

EXHIBIT 6-A

SUMMARY OF RESPONSES

Request for Proposals to Develop a Policies and Procedures Manual for the Water Demand Division

August 22, 2003

Budget: \$75,000

<i>Evaluation Criteria</i>		Land Systems Group	Pacific Municipal Consultants
1. Experience with Similar Services for Similar Organizations	1A. Experience with Policies and Procedures Manuals	Fran Huston, principal, codified Monterey County Counsel interpretations of land use regulations for the Department of Planning and Building Inspection. Ms. Huston also established a guidebook to current Staff Policies and Procedures for Monterey County Planning and Building Inspection Department.	April Wooden prepared a policy and procedure manual for the City of Hobart police department. She also completed a codification of all municipal ordinances.
	1B. Experience with District or local government policies and procedures	Both LSG principals worked for Monterey County Planning and Building Inspection Department. Ms. Huston was a Planning Coordinator and Ms. Tsui was the Information Resources Coordinator and also served as Chief of Support Services Division.	Shandell Healy is a former Assistant Planner for the City of Carmel. PMC contracts planning and project management services to various local agencies. PMC regularly prepares environmental documents on local projects.
2. Quality of Responses to RFP	2A. Level of detail	Comprehensive and detailed.	Vague.
	2B. Level of District staff involvement	Includes lots of staff involvement and consultation. Schedules time for troubleshooting, testing training, etc.	Appears to be more of a compilation and organization project.
	2C. Project understanding	LSG indicates they will research previous Board actions and minutes located in agency records	May not realize the complexity of the project
3. Total Projected Cost of Consulting Services	3A. Total cost	\$75,000	\$49,831
	3B. Billing method	Task Based Billing	Time and Materials Basis
	3C. Extra costs	Could arise from discovery of numerous additional policies and procedures not documented in the RFP, or from discovery of significant inconsistency in the current policies and procedures.	"Reserve of \$20,000, if needed, to address significant policy issues or procedural requirements that were not anticipated at the outset of the project." Potential costs could result from a determination by the District that a significant number of policies/procedures not outlined in the RFP are needed.
4. Qualifications and Experience of Consulting Firm's Staff	4A. General	Good.	Good.
	4B. P&P Manual Experience	Monterey County Planning & Building	City of Hobart Police Department
5. Timelines and Quality of Responses to Clarification Questions	5A. Estimated completion date	March 30, 2004. Proposal indicates that project should take 4.5 months (mid-January) with no delays. However, as the holidays are in the middle of the project, there should be some delay expected.	March 15, 2004
	5B. Time commitment	LSG will commit necessary time to complete the project on schedule.	Schedule indicates 2 people will work 10-15 hours (1 1/2 days) per week.
6. Freedom from Business Conflicts	6A. List of clients within District in last five years	Association of Monterey Bay Area Governments (AMBAG), City of Monterey, Monterey Peninsula Water Management District, Michael and Victoria Kimes, Bechtel Corporation	City of Carmel-by-the-Sea, City of Monterey, City of Sand City, Creegan & D'Angelo, Fort Ord Reuse Authority, Monterey County Housing and Redevelopment Department, Monterey County Planning and Building Inspection Department, Monterey County Public Works.
	6B. Legal challenges	None	Nonresponsive