1. SCOPE OF WORK

The Federal Safe Drinking Water Act was enacted in 1974 to ensure safe public drinking water supplies and to protect underground sources of drinking water. Amendments to this act were established in 1986 which mandate that each state develop a Wellhead Protection Program (WHPP). The State of Nevada WHPP was approved by the US EPA in 1994. In 2009, the Nevada WHPP underwent a significant review and update including a name change to "Nevada Integrated Source Water Protection Program." The focus of this RFP is on providing assistance to communities and small public water systems in the development and implementation of a Community Source Water Protection Plan (CSWPP) in accordance with the State's Integrated Source Water Protection Program (ISWPP). This RFP is multi-faceted and includes elements wherein the vendor(s) will not only provide direct assistance to local communities and water systems, but also will coordinate directly with and assist NDEP.

Vendors must demonstrate an understanding of local government function(s), unique political and economic goals of Nevada's communities (both as a whole and individually), and recommend creative strategies for addressing local source water protection concerns. The technical scope of work entails data collection; source water capture zone modeling using ISWPP approved methods, GIS and mapping services and professional judgment in delineating final Source Water Protection Areas (SWPAs) for drinking water sources on various topographic and local planning maps in coordination with local planning teams.

In addition to the technical requirements, awarded vendor(s) will work closely with NDEP staff to lead the plan development process through building the planning team, maintaining and encouraging team participation, preparing meeting minutes, and providing recommendations to the team on the various plan elements. Vendors are expected to have the skills and experience to facilitate productive meetings, ensuring that progress is made for timely completion of the local plan. NDEP may ask the top three (3) ranked vendors to provide a presentation to NDEP (approximately 20 minutes) on their particular approach during an interview prior to vendor selection. NDEP strongly recommends staff proposed to work on the contract be present for the presentation and interview.

1.1 Component A – State Integrated Source Water Protection Program Implementation and Public Education

1.1.1 The awarded vendor(s) for Component A will assist in the implementation of Nevada's Integrated Source Water Protection Program. The awarded vendor(s) for Component A will also assist in developing public awareness of the need to protect supplies of underground and surface waters used as drinking water by public water systems. At a minimum and at the direction of NDEP, activities shall include:

Assist NDEP with prioritizing community and public water system CSWPP development, helping to determine implementation needs;

Assist NDEP with the creation of various guidance documents for developing CSWPPs;

Assist NDEP in promoting Nevada's ISWPP and source water protection efforts, including preparing public education materials and assisting NDEP in making presentations to schools, local officials, and various other groups within the general public as needed regarding wellhead and source water protection; and

Assist NDEP where needed with data analysis and program effectiveness for various reporting purposes.

Stanka Consulting would like to propose a comprehensive program to assist Nevada Division of Environmental Protection (NDEPP in providing assistance to communities and small public water systems for the development and implementation of Community Source Water/Wellhead Protection Plans. Below is the portion of the proposal pertaining to:

Task 3.1.1 - Component A: Assist NDEP to implement the State of Nevada Integrated Source Water Protection Program and public education.

Stanka Consulting will assist NDEP with the prioritization of the community and public water system CSWPP. This will entail developing criteria for prioritization on both the macro level (County) and micro level (community, public water system). Criteria may include maturity of existing programs, population served, number of existing wells and vulnerability of groundwater. The criteria will be developed and proposed to NDEP staff for discussion, review and approval. After criteria are developed, then these criteria will be applied and a draft prioritizing of systems will be prepared. The draft priority list will then be forwarded to NDEP staff for discussion, review, and approval.

Assistance with the creation of various guidance documents for developing CSWPPs will be completing with close coordination with NDEP

staff. The development of a CSWPP will be based on an inventory of current public water supply sources, possible groundwater modeling to determine source water protection areas, preparation of a contaminant source list (if needed) and development of strategies that can provide source water protection over time with measurable results. All of this will be done in close cooperation with the local communities and affected stakeholders.

Training material and presentations will be prepared and proposed to NDEP staff for discussion, review, and approval. Initially, a list of subjects will be forwarded to the NDEP staff for inclusion in the presentations. Subjects may include CSWPP background, applicable regulations and guidelines, existing successful programs, procedures for developing CSWPP programs, and existing opportunities for State / Federal assistance. Several versions of these presentations will be devle3oped to target varying audiences to include schools, public, public officials, and technical staff. Additionally, Stanka Consulting will assist as needed with Data Acquisition, Data Analysis and development of metrics to measure program effectiveness.

