify the project's content by removing line items and/or quantities of items shown on the cost form to conform to CCWD's available budget or improve functionality. All such changes will be documented and reviewed during final negotiations with the selected Consultant.
 - As noted, CCWD will negotiate with the top-ranked firm as determined by the documented evaluation process. Negotiations shall include the scope of work, contract schedule, design and technical approach, equipment specifications, system performance, and price. Should negotiations with the top-ranked firm fail to achieve a mutually acceptable agreement between CCWD and the top-ranked firm, CCWD reserves the right to negotiate with the next highest-ranked firm.

Task Descriptions	Estimated Hours	Total Cost Estimate
Task 1 – Evaluate and Design hardware		
Task 2 – Validation		
Task 3 – Coordinate with OT and IT personnel to inventory assets		
Task 4 – Purchase Hardware		
Task 5 – Historian Installation		
Task 6 – Canary Lab Configuration		
Task 7 – Historical Data Migration		
Task 8 – Canary Labs Data Retrieval Tools		
Task 9 – Knowledge Transfer		
Total Estimated Not To Exceed Costs		

NOTE: This information does not constitute a bid but ensures that a detailed review of the merits of the proposal is complete before cost information is reviewed.

Cost Form Notes

- Final Schedule of payments, project payments, and other details shall be developed during final project negotiation using the proposed Detailed Scope of Work, the requirement of this RFP, and the Generic Project Total Integration Services Cost.
- Some tasks will be completed in one Fiscal Year, while others will be completed in the next Fiscal Year. This will be agreed upon during negotiation phase and based on Consultant proposed approach to work and plan.
- All work described in this Cost Form shall be as described in the RFP and as defined in the proposed detailed scope of work.
- Item descriptions shown are not intended to be comprehensive or exclusive descriptions of work categories. Each Proposer determines and includes in the costs developed for the proposal all materials, labor, and equipment necessary to complete each Item as shown and as defined in the RFP and the Proposer's Detailed Scope of Work.

EVALUATION CRITERIA

CCWD adopted its Diversity and Inclusion Strategic Plan in 2021 to identify improvements to CCWD's organizational culture whereby prospective employees, current employees, suppliers of professional goods and services, customers, education partners, and community stakeholders are assured of the CCWD's commitment to the values of diversity and inclusion in all aspects of how work is performed. CCWD encourages consultants to offer inclusive work environments to their employees and to utilize the enhanced value produced by teams with diverse experiences, perspectives, ideas, communication styles, and problem-solving approaches.

Interested firms should prepare their proposals in accordance with Attachment A (Scope of Work and Technical Requirements). The main elements of the proposal evaluation will be weighed as follows:

Approach to Work (20 percent of total score)

- This section should demonstrate a clear understanding of the scope of work, proposed project management approach, cost control techniques, and innovative strategies for maximizing the use of the Canary Labs data historian (Canary) at CCWD. CCWD seeks an integrator who can transition our current business facing data historian eDNA (Enterprise Data Management) to the Canary with a team with a proven history of developing and executing effective platform transitions, meeting budget constraints, quality standard, and project timelines. The proposal should clearly communicate the benefits to CCWD of the proposer's transition approach.
- The Proposal should highlight an understanding of the various facets that are anticipated the transition from eDNA to Canary. This includes the approach to the Project and Preliminary project scope outlined in Attachment A, understanding of the project scope, project issues, level of effort, schedule of work, proposed project management and cost control techniques, quality assurance and unique/creative approaches to the execution of the work.

Specialized Experience and Capabilities (15 percent of total score)

- Includes specialized experience relating to this project and evidence of the ability to complete the work within a schedule and on budget with high quality. The proposer should highlight any project/work of experience in transitioning business facing SCADA platforms with particular attention paid to any project/work experience with AVEVA SCADA platforms or the Canary Labs platform.

Project Team (10 percent of total score)

- Includes the specialized experience of key personnel (project manager, project engineer(s), programmers, technicians, and sub-consultants), their time commitment in the areas assigned, and estimated labor hours.

Overall Proposal Quality and Contract Exceptions (10 percent of total score)

- Includes general responsiveness, clarity of presentation, proposal quality comments received from references, and exceptions to CCWD's Standard Technical Services Agreement, if any.

Interview (25 percent of total score)

- The presentation duration of the interview shall be a maximum of 25 minutes, followed by a question-and-answer session lasting approximately 25 minutes. Each of the following interview criteria shall have equal weight in the overall interview ranking:
 - Presentation: Includes content of the presentation, demonstrated ability to meet budget and time constraints on previous projects and presentation effectiveness.
 - Project Team and Approach: Includes time commitment of key people, ability to interact with CCWD personnel, features of the proposed project approach, project team qualifications, and related experiences.
 - Questions and Answers: To address specific technical and managerial experiences, creativity and communication skills, and other related questions regarding this proposal.

Cost Proposal (20 percent of total score)

- The proposal shall include a separate sealed envelope with Not To Exceed Cost in the format of Attachment B, for performing the work as described in the proposal and defined by each proposer's detailed Scope of Work. The Project Cost shall be applied after completion of CCWD's technical evaluations.
- The proposal with the lowest cost receives the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest. This is determined by applying the following formula:

$$\text{Awarded Points} = \frac{(\text{Lowest Cost}) \times (\text{Maximum Points Available})}{(\text{Lowest Cost Being Evaluated})}$$

BID/PROPOSAL GENERAL PROVISIONS

1.1 Bid/Proposal Form

Bids/proposals must be submitted only upon the forms provided in the bid/proposal package, including but not limited to pricing sheets, addenda and bid/proposal guarantees, with all items properly filled out in non-erasable permanent ink. All bid/proposal documents must be signed and dated. The bid/proposal form may be rejected if it shows any omissions, alterations of form, a conditional bid/proposal or irregularities of any kind.

All sealed bids and proposals to be considered for acceptance must be received by the District on or before the specified date and time for submittal. Bids/Proposals received after said date and time will be returned to the sender unopened and will not be considered under any circumstances. Bids/Proposals postmarked but received after the bid opening will not be accepted. Bids/Proposals submitted electronically or by facsimile will not be accepted.

All bids will be publicly opened and read aloud to all in attendance at the District's headquarters at 1331 Concord Ave, Concord CA 94520 at the date and time specified. Bidders are invited, but not required, to attend the bid opening. Proposals will be evaluated based on stated evaluation criteria and results posted on the District's web site.

The Contra Costa Water District reserves the right to reject any and all bids/proposals and to waive informalities, irregularities or technical defect in the bids/proposals received. The District reserves the right to award a contract to other than the lowest responsible Bidder, if it is determined to be in the best interest of the District.

1.2 Estimated Quantity

Unless otherwise stated, the quantities and/or dollar estimates indicated are estimates of anticipated usage for the contract period and are given for informational purposes only. Nothing in these estimated contract period or annual quantities shall be construed as obligating the District to purchase specific quantities, as these quantities may vary depending on actual operating conditions and demands during the contract term. The District reserves the right to purchase any volume of products or services listed, at the contract price, regardless of stated estimates of quantities or dollar estimates. No price adjustments will be allowed as a result of an increase or a decrease in the quantity purchased.

1.3 Delivery Locations

The District's service area covers the eastern portion of Contra Costa County and has delivery locations in Concord, Oakley and Brentwood California. The Bidder/Proposer must take into consideration deliveries to any or all of these locations.

1.4 Bid/Proposal Pricing

All bids/proposals submitted must include a stated unit price for the products or services listed. Units of measure can vary but will be described in the bid/proposal documents. The stated unit price must include all costs associated with providing and delivering the products or services including materials, labor, equipment, transportation, insurance, overhead, and profit. State sales tax, as well as any Federal, State, or Local excise taxes in effect at the time of delivery should **not** be included in the bid/proposal price unless specifically requested on the pricing sheet, but applicable taxes must be included on all invoices that correspond to deliveries of products or services.

Bids/Proposals qualified by additional or conditional charges such as Consumer Price Index calculators, fuel surcharges, or transportation charges between the supplier and the final delivery points will not be allowed unless otherwise stated. Bids/Proposals that do not include the unit prices will be considered irregular and, at the option of the District, may be eliminated from further consideration.

1.5 Bidder Qualifications

A qualified Bidder is one determined by the District to meet standards of business competence, reputation, financial ability, and product quality. A responsive Bidder is a firm/person who has submitted a bid that conforms in all material respects to the terms and conditions, the specifications of the product, and any other requirement of the bid instructions. A responsible Bidder is a firm/person who has the capability in all aspects to perform full contract requirements, and who has the integrity and reliability that will assure good faith and specific performance. Before submitting a bid, the Bidder must carefully examine and read all parts of the Bid Contract Documents and be fully informed as to all existing conditions and limitations. It should be noted that the entire contents of the Bid Contract Documents will be part of the agreement upon selection and approval of the successful Bidder/Proposer.

1.6 Authorized Signatory of Bid/Proposal Contract Documents

The person signing the submitted bid/proposal must be fully authorized to represent and legally bind the bidding/proposing company regardless of their position within that firm.

1.7 References

Where specifically requested, the Bidder/Proposer must submit with the bid a list of a minimum of three references that have purchased similar products and/or services from the Bidder/Proposer. The Bidder/Proposer must provide the company or agency name, contact name, and telephone number for each reference.

1.8 Bid/Proposal Submittal

All bid/proposal submittals must be enclosed in a sealed envelope and clearly marked with a description of the products or services to be provided by the date and time specified. The original and

any additional copies specified of the bid and all attachments must be submitted. **Bids/proposals submitted electronically or by facsimile will not be accepted.** It is the Bidder's/Proposer's responsibility to ensure that any bid/proposal that is submitted is received in the proper format, time, and place. The Bidder/Proposer is responsible for allowing adequate time for delivery of their bid/proposal by hand delivery, express delivery, US Mail, or by other means. Bids/Proposals received after the date and time specified will not be accepted and will be returned to the Bidder/Proposer unopened.

1.9 Modification, Addenda, and Interpretations

Any explanation desired by the Bidders/Proposers regarding the meaning or interpretation of the bid/proposal documents must be requested in writing, either by facsimile or mail, at least **7 days** prior to the time set for the bid opening/proposal due date. Any and all such interpretations or modifications must be in the form of written request to the District and mailed to:

Purchasing Officer
Contra Costa Water District
1331 Concord Ave.
Concord, CA 94520

Any changes made to the bid/proposal documents initiated by the District will be through written addenda and furnished to all bidders/proposers via US Mail, email or fax. Any written addendum issued before the date and time of the bid opening or proposal due date will become a part of the Bid/Proposal Contract Documents and must be signed and attached to the Bid/Proposal Form that each bidder/proposer submits. Failure to submit any and all the addendum(s) with a bid/proposal will be cause for rejection of the bid/proposal.

1.10 Modification of Bids/Proposals

A Bidder/Proposer may modify their bid/proposal by written communication provided such communication is received by the District prior to the date and time of the bid opening or proposal due date. The written communication should not reveal the bid price and should state the addition or subtraction or other modification so that the final prices or terms will not be known by the District until the sealed bids/proposals are opened.

1.11 Withdrawal of Bids/Proposals

Any bid/proposal may be withdrawn any time prior to the stated bid opening or proposal due date and time (opening time) only by a written request that is filed with the District requesting withdrawal of the bid/proposal. The withdrawal request must be executed by the bidder/proposer or a duly authorized representative. The withdrawal of the bid/proposal does not prejudice the right of the bidder/proposer to file a new bid/proposal prior to the bid/proposal closing time. No bids/proposals may be withdrawn after the opening date and time without the permission of the District.

