



**SPECIAL NOTICE REGARDING  
CORONAVIRUS DISEASE 2019 (COVID-19)  
AND PARTICIPATION IN PUBLIC MEETINGS**

On March 4, 2020, Governor Newsom declared a State of Emergency resulting from the threat of COVID-19. On September 16, 2021, Governor Newsom signed Assembly Bill No. 361 into law. Assembly Bill No. 361 amends Government Code section 54953(e) by adding provisions for remote teleconferencing participation in meetings by members of a legislative body, without the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions. The San Bernardino Valley Municipal Water District adopted a resolution determining, by majority vote, that, as a result of the declared State of Emergency, a meeting in person would present imminent risks to the health or safety of attendees. Accordingly, it has been determined that all Board and Workshop meetings of the San Bernardino Valley Municipal Water District will be held pursuant to the Brown Act and will be conducted via teleconference. There will be no public access to the meeting venue.

**BOARD OF DIRECTORS WORKSHOP - ENGINEERING  
TUESDAY, JANUARY 10, 2023 – 2:00 P.M.**

**PUBLIC PARTICIPATION**

Public participation is welcome and encouraged. You may participate in the January 10, 2022, meeting of the San Bernardino Valley Municipal Water District online and by telephone as follows:

**Dial-in Info: (877) 853 5247 US Toll-free  
Meeting ID: 753 841 573  
PASSCODE: 3802020**

**<https://sbvmwd.zoom.us/j/753841573>**

If you are unable to participate online or by telephone, you may also submit your comments and questions in writing for the District’s consideration by sending them to [comments@sbvmwd.com](mailto:comments@sbvmwd.com) with the subject line “Public Comment Item #” (insert the agenda item number relevant to your comment) or “Public Comment Non-Agenda Item”. Submit your written comments by 6:00 p.m. on Monday, January 9, 2023. All public comments will be provided to the Chair and may be read into the record or compiled as part of the record.

**IMPORTANT PRIVACY NOTE: Participation in the meeting via the Zoom app is strongly encouraged. Online participants MUST log in with a Zoom account. The Zoom app is a free download. Please keep in mind: (1) This is a public meeting; as such, the virtual meeting information is published on the World Wide Web and available to everyone. (2) Should you participate remotely via telephone, your telephone number will be your “identifier” during the meeting and available to all meeting participants; there is no way to protect your privacy if you elect to call in to the meeting.**



**SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**  
380 E. Vanderbilt Way, San Bernardino, CA 92408

**BOARD OF DIRECTORS WORKSHOP - ENGINEERING**

**AGENDA**

**2:00 PM Tuesday, January 10, 2023**

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**CALL TO ORDER**

Chairperson: Director Harrison

Vice-Chair: Director Hayes

**1) INTRODUCTIONS**

**2) PUBLIC COMMENT**

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items except as authorized by law. Each speaker is limited to a maximum of three (3) minutes.

**3) DISCUSSION AND POSSIBLE ACTION ITEMS**

3.1 Review Request for Proposals (RFP) for Sunrise Ranch Property Master Plan Development (20 min) - Page 2

[Staff Memo - Review Request for Proposals \(RFP\) for Sunrise Ranch Property Master Plan Development](#)

[Draft Sunrise Ranch Master Plan RFP](#)

**4) FUTURE BUSINESS**

**5) ADJOURNMENT**

**PLEASE NOTE:**

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 380 E. Vanderbilt Way, San Bernardino, during normal business hours. Also, such documents are available on the District's website at [www.sbvmd.com](http://www.sbvmd.com) subject to staff's ability to post the documents before the meeting. The District recognizes its obligation to provide equal access to those individuals with disabilities. Please contact Melissa Zoba at (909) 387-9228 two working days prior to the meeting with any special requests for reasonable accommodation.



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**DATE:** January 10, 2023

**TO:** Board of Directors' Workshop - Engineering

**FROM:** Wen Huang, Chief Engineer/Deputy General Manager  
Leo Ferrando, Assistant Chief Engineer

**SUBJECT:** Review Request for Proposals (RFP) for Sunrise Ranch Property Master Plan Development

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**Staff Recommendation**

Staff recommends the Board of Directors review the draft request for proposals (RFP) for the Master Plan development regarding the Sunrise Ranch Property and provide input and feedback to Staff. Additionally, once inputs/comments are incorporated, as appropriate, direct Staff to issue the RFP to begin soliciting proposals.