This effort will be on-going throughout the length of the contract. The Stanka Consulting staff has extensive experience in prioritizing projects, developing program requirements, and developing presentations. Current staff members also have current experience in drafting and working with the public to solve water-related issues.

The current proposed budget for Component A is listed (per RFP) at $20,000 per year. It is anticipated that the first year funding will allow review of existing presentations and training aids, preparation of additional syllabuses for instruction, and meeting and review with NDEP staff. These presentations will be used for varying audiences to include schools, public, public officials, and technical staff. Additionally, Stanka Consulting will assist as needed with Data Acquisition, Data Analysis and development of metrics to measure program effectiveness.

1.2 Component B – Technical Assistance with Community Source Water Protection Plan Development and Implementation for Communities and Small Public Water Systems

1.2.1 The awarded vendor(s) for Component B will provide technical assistance directly to communities and small water systems in the development and implementation of CSWPPs in accordance with the State of Nevada ISWPP for State endorsement.

Proposals must present to NDEP specific communities (Counties) the vendor would select for assistance over the life of the contract, the vendor's proposed work plan (see ***Attachment H, Cost Schedule***), and the vendor's working knowledge of local planning momentum in Nevada's communities.

Proposals must prioritize communities recommended for assistance, logistics pertaining to the vendor's particular approach to providing technical assistance, and why the vendor feels they would be the most successful candidate to perform this work in selected communities.

1.2.2 The State may choose to work in one or more communities proposed by the selected vendor(s). For informational purposes a summary has been provided (refer to ***Attachment M, Source Water Protection Plan Statistical Summary by County***) to outline plans completed to date for regulated public water systems in Nevada. Note that Humboldt County is currently participating in the program, and plan development is scheduled to be completed in 2016.

1.2.3 Proposals must demonstrate:

Vendor's knowledge of data collection needs and available data sources for SWPA modeling;

Vendor's GIS capabilities, standards, quality assurance approaches, and mapping capabilities; and

Vendor's demonstrated strategies they would incorporate into the planning process to maximize use of contract funds.

1.2.4 CSWPP Development Project Work Plans

Once selected, the awarded vendor(s) must submit a project work plan for each community and public water system to which they will provide assistance under the ISWPP approach. The work plan must include:

Project tasks that address the fundamental elements of a comprehensive endorsable CSWPP as described in the Nevada Integrated Source Water Program Guide (most recent update) available from the NDEP Source Water Protection website at http://ndep.nv.gov/bwpc/wellhead.htm;

An estimated timeline for completing each of the project tasks, submitting associated deliverables, allowances for NDEP staff and the local planning team to review and comment on deliverables and final deliverable date (see ***Attachment H, Cost Schedule*** for a schedule of deliverables);

A general description of the community, inventory of the sources (i.e., wells and/or springs) to be included in the plan, and a brief statement about their degree of vulnerability to contamination; and

Evidence that the local governmental bodies and/or public water systems (PWSs) support the project and will actively participate.

1.2.5 With some exceptions, (considering community size and population), a State endorsable CSWPP must be completed within fifteen (15) months following final approval of the work plan.

1.2.6 The awarded vendor(s) must propose a schedule for regular reporting to NDEP in coordination with the vendor(s) proposed invoicing schedule. Reports which accompany invoices must describe the work completed on the project during the associated time frame, citing relevant successes and constraints encountered on the project, including an updated project schedule where needed, with a recommended path forward. In addition, the vendor(s) must provide more informal and regular project updates via email or facilitate frequent contract meetings with NDEP to ensure staff is regularly updated on day to day activities. NDEP understands there are a variety of considerations affecting communication, reporting, and meeting methods that may be proposed to accommodate planning and reporting (such as geographic locations of communities and associated travel budgets, media challenges, local agency meeting and public notice constraints, etc.). NDEP expects vendor(s) to propose a regular reporting schedule that reasonably addresses the needs of the contract.

1.2.7 The awarded vendor(s) must submit the *first* draft CSWPP to the planning team ninety days prior to the proposed work plan expiration date, and provide a minimum thirty days review and comment period for both NDEP and the local planning team. Vendors are expected to make allowances for multiple draft reviews, which may be needed, in order to facilitate plan completion and address community needs. A CSWPP that has been reviewed and approved by both NDEP and the local planning team must be submitted to NDEP by the work plan expiration date.