1.12 Proposed Deviations from the Specifications by the Bidder/Proposer

Any deviation from the specifications described herein or in a written addendum that is proposed by a bidder/proposer must be noted in detail on the bid/proposal form, and a copy of the proposed specification must be attached to the bid/proposal form at the time of submission. The absence of a proposed change in the specifications will hold the bidder/proposer strictly accountable to the specifications as described herein. If proposed deviations from the specifications are submitted, the bidder's/proposer's name should be clearly shown on each document. The District will be responsible for accepting or rejecting any proposed deviations/substitutions from the described specifications.

1.13 Competency of Bidders/Proposer

Before any contract is awarded the bidder/proposer may be required to furnish a complete statement of financial ability and experience in performing the proposed services. In accordance with the provisions of the California Business and Professions Code and other regulations, the bidder/proposer must have and maintain current any and all necessary licenses or certificates.

1.14 Rejection of Bids/Proposals

The District reserves the right to reject any and all bids/proposals and reserves the right to waive and/or reject a bid/proposal for any of the following reasons: informalities, nonconforming, non-responsive or conditional bids/proposals, bids/proposals showing any alterations of form or erasures or irregularities of any kind, additions not called for, incomplete bids/proposals, or bids/proposals not conforming with the written instructions in any way. The District does not obligate itself to accept the lowest cost bid or proposal or any particular bid or proposal and specifically reserves the right to reject any or all bids or proposals, to make any rejections in what it alone considers to be in the best interest of the District.

1.15 Opening Bids

After the closing time deadline, all **bids** received will be publicly opened and read, as set forth in the Invitation to Bid documents. Bidders or their representative and other interested persons may be present at the opening and reading of the bids. Following the bid opening, a bid tabulation will be circulated to all of the responsive bidders, even if their representative was not present at the bid opening.

Proposals will be evaluated based on stated evaluation criteria and scored. Highest ranking proposal will be selected for award. The District reserves the right to interview highest ranking firms for final selection.

1.16 Method of Award

Bids may be awarded by the District to the lowest, responsive, and responsible bidder meeting the specifications. The District has the right to delete terms or options from the Bid Contract Documents and reserves the right to reject any and all bids and to waive irregularities in said bids. The following is a non-inclusive list of criteria that must be used in Award of the Bid.

- a. Unit cost of the product
- b. Product specifications
- c. Guaranteed warranties or standards of quality
- d. Capabilities to deliver product within District schedule or throughout the contract term
- e. Bidder's reputation, competency, and previous customer service record
- f. Fully executed non-collusion affidavit

1.17 Disqualification of Duplicate or Collusive Bidders/Proposers

More than one bid/proposal from an individual, a firm or partnership, a corporation or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder/Proposer with financial interest in more than one bid/proposal for the bid/proposal contemplated will cause rejection of all bids/proposals in which such bidder/proposer is interested. If there is reason for believing that collusion exists among the bidders/proposers, any and all bids/proposals may be rejected.

1.18 Identical Bids

In the case of tied or identical bids corresponding to the proposed unit costs, the District reserves the right to award the bid based on the factors outlined in paragraph 1.16, Method of Award.

1.19 Bid/Proposal Summary

Bid/Proposals will be summarized and reviewed following the bid opening or proposal due date. Bid/Proposal summaries or tabulations will also be provided to the responsive bidders/proposers within ten (10) business days following the bid opening or proposal due date on the District's web site, www.ccwater.com.

1.20 Material Safety Data Sheet (MSDS)

Where appropriate, bidders/proposers must submit an MSDS sheet for all applicable products offered with the bid/proposal. The successful bidder/proposer must also provide an MSDS sheet for those products with each delivery.

1.21 Legislative Impacts

In the event that the District Board of Directors fails to appropriate funds for the purchase of these products or services, the District may terminate such contract without penalty and thereupon be released of further obligation.

1.22 Subcontracting

No portion of the bid/proposal award may be subcontracted to another vendor or supplier without the prior written approval of the District. All proposed subcontractors must be listed and identified on any provided Proposed Subcontractors Sheet.

1.23 Insurance

Insurance to be provided at levels as stated on the District contract documents provided. **Prior to commencement of any performance under this contract, the successful Bidder/Proposer must provide** an original Certificate of Insurance, and copies of information or declaration pages for the insurance required with respect to evidence of commercial general liability and automobile liability insurance coverage endorsements. All policies and/or certificates of insurance must be endorsed to name the District, its elected officials, officers, employees, agents, and volunteers as additional insured parties.

The successful bidder/proposer hereby agrees to waive subrogation which any insurer of Contractor may acquire from vendor by virtue of the payment of any loss. Contractor agrees to obtain and provide to the District any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Contractor, its employees, agents and subcontractors.

The successful bidder/proposer must maintain the required insurance at all times while this contract is in effect, and must replace any certificate, policy or endorsement which will expire prior to that date. All policies must be endorsed to provide that the required insurance must not be suspended, voided, reduced, canceled, or allowed to expire except on thirty (30) days prior written notice to the District. The Certificate of Insurance must have a cancellation statement worded as follows: *"Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate holder named to the left."*

1.24 Indemnification

As stated on District contract forms provided.

1.25 Equal Opportunity

The successful bidder/proposer must agree not to refuse the hire, discharge, promote, or to otherwise discriminate in the matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical handicap or sexual orientation. It must be a condition that any company firm or corporation supplying goods or services, must be in compliance with the appropriate areas of the Americans with Disabilities (ADA) Act of 1990. A certificate stating compliance with the ADA may be required, upon request.

1.26 Common Language

Unless otherwise specified in this document, all words must have a common language unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

1.27 Proprietary Information

All information included in any bid/proposal that is of a propriety nature must be **clearly** marked as such. The District must be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm.

1.28 Patent Guarantee

The bidder/proposer must, with respect to any bidder/proposer's standard manufacture, indemnify and hold harmless the District, its employees and agents, from costs and damages as finally determined by any court of competent jurisdiction for infringement of any United States Letters & Patent by reason of the sale or normal use of such product, provided that the Bidder/Proposer is promptly notified of all such actual or potential infringement suits, and is given an opportunity to participate in the defense thereof by the District.

1.29 Term of Contract

The typical term of District maintenance, repair and service contracts will be twelve (12) months, normally commencing on July 1st, and expiring on June 30th, unless otherwise stated.

1.30 Termination for Cause

In the event of a breach of any term or provision of this contract by the bidder/proposer, the District may terminate this contract by providing the bidder/proposer with written notice of such termination, and specifying the effective date thereof, at least ten (10) days before the effective date.

1.31 Other Cities/Agencies

Other Cities and/or Public Agencies may be interested in purchasing goods and services under the same arrangement as an existing contract, also called "piggy-backing", subject to the same price, terms and conditions offered to the District. Other parties utilizing the contract will place orders with and make payments directly to the successful Bidder. Agreement with "piggy-backing" or declining to participate in "piggy-back" contracts with other Cities and/or public agencies will not be used by the District to determine an award for the bid/proposal invitation, unless more than one bidder were to submit identical bid prices and terms. Please state if your company would agree to extend the same price, terms and conditions to other Cities and/or Public Agencies.

Yes ____ We would agree to extend the same price, terms and conditions.

No ____ We would not agree to extend the same price, terms and conditions.

BIDDER/PROPOSER INFORMATION

1. Legal Name of Bidder:

2. Bidder's Street Address:

3. Mailing Address:

4. Business Telephone: _____ Fax Number: _____

5. Type of Supplier:

☐ Sole Proprietor

☐ Partnership

☐ Corporation

If Corporation, indicate State where incorporated: _____

6. Business License Number issued by the City where the Supplier's principal place of business is located.

Number: _____ Issuing City: _____

7. Supplier Federal Tax Identification Number: _____

8. Emergency Contact: Name: _____

Phone Number: _____

9. Order Contact: Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

10. References:

Company/Agency Name

Contact Name

Phone Number

1) _____

2) _____

3) _____

PROPOSAL GUARANTEE

To The Contra Costa Water District, Concord, California:

Pursuant to the foregoing proposal notice to proposers, the undersigned proposer herewith submits a proposal on the proposal sheet or sheets attached hereto and made a part hereof, and binds themselves on award by the Contra Costa Water District (CCWD) under this proposal to execute in accordance with such award a contract, of which this proposal and the said notice to proposers and the specifications attached to the notice to proposers shall be a part. Failure to indicate herewith any exceptions to the Purchase Order Terms and Conditions / Sample Agreement shall forever waive any such exceptions.

The proposer further agrees that should the proposer withdraw this proposal in a manner other than provided for in the specifications, or by failure to execute the offered contract, {providing the necessary insurance and bonds}, or timely provision of {materials} {equipment} {services} under said contract in a manner satisfactory to CCWD, the proposer shall pay any and all additional costs incurred by CCWD in obtaining the {materials} {equipment} {services} from another firm or proposer.

- ☐ **We have no exceptions to CCWD's Purchase Order Terms and Conditions/ Sample Agreement**
- ☐ **We have exceptions to CCWD's Purchase Order Terms and Conditions/ Sample Agreement and have attached the noted exceptions.**

Print:_____

Signature:_____

Address:_____

(Corporate Seal)

Nature of firm (corporation, partnership, etc.)
and names of individual members of the firm,
or names and titles of officers of the corporation.

Corporation organized under the laws of the state of:

CONTRA COSTA WATER DISTRICT Standard Services Agreement

THIS AGREEMENT for services is between Contra Costa Water District ("CCWD") and _____ (the "Consultant"). Consultant's address is _____, telephone _____, and fax number _____. Consultant is a [] corporation, [] partnership, [] sole proprietor, having taxpayer's identification number _____.

1. The Agreement. CCWD and Consultant agree that Consultant shall provide _____ and shall perform these services for CCWD on the terms and conditions herein set forth in connection with CCWD's project number _____ for _____. The specific scope of services, and any special performance conditions are defined in Attachment A - Scope of Work.

The following documents are attached hereto and are a part of this Agreement:

Attachment A - Scope of Work

Attachment B - Consultant's Rates and Charges

This Agreement, including said attachments, constitutes the entire agreement between the parties and supersedes any prior proposals, representations, or understandings. This Agreement may be modified only by a written amendment signed by each party.

2. Time of Performance. Unless otherwise stated in Attachment A, Consultant is authorized to commence performance of this Agreement upon its execution by CCWD. Consultant shall complete all services covered by this Agreement no later than _____, unless this date is extended by CCWD in writing. At CCWD's discretion, CCWD may extend the term of the Agreement. Should CCWD elect to extend this Agreement through _____, there shall be no change to the terms and conditions of this Agreement other than to the time of performance.

3. Payment. Consultant shall at convenient intervals not more frequent than monthly submit itemized statements of services performed at the rates and charges in Attachment B. CCWD shall pay for work satisfactorily performed within thirty (30) days after receipt of a statement. Without the prior written approval of CCWD, the total amount payable by CCWD for Consultant's services pursuant to this Agreement shall not exceed \$_____ for the period from _____ to _____, and \$_____ for the period from _____ to _____ upon extension of the Agreement.

4. Consultant an Independent Contractor. Consultant shall perform the consulting services under the Agreement as an independent contractor and not as an employee of CCWD. Consultant shall be wholly responsible for the methods of performance. CCWD shall have no right to supervise or control Consultant's performance but shall have the right to observe it. Consultant shall work closely with CCWD in performing the services.

Consultant's duties and services under this Agreement shall not include preparing or assisting CCWD with any portion of CCWD's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with CCWD. CCWD shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of the work contemplated herein. Consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be

limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with CCWD to ensure that all bidders for a subsequent contract on any subsequent phase, if any, of work contemplated herein have access to the same information, including all conceptual, preliminary, or initial plans or specifications, if any, prepared by Consultant pursuant to this Agreement.