**Summary**

This is a follow-up presentation on the proposed item based on a request of the Board during the December 13, 2022, Engineering workshop. Staff will update the project presentation to include additional information regarding the purpose and intended use of the proposed Master Plan document in the future and summarize the known needs of the District related to the land, specifically water infrastructure and habitat mitigation.

The proposed Master Plan is intended to be a foundational, guiding document that will be used by the current and future Boards when considering potential activities or facilities on the property over many years. Sunrise Ranch is being used as a temporary “working name” for the

property as a way of differentiating from the Tres Lagos Mutual Water Company, of which the District became a shareholder as part of the property purchase. The official name of the property or project is expected to be developed over time and approved by the Board. Staff is requesting the Board approve the proposed RFP and direct staff to proceed through a consultant selection process, which will be brought back to the Board for consideration at a future meeting.

## **Background**

In February 2022, the District completed the acquisition of 1,658 acres of unentitled land in the City of Highland from the Orange County Flood Control District through a public auction. Since then, three Board Workshops have been conducted during which the Board, Valley District staff, the public and other stakeholders discussed opportunities for the site including project ideas and potential partnerships. At the conclusion of the discussions, the Board of Directors desired a Master Plan for the property as the next step and directed Staff to develop an RFP to initiate the selection process for a qualified consultant. This workshop is an opportunity for the Board to provide input and feedback on the draft RFP for the Master Plan development regarding the Sunrise Ranch Property.

The 1,658 acres of undeveloped land is located at the base of the San Bernardino mountains, bordering the National Forest and Mill Creek in the City of Highland. Valley District identified the land purchase as financially and operationally advantageous based on the location of the land respective to future water infrastructure needs and a large amount of endangered species habitat present on the site.

In April 2022 and July 2022, Valley District held a workshop with the Board of Directors and other stakeholders to solicit feedback and input for the vision of the development of what we are now referring to as the “Sunrise Ranch” Property. As requested by the Board, in September 2022, a survey was sent to interested parties and stakeholders with an invitation to participate and provide feedback. Various opportunities were identified for the site from these workshops and survey results.

For this purpose, we are using “Master Plan” as a term of art commonly used in the engineering, urban development, and landscape architecture fields, that is intended to convey a planning-level document that will serve as a guideline for the possible future physical development of the property in the long term. The plan will assist the District in better understanding potential uses

for the project previously identified and the necessary infrastructure needed to meet those needs. Specific plans or design studies would likely be needed for individual projects or infrastructure components on the property, as desired by the Board for consideration in the future, but those specific plans will rely on the planning-level information provided by the Master Plan.

The scope of services for the Master Plan includes assessing the potential uses for five different components previously indicated by the Board: 1) Water Supply Infrastructure, 2) Habitat Mitigation, 3) Recreation, 4) Headquarter Facilities, and 5) Education Center Facilities. Each of these components will consider the items that have been previously discussed at the workshops as well as the items that were identified in the survey. The Master Plan will evaluate and assess these components, which will be ultimately incorporated into the final plan if they are considered to be feasible and align with Valley District's mission. The draft RFP also includes requirements for incorporating sustainability and resiliency goals.

The draft RFP includes a preliminary schedule of about 13 months for completing the Master Plan. However, it has a provision for allowing the consultant to propose an alternate schedule if needed. It also incorporates four workshops that will be held with interested members of the community to engage and solicit input from the general public while the Master Plan is being developed. It is anticipated that the significant deliverables for the study would include a draft report as well as a final report.

Staff will incorporate feedback and input from the Board at the Workshop and finalize and release the RFP to solicit proposals. Staff will evaluate all proposals received and return to the Board of Directors with a recommendation for consideration by the Board of Directors, currently anticipated in early April 2023.

### **Fiscal Impact**

The future fiscal impact of this item is currently unknown.

