

LAS VIRGENES MUNICIPAL WATER DISTRICT (LVMWD)

4232 Las Virgenes Road, Calabasas, California 91302

AND

TRINUFO WATER & SANITATION DISTRICT (TWSD)

370 N. Westlake Blvd., Ste. 100, Westlake Village, California 91362



JOINT REQUEST FOR PROPOSALS

For

***WATER, RECYCLED WATER, & SANITATION COST OF SERVICE,
FINANCIAL ANALYSIS, & RATE STUDY
WATER & SANITATION CAPACITY FEE STUDY
MISCELLANEOUS USER FEES AND PENALTIES STUDY***

Proposal Issue Date

June 19, 2024

Proposal Submittal Due Date

5:00 p.m. on July 22, 2024

Documents available online at:

www.lvmwd.com
www.triunfowsd.com

LVMWD & TWS
REQUEST FOR PROPOSALS

TABLE OF CONTENTS

I.	INTRODUCTION.....	1
A.	General Information	1
B.	Background.....	2
C.	Term of Engagement	4
II.	SCOPE OF SERVICES	5
A.	General.....	5
B.	Water, Recycled Water, & Sanitation Enterprise Cost of Services	5
C.	Water, Recycled Water, & Sanitation Enterprise Financial Analysis	5
D.	Water, Recycled Water, & Sanitation Proposed Rates	5
E.	Water & Sanitation Capacity Fees	6
F.	Customer Education and Outreach	7
G.	Meeting Attendance	7
H.	Miscellaneous User Fees and Penalties – LVMWD Only	8
III.	PROPOSAL REQUIREMENTS	8
A.	General Requirements	8
B.	Submission of Proposals.....	9
V.	EVALUATION PROCEDURES.....	10
A.	Review of Proposals	10
B.	Evaluation Criteria.....	10
C.	Oral Presentation	11
D.	Final Selection	11
VI.	CONDITIONS GOVERNING THE REQUEST FOR PROPOSALS	11
A.	Right to Reject Proposals.....	11
B.	Receiving Time / Late Proposals.....	12
C.	Acceptance of Conditions Governing this RFP	12
D.	Incurring Cost	12
E.	Proposer’s Rights to Withdraw Proposal	12
F.	Sub-consultants	12
G.	Best and Final Offer	12
I.	Manner of Payment.....	12
J.	Insurance	13

I. INTRODUCTION

A. General Information

LVMWD

Las Virgenes Municipal Water District (LVMWD) serves the western edge of Los Angeles County including the cities of Agoura Hills, Calabasas, Hidden Hills and Westlake Village. The District occupies 123 square miles and services a population of approximately 70,000. The District provides potable water, recycled water, and sanitation (wastewater) services to its customers through three separate enterprise funds. The sanitation and recycled water services are provided through a Joint Powers Authority (JPA) with TWSD.

LVMWD is organized under the Municipal Water District Act of 1911 (California Water Code 7100). A five-member board of directors, each elected by geographic divisions, provides governance. Directors serve overlapping four-year terms, and every two years - concurrent with installation of the newly elected board – they select board officers. The board also selects a local representative from LVMWD to serve on the Board of Directors of the Metropolitan Water District of Southern California.

TWSD

Triunfo Water and Sanitation District (TWSD) was organized November 12, 1963 as a special district to provide sanitary sewer services for the southeastern portion of Ventura County. Covering approximately 50 square miles, the District serves about 30,000 people in the areas of Oak Park, Lake Sherwood, Bell Canyon, Westlake Village, and the North Ranch portion of Thousand Oaks. TWSD is governed by a board of five directors, elected at large. The District provides wastewater collection and treatment, supplies potable water, and recycled water. The sanitation and recycled water services are provided through a JPA with the Las Virgenes Municipal Water District.

Las Virgenes – Triunfo Joint Powers Authority (JPA)

In 1964, the Las Virgenes - Triunfo Joint Powers Authority (JPA) was established between LVMWD and TWSD to cooperatively treat wastewater for bordering areas within the Malibu Creek watershed. The JPA currently services over 103,000 residents of the Greater Los Angeles area and is governed by the combined Boards of LVMWD and TWSD. The JPA is the operating entity for wastewater treatment for both LVMWD and TWSD and its costs represent a significant component of both agencies' sanitation rates. Per the JPA's agreement, operating expenses are allocated between the two participants LVMWD and TWSD by approximately 70.6% and 29.4% respectively. Currently, the JPA is beginning the design phase of an estimated \$364 million "indirect potable reuse" project named the *Pure Water Project Las Virgenes Triunfo*. More information on this JPA project can be found here: [What is Pure Water? | Pure Water Project Las Virgenes-Triunfo \(ourpureh2o.com\)](http://ourpureh2o.com)

LVMWD and TWSD are requesting proposals from qualified firms to provide a cost of services analysis, a review of each enterprise's financial and reserve status and projected needs, the development of proposed rates for water, recycled water, and sanitation, a

comprehensive capacity fee study, and a miscellaneous user fee and penalty study (for LVMWD only).