5. Insurance.

A. Without in any way limiting Consultant's liability pursuant to Section 13 Indemnification of this Agreement, Consultant must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverage:

(1) Workers' Compensation, in not less than statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

(2) Commercial General Liability Insurance with limits not less than \$2,000,000 each occurrence, \$4,000,000 aggregate, for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and

(4) Professional liability insurance, applicable to Consultant's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under this Agreement.

B. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to:

(1) Name as Additional Insureds, Contra Costa Water District and its respective Directors, Officers, Agents, Employees, and Volunteers.

(2) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

C. Regarding Workers' Compensation, Consultant hereby agrees to waive its rights to subrogation which any insurer of Consultant may acquire from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of Contra Costa Water District for all work performed by the Consultant, its employees, agents, subconsultants, and/or subcontractors.

D. All policies shall provide thirty days' advance written notice to Contra Costa Water District of reduction or nonrenewal of coverage or cancellation of coverage for any reason.

E. Should any of the required insurance be provided under a claims-made form, Consultant shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of four years beyond the expiration of this Agreement, to the effect that, should occurrences

during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

F. Before commencing any work under this Agreement, Consultant shall furnish to Contra Costa Water District certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to Contra Costa Water District, in form evidencing all coverage set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

G. Approval of the insurance by CCWD shall not relieve or decrease the liability of Consultant hereunder.

H. If a subconsultant or subcontractor will be used to complete any portion of this agreement, the Consultant shall ensure that the subconsultant or subcontractor obtains all necessary insurance, which shall name Contra Costa Water District, and its respective Directors, Officers, Agents, Employees, and Volunteers and the Consultant as Additional Insureds.

6. Payment of Prevailing Wages. If any personnel of Consultant or a subconsultant/subcontractor of Consultant performs work under the Agreement for which a general prevailing wage has been determined by the Director of the Department of Industrial Relations, Consultant or subconsultant/subcontractor shall pay the prevailing wage for such work and shall comply with all applicable provisions of the California Labor Code Section relating to public works (section 1720 et. seq.). Copies of such wage rates are on file at CCWD's principal office. For questions regarding this section, Consultant should visit www.dir.ca.gov/oprl/pwd/index.htm or call the Department of Industrial Relations at (415) 703-4774.

The general prevailing wage rates for such work which establish minimum wages for this Agreement shall be posted by Consultant in a prominent place at the site where such work is performed. Consultant shall comply with all of the provisions of section 1775 of the Labor Code relative to penalties paid to CCWD regarding wage under- payments to workers employed under this Agreement, and Consultant shall comply with all of the provisions of section 1776 of the Labor Code regarding payroll records requirements.

7. Abandonment by Consultant. In the event the Consultant ceases performing services under this Agreement or otherwise abandons the project prior to completing all of the services described in this Agreement, Consultant shall, without delay, deliver to CCWD all materials and records prepared or obtained in the performance of this Agreement, and shall be paid for the reasonable value of the services performed up to the time of cessation or abandonment, less a deduction for any damages or additional expenses which CCWD incurs as a result of such cessation or abandonment, such as expenses associated with obtaining substitute services.

8. Records and Documents. Upon request, and at no additional charge, Consultant shall deliver to CCWD all records, data, and reports prepared or obtained in the performance of the Agreement, which shall become and remain the property of CCWD. This includes, but is not limited to, all materials and records of a finished nature, such as final plans, specifications, and maps prepared or obtained in the performance of this Agreement, and all materials of a preliminary nature, such as survey notes, sketches, preliminary plans, computations and other data prepared or obtained in the performance of this Agreement.

9. Right to Audit. Consultant shall permit CCWD and its authorized representatives to examine, re-examine, make excerpts, transcribe and copy Consultant's books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes and any and all data relevant to the Agreement at any reasonable

time within three years after final payment under the Agreement. Consultant shall also permit CCWD and its authorized representatives to audit and verify statements, invoices, or bills submitted by Consultant pursuant to the Agreement. Consultant shall provide such assistance as may be reasonably required in the course of such examination and audit.

10. Safety and Compliance with Laws and Regulations. In performing this Agreement, Consultant shall comply with all applicable laws, statutes, ordinances, rules and regulations whether federal, state or local in origin.

Consultant shall also comply with the Contra Costa Water District Contractor/Consultant Safe Practices Handbook (“Handbook”) at all times when present on CCWD property or at the site(s) of public works being installed, altered, repaired or removed for CCWD. Consultant has been provided a copy of the Handbook which is also available at <https://www.ccwater.com/DocumentCenter/View/124/Contractors-Safe-Practices-Handbook-pdf>. Immediate and appropriate corrective action by CCWD, up to and including termination of this Agreement, will be implemented as warranted for any failure to comply with the Handbook. Consultant shall provide copies of the Handbook to all subconsultants and subcontractors.

Pursuant to Contra Costa Water District Administrative Procedure XII-4 entitled Equal Employment Opportunity; Prohibition of Discrimination, Harassment, Retaliation and Abusive Conduct (“AP XII-4”), CCWD is an equal employment opportunity employer. CCWD does not tolerate discrimination, harassment, retaliation, and abusive conduct. Consultant has been provided a copy of AP XII-4 which is also available at: <https://www.ccwater.com/DocumentCenter/View/973/XII-4-Equal-Employment-Opportunity-pdf>.

In performing this Agreement, Consultant shall comply with AP XII-4 and shall not allow its employees and/or agents to discriminate, harass, or allow harassment, retaliation, or abusive conduct by or against any person or persons. Immediate and appropriate corrective action by CCWD, up to and including termination of this Agreement, will be implemented as warranted for any and all such reported misconduct. Consultant shall provide copies of AP XII-4 to all subconsultants and subcontractors.

11. Breach, Error, and Omission. In the event that Consultant fails to perform any of the services described in this Agreement or otherwise breaches this Agreement, CCWD shall have the right to pursue all remedies provided by law or equity. Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Agreement as would be exercised by a reasonable professional performing similar work under similar circumstances, and shall, at no cost to CCWD, re-perform services which fail to satisfy this standard of care. In addition, any costs incurred by CCWD (including but not limited to additional design and administrative costs, to the extent that such costs are recoverable under California law) and used to correct deficiencies caused by the Consultant's errors and omissions shall be borne solely by the Consultant. CCWD is relying upon the Consultant's qualifications concerning the services furnished under this agreement, and therefore the fact that CCWD has accepted or approved the Consultant's work shall in no way relieve the Consultant of these responsibilities.

12. Endorsement on Plans. All work of an engineering nature shall bear the stamp and signature of an engineer registered in the State of California.

13. Indemnification. If an action is filed in which it is claimed or alleged that any damages, injuries, or deaths arose out of, pertained to, or related to negligent acts, errors or omissions, recklessness, or willful misconduct of Consultant (or any person or organization for whom Consultant is legally liable), in the performance of the services for CCWD, Consultant agrees, at its own expense, to defend CCWD and its Directors, officers, employees, and agents; provided, however, that no settlement of a claim shall be made without the consent of CCWD.

To the extent permitted by law, Consultant shall indemnify CCWD and its Directors, officers, employees, and agents from any and against all claims, demands, costs, including reasonable attorney's fees, and liability for any damages, injuries, or deaths arising directly or indirectly from, or connected with, the services provided under this Agreement and due to, or claimed or alleged to be due to, negligence, recklessness, or willful misconduct of Consultant (or any person or organization for whom Consultant is legally liable). Consultant will reimburse CCWD for any expenditures, including reasonable attorney's fees, CCWD may make by reason of such matters and, if requested by CCWD, will defend any such suits at the sole cost and expense of Consultant.

To the extent permitted by law, Consultant shall also indemnify CCWD and its Directors, officers, employees, and agents, against any and all claims, demands, costs and expenses at law or in equity including reasonable attorney's fees, and liability, suffered or incurred on account of, or that may at any time arise out of, or are in any way connected with, any breach by Consultant, or its employees, agents, subconsultants, or subcontractors, of the obligations, covenants, or any other provisions of this Agreement.

This Section shall survive any expiration or termination of this Agreement.

14. Confidentiality. Consultant shall treat any information it may come to have relating to the Agreement with confidence, revealing information to third parties only with prior written approval of CCWD.

15. Assignment. The Agreement shall not be assignable or transferable in whole or in part by Consultant, whether voluntarily, by operation of law, or otherwise; provided, however, that Consultant with the prior written consent of CCWD may subcontract that portion of the services for which Consultant does not have the facilities to perform so long as Consultant receives written approval from CCWD of the qualifications of the subcontractor or subconsultant qualifications prior to execution of this Agreement. Any other purported assignment, transfer, or subcontracting shall be void. Nothing in the Agreement shall be construed to give any right or benefit to anyone other than CCWD and Consultant.

16. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to the conflict of law provisions thereof.

17. Termination. CCWD may terminate this Agreement at any time by thirty (30) days prior written notice to Consultant. Upon termination, CCWD shall pay Consultant for all amounts due for services rendered up to the date of termination.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement as of the day and year written below.

CONTRA COSTA WATER DISTRICT

By: _____ Date: _____
Name: Rachel Murphy
Title: General Manager

CONSULTANT: _____

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

CCWD Legal Counsel

**Consulting Services Agreement
Between Contra Costa Water District (“CCWD”) and
_____ (“Consultant”)**

SCOPE OF WORK

Any work or services in addition to the work or services described in this Attachment shall be performed by Consultant according to the rates or charges listed in Attachment B. In the event that no rate or charge is listed for a particular type of extra work, Consultant shall not be entitled to compensation for extra work unless a written authorization or Amendment describing the work and payment terms has been executed by CCWD prior to the commencement of the extra work.

Consultant shall provide:

- (Briefly describe service or services)

CCWD shall provide the following services and facilities:

- (Describe CCWD obligations, if any)

EXAMPLE

Consultant shall provide financial and banking services, meeting facilitation, and planning study services that may include the following without limitation:

- Provide information on matters concerning urban development in East Contra Costa County, related to the impacts of potential needs for water services.
- Revise and update information in the Draft East County Water Services Status Report.
- Provide information concerning circulation, transmission, and distribution systems

CCWD shall provide the following services and facilities:

- Timely access to land for field work;
- Reports, contracts, maps, and other data in CCWD's possession necessary for completion of the services.

Consulting Services Agreement
Between Contra Costa Water District (“CCWD”) and
_____ (“Consultant”)

CONSULTANT’S RATES AND CHARGES

Position Title (Additional description, if necessary) \$_____ per hour

Position Title (Additional description, if necessary) \$_____ per hour

Position Title (Additional description, if necessary) \$_____ per hour

* If overtime is anticipated, it is assumed to be at the same hourly rate unless otherwise noted in this Attachment.

CONTRACTUAL INSURANCE REQUIREMENTS

The information contained herein is to describe the contractual requirements that Contra Costa Water District has indicated to myCOI. These contractual requirements should NOT be used to provide inaccurate information regarding current insurance policies. Questions regarding interpretation of this document can be directed to our support team at 317-759-9426.