### **Attachment:**

Draft – Sunrise Ranch Property Master Plan RFP

# Request for Proposals

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# Sunrise Ranch Property Master Plan

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San Bernardino Valley Municipal Water District



The Filing Deadline is Friday, February 24, 2023, at 4:00 PM

## 1. INTRODUCTION

During the early part of 2022, the San Bernardino Valley Municipal Water District (referred to herein as “Valley”) completed the acquisition of 1,658 acres of undeveloped land, also known as the Sunrise Ranch Property, located at the base of the San Bernardino Mountains, bordering the San Bernardino National Forest, the Santa Ana River and Mill Creek, in the City of Highland. See Attachment 1 for the vicinity map and general location.

This request for proposals (RFP) is to solicit the scope of services and budget to provide a Master Plan for the Sunrise Ranch Property (also known as the Tres Lagos Property). The project will require a recommended set of strategic actions for the site. Each proposal must include the completion of all the necessary RFP components. Valley staff will evaluate all proposals according to anticipated end value to the surrounding community; and structure best suited to achieving site goals in an ordered, effective manner to capitalize on available resources from all partners.

## 2. ESTIMATED PROPOSAL SCHEDULE

The tentative proposed schedule for this RFP will be as follows:

DATE	EVENT
Tue 1/10/23	Board of Directors Workshop
Thu 1/12/23	Release of Request for Proposal By
Fri 1/27/23 by 4:00 pm	Deadline for Questions
Tue 2/14/23 by 4:00 pm	Responses to Questions Released
Fri 2/24/23 by 4:00 pm	Deadline for Receipt of Proposals
Fri 3/3/23	Notice of Interviews (Optional)
Fri 4/7/23	Interviews (Optional)
Tue 4/4/23	Approximate Board of Directors' approval and Award (Tentative)

## 3. CONSULTING TEAM

The Consultant (Consultant) is responsible for assembling a team that meets all the requirements outlined in this RFP.

## 4. REQUIRED EXPERIENCE AND QUALIFICATIONS

The Consultant shall demonstrate the qualifications and experience necessary to complete all aspects of the Scope of Services summarized in the section below. If applicable, the Consultant or its crucial personnel shall hold the appropriate license for the discipline and

services required in this RFP on the date the proposal is submitted.

## 5. SCOPE OF SERVICES

In April 2022 and July 2022, Valley held a workshop with the Board of Directors and other stakeholders to receive feedback and direction for the vision of the Sunrise Ranch Property. Various opportunities were identified for the site at these workshops. The primary opportunities that Valley would like to explore are water supply infrastructure and habitat mitigation to comply with permitting requirements for the Upper Santa Ana River Habitat Conservation Plan. In addition to the primary opportunities, other feasible opportunities that should be considered for inclusion in the Master Plan include, but are not limited to, additional mitigation/open space conservation, future headquarters, and education facilities. These other opportunities shall focus on habitat and species restoration and mitigation bank credit potential, watershed health, sustainability, forest headwaters protection, wildfire prevention, and appropriate access. Wildfire prevention planning shall be coordinated with the appropriate fire safety agencies such as CalFire, County Fire, and San Bernardino National Forest. Potential partnership opportunities with local tribes and other potentially interested parties shall also be evaluated.

All qualified firms interested in preparing a proposal for this RFP can find the summary for the workshop held in July, as well as other pertinent documentation for the Consultant's use, in the following link: [Insert link here...]

Valley is soliciting proposals from qualified firms with demonstrated technical expertise in developing site-specific master plans that require effective communication, coordination, and input from multiple stakeholders including, but not limited to, Valley's Board of Directors and staff, local tribes, the general public, local communities; and Federal, State, and other potential local partners. All proposal items shall be completed within the stated time frame, although each task may have a separate completion schedule and occur simultaneously with the other tasks.

**Valley reserves the right to modify the scope of services at its discretion, including curtailment of some activities, to meet budget constraints and project deadlines.**

The Master Plan is expected to cover the following objectives:

- 1) Identify and prioritize future opportunities, constraints, and priorities for the project site based on existing information and stakeholder input for an in-progress 5-year, 10-year, and subsequent 20-year time frame.
- 2) Document these priorities and use them to develop the Master Plan and maximize the value of the project site;
- 3) Create an individual work plan for each of the items in task 4 defined below, including an anticipated schedule and budget consistent with the schedule described in this RFP for all elements of the Master Plan for the review and approval of Valley staff;
- 4) Develop an ESRI Story Map (<https://storymaps.arcgis.com/>) or similar medium to help document and present the results of the Master Plan, including site maps, narrative, photographs, renderings, and other elements necessary for stakeholders to easily understand the vision, plan, timeline, budget, and implementation strategy.
- 5) Promote a plan that reduces the emission of greenhouse gases and addresses climate adaptation, sustainability, and resiliency.