To be considered, the proposal must be received by **5:00 p.m. on July 22, 2024** addressed to:

Brian Richie
Finance Manager
brichie@lvmwd.com

Proposals received after the above date and time will not be considered. Submitters will receive an email confirmation of receipt of the proposal. LVMWD and TWSD are not responsible for emails that fail to be delivered regardless of the cause of the failure.

B. Background

Water, Recycled Water & Sanitation Cost of Service, Financial Analysis & Rate Study

LVMWD

The LVMWD Board last approved rate adjustments on February 2, 2021. That action implemented five years of rate changes each January 1 through 2025. That rate adjustment was the result of a rate study completed in 2020. The action the Board took included setting rates in preparation of the development of the above-mentioned *Pure Water Project Las Virgenes – Triunfo* that will provide an estimated 3,100 acre feet of water at build out through indirect potable reuse. LVMWD, through this RFP, seeks to develop proposed water budget-based rates for potable and recycled water as well as sanitation rates through a defensible, detailed cost of service study in conformance with Propositions 26 and 218.

TWSD

The TWSD Board last approved rate adjustments on February 18, 2020. That action implemented a five-year rate plan through June 2025 and included setting rates in preparation of the development of the *Pure Water Project Las Virgenes - Triunfo*. TWSD seeks to develop proposed sewer rates, potable water rates and recycled water rates through a defensible, detailed cost of service study in conformance with Propositions 26 and 218.

Water & Sanitation Capacity Fees

LVMWD

LVMWD's last capacity fee study was approved by the Board in February 2024. LVMWD, through this RFP, seeks to develop a capacity fee study that validates the appropriate rate structure, and recommends connection fees for the District that generate adequate revenue to cover:

- Current and future capital costs for new customers entering the system(s);
- Capital repair and replacement costs based on age and condition of infrastructure

and systems;

- Major capital improvement project costs;
- An adequate reserve fund;

The study will analyze historical costs and the proposed ten (10) year Infrastructure Improvement Plan (IIP) and develop a 5-Year connection fee schedule that complies with California Proposition 218 requirements.

TWSD

TWSD, through this RFP, seeks to develop a capacity fee study that validates the appropriate rate structure, and recommends connection fees for the District that generate adequate revenue to cover:

- Current and future capital costs for new customers entering the system(s);
- Capital repair and replacement costs based on age and condition of infrastructure and systems;
- Major capital improvement project costs;
- An adequate reserve fund;

The study will analyze historical costs and the adopted twenty (20) year Capital Improvement Plan (CIP) and develop a 5-Year connection fee schedule that complies with California Proposition 218 requirements.

Miscellaneous User Fees and Penalties

LVMWD

LVMWD's last miscellaneous user fees and penalties study was approved by the Board in March 2019 and implemented on July 1, 2019. Since then, miscellaneous fees have been updated based on the consumer price index (CPI) of the greater Los Angeles area with the latest Board approved increase implemented on January 1, 2024. The LVMWD miscellaneous fees are categorized as either penalty fees or user fees. Penalty fees are charged when users violate terms of agreement/service, a law, or other regulations. These fees are intended to not only recover costs, but also change behavior. User fees, on the other hand, are intended to simply recover the cost of providing a service. LVMWD, through this RFP, seeks to develop a report that describes the method and approach used to calculate new miscellaneous fees in accordance with the California Government Code and Proposition 26.

TWSD

Not Applicable

C. Term of Engagement

LVMWD

It is anticipated that the LVMWD engagement will be completed within 18 months. The following are proposed milestones. Your proposal must include a detailed schedule of milestones that allows new water & sanitation rates, miscellaneous user fees, and capacity fees to be implemented by January 1, 2026 including time to conduct public outreach.

Proposal Due Date	July 22, 2024
Presentation (if needed)	Week of July 29, 2024
Award of Contract	August 20, 2024
Contract Completed	August 31, 2024
Kick Off Meeting	Week of Sept 2, 2024
Cost of Service and financial reviews completed	January 2025
Draft Rate Options Developed	March 2025
Board Workshop	Early April 2025
Finalize Rates, Miscellaneous Fees, and Capacity Fees	Late April 2025
Community Workshop(s)	May - June 2025
Board Approval of Prop 218 Process	July 15, 2025
Board Approval of Rates, Miscellaneous Fees, and Capacity Fees for implementation Jan 1, 2026	September 16, 2025

The selected consultant will prepare monthly updates.