INSURED	CARRIER REQUIREMENTS A- or higher, VIII
---------	---

POLICY LINE					POLICY LIMITS			
GENERAL LIABILITY					EACH OCCURRENCE		\$	2,000,000
		CLAIMS MADE			DAMAGE TO RENTED PREMISES (Ea occurrence)		\$	
	X	OCCUR			MED EXP (Any one person)		\$	
					PERSONAL & ADV INJURY		\$	1,000,000
					GENERAL AGGREGATE		\$	4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER				PRODUCTS - COMP/OP AGG		\$	
		POLICY		PROJECT		LOCATION	\$	
AUTO LIABILITY	X	ANY AUTO			COMBINED SINGLE LIMIT (Ea accident)		\$	1,000,000
		ALL OWNED AUTOS			BODILY INJURY (Per person)		\$	
		SCHEDULED AUTOS			BODILY INJURY (Per accident)		\$	
		HIRED AUTOS			PROPERTY DAMAGE (Per accident)		\$	
		NON-OWNED AUTOS						
UMBRELLA /EXCESS LIABILITY		OCCUR			EACH OCCURRENCE		\$	
		Claims Made			AGGREGATE		\$	
WORKERS COMP /EMPLOYEE LIABILITY				X	WC STATUTORY LIMITS		OTHER	
					E.L. EACH ACCIDENT		\$	1,000,000
					E.L. DISEASE - EA EMPLOYEE		\$	1,000,000
					E.L. DISEASE - POLICY LIMIT		\$	1,000,000
Property		Property Causes of Loss			Deductibles		Building	\$
		Basic			Building		Personal Property	\$
		Broad			Contents		Business Income	\$
		Special					Extra Expense	\$
		Earthquake					Rental Value	\$
		Wind					Blanket Building	\$
		Flood					Blanket Pers Prop	\$
							Blanket BLDG & PP	\$
								\$
								\$
								\$
	Boiler and Machine		Boiler & Machinery /Equipment Break Down					\$
							\$	
Professional Liability	Professional Liability coverage should be on an occurrence basis.				Each Occurrence: \$1,000,000			

Certification Holder

Contra Costa Water District C/O: myCOI 1075 Broad Ripple Ave, Suite 313 Indianapolis, IN 46220

ADDITIONAL REQUIREMENTS

Division Name: All Vendors.

"30 Days Notice of Cancellation Required.

General Liability

"A physical copy of additional insured endorsement is required.

"Additional Insured applies to General Liability.

"Additional Insured Names: Contra Costa Water District, its officers, directors, agents, employees and volunteers,

"Contractual Liability coverage is required.

Automobile Liability

"Any Auto OR all Owned, Hired, & Non-owned will be accepted.

Workers Compensation

"Waiver of Subrogation applies in favor of: Contra Costa Water District, its officers, directors, agents, employees and volunteers"

"Waiver of Subrogation is required for Workers Comp."

CONTRA COSTA WATER DISTRICT

***CONTRACTOR/CONSULTANT
SAFE PRACTICES HANDBOOK***

Fiscal Year 2026



CONTRACTOR/CONSULTANT SAFE PRACTICES HANDBOOK

Contra Costa Water District's (CCWD) goal is to provide everyone with the benefits of a safe and healthy work environment. CCWD is committed to maintaining a workplace free from work-related injuries and illnesses, and to complying with applicable laws and regulations governing workplace safety.

To help achieve these goals, CCWD has developed a Contractor/Consultant Safe Practices Handbook. These safe practices outlined in this handbook are intended to foster a safe and healthful work environment.

It is the responsibility of everyone to work together to identify and eliminate conditions and practices that create an unsafe or unhealthy work environment.

This handbook is to augment the requirements in the safety section of the bid documents in the General Conditions, if applicable, and is to be used by each contractor, consultant, subcontractor, sub-consultant and their employees (herein called Contractor) as the minimum requirements of their safety program.

While this handbook provides many of the safe practices CCWD requires of its contractors, it is not intended to include all required safe practices. The Contractor and its employees are expected to follow all applicable rules and regulations in the performance of their work. CCWD staff may exercise Stop Work Authority if contractors are observed violating CCWD safe work practices while working on CCWD infrastructure and may shut down a job until the condition or situation creating the hazard has been corrected and CCWD safety procedures are adhered to.

CCWD's Health and Safety Program's objectives are to:

- Maximize the safety of employees, contractors, and the general public
- Maintain a safe and healthy work environment as free as possible from threat of injury or illness due to unsafe practices or conditions
- Establish safety as a priority in conjunction with efficiency and productivity
- Comply with all federal, state, city, and CCWD safety requirements and guidelines and, where necessary, to implement additional policies to ensure safety

The following are safe practices that shall be followed. These safe practices coincide with and/or augment other applicable federal, state and local safety, health and environmental regulations and codes that also shall be followed. The Contractor shall follow the more stringent requirement of this handbook or other federal, state, or local regulations.

TABLE OF CONTENTS

GENERAL SAFETY PRACTICES	4
SITE SAFETY AND SECURITY.....	7
ASBESTOS WORK	7
CONSTRUCTION AND MAINTENANCE WORK.....	8
BOATING SAFETY & WORK OVER WATER	10
CONFINED SPACES	11
DRIVING SAFETY	12
ELECTRICAL SAFETY	13
ENVIRONMENTAL COMPLIANCE	14
FALL PROTECTION	15
FIRE SAFETY.....	16
HEAT ILLNESS PREVENTION	17
HIGH-HAZARD WORK / JOB HAZARD ANALYSIS	19
LADDER SAFETY.....	20
LOCKOUT TAGOUT	21
LOS VAQUEROS WATERSHED	22
PERSONAL PROTECTIVE EQUIPMENT	23
POWERED TOOLS AND EQUIPMENT	25
SOLITARY WORK.....	26
WELDING, CUTTING AND OTHER HOT WORK.....	27
WORKPLACE VIOLENCE PREVENTION	28
ACKNOWLEDGEMENT.....	29

GENERAL SAFETY PRACTICES

1. Review the requirements set out in this handbook with all employees and subcontractor employees.
2. Obtain appropriate equipment before the start of work to conduct work safely. For example: ladders, lighting, extension cords, direct-read gas monitors, confined space retrieval devices, ventilation fans, lockout/tagout kits, warning signs, as well as personal protective equipment such as respiratory protection, fall protection harnesses, lanyards, hard hats, and safety glasses.
3. Delineate the work zone requiring hard hats using signs, cones, barricades, caution tape, or equivalent warning devices.
4. Use stairs, ladders, or ramps to climb up or down work surfaces 4 feet or more in height and/or depth.
5. Ensure there is adequate lighting to perform the job safely.
6. Do not enter confined spaces (vaults, tanks, buried reservoirs, and pipes) unless you are trained, have monitored the atmosphere, and have eliminated or controlled all serious hazards. Notify CCWD 24 hours before a confined space entry. See Confined Spaces section for further requirements.
7. Keep your work area clean and orderly at all times to prevent slips, trips or falls. Place barriers or warning signs at locations with wet floors.
8. Attend pre-job safety briefings. Conduct tailgate safety meetings at least once every ten days and as needed for project-specific conditions for work involving construction, maintenance or repair work, or any work near water (reservoirs and canals) or in confined spaces.
9. CCWD water treatment plants and Los Vaqueros Watershed have additional visitor safety rules. Comply with the pertinent visitor safety rules when visiting one of these CCWD locations.
10. Tailgate meetings and Job Hazard Analyses (JHAs) are required to be conducted prior to all high-hazard work. Completed JHAs shall be submitted to the CCWD Contract Administrator or Construction Inspector. See High-Hazard Work section for further information. JHAs should be conducted for the following types of work:
 - a. Tasks with high injury or illness rates.
 - b. Tasks with the potential to cause severe or disabling injuries or illnesses.
 - c. Tasks in which one simple error could lead to a severe injury or safety event.
 - d. Tasks that are new to the operation or have undergone changes in processes and procedures.
 - e. Tasks complex enough to require written instructions.

NOTE: A JHA is not needed if hazards of the work are documented in a separate work planning form, e.g. Confined Space Entry Permit or Energy Control Procedure.

11. The pre-task plan must cover hazards expected throughout the job task, measures to protect against those hazards, and emergency response planning. Use available safety checklists for the job task (e.g., confined space entry permit), and complete during the tailgate meeting. All employees involved in the High Hazard Job Task must attend the meeting. The pre-task plan and meeting information must be documented. Prior to High Hazard Job Tasks performed at treatment plants or Los Vaqueros Watershed, pre-task plans must be communicated to CCWD Contract Administrator or Construction Inspector by phone, email, or text.
12. Written Procedures: Submit all pertinent written safety plans, programs, and information (written programs on Injury Illness Prevention Plan [IIPP], confined space entry, hot work, diving safety, fall protection, hazardous chemical line breaking, and/or respiratory protection) to the CCWD Contract Administrator before the start of work at the Pre-Construction or Kick-Off meeting. Also submit a written plan for a “critical lift” before performing that lift. A critical lift is a crane lift of more than 75% of crane lift capacity.
13. Training: Submit all current safety certifications and licenses for asbestos work and mobile crane operations to the CCWD Contract Administrator. Before starting work involving asbestos cement pipe, mobile crane and rigging operations, confined space entry, hazardous electrical systems (of 50 or more volts), plant machinery (lockout/tagout), hazardous chemicals, excavations, underwater diving, scaffold erection or the use of fall arrest systems, submit pertinent training records and written descriptions of qualifications to the CCWD Contract Administrator for all staff expected to perform work. All employees and subcontractor employees working at or on CCWD facilities must have received all safety training required by Cal-OSHA regulations. All safety training records must be available to the Contract Administrator upon request.
 - a. **Project managers, superintendents, foremen or other lead employees that conduct or supervise High Hazard Job Tasks, as defined above, at CCWD project work sites must successfully complete CCWD Contractor Safety Orientation training. This training shall be fulfilled via Vector Solutions Convergence training platform. Self-register at <https://ccwater.contractortrainingonline.com> and provide training completion verification to the Construction Administrator prior to the start of work. This training is estimated to take up to two hours to complete. There is no fee to attend the training.**
14. Ensure availability of adequate shade and water for employees working outdoors at temperatures 80°F and above. At temperatures 95°F and above (i.e., high heat), observe all employees for alertness and signs of heat illness, and remind employees to drink water throughout the work shift.
 - a. High-heat and emergency response procedures must be documented in the employers Injury Illness Prevention Plan or maintained as a separate document. The Contract Administrator may request to review these procedures prior to or during work.
15. Construction debris shall be kept reasonably cleared from work areas, passageways, and stairs in and around buildings or other structures. Debris shall not be stored or piled in the path of egress. Debris waste must be stored in a waste container before removal. All waste shall be disposed of at intervals determined by the rate of accumulation and capacity of the job site container.

16. Ensure employees working outdoors have protection from wildfire smoke when the Air Quality Index (AQI) for PM2.5 is 151 or greater, and when it is anticipated that employees will be exposed to wildfire smoke.
 - a. Refer to AirNow.gov for local PM2.5 and wildfire smoke conditions.
 - b. Protective measures against exposure to wildfire smoke can include: relocating work to an indoor area with filtered air or an area with less smoke, reducing the time and intensity of work, and providing voluntary access to N95 masks.

SITE SAFETY AND SECURITY

1. Close gates and entry doors that will be unattended to prevent unauthorized entries.
2. If a rattlesnake is found to obstruct your ability to safely perform your work, contact Contra Costa County Animal Services at 925-335-8300, Antioch Animal Services at 925-779-6989, or Los Vaqueros Watershed staff (when available) to have the snake safely removed from the worksite.
3. Follow posted speed limits. The speed limit at maintenance yards, plant roads, and parking lots is 10 MPH. At Los Vaqueros Watershed, the speed limit is 15 MPH for unpaved roads and 30 MPH for paved roads.
4. Contact Watershed supervisors at 925-240-2360 before driving on unpaved Watershed roads. Watershed supervisors determine when it is safe to drive and what vehicle types may be used during, or shortly after periods of rain.
5. When unaccompanied by CCWD staff, contact CCWD Operations Control at 925-688-8397 when entering and exiting remote CCWD facilities (e.g., reservoirs and pump stations).