The development of the Master Plan shall include, at minimum, the tasks below, along with additional guidance when necessary and technical expertise to facilitate the project most efficiently and effectively. Where available, Valley will provide documentation, including any historical and archival documentation.

### **Task 1: Project Kickoff/Site Reconnaissance**

- A. Kickoff meeting with Valley.
- B. Review relevant documents and visit the site with Valley staff to become familiar with existing conditions, including, but not limited to, topography, vegetative zones, drainage patterns, and potential habitat areas and species locale.
- C. Identify or recommend additional needs and develop a methodology for collecting appropriate and relevant records/reports or data necessary to develop the Master Plan.
- D. Evaluate the validity of the proposed schedule in this RFP and propose a more suitable schedule for completing the Master Plan if it should be necessary. The Consultant may also consider adding a potential optional task as necessary as part of their proposal.
- E. Develop a format for communication and information sharing with the Valley team.
- F. *Task 1 Deliverables: The proposed Master Plan schedule outlining the completion of all requirements in this RFP and communication sharing plan.*

### **Task 2: Project Management**

- A. Collaboration with Valley staff: the Consultant should propose to hold progress meetings with Valley staff and stakeholders to discuss progress, address questions, and monitor the budget and schedule.
- B. In addition to regular progress meetings with Valley staff and Board, there will be a need to hold **four (4)** meaningful public engagement meetings (community workshops); and to engage nearby property owners, tribes, business groups, conservation groups, and any federal, state, and local agencies as appropriate during this public engagement process to identify opportunities and constraints within the Sunrise Ranch Property. Include and coordinate with adjacent property owners like the San Bernardino County Flood Control District, San Bernardino Valley Water Conservation District, Southern California Edison, City of Highland, City of Redlands, US Forest Service, and other private owners. The Consultant shall prepare and provide materials needed to facilitate the meetings and provide them to meeting participants before the meetings. Materials are expected to include items such as agendas, meeting minutes following the meeting, relevant maps, designs, or other pertinent information and materials. The proposed schedule for these public meetings shall generally be as follows:
  - 1) The initial community workshop shall occur **within 45 days** of signing the contract for this Scope of Services unless otherwise coordinated and approved by Valley.
  - 2) The second workshop should be at or about **five (5) months**.
  - 3) The third workshop for presenting a preliminary draft will occur within **nine (9) months** of the contract signing for this Scope of Services.

- 4) The fourth workshop for the final presentation shall occur within **thirteen (13) months** of the conclusion of the first Draft Workshop.
- C. Provide internal quality control and quality assurance procedures.
  - D. Assist Valley staff in developing messaging and a quarterly newsletter and website regarding the progress of the project.
  - E. *Task 2 Deliverables: Progress meeting minutes; quarterly newsletter; updated monthly project schedules; monthly invoicing with updated project budget information.*

### **Task 3: Master Plan Development**

#### **A. Water Supply Infrastructure**

- 1) One of the top priorities for the Master plan is to include water supply provisions appropriate for Valley's service area. The Master Plan must consider existing and future facilities for consideration of potential water supply, including but not limited to the necessary pipeline, surface water reservoir, pump stations, and/or wells, and associated infrastructure connections.
- 2) Coordination related to these facilities must occur at a regional level. Coordination with the following water agencies is expected: East Valley Water District, City of Redlands, Yucaipa Valley Water District, Bear Valley Mutual Water Company, Tres Lagos Mutual Water Company, and San Geronimo Pass Water Agency.

#### **B. Mitigation**

- 1) Ensure the site incorporates areas for mitigation to offset impacts from projects that impact habitat for the San Bernardino kangaroo rat, Santa Ana River woolly-star, western spadefoot toad, California glossy snake, coastal California gnatcatcher, cactus wren, and riparian bird species, including least Bell's vireo and southwestern willow flycatcher.
- 2) Assess additional conservation/mitigation opportunities and constraints (e.g., waters of the state/waters of the United States) and open space areas.
- 3) Establish biological goals and objectives for potential mitigation opportunities, as appropriate.
- 4) Identify the geographic extent of species/habitat/waters mitigation opportunities and constraints.
- 5) Explore opportunities and constraints and define issues for effectively managing biological resources within the Master Planning area.