TWSD

Proposal Due Date	July 22, 2024
Award of Contract	August 25, 2024
Kick Off Meeting	Week of Sept. 2, 2024
Cost of Service and financial reviews completed	December 2024
Draft Rate Options Developed	January 2025
Board Workshop	February 2025
Finalize Rates	Early March 2025
Board Approval of Prop 218 Process	March 2025
Board Approval of Rates for implementation July 1, 2025	May 2025
Contract Completed	June 2025

The selected consultant will prepare monthly updates.

II. SCOPE OF SERVICES

A. General

LVMWD and TWSD are seeking proposals from qualified firms to perform a detailed cost of services, financial and rate analysis, miscellaneous user fees study, and capacity fee study for each respective District. The selected firm will be required to thoroughly understand each District's finances, financial status, and the base cost to deliver reliable service. The recommended rates and fees will be developed to ensure each District is fiscally sound and able to deliver reliable water and sanitation services in a financially responsible manner to its customers. LVMWD is not seeking to update its water budget based rate structure, the new rates and fees will be consistent with the existing structure. TWSD does not currently employ water budget based rate structure, the new rates and fees will be consistent with the existing structure. Additionally, the selected consultant may be required to assist each District in an education/outreach effort related to budget-based potable water rates. The selected consultant will also advise on the benefits and challenges of combining the Potable Water and Recycled Water Enterprises for LVMWD.

B. Water, Recycled Water, & Sanitation Enterprise Cost of Services

The cost of services analysis will determine the cost characteristics for providing reliable services. An analysis will be completed for each of the LVMWD and TWSD three enterprises – potable water, recycled water, and sanitation. The cost of services analysis will be used to ensure that cost are equitably distributed to ratepayers in compliance with Proposition 218 and to ensure that established rates adequately cover costs to provide reliable service. Calculations used in the cost of services analysis will include administrative overhead, operations, maintenance, and enhancements or new projects to comply with new or revised regulations and to ensure system reliability identified in each Districts Infrastructure Improvement Plan (IIP). Emphasis will be placed on clearly distinguishing between fixed and variable costs.

C. Water, Recycled Water, & Sanitation Enterprise Financial Analysis

The financial analysis will build from the cost of services analysis and analyze the existing financial status of each separate enterprise (potable water, recycled water, and sanitation) for LVMWD and TWSD, including current reserve levels and recent use of reserves, to determine appropriate reserve levels and funding mechanisms to ensure the ability of each District to complete projects required to ensure system reliability.

D. Water, Recycled Water, & Sanitation Proposed Rates

During this phase, the selected consultant will develop proposed rates for LVMWD and TWSD potable water, recycled water and sanitation enterprises that are in compliance with Proposition 218 (California Constitution Articles XIII C & D).

For each of the respective District's three enterprises, the selected consultant will be expected to provide options and analysis for recovery of cost of services considering that

the sales of potable and recycled water can fluctuate significantly from year-to-year. Consideration will be given to continue both District's efforts to recover a greater portion of fixed costs through fixed fees.

LVMWD

For the LVMWD potable water system, the proposed rates will be based on the current water budget model for residential customers. Under this fee structure Tier 1 reflects an indoor water allotment based on number of people within the household; Tier 2 reflects an outdoor water allotment; Additional tiers reflect a structure to encourage conservation. The selected consultant will review current commercial budget-based rate structure and recommend changes to better support business growth.

For the recycled water system, the proposed rates will also be based on the current water budget plan. The selected consultant will be required to provide rate options that ensure cost recovery as well as ensuring the financial capacity to increase the reliability of the recycled water system. Currently, the recycled water system discharges excess water to Malibu Creek during normal winter conditions and is supplemented by potable water during normal summer conditions.

For the sanitation enterprise, the rates are anticipated to maintain the same structure based on persons per household or commercial budgets. The sanitation rates must be developed to ensure that they accurately reflect the proportion of water used by customers that is entering the wastewater system.

A final analysis will compare proposed rates for each enterprise with that of neighboring and comparable municipalities.

TWSD

For each of the three enterprises, the selected consultant will be expected to provide options and analysis for recovery of cost of services considering that the sales of potable and recycled water can fluctuate significantly from year-to-year.

Consultant shall analyze and evaluate the District's current rate structure and make recommendations for improvements.

A final analysis will compare proposed rates for each enterprise with that of neighboring and comparable agencies.

E. Water & Sanitation Capacity Fees

1. Review historical investment, planned capital improvements and current connection fees for LVMWD and TWSD enterprises.
2. Provide a