ASBESTOS WORK

1. Asbestos Building Materials:
 - a. CCWD has records identifying the location of asbestos building materials. Records will be provided to contractors if work will be occurring on or near these locations.
 - b. All asbestos disturbance, removal, or abatement will be conducted in accordance with Cal/OSHA and other applicable regulations.
 - c. All required notifications to the Bay Area Air Quality Management District (BAAQMD) shall be made by the contractor.
 - d. Work plans must be approved in advance by CCWD.
2. Asbestos Cement (AC) Pipe:
 - a. Only employees trained to work with AC pipe shall disturb, cut, or perform work on AC pipe.
 - b. Only use manual-cutting tools (snap cutter, hammer, or knife blade) to cut AC pipe. Use of other cutting tools must first be approved by CCWD. The use of powered tools to cut AC pipe is prohibited. Wear appropriate respiratory protection as required. Smoking is prohibited when handling asbestos materials.
 - c. Before AC pipe work begins, place an asbestos danger sign at the excavation as required by CCR, Title 8, Sec. 1529.
 - d. AC pipe shall be either abandoned in place in the excavation or properly disposed of as asbestos-containing materials according to Cal-EPA regulations. Before AC pipe is disposed, double-wrap the pipe in 6-mil polyethylene sheeting and seal with duct tape. Store waste pipe at a secure location. Attach an asbestos warning label to waste pipe as required by CCR, Title 8, Sec. 1529.

CONSTRUCTION AND MAINTENANCE WORK

1. Follow Government Code 4216 (USA North's California Excavation Manual) to prevent potentially catastrophic accidents and damage to underground utilities.
2. Use hand tools to locate the exact location of underground utilities (hand dig or probe). While excavating laterally within 24" of the exterior surface of marked utilities or when all known utilities are not marked, probing or hand digging shall be required prior to mechanical excavation. In areas where buried power lines are suspected or within 24" of electric utility marks, use a non-conducting (fiberglass handle and shaft) probing tool to probe soil. Using a probe with a steel shaft and electrically rated insulated handle to probe soil further away than 24" from electric utility marks or identified electric utility is permissible. Probes within 24" of these marks shall be constructed of a dielectric material.
3. Install adequate shoring, or bench or slope excavations that have either poor soil conditions or depths in excess of 5 feet prior to entry in the excavations.
4. Keep spoils or heavy equipment at least 2 feet from the edge of excavations to prevent them from falling or rolling into excavations.
5. Use grounded electric-powered tools and ground-fault circuit interrupters (GFCIs) during all construction and maintenance activities.
6. Set barricades, fencing or guard rails around open excavations deeper than 6 feet to prevent falls. Place fencing around or sturdy covers (e.g., road plates or 1 1/8" plywood) over unattended excavations.
7. For excavation work, arrange to have the atmospheric levels checked with an appropriate gas monitor, when there is a strong odor present, or other sign of a nearby release of sewage, fuel, natural gas, or other hazardous chemical line.
8. Use a portable exhaust fan when welding, torch cutting, operating equipment with combustion engines, or using chemicals in enclosed spaces.
9. Evaluate the working clearance to overhead high voltage (greater than 600 V) power lines and adjust work practices to provide for adequate (greater than 10 foot) clearances.
10. Place rebar caps that provide impalement protection on all sharp vertical metal projections. Non-metal vertical projections (e.g., PVC pipe) should be evaluated for impalement risk and protected appropriately.
11. Where cranes are used to lift loads, the area beneath the load must be delineated using signs, cones, barricades, caution tape, or equivalent warning devices to keep people, vehicles, and other equipment out of the area beneath the load's path of travel. Loads placed on sloped roofs must be secured to ensure there is no potential of the load falling off.

Silica Safety

12. A silica exposure control plan must be established for work that could expose Contractor or CCWD employees to respirable crystalline silica at greater than 25 micrograms per cubic meter of air (25 µg/m³) as an 8-hour time-weighted average (TWA) under any foreseeable conditions. Copies of this plan may be requested by the Contract Administrator.
13. In addition to the exposure control plan, control methods for minimizing silica exposure must be developed and utilized at all times during the course of potential silica-exposing work. Copies of this control plan and verification of their effectiveness may be requested by the Contract Administrator.

Grounds Maintenance

14. When feasible, keep at least 50 feet away from other workers operating push mowers or weed eaters to prevent being struck by flying objects.
15. Do not trim tree branches that are within 10 feet of live high voltage power lines.
16. Use a fall protection system when climbing trees.

Treatment Plant and Pumping Plant Areas Unless necessary for troubleshooting, avoid being in the immediate location of industrial equipment when the equipment is remotely started.

17. When opening hazardous material piping or tanks follow the CCWD Operations & Maintenance Standard Operating Procedure (O&M SOP) "Line Breaking Involving Dangerous Materials." Wear self-contained breathing apparatus (SCBAs) when opening systems containing chlorine gas, ozone, or ammonia.
18. Always check atmospheric levels before entering a potentially hazardous atmosphere. Wear appropriate respiratory protection before entering a hazardous atmosphere. Continuously monitor the atmosphere.
19. Wear supplied air respiratory protection when applying urethane or other coatings inside confined spaces that may create a hazardous atmosphere.
20. Check Safety Data Sheets for hazardous chemical permissible exposure limits, especially when using the chemicals inside enclosed spaces.

Oxygen and Ozone Systems Maintenance

26. Wear 100% cotton clothing to minimize the risk of sparks generated by static discharge from clothing.
27. Use spark-resistant tools when working on oxygen and ozone systems.
28. Confirm oxygen levels are in the safe range of 20.9% and 23.5% using a direct-read gas monitor before conducting hot work. Stop work and exit the work area if the direct-read gas monitor indicates oxygen levels outside of the safe range in the work area.
29. Use only intrinsically safe ventilation equipment (exhaust and blower) prior to and during ozone line breaking activities. Wear self-contained breathing apparatus until ozone levels in the work area are confirmed to be below 0.1 ppm.

BOATING SAFETY & WORK OVER WATER

1. All boat operators must have a California Boater Card, issued by the California Department of Boating and Waterways prior to operating a boat.
2. Do not operate a boat in inclement weather except when needed to conduct a rescue. Boating at Los Vaqueros Reservoir is prohibited when sustained wind speed is above 16 miles per hour.
3. Each boat occupant must wear a US Coast Guard-approved personal flotation device (PFD). Each occupant must carry a whistle or horn to alert others in case of emergency.
4. Each boat must have the maximum carry capacity marked. Do not exceed the maximum occupancy or carrying capacity.
5. Each boat must have a means of communication (e.g., push-to-talk device or cell phone).
6. Each boat must carry a fire extinguisher and a US Coast Guard-approved throwable rescue device.
7. If the boat operator expects the boating activity to take longer than four hours, a written float plan must be prepared. The float plan must include the following information: names of personnel on board, activity to be performed, expected time of departure, route, time of return and means of communication.
8. A minimum of two trained persons launch or retrieve a boat from a boat ramp.
9. Ensure there is enough fuel and drinking water for the boating activity.
10. Stay seated while the boat is traveling.
11. Work over water at night requires a written pre-task plan.

CONFINED SPACES

1. Before entering confined spaces:
 - a. Remove standing water to less than 3 inches in depth when possible;
 - b. Monitor the atmosphere with a calibrated gas monitor device with oxygen, carbon monoxide, hydrogen sulfide, and explosive atmosphere sensors. Where the potential for hazardous atmospheres of ammonia, chlorine, ozone, or volatile organic compounds exists, monitor the atmosphere with sensors that can detect those hazards, or use appropriate respiratory protection equipment during entry;
 - c. Use an appropriate ladder;
 - d. Where welding and cutting and/or spray coating activities occur or where other serious hazards exist as defined by the California Code of Regulations (CCR), Title 8, Sec. 5157, "Confined Spaces," a "permit" entry procedure is used. A permit procedure includes use of a Confined Space Permit checklist, use of a retrieval and fall protection system (unless the system poses a greater hazard), and attendant(s) or rescue personnel available on-site that are prepared to carry out a confined space rescue plan;
 - e. Use mechanical ventilation as needed; use exhaust ventilation to remove welding fumes during welding/cutting activities;
 - f. Eliminate chemical or drowning hazards using positive isolation methods as defined by CCR, Title 8, Sec. 5157 and Sec. 1953. If positive isolation to eliminate drowning hazards is not feasible, entry using a single point of isolation may be made only if a written failure analysis using engineering data indicates that risk of engulfment is adequately controlled by the use of the single isolation point;
 - g. Ensure that self-contained breathing apparatus (SCBAs) are available for rescue personnel where a potential for a hazardous atmosphere may exist; and
 - h. Where access to and from the space is horizontal, fall protection may not be required. However, entrants shall wear harnesses to help assist rescue personnel in retrieval.
2. All confined space entrants, attendants and entry supervisors must be trained on the hazards of confined spaces and safe entry procedures, as well as lockout/tagout procedures when used. Confined space rescue personnel must have participated in a confined space rescue drill within the last 12 months and be certified in cardiopulmonary resuscitation and first aid.

DIVING OPERATIONS

Follow these safety procedures during all underwater diving operations:

1. Before diving operations commence, submit a written diving safety manual and dive plan to the Contract Administrator.
2. The diving safety manual shall describe safety, equipment, and other operating procedures as well as emergency procedures covering evacuation and medical treatment.
3. The dive plan shall include information for the specific task including identified hazards, team assignments, emergency procedures, a list of nearby medical facilities including recompression chambers, breathing gas supply equipment, and thermal protection and other equipment planned for use.
4. When a diver is submerged without being line-tended from the surface, a stand-by diver or a second diver shall be available to assist in an emergency. Effective communication with the submerged diver such as radio communication shall be in place at all times.

DRIVING SAFETY

1. When driving on CCWD property, a valid driver's license for the type of vehicle being driven, vehicle registration form, and proof of vehicle insurance is required.
2. Ensure that driver and passengers have safety belts fastened while driving at all times. Obey all laws and rules of the road, including speed limits, traffic signals and signs.
3. Park all vehicles in compliance with the California Vehicle Code and local ordinances. Follow the [California Manual on Uniform Traffic Control Devices](#) whenever work is performed in and adjacent to vehicle traffic.
4. Determine loading restrictions on reservoir roofs prior to driving vehicles or placing other loads on the roof. Do not overload roofs.
5. Before driving heavy equipment or trucks on steeply sloped unpaved paths, inspect the paths with either a light vehicle or on foot. Determine and mark soft areas, sharp turns, slopes, and other hazards.
6. When departing vehicles, set all brakes. Turn off the engine (unless required to power axillary equipment). At sloped areas, place a wheel chock on the downhill side of one of the drive wheels or curb wheels. Where possible, park the vehicle's wheels perpendicular to the slope's direction.

ELECTRICAL SAFETY

1. Only qualified electricians shall work on electrical conductors, equipment, or systems of 480 V or more. Qualified electricians have a minimum of two years of training and experience with high voltage circuits and equipment and have demonstrated by performance familiarity with the work to be performed and the hazards involved.
 - a. **Documentation of electrician experience must be submitted to the CCWD Contract Administrator prior to the start of work.**
 - b. Under the supervision or instruction of a qualified electrician, trained persons familiar with the electrical operation to be performed and the electrical hazards involved are permitted to work on electrical equipment or systems of less than 480 V (including throwing switches and using voltage testers to verify proper lockout).
 - c. No electrical work shall be performed by untrained persons that do not have the demonstrated skills or knowledge in the construction and operation of electric equipment and installations and the hazards involved.
2. Check equipment, cords, and attachments before each use to ensure they are safe to use and operate. Remove damaged electrical equipment from service.
3. Use energy control procedures to ensure that power is completely off during maintenance and repairs of hard-wired equipment. See Lockout Tagout section for more information.
4. Stay clear of energized parts whenever possible. If you must work with or near energized parts with voltages exceeding 50 Volts (i.e., electrical troubleshooting):
 - a. Use personal protective equipment such as rated flame-resistant clothing, rubber insulating gloves, sleeves, hard hats, blankets, mats and nonconducting tools.
 - b. Follow arc flash label requirements to keep safe distances from electrical equipment. Wear appropriate PPE if closer than the safe distance from live electrical parts. Where arc flash labels do not exist, stay at least 10 feet away from where live low voltage (480 V and less) electrical work is being conducted unless you are wearing the appropriate personal protective equipment.
 - c. Use barricade tape or signs to warn unprotected persons to keep away from the live electrical work area.
 - d. Do not use two hands when handling energized parts.
5. Do not work on energized electrical equipment when wet. Use equipment designed for use in damp environments when exposed to such environments. All electrical equipment in these areas must be grounded.
6. Re-install equipment guards that protect electrical equipment after work is completed.
7. Keep electrical panel doors on and closed. Keep access to electrical panels clear with at least a 36" clearance. Do not use motor control center rooms as storage areas.
8. Use ground fault circuit interrupters (GFCIs) when using electrically powered tools and equipment during construction and maintenance activities.