#### **C. Recreation**

- 1) Assess potential opportunities for recreational activities such as hiking, walking trails, equestrian activities, biking, and open space.
- 2) Formulate a list of recommended feasible uses for the site, considering financial and resource constraints as well as potential return on investment.
- 3) Assess potential improvements to permit future public recreational use within the property.

- 4) Prepare draft policies that address uses and activities; restoration, repair, and demolition; approaches and appropriate treatments for repairs, rehabilitation, and/or restoration; circulation of people and vehicles; natural and agricultural resources; community engagement and partnerships; and management and operational structure.
- 5) Any recreational plan should incorporate, but is not limited to, the project's vision, mission, and objectives and involve background research and information gathering, including historical and cultural information.
- 6) Ensure conservation and restoration goals are not negatively affected by recreation. Recreation features shall be incorporated in a manner that fosters climate adaptation and resiliency.
- 7) Any viable recreational trail system must be explored and coordinated in partnership with the Community Trails committee and the Community Development Director from the City of Highland as a stakeholder for this task.
- 8) Explore potential partnerships with local entities that work in the recreation space, like the USDA Forest Service, the San Gorgonio Wilderness Association, and Southern California Mountains Foundation.

#### **D. Headquarter Facilities**

- 1) Include a feasible future Valley headquarters facility that can include the entire staff.
- 2) Identify limiting factors and existing and potential problems/issues.
- 3) Identify responsible parties for implementation, with cost estimates and permitting requirements.
- 4) Determine the necessary steps for obtaining approvals for all necessary utilities with the appropriate agencies, such as Southern California Edison, City, County, the Gas Company, Communications, etc.

#### **E. Education Center Facilities**

- 1) Include a vision for research for species and habitat interdisciplinary items that consider the following: headwaters, fire risk/prevention, habitat conservation, research, and education center, scale model, Green House Reductions, water resources and systems, and preservation.
- 2) Integrate nearby historical features like the Mill Creek Powerhouse.
- 3) Explore partnerships with universities, higher education, and other regional entities, e.g., Cal Poly Pomona, University of Redlands, UC Riverside, Loma Linda University, Cal State San Bernardino, Community colleges, Inland Empire Resource Conservation District, and others.
- 4) Explore opportunities for partnerships and possible funding with other regional municipalities/entities, such as private corporations or sponsorships, and a potential partnership and collaboration with the Yuhaaviatam of the San Manuel Nation (formerly known as the San Manuel Band of Mission Indians).
- 5) Include a drought-tolerant demonstration garden and potentially an onsite native plant nursery. Consider an ethnobotanical type of garden(s), if feasible, with ties to the local tribes described in item 4 above.
- 6) Examine the possibility of energy production, either wind power or reservoir/hydro or

batteries.

**F. Master Plan.** The Master Plan will be completed and submitted for review and approval to Valley in three phases:

- 1) **First Draft:** The first draft will be provided to Valley no later than **nine (9) months** after the signing of the contract for this Scope of Services. Valley will have a minimum of thirty (30) days to review the first draft and provide comments.
- 2) **Draft Final:** The Consultant will coordinate with Valley to appropriately update the First Draft based on comments received during the initial workshop period. The updated document will be presented to Valley approximately **three (3) months** after receiving comments on the First Draft. Valley will have one month to review and provide comments following the completion and submittal of the Draft Final Plan.
- 3) **Final Plan:** The Consultant will coordinate with Valley to appropriately update the Final Draft Plan based on comments received during the review period and on the final draft. The finalized document will be presented to Valley approximately **two (2) months** after receiving comments on the Draft Final. The Consultant will have up to two months to produce the Final Plan and deliver it to Valley.

**G. Roles of Consultant.** The Consultant team shall be responsible for all actions referenced above, except for Valley staff responsibilities, which are anticipated to include the following:

- 1) Active participation in project meetings.
- 2) Providing the Consultant with relevant existing information.
- 3) Timely review of project deliverables.
- 4) Completing short-term necessary site work, education, and outreach associated with advancing site condition and benefit to the public.
- 5) Distribution of public information.
- 6) Additional clarification of roles shall occur as necessary during the process.
- 7) Supply Valley staff with all relevant working files, maps, etc. at the project's conclusion.