For a CSWPP to be endorsed by the State, the Program must complete all fundamental elements of an endorsable Plan, as outlined in the most recent State of Nevada ISWPP Guidance Document. It is important that the awarded vendor(s) understand that the State's ISWPP is dynamic and may be amended regularly; therefore, vendor(s) must demonstrate flexibility in meeting the changing requirements of the Program. The extent to which each of the elements is addressed in the final report may vary from one community to another based upon community size and resources.

Stanka Consulting, Ltd will provide Technical Assistance for the development and implementation of Community Source Water Protection Plans directly to communities and small Public Water Systems. This technical assistance will be in conjunction with close coordination with NDEP staff.

The scope of work states that proposals must present to NDEP specific communities (counties) the vendor would select for assistance over the life of the contract. In order to help us determine possible communities (counties) for selection, we reviewed the population and number of existing wells within each county as shown in Table I on the following page.

(continued, next page)

Table I — Nevada Communities (Counties) for CSWWP Support

Community (County)	Population*	Number of Wells**	CWSPP Approved?
Carson City	55,850	2,731	Yes
Churchill	26,360	7,676	In progress
Clark	1,968,831	36,911	No
Douglas	49,242	6,254	Yes
Elko	52,097	7,139	No
Esmeralda	1,145	705	No
Eureka	1,609	3,656	No
Humboldt	18,364	5,887	In progress
Lander	5,992	3,315	No
Lincoln	4,631	1,405	No
Lyon	52,334	6,857	Yes
Mineral	4,471	885	No
Nye	45,459	15,542	Yes
Pershing	7,133	1,954	No
Storey	4,234	1,439	No
Washoe	417,379	18,039	No
White Pine	9,503	2,131	Yes

**** According to 2010 Census Data via Nevada State Demographer's Office***
*****Per Nevada Division of Water Resources Well Log Database***

In order to determine which counties are to be selected for CSWPP development and implementation, a number of factors would be considered. These include the following:

- ***Community (County) Interest in Program (to be determined at a later date)***
- ***Size of Designated Priority Community (County)***
- ***Degree of vulnerability to contamination (to be determined)***

Although draft community (county) selection for assistance would be discussed with the NDEP if Stanka Consulting was selected as the vendor for Component B, we have conducted some preliminary selections for technical support. Stanka Consulting has selected Washoe County as the number one priority and Clark County as number two.

Washoe County was selected as the first priority. This is based on a number of facytors. It is important that the processes, procedures, and coordination are worked out on a mid-size project prior to completing the largest. While Washoe County is the second largest population center in the state, 82% of the population receives water from a protected system, as shown in RFP3245, Attachment M. Still that only accounts for 17% of the total number of community systems. In addition, none of the NTNC or NC systems are listed as protected.

Additionally, the total tasks under component B may take upward of eight to ten years to complete and the NDEP staff, as well as the Stanka Consulting office, are located in Carson City. The development of a CSWPP for Washoe County would be an excellent opportunity to fine tune to process and procedures. Washoe County has an experienced and knowledgeable Engineering Staff as well.

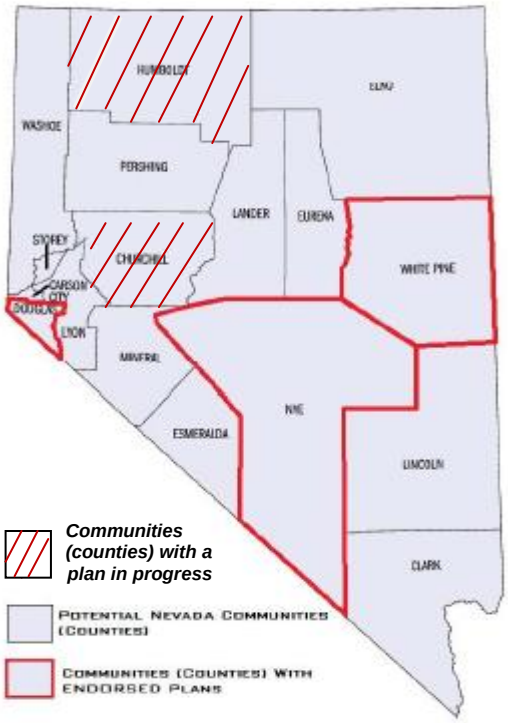

Fig. 1- Counties within the State of Nevada

Stanka Consulting has selected Clark County as the second priority community (county) for technical support. There are a number of factors for this selection. Clark County is he highest populated county in the State of Nevada in both terms of people and the number of wells. In a review of a list of communities and entities with wellhead protection plans completed (provided by the NDEP, April 2013 update), Las Vegas was listed as having a "plan being prepared;" whereas most communities and entities had either a state-endorsed plan (64-State

endorsed), or at the very least a complete plan which was not endorsed by the State of Nevada (8 complete, not endorsed).