ENVIRONMENTAL COMPLIANCE

The Contra Costa Water District (CCWD) mandates that all contractors adhere to specific environmental compliance requirements to ensure the protection of natural resources and the minimization of environmental impacts. Comply with all federal, state, and local environmental laws and regulations. Key areas of focus include:

1. Integrated Pest Management (IPM)

Contractors engaged in pest control activities shall implement CCWD's IPM strategies to: Maximize protection of surface waters, minimize pesticide use by opting for the least toxic methods and effectively manage pests using environmentally safe and cost-effective practices.

These practices ensure the safety of the public, District employees, potable water sources, and other aquatic and terrestrial resources.

2. Air Compliance

Contractors are responsible for obtaining and maintaining all necessary permits and ensuring that all equipment, vehicles, and construction activities adhere to emission standards and air pollution control requirements.

3. Hazardous Materials/Waste

Contractors shall properly handle, store, transport, and dispose of hazardous substances. Contractors must implement appropriate safety measures, maintain necessary permits, and provide employee training to ensure compliance. Any hazardous material spills or releases must be reported immediately to the appropriate regulatory agencies and the CCWD.

4. Discharge Management

Contractors shall prevent waste or unnecessary use of water and implement Best Management Practices (BMPs) to minimize pollution risks. Any unplanned or emergency discharges must be reported to CCWD immediately. All activities must be conducted in a manner that prioritizes environmental stewardship and safeguards public health, ensuring compliance with all relevant discharge requirements.

FALL PROTECTION

1. Install temporary standard 42" guard rails or fencing whenever feasible to provide protection from falls over 6 feet.

Set barricades, fencing, or guard rails around open excavations with depths in excess of 6 feet to prevent falls into the excavation.

2. Wear proper fall protection equipment (harness with a fall arrest or fall restraint device tied to an anchor point) when working within 6 feet of the leading edge of unprotected work surfaces more than 6 feet in elevation or unprotected sloped work surfaces greater than 40 degrees and more than 6 feet in elevation.
3. For work on sloped roofs greater than 30 degrees (7:12 slope) and more than 6 feet in elevation, use fall protection equipment secured to a suitable anchor point. Install anchor points as needed.
4. For work on flat roofs or roofs less than 30 degrees in slope and more than 6 feet in elevation:
 - a. When possible, keep 6 feet from leading edges.
 - b. When working within 6 feet of a leading edge and work is expected to be of long duration (more than a week), install temporary guard rails; when work is of short duration (less than a week) wear proper fall protection equipment to work within 6 feet of the edge.
5. Do not use fall protection equipment unless properly trained. Inspect fall protection equipment before use.
6. Anchor points must be capable of supporting 5000 lbs. per attached worker. Do not attach fall protection equipment to guard rails. When practical, secure the anchor end of the fall arrest device at a level not lower than your waist.
7. A fall arrest device can be a shock-absorbing lanyard or a self-retracting lifeline. Lifelines shall be protected against damage.
8. When the use of guard rails or other conventional fall protection is impractical or creates a greater hazard, submit a written fall protection plan that complies with CCR, Title 8, Section 1671.1 to the CCWD Contract Administrator before the start of work.
9. Scaffolds are erected and inspected only by trained competent persons. Inspect the scaffold before use. Stay clear of electrical lines and other equipment. Scaffolds must be level and be set up on firm and solid foundations. Scaffolding over 6 feet must have guard rails and toe-boards on open sides and ends. Scaffolds must not exceed its load capacity. Do not climb on scaffold cross bracing. Do not carry materials when climbing. Riding on rolling scaffolds is prohibited. All wheels' safety locks and pins must be in place when a person is on the scaffold. Place barricades or cones around the area beneath the scaffold to warn passersby of possible falling objects.

FIRE SAFETY

1. Ensure good housekeeping is maintained, keeping work areas clean and free of debris.
2. Store flammable materials in approved safety cans and/or cabinets. Keep large amounts (more than 10 gallons of flammable liquid) in a flammable liquids cabinet.
 - a. Keep smoking, flames/sparks, and other ignition sources at least 35 feet away from areas where flammable fuel is dispensed.
 - b. To prevent the buildup of static electricity and prevent sparks from causing a fire, bond dispensing and receiving containers together before dispensing flammable liquid. Additionally, ensure the dispensing container is grounded.
 - c. Report all fires.
3. Operate and maintain all electrical circuits so they do not become overloaded.
4. Keep fire exits and escape routes clear.
5. Know the evacuation routes from your work area.
6. Know where alarm boxes are located.
7. Maintain a fire watch when open flames, sparks, or smoke are present. Keep a fire extinguisher available when welding/cutting/brazing, grinding, or conducting other hot work.

Wildfire Prevention: Maintain a fire watch for at least 30 minutes after hot work or weed abatement activities are completed at areas with a high wildfire risk. A fire pump-equipped pickup truck or water truck must be in operation for fire watch duty. At wildfire-prone areas, and when temperatures exceed 80 degrees Fahrenheit, relative humidity is below 30% and sustained winds exceed 10 miles per hour, contact CAL FIRE in Morgan Hill (408) 779-2121 for permission to conduct hot work. Hot work at the Los Vaqueros Watershed must be approved by CCWD's Watershed management.

Structural Fire Prevention: Obtain a hot work permit from the CCWD Contract Administrator before performing hot work at CCWD facilities. At CCWD facilities (office buildings/areas, pump stations/plants, and treatment plants), maintain a fire watch for 30 minutes after hot work is completed under a permit.

Employees performing welding activities and fire watch duties shall wear 100% cotton clothing or flame-resistant clothing, other and have completed fire suppression training within the last 12 months.

(See also Welding, Cutting and Other Hot Work section for related requirements).

HEAT ILLNESS PREVENTION

1. Contractors shall have a heat illness prevention plan in place that covers both outdoor and indoor working environments.
2. Water must be located as close as practicable to the areas where employees are working at all times.
3. Employees are encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating or experiencing heat illness.
4. Shade shall be present when the outdoor temperature exceeds 80 degrees Fahrenheit. Shade should be less than a 5-minute walk from the work area.
5. Employees shall be closely monitored during a heat wave (any day on which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees higher than the average high daily temperature in the preceding five days), especially if they have been away from the heat for a week or more or are newly assigned to a high-heat area. Newly assigned employees shall be monitored for 14 days.
6. Outdoor high-heat procedures shall be implemented when the temperature equals or exceeds 95 degrees Fahrenheit, outdoors. This includes:
 - Daily heat alerts to employees.
 - Ensuring effective communication between employees and supervisors.
 - Observing/checking with employees for alertness and signs/symptoms of heat illness.
 - When forecasted temperatures exceed 105 degrees Fahrenheit, supervisors must schedule strenuous work activities during cooler times of the day, except for emergency job tasks that are necessary to be completed to avoid major service disruptions or impacts to public safety.
7. Indoor work is subject to additional assessment and control measures to reduce the risk of work-related heat illnesses when:
 - a. The temperature or heat index equals or exceeds 87 degrees Fahrenheit when employees are present.
 - b. Employees wear clothing, such as a Tyvek suit, that restricts heat removal or are working in a high-radiant heat work area and the indoor temperature is at least 82 degrees Fahrenheit. A high-radiant heat work area has a globe temperature that is at least five degrees Fahrenheit greater than the temperature.
 - c. In addition to communication requirements required by outdoor high-heat procedures listed above, the following communication guidelines also apply:
 - i. Maintain close communications/monitor employees by voice, observation, or electronic means (cell phones, radio, etc.) to ensure they recognize heat-related illnesses early signs and symptoms.

- ii. Employees and supervisors are to communicate when intense activities that might increase the metabolic rate are planned for the day during “high-heat days” (expected temperatures above 95 degrees Fahrenheit).
 - iii. Ensure to assign at least two employees to distribute the work, preferably conduct the job during early hours of the day and take breaks.
 - iv. Employees will check/communicate to their supervisors to inform any presence of heat-related early signs and symptoms.
 - v. Supervisors will inform employees about the preventative recovery period in the shade/cool-down areas.
 - vi. If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest, the supervisor shall ensure the employee is provided with appropriate first aid or emergency response.
8. In order to mitigate factors that can contribute to heat-related illnesses, consider the following measures:
- a. Appropriate Clothing - Wear light, loose clothing and a hat. In some cases, personal cooling devices (such as water circulating cooling vests) may be advisable. Change required work clothing if possible. Avoid tasks that require full face respirators, and more stringent protective clothing on hot days.
 - b. Adequate Rest Periods - Avoid overexertion and work at a steady pace. Pay attention to the body’s signals. Take plenty of breaks in shaded/cool-down areas. Reduce work intensity or speed.
 - c. Job Rotation - When possible, rotate difficult work tasks in hot conditions between two or more employees.
 - d. Work Schedule - Adjust work schedule earlier or later in the day when possible.
 - e. Hydration - Pre-hydrate by drinking 8-16 ounces of water before working in the heat. Keep water or an electrolyte drink within easy reach and consume about 8 ounces every 15-20 minutes, not just during rest breaks. Avoid alcohol, coffee, tea, or soda, which act as diuretics and further dehydrate the body. Monitor urine output. Large volumes of relatively clear or light-colored liquid indicate proper hydration. Small volumes and/or dark urine may be indicators of dehydration.
 - f. Education and Training - Heat stress can manifest as a number of conditions, all to be taken seriously and some requiring medical assistance to avoid permanent aftereffects. Employees should recognize the signs and symptoms of heat stress and the proper actions to take, whether experienced personally or observed in co-employees.

HIGH-HAZARD WORK / JOB HAZARD ANALYSIS

Tailgate meetings and Job Hazard Analyses (JHAs) are required to be conducted prior to all high-hazard work. Completed JHAs shall be submitted to the CCWD Contract Administrator.

1. Tailgate Meetings
 - a. The tailgate meeting must cover hazards expected throughout the job, measures to protect against those hazards, and emergency response planning.
 - b. Use available safety checklists for the job (e.g., confined space entry permit), and complete during the meeting.
 - c. All employees involved in the high-hazard work must attend the meeting. Meeting information must be documented.
2. Job Hazard Analysis
 - a. A hazard assessment in the form of a JHA will be conducted by the person leading the work, typically a supervisor or crew leader. The purpose of a Job Hazard Analysis is to ensure that people involved in high-hazard jobs/work are aware of the potential hazards, the mitigation methods used to address the hazards, and the roles and responsibilities of those involved in the work.
 - b. JHAs should be conducted for the following types of work:
 - Tasks with high injury or illness rates.
 - Tasks with the potential to cause severe or disabling injuries or illnesses.
 - Tasks in which one simple error could lead to a severe injury or safety event.
 - Tasks that are new to the operation or have undergone changes in processes and procedures.
 - Tasks complex enough to require written instructions.