## 6. PROPOSAL REQUIREMENTS

### Body of the Proposal

- A. **Project Understanding.** A clear statement of the project requirements, including any other optional items.
- B. **Project Approach.** The project approach shall include a detailed description of all required tasks needed for the successful completion of the project. The project approach shall also include any staffing necessary for the services requested and should follow the general outline provided in the Scope of Services section above. If Optional Items are selected, they must include an equally detailed description.
- C. **Organizational Chart.** Indicate the individuals who will work on the project. Include names, firm names, and contact information, including addresses, telephone numbers, email addresses, and chain of responsibility. Qualifications for individuals working on

the project will be provided in the appendix below.

- D. **Project Schedule.** Consultants shall develop a schedule organized by the tasks described in Section 5 of this RFP. Valley is flexible and open to a more feasible schedule and will consider a proposal that differs from the initial schedule proposed in this RFP.
- E. **Other Information.** The Consultant is encouraged to include any additional information that may assist Valley in determining the highest-qualified team during the selection process.
- F. **Fee Schedule.** A fee schedule shall be organized to follow the tasks described in the Scope of Services and appendices, including selected Optional Items. The fee schedule shall detail costs for each component of this Scope of Services. Services outlined in each proposal must comply with all requirements outlined in this RFP. The costs shall provide **hourly rates and hours** to complete each task, including sub-consultants hourly rates and hours and any other fees to complete each task. The level of effort and associated costs for each task will be presented in a way that Valley can easily understand. Valley accepts no responsibility for expenses incurred by any individual or firm submitting a proposal pursuant to this RFP. The proposal must include a total not to exceed price. If the Scope of Services requires modification during the work, Valley will determine whether to amend the current agreement or issue a subsequent RFP for additional services. The price specified must remain firm and irrevocable for 60 days following the RFP submission date. All proposals become the property of Valley and will not be returned.
- G. **Appendix.** Any appendices should generally be organized as follows
- 1) Qualifications, licenses, certificates, and resumes for all persons, including sub-Consultants, that will work on the project.
  - 2) Please provide evidence of experience with up to 3 similar projects. For each project used as experience, the Consultant shall:
    - a. provide the name and location of the project;
    - b. highlight the type of work that was conducted;
    - c. describe how the project was similar (i.e., tasks, scale, budget, etc.);
    - d. describe your company's role in the project;
    - e. list whether your company was the prime or a subcontractor;
    - f. and provide current contact information for the client so the evaluation team can follow up with them if desired.

### **Examination of Documents**

If a Consultant requires clarification of this RFP, the Consultant shall notify Valley staff in writing by **5:00 pm on January 31, 2023**. If the point in question is not clearly expressed in the RFP, Valley staff will publish an addendum providing clarification. Any request for clarification regarding this RFP should be directed to Leo Ferrando ([LeoF@sbvmwd.com](mailto:LeoF@sbvmwd.com)) with San Bernardino Valley Municipal Water District (SBVMWD).

Clarifications will be published electronically by **5:00 pm on February 6, 2023**, on <https://www.sbvmwd.com/about-us/doing-business-with-us/bids-and-proposals>

## **7. INTERVIEW**

Interviews may be scheduled with select firms following the initial review of the proposals. The interview must be attended by the actual team members that will work on the project, including any sub-Consultants. The interview will consist of a 20-minute presentation by the project team, followed by a 20-minute question-and-answer period. Interviews may be web-based or in-person.

## **8. EVALUATION PROCESS AND CRITERIA**

Evaluation of proposals shall be based upon a competitive selection process. Valley reserves the right to issue additional RFPs and, to modify or abandon this project before the award of the contract.

## **9. CONTRACT**

A sample copy of Valley's Agreement for Consulting Services is attached (Attachment B) for your information. Upon approval by Valley's Board of Directors and Valley, the selected Consultant is required to promptly execute the agreement. The selected Consultant must notify Valley immediately if they are unwilling to sign the contract so that Valley can begin negotiations with another firm.

DRAFT