Table 2 shows the draft proposed priority of County for Implementation of CSWPPs in accordance with the State of Nevada ISWPP.

Table II — Priority List for Implementation of CSWPPs

Community (County)	Priority	Population*	Number of Wells**	CWSPP Approved?
Washoe	1	417,379	18,039	No
Clark	2	1,968,831	36,911	No
Storey	3	4,234	1,439	No
Elko	4	52,097	7,139	No
Eureka	5	1,609	3,656	No
Lander	6	5,992	3,315	No
Pershing	7	7,133	1,954	No
Lincoln	8	4,631	1,405	No
Mineral	9	4,471	885	No
Esmeralda	10	1,145	705	No
Churchill	- - -	26,360	7,676	In progress
Humboldt	- - -	18,364	5,887	In progress
Carson City	0	55,850	2,731	Yes
Douglas	0	49,242	6,254	Yes
Lyon	0	52,334	6,857	Yes
Nye	0	45,459	15,542	Yes
White Pine	0	9,503	2,131	Yes

**** According to 2010 Census Data via Nevada State Demographer's Office***
*****Per Nevada Division of Water Resources Well Log Database***

If selected as a vendor, Stanka Consulting and the NDEP will initially be dedicating a great deal of technical support to both the communities of Washoe County and Clark County. As stated in Section 2.2.2 of the NISWPP: "NDEP has also considered that some of the more populated counties may require more resource and time dedication than many of the lesser populated counties." For this reason, it is anticipated the schedule, as outlined below, would continue to be implemented. This would require the initiating of one CSWWP assistance one year, one again the following year due to the size of the first two counties on the priority list, and then two for subsequent years. Out first CSWPP assistance

would be scheduled with Washoe County and would correspond with "County D" on the schedule below.

Review of Section 2.2.2, "Community Planning Schedule" of the March 2010 Draft Update of the NISWPP, particularly, Figure 2, shows the planning horizon for CSWPP assistance.

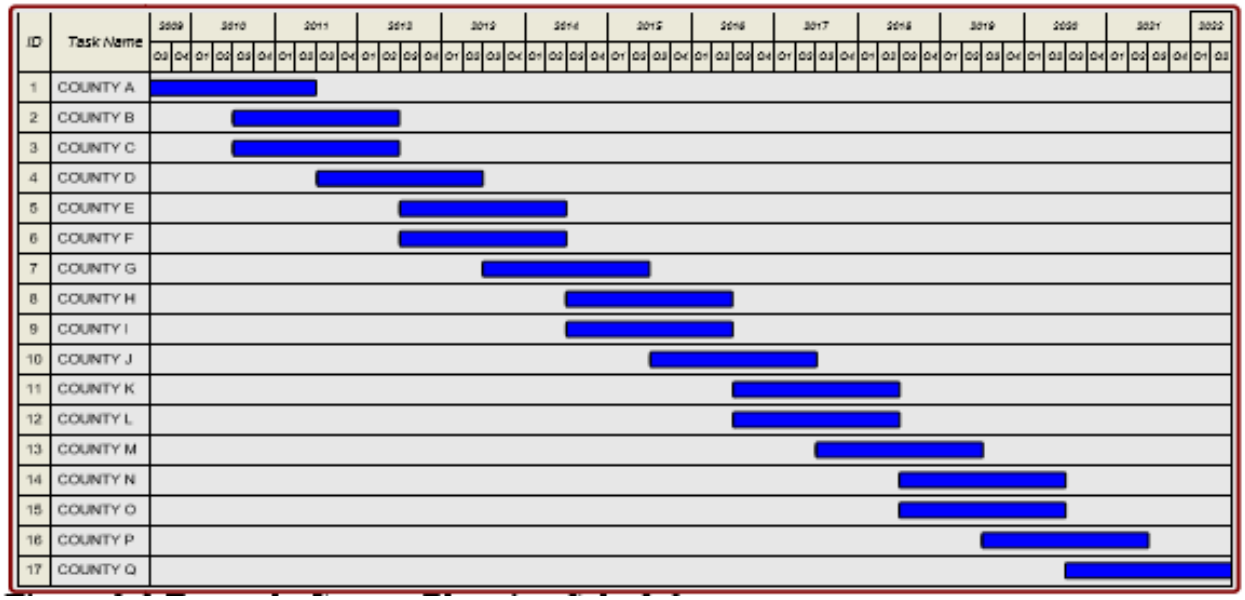

Fig. 2- Example of County Planning Schedule

According to Section 2.2.1 of the March 2010 Draft Update of the Nevada Integrated Source Water Protection Program (NISWPP), the purpose of the technical assistance provider is to "provide local guidance to local communities in virtually every aspect of source water protection planning." As stated on page 2-6 of the March 10 Draft Update of the NISWPP:

> *"The technical assistance provider will guide and assist the community/team through the planning process, through the development of realistic planning goals, and through coordination with adjacent jurisdictions. However, the community/team will have the confidence to carry the plan into the future."*

In order to best help communities implement a CSWPP, it is critical that the chosen vendor provide solid communication and guidance from the very first day. After a community (county) is selected, Stanka Consulting will develop a draft project work plan which will address the fundamental elements of a comprehensive endorsable CSWPP plan, estimated timeline, general description of community, and evidence of local government and/or public water systems

support for the project and commitment for active participation. Stanka Consulting will work with the NDEP in meeting and coordinating with representatives of public water systems, local public officials and municipal planners, and other community members. Using Chapters 3 and 4 of the March 2010 Draft Update of the NISWPP as a guideline, the ultimate goal of providing technical assistance is for a community to receive State endorsement of their CSWPP. In brief, the process can be broken down into the following elements:

Element 1: Formation of the Planning Team
Element 2: Develop Source Water Protection Areas (SWPAs) and Recharge Areas
Element 3: Identify Potential Sources of Contamination
Element 4: Development of Contaminant Source Management Strategies
Element 5: Management, Sharing and Integration of SWPA Information

A large part in providing technical assistance to communities implementing a CSWPP will be assistance in source inventory and planning and delineating SWPA identification and modeling. The collection/interpretation of data and presenting of that data in a usable stable platform is significant in the development of CSWWP plans. Data collection will be comprehensive and will include, but not be limited to data from ARCGIS databases, NWR well log databases, local community GIS/AutoCAD maps, USGS topographic maps, historical survey maps, NAIP aerial imaging, County APN databases, community development plans, water management plans, spill response plans, and NDEP databases.

Stanka Consulting will schedule all required meetings, provide meeting minutes, prepare progress reports and present updated comprehensive schedules to NDEP in conjunction with Stanka Consulting's proposed invoice schedule. Stanka Consulting proposes a quarterly invoicing schedule. Informal updates will be provided on a more frequent basis by email.

It is anticipated that the first draft CSWPP will be completed by the community prior to 90 days of the work plan expiration date and that Stanka consulting will facilitate the review comments for NDEP. Allowance will be made for multiple draft reviews to address community needs.

Stanka Consulting has extensive experience managing programs for and in close coordination with local municipalities. We have worked with Public Works officials and City Engineers to develop priority lists of projects, costs estimates, presentations for city Council and planning boards. We are knowledgeable of the process and procedures to ensure projects and programs are nurtured, approved and implemented at the city and county levels. Stanka Consulting has extensive

experience in groundwater and surface water modeling as well as complete GIS development capabilities which will be used to analyze and present data.

Michael Stanka, Professional Engineer (Environmental) has worked for the Department of Defense as Environmental Coordinator for large Air Force and Navy installations. In this capacity, Mr. Stanka has managed well inventory, protection, and master planning to ensure both surface water and groundwater resources are protected.

Mark Johnson has current experience in groundwater modeling, especially in regard to development of ASR projects for local clients. Additionally, Johnson has experience in developing GIS databases and using those databases to present complex technical issues to users with varying technical levels.

These individuals are a valuable asset in providing technical support to communities in developing SWPAs and recharge areas, as well as identifying potential sources of contamination.

The Stanka Consulting organizational chart is shown in Figure 3.

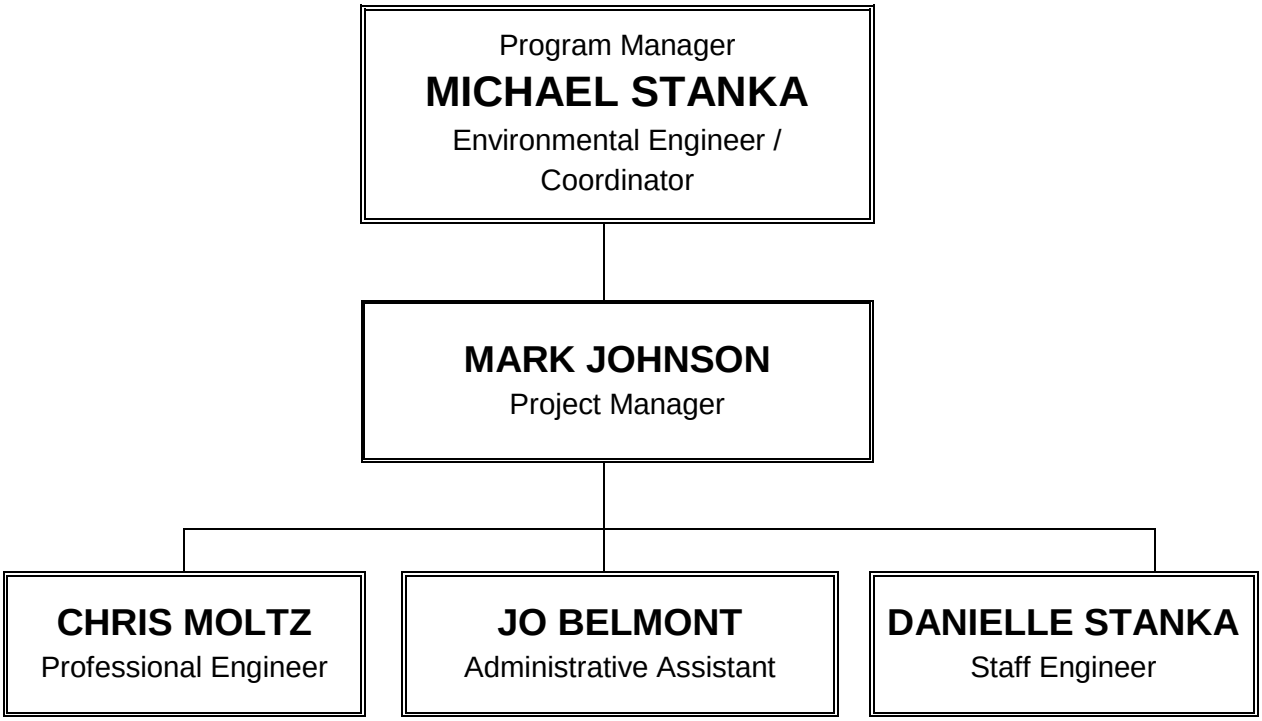

Fig. 3- Stanka Consulting Organizational Chart

Stanka Consulting understands that the CSWPP should be endorsable by teh State and that the program must complete all fundamental elements. As these elements may be amended by the State, we will retain flexibility by staying abreast of any changes and ensuring working groups are apprised of these changes and that the final work product incorporate these changes.

The current proposed budget for Component B is listed (per RFP) at $180,000 per year. It is anticipated that this funding will allow prioritization of counties for technical assistance, completion of that assistance per schedule outlined, meeting and coordination with NDWP staff and stockholders, as well as detailed progress reports on all activities on a quarterly basis and more informal updates on a more frequent basis by email.

1.3 Component C – Technical Assistance with CSWPP Implementation for Communities and Small Public Water Systems with State-endorsed Wellhead Protection Plans

Through the efforts of the State ISWPP and the Vulnerability Assessment Program, many PWSs have completed CSWP/WHP Plans and are managing potential sources of contamination in their communities.

Potential contaminant source management is a critical step in reducing the threat of groundwater contamination. Implementation funding may only be granted on activities outlined in a State-endorsed CSWPP. There are a variety of mechanisms for contaminant management a community or public water system may consider. Implementation of contaminant source management may include (but are not limited to):

1.3.1 Technical assistance to communities and public water systems that have a State-endorsed CSWPP, to implement their plans in accordance with CSWPP strategies;

1.3.2 Use of a portion of the contract funds to reimburse direct costs associated with implementation activities like well abandonment, physical well house protection, purchasing signs, public education materials, etc. (amount to be determined as the contract progresses); and

Assistance to communities and public water systems in choosing mechanisms that will make sense for individual community needs and in the most cost effective manner.

Task 3.3 - Component C: Technical Assistance with CSWPP Implementation for Communities and Small Public Water Systems with State-Endorsed Wellhead Protection Plans

Stanka Consulting, LTD will provide technical assistance for communities and small public water systems with State-endorsed wellhead Protection Plan. Currently, there are five (5) State-endorsed plans. Component B of this RFP will eventually increase this number until the remaining 12 counties have State-endorsed plans. Once a plan is completed, it will need to be implemented. The implementation of the plans is critical for the ultimate success of the program.

Implementation of plans will be county specific, based on the determined needs. These needs may include, but not be limited to the proper abandonment of unused wells per NRS 534, improvements to existing wells to improve sanitary seals, construction of structure to enclose wells, production of education material, training of staff and community personnel, purchase and installation of signage and zoning changes if needed.

Stanka Consulting will work closely with communities with State-endorsed CSWPP. It is understood that a portion of the contract funds will be used to reimburse direct costs associated with implementation activities like well abandonment, physical well house protection, purchasing signs, public education materials, etc. The amount will be determined during contract negotiations.

This portion of the RFP will be completed with close coordination with NDEP staff by initially reviewing the existing State-endorsed CSWPP, complete meeting with local existing local planning teams, develop prioritized list of implementation projects and associated timelines and budgets, and to facilitate the completion of those projects. If specific tasks have not been identified, we will assist in the update of the CSWWP.

Deliverables will include brief monthly and detailed quarterly progress reports that describe the work completed on the project during the associated time frame, relevant successes and constraints encountered on the project, an updated project schedule where needed, and a recommended path forward. Additionally, Stanka Consulting will document completed projects with illustrations and verbiage. This information will be used to both document the completion of the projects and will also be used in presentations as outlined in Component A.

Stanka Consulting has extensive experience managing programs for and in close coordination with local municipalities. We have worked with Public works officials and City Engineers to develop priority lists of projects, cost estimates, presentations for City Councils and Planning Boards. We are knowledgeable on

the process and procedure for ensuring projects and programs are nurtured, approved and implemented at the city and county levels.

The current proposed budget for Component C is listed (per RFP) at $70,000 per year. It is anticipated that this funding will allow review of existing plans and initial meetings with the working groups. Based on the plan review and initial meetings, a comprehensive implementation plan including schedule and budget will be prepared and submitted to NDEP for discussion and approval. Once approved, this plan will be implemented within current and projected budget parameters.

1.4 CSWPP Implementation Project Work Plans

Tasks must be outlined in the implementation project work plan and must be identified in the "Management Strategies" section of the CSWPP. If tasks are not identified, the vendor(s) will assist the entity to update the Plan.

1.4.1 Project work plans must reference the specific potential sources of contamination to be managed, describe the management activities to be conducted, and must include a schedule for completing each of the project tasks; a minimum of three (3) bids for proposed projects may be required.

1.4.2 All work plans must be approved by NDEP and the local planning team. If the community entity proposing the project is not the local governmental body or the PWS, it must provide evidence the local governmental body and/or PWS supports the project and will actively participate.

1.5 Deliverables

1.5.1 The awarded vendor(s) must submit at a minimum detailed progress reports that describe the work completed on the project during the associated time frame, relevant successes and constraints encountered on the project, an updated project schedule where needed, and a recommended path forward to be submitted in conjunction with the proposed invoicing schedule. In addition, the awarded vendor(s) must submit to NDEP staff via an agreed upon medium (email, phone calls, contract meetings) at a minimum monthly updates on contract progress. NDEP expects the awarded vendor(s) to work closely with NDEP on all work plans and clearly outline reporting schedules. Where applicable, awarded vendor(s) must provide NDEP with digital photos of implementation projects.

1.5.2 Sixty days prior to the work plan expiration date, the awarded vendor(s) must submit to NDEP a completed draft Implementation Report that describes the management measures that were implemented.

1.5.3 A final Implementation Report must be submitted to NDEP prior to the work plan expiration date.