NOTE: A JHA is not needed if hazards of the work are documented in a separate work planning form, e.g. Confined Space Entry Permit or Energy Control Procedure.
 - c. JHAs may be conducted for recurring or stand-alone tasks and should be reviewed and upgraded when new information needs to be added.
3. The work zone shall be controlled from others entering the high-hazard work area. This may include delineating the work zone using cones, barricades, fence, caution tape, or equivalent warning devices.

LADDER SAFETY

1. Select the right ladder for the job.
 - a. The ladder shall be tall enough so that you can safely reach the required objects and must be on solid footing on the ground or a solid foundation. Do not put the ladder on another object to reach the required height.
 - b. The ladder shall be made of a material that is appropriate for the work to be performed. Do not use metal (electrically conductive) ladders when working around or with electrical equipment.
2. Use ladders for only their intended purpose, i.e., climbing up and down.
3. Always face the ladder when ascending or descending, holding on with both hands.
4. Step Ladders
 - a. Make sure the spreaders are locked open before climbing.
 - b. Do not climb above the second rung from the top.
5. Straight/Extension Ladders
 - a. Ensure that the ladder extends at least 3 feet above the elevated surface to which you are climbing.
 - b. Secure the ladder at the top to hold it in place. Have a second person hold the ladder in place when ascending or descending until the ladder is secured. The person climbing the ladder and the person holding the ladder shall wear hard hats when an overhead hazard is present.
 - c. Keep at or below the third rung from the top on a straight ladder.
6. Fixed Ladders - Use a ladder climbing safety device (LAD-SAF®) when climbing fixed tank ladders that have the device installed.

LOCKOUT TAGOUT

1. Follow CCWD's Energy Control Procedures (ECP), which include using lockout and tagout procedures during all confined space entries and all construction and maintenance activities on machinery or equipment where a hazardous release of energy is possible including electrical, mechanical, chemical, hydraulic, pneumatic, and potential.
2. Notify all affected personnel (including operators of machinery, equipment, and facilities) during a hazard analysis tailgate meeting before the activity.
3. Coordinate with CCWD staff to identify all hazardous energy sources, their energy isolation devices, control circuit-type devices, block-out points, drain/bleed points, and energy indicator devices.
 - a. Review and suggest changes to ECPs where needed to ensure proper lockout and tagout prior to work.
4. Shut down. All operating controls shall be turned off or returned to the neutral position. Deactivate the energy isolation device so that the machine or equipment is isolated from the energy source. Disable motor-operated valves.
5. Lock out. A locking device shall be placed on each energy-isolating device or project lock box to isolate each energy source.
 - a. **Each worker who could be potentially injured by unexpected energy release shall place their own uniquely keyed lock and tag at each isolation point, or at the lock box. Locks are to be provided by the contractor.**
6. Tag out. Do not use tags alone on energy isolation points unless the isolation point is not lockable. Machines or equipment not equipped with lockable controls shall be disconnected from their sources of power to prevent inadvertent movement or release of hazardous energy, and tags applied.
7. Drain, bleed, and purge any stored energy. Coordinate with CCWD staff to ensure stored or residual energy is dissipated by methods like grounding, bleeding down, flushing, etc. If necessary, moveable parts shall be mechanically blocked to prevent inadvertent movement.
 - a. Prior to opening a chemical system, depressurize and drain as completely as possible, thoroughly wash, flush, purge, and vent (if safe). Some toxic gases may not be safely vented. For more specific guidance, follow CCWD's O&M Line Breaking Procedure, which requires use of SCBAs when opening aqueous ammonia, ozone, or chlorine systems.
8. Verify lockout. First, check that no personnel are exposed, then test and verify isolation of equipment by operating the push buttons, switches, or other normal operating controls to make certain the equipment is not energized (voltage tester). Visually inspect to ensure the equipment will not otherwise operate. Return operating controls to neutral or "off" position after verification.
9. *Exceptions to the lockout and tagout procedures must be approved by CCWD and may include the following: electrical troubleshooting performed by qualified electricians and hot tapping of water pipelines.*

LOS VAQUEROS WATERSHED

1. All contractors, consultants, and CCWD employees must sign-in and sign-out when entering and leaving the Los Vaqueros Watershed or its associated Conservation Properties for safety and security. Sign-in and sign-out will be done at the Watershed Office (100 Walnut Boulevard, Brentwood), or by phone (925-240-2360).
2. Keys for gate access and vehicle tags must be picked up at and returned to the Watershed Office. Vehicle tags must be displayed for identification. Travel only on routes approved by Watershed Resources Staff. Return gates and locks to the configuration they were found.
3. All work outside of normal business hours must be coordinated with Watershed Resources Staff.
4. All work conducted at the Los Vaqueros Watershed and its associated Conservation Properties must be done in accordance with the Los Vaqueros Watershed Programmatic Biological Opinion and its associated permits, unless otherwise noted.
5. All contractors, consultants, and CCWD employees must receive Sensitive Species Training prior to conducting work at the Los Vaqueros Watershed and its associated Conservation Properties. Depending on the type of work to be conducted, a biological construction monitor may be required.
6. Be advised, rain events stop most types of work and travel throughout the Los Vaqueros Watershed and its associated Conservation Properties from occurring. If a rain event occurs or is predicted to occur, consult with Watershed Resources Staff.
7. Wildfire safety: All contractors, consultants, and CCWD employees are required to follow the Cal Fire Operational Guide for Use of Equipment in Grass, Brush, or Forest Covered Areas:
 - a. Do not drive, park, or idle over dry grass or brush.
 - b. All equipment must be inspected for defects and include a spark arrestor.
 - c. Each piece of equipment will carry the following tools: 1 (one) round point shovel not less than 46 inches long, and 1 (one) 5-gallon water-type fire extinguisher.
 - d. Mowing operations should be completed by 10 AM.
 - e. No operations shall occur within 24 hours of a predicted Red Flag event as determined by the National Weather Service.
 - f. Prior to commencement of any operations, a weather sampling will be conducted at the site. Additional weather sampling will be conducted every 2 hours thereafter until completion of the operation. **If the ambient temperature reaches 80 degrees Fahrenheit at any time during the operation, weather samplings must be taken hourly. In the event the following readings are noted, OPERATIONS WILL CEASE IMMEDIATELY: The relative humidity is at or below 30%, or sustained wind speeds reach 10 MPH or higher.**

PERSONAL PROTECTIVE EQUIPMENT

Head

1. Hard hats or equivalent head protection are to be worn at all times when any of the following conditions are present:
 - a. At work sites where construction and maintenance activities are conducted.
 - b. When working on a public street or walking on paths for construction vehicle traffic.
 - c. Vertically entering/exiting confined spaces.
 - d. When cranes or other overhead equipment are being operated in the vicinity
 - e. When overhead equipment may automatically stop or start without warning
 - f. Or, when working in a location where there is a risk of receiving a head injury from flying or falling objects.
2. Delineate the work zone requiring hard hats using signs, cones, barricades, caution tape, or equivalent warning devices.

Eye/Face

1. Wear the appropriate eye and face protection when you are engaged in metalworking activities, welding and cutting, using powered tools or otherwise exposed to flying particles/objects, injurious light rays, liquid chemicals, or hazardous gases.
2. Eye/face protection is required to be worn at treatment plants (except offices), pump stations/plants, laboratories, maintenance shops, where there are unshielded pressurized hazardous chemical lines or when hazardous chemicals are being used.
3. Full-face splash shields with safety glasses worn underneath, chemical splash goggles, or full-face respirators are required to be worn in the immediate areas (within 6 feet or inside secondary containment areas) where corrosive chemicals are off-loaded, handled, or leaking from process lines, or where corrosive chemical line breaking activities are conducted.
4. Eye/face protection is required in the immediate areas where construction and maintenance activities are being performed.

Hand and Arm

Wear appropriate protective gloves when you may be exposed to abrasions, hazardous substances, burns, cuts, punctures, live electricity, or other hazards. When welding, wear protective leather gauntlet gloves or leather gloves and sleeves. Appropriate chemical resistant nitrile, latex or rubber gloves, and chemical resistant coveralls must be worn when approaching connected bulk chemical delivery hoses.

Foot

Wear safety shoes/boots that comply with ASTM F2413-05 M I/75 C/75 Standard when exposed to the risk of foot injuries from hot material, corrosive substances, falling objects, and crushing or penetrating activities.

Body and Leg

1. Wear chemical-resistant suits, coveralls, or aprons, when working with bulk chemicals or performing line-breaking operations where chemical exposure to the torso is possible.
2. Wear approved personal floatation devices (PFDs) to control drowning hazards when inside the canal liner fence, near or over areas where water depths may exceed 4 feet, or in areas where indicated by posted signs.

PFDs do not need to be worn when other protective measures are in place, such as:
 - a. Keeping a horizontal distance of more than 6 feet from the drowning hazard.
 - b. Using fall prevention equipment system (anchor point, harness, and connection device) that effectively prevents a fall into the water.
 - c. Working behind a proper guardrail or equivalent barrier that is at least 42 inches high.
3. When exposed to traffic, all employees must wear a high visibility shirt or vest rated at least Type R Class 2 by ANSI/ISEA 107-2020. During hours of darkness and/or on roads with a speed limit of 45 MPH or above, wear shirts or jackets with rated Type R Class 3 by ANSI/ISEA 107-2020.
4. Wear long pants on all construction project sites. Synthetic fabrics shall not be worn during hot work (welding, cutting) and fire watch activities.
5. Wear leg protection (chaps) when operating chainsaws (excluding pole saws or when climbing trees).
6. Wear leg protection (snake chaps) when working in snake-prone areas.

Hearing

Wear hearing protection when near the operation of the following equipment: pneumatic tools, concrete saws, mowers, weed eaters, leaf blowers, chainsaws, pavement router, cement grinders, welding/cutting equipment, as well as other equipment where one must shout to be heard.

POWERED TOOLS AND EQUIPMENT

All employees shall follow these power tool/equipment safety rules:

1. Use manufacturer-recommended safety devices, guards, and shields on powered equipment.
2. Do not disengage safety devices and guards unless equipment is disabled so that it cannot unexpectedly energize. Exception: A chainsaw's bar nose guard may be removed for certain situations as allowed by the manufacturer's instruction manual.
3. For non-cord and plug-type equipment: isolate, lock and tag out hazardous energy sources (electrical disconnects and valves) before performing service and maintenance. (See Lock and Tag section).
4. Effectively ground all cord-connected, electrically powered tools and equipment, or use double-insulated type tools.
5. Use grounded electric-powered tools and ground-fault circuit interrupters (GFCIs) during all construction and maintenance activities.
6. Use a fall arrest system (lanyard and harness) when using an aerial boom lift.
7. Secure all compressed gas cylinders during transport, use, or storage to prevent them from toppling over. Place valve protection devices on all stored cylinders.
8. Grinders:
 - a. Inspect grinding wheels for cracks or damage before use. Ensure guards are in place. For bench/floor grinders, ensure that the tongue guard is within 1/4" of the wheel, and the tool rest is within 1/8" of the wheel.
 - b. Before using a new grinding wheel, make sure the manufacturer's recommended speed, as posted on the wheel, is compatible with your grinder. Perform a "ring" test to ensure the integrity of the wheel.
 - c. Don't stand directly in front of a grinding wheel whenever a grinder is started.
 - d. Don't grind material for which the wheel is not designed.
 - e. Don't force grinding so that motor slows noticeably.
9. Use water or other appropriate controls to prevent silica dust from becoming airborne when generating dust from concrete, stone, or other silica-containing material. This includes sawing, demoing, crushing, etc.

SOLITARY WORK

Contractors shall not work alone under the following work conditions:

1. Chemicals / Hazardous Materials:
 - a. Line breaking activities at treatment plants involving toxic or corrosive substances
 - b. Work with open batteries (splash hazard)
2. Confined Space: Permit-required confined space entries
3. Electrical: High-voltage (> 480 Volts) electrical work
4. Equipment and Tools:
 - a. Operation of lattice or boom truck crane
 - b. Chainsaw operation used for tree work
5. Excavation / Street Work:
 - a. Work in excavations more than 4 feet deep
 - b. Excavation work when flagging is required (minimum of 4 persons)
 - c. Work in public roadways with speed limits of 30 MPH or more and when traffic control measures are needed for an anticipated time period of more than 15 minutes
6. Fall Protection:
 - a. Use of personal fall arrest system (not including ladder climbing devices, e.g., Lad-Saf)
 - b. Work using an extension ladder when the ladder is not secured
7. Respiratory Protection: Potentially hazardous atmospheres where self-contained breathing apparatus is required (a minimum of four persons required)
8. Water / Drowning:
 - a. Repair of the canal liner fence, or other work occurring on the inside of the liner fence
 - b. Work during hours of darkness near or over water (when personal floatation devices are required)
 - c. When launching or retrieving a boat from a boat ramp
9. Welding: Hot work occurring outside of a maintenance shop (fire watch needed when welding, cutting, or grinding outside of maintenance shop)
10. Workplace Violence: Threat received regarding customer turn-off or any other threat
11. Work at the following facilities and locations, regardless of the type of work:
 - a. Mallard Pump Station (PS) – Hourly safety checks shall be conducted by Control
 - b. Los Medanos Wasteway
 - c. Canal laterals
12. Other work tasks or work locations may also be determined to require two people by the Contractor or CCWD Construction Administrator on a case-by-case basis.

WELDING, CUTTING AND OTHER HOT WORK

1. Maintain a fire watch when open flames, sparks, or smoke are present. Keep a fire extinguisher available when welding/cutting, grinding, or conducting other hot work.
2. High Wildfire Risk Areas: If grinding or welding near dry (cured) vegetation, always wet down the vegetation at least 35 feet around and 75 feet downwind of the work site. Do not mow, weed-eat, or grind or weld near dry vegetation within 24 hours of a red flag day, or when temperatures exceed 80 degrees Fahrenheit, sustained wind speeds exceed 10 MPH and humidity is less than 30%. Check the National Weather Service on-line, evaluate weather with a “Kestrel” or contact a supervisor prior to hot work. Hot work at Los Vaqueros Watershed must be approved by the Watershed Superintendent. An employee on fire watch should have on hand: a shovel, and at least 5 gallons of water to spray as extinguishing agent.
3. Obtain a hot work permit before performing hot work outside of maintenance shops at CCWD facilities (office buildings/areas, pump stations/plants, and treatment plants).
4. Maintain a fire watch for 30 minutes after hot work is completed under a permit.
5. Employees performing welding activities and fire watch duties shall wear 100% cotton clothing or flame-resistant clothing and have received fire extinguisher or fire suppression training within the last 12 months.
6. Before attaching a regulator to a cylinder, “crack” the cylinder valve (open the valve for an instant to blow dust or dirt out). Do not stand in front of valves when opening them.
7. Use exhaust ventilation when welding or cutting in enclosed spaces. Use a gas monitor to confirm safe atmospheres. Do not place cylinders into confined spaces.
8. To prevent fires from flames, sparks, and molten metal, remove combustible materials at least 35 feet around the work area. Cylinders shall be kept far enough away from hot work so that sparks, slag, or flame will not reach them. Use fire-resistant shields (plywood) as needed.
9. Close all valves on cylinders when storing and/or transporting in vehicles. For long-term storage in buildings, close all valves, remove regulators, and secure valve caps. Before a regulator is removed, close the cylinder valve and release the gas from the regulator.
10. Cylinders shall be used, stored, or transported in an upright and secured so they cannot fall over and/or fall out of the truck. Valves of empty cylinders shall be closed, and cylinders marked “Empty” and properly stored.
11. Cylinders shall never be transported by a forklift unless secured in an approved transportation apparatus.
12. Separate acetylene and oxygen cylinders stored in buildings by 20 feet or a 2-hour fire wall.
13. Shield welding work from others to prevent eye damage.

WORKPLACE VIOLENCE PREVENTION

1. In alignment with [California Labor Code 6401.9](#), every employer shall have a workplace violence prevention plan, implement and enforce their plan.
 - a. This plan may be requested prior to the start of work.
2. Plans shall be coordinated between employers.
3. CCWD's workplace violence prevention plan will be provided to contractors working on-site as needed.
4. A log of all workplace violence incidents shall be maintained. A redacted log shall be shared with CCWD for any incidents occurring in association with CCWD projects.

ACKNOWLEDGEMENT

CONTRA COSTA WATER DISTRICT CONTRACTOR/CONSULTANT SAFE PRACTICES HANDBOOK

Fiscal Year 2026

Sign and return this page to the Contract Administrator

I have read and understood the Contractor/Consultant Safe Practices Handbook and I understand it is my responsibility to ensure that every employee from my company and each employee of subcontractors and sub-consultants working at or on Contra Costa Water District facilities has been briefed on the requirements contained in this handbook and has received a copy of the handbook.

Print Name

Company Name

Position

Signature

Date

Updated March 10, 2025



Contra Costa Water District Contractor Safety Orientation

Virtual training available at
<https://ccwater.contractortrainingonline.com>

Contractors must self-register and provide training completion verification to the Construction Administrator prior to the start of work. There is no fee to register and complete the training.

SUMMARY



- This training is designed to communicate the District's safety requirements for contractors and other on-site visitors.
- Training Topics:
 - District safety program history
 - High hazard work
 - Incident reporting
 - Safety critical topics, including wildfire smoke, confined space, fall protection, and chemical spills.



**AGREEMENT FOR NON-DISCLOSURE OF PROTECTED MATERIAL AS CONDITION OF
PROVIDING SERVICES TO
THE CONTRA COSTA WATER DISTRICT**

This Non-Disclosure Agreement (sometimes referred to as “NDA”) is entered into between the Contra Costa Water District, a public agency of the State of California (“CCWD”), and _____, a [insert state and type of legal entity] (“Contractor”). CCWD and Contractor are also referred to in this Agreement individually as a “Party” or jointly as “Parties.”

RECITALS

A. CCWD shall provide Contractor access to CCWD information and systems for the purpose of creating a technical and cost proposal for the migration of the business-facing Supervisory Control and Data Acquisition platform (SCADA) system from eDNA to Canary Labs to be submitted to CCWD for review and acceptance (“Purpose”).

B. In connection with the Purpose, CCWD allows contractors to access certain confidential information about CCWD’s critical infrastructure, operations, facilities, systems, and properties (hereinafter referred to in this NDA as the “Protected Material”), including but not limited to:

1. Water Treatment Plants: Physical and remote access to each of the three water treatment plants, including server rooms, control systems, network architecture and remote monitoring/management systems.
2. Remote Sites and SCADA System: Physical and remote access to certain remote sites and the existing eDNA system, including data structures, user interfaces, and historical data retention policies,
3. System Architecture and Integration: Physical and remote access to existing operational databases, communication protocols, and reporting tools used by CCWD.
4. Network and Communication Infrastructure and Data: Physical and remote access to the network and communication infrastructure, data and data transmission protocols.

C. CCWD considers the Protected Material to be strictly confidential, the general disclosure of which could compromise the security of CCWD’s facilities and the health and welfare

of the general public. Therefore, disclosure of Protected Material obtained for the Purpose described above is conditioned on Contractor's agreement to the terms of non-disclosure contained in this NDA.

In connection with the foregoing and in consideration of the mutual promises contained herein, the Parties hereby agree as follows:

AGREEMENT

1. Contractor agrees to not use, or allow the use by any of its Representatives (herein defined as: "the directors, officers, partners, employees, agents, affiliates, or advisors of Contractor"), of any portion of the Protected Material for any purpose other than the stated Purpose herein.

2. Contractor will keep confidential, and not to disclose or allow disclosure by any of its Representatives to others of all or any portion of the Protected Material, except to its Representatives on a need-to-know basis after they have reviewed and agreed to be bound by the terms of this NDA. Contractor will not provide any Protected Material to any of its Representatives who refuse to be bound by the terms of this NDA.

3. Contractor will be responsible for any breach of this NDA by its Representatives or as the result of any intentional or negligent disclosure of the Protected Material to a third party. Nothing in this NDA shall prevent either Party from disclosing Protected Material required to be disclosed in accordance with applicable law or, subject to paragraph 4, any other legal process. Contractor shall not have any obligation to preserve the confidential nature of Protected Material of CCWD which (a) is or becomes generally known to the public at large through no wrongful act or other involvement of Contractor; or (b) is approved in advance for release by written authorization of a duly authorized employee of CCWD.

4. If Contractor or any of its Representatives becomes legally compelled (by deposition, interrogatory, request for documents, subpoena, civil investigative demand, or similar process) to disclose any of the Protected Material, Contractor will provide CCWD with prompt written notice prior to disclosing that portion of the Protected Material required to be disclosed. Contractor will exercise reasonable efforts to obtain assurance that confidential treatment will be accorded the Protected Material and, whenever permitted, will provide sufficient time before disclosure to permit CCWD to intervene in any legal process that may require disclosure of Protected Material in order to afford CCWD the opportunity to oppose the disclosure or to take any additional action that it may deem necessary to maintain the confidentiality of the Protected Material.

5. Contractor acknowledges and agrees that all right, title, and interest in and to the Protected Material is and will remain the exclusive property of CCWD. Contractor will maintain control and security of all Protected Material distributed to its Representatives.

6. This Non-Disclosure Agreement shall terminate upon the earlier of (a) written notice from CCWD to Contractor, or (b) 60 days after the deadline for submissions of proposals. Any professional services agreement for SCADA systems migration services shall reflect appropriate confidentiality obligations to continue protecting the Protected Material and any such material supplied by the Contractor, which period of confidentiality obligations shall survive any expiration,

termination or cancellation of this NDA and shall continue to bind the parties, their successors and assigns for a period of five (5) years after the termination of the Agreement or until all Protected Material is returned or destroyed, whichever is later. Except as otherwise agreed in writing, immediately upon the earliest applicable event of termination, Contractor will collect and return to CCWD or destroy or otherwise dispose of all written and electronic Protected Material and all related materials in its possession, such as Contractor's memoranda, notes, and drawings, that might contain or permit re-creation of the Protected Material. If Contractor disposes of the Protected Material and any related materials, it will ensure that the disposal is performed in a commercially reasonable manner that renders the Protected Material permanently unreadable and otherwise not re-creatable or reusable. Notwithstanding the forgoing, Contractor will not be obligated to erase Protected Material contained in an archived computer system backup made in accordance with Contractor's security and/or disaster recovery procedures, provided that such archived copy or backup will (i) be protected with encryption while the data is at rest, (ii) be erased or destroyed in the ordinary course of Contractor's data processing procedures and (ii) will remain fully subject to the obligations of confidentiality stated herein.

7. Either Party will be entitled to equitable relief, including injunction and specific performance, in the event of any breach of the provisions of this Agreement, in addition to all other remedies available to such Party at law or equity.

8. This NDA will be governed by the laws of the State of California. The state superior or federal court where CCWD's office is located will be the venue for any action concerning the enforcement or construction of this NDA. Each Party hereby represents and warrants that it will comply with the requirements of all applicable laws and regulations.

9. Contractor certifies that the person signing below on its behalf has the authority to bind Contractor to the terms of this NDA.

By executing below, Contractor enters into, signifies its understanding of, and agrees to be bound by the terms of this Non-Disclosure Agreement as of the date written below.

ACCEPTED:

By: _____

Signor's Name: _____

Title: _____

Vendor Name: _____

Dated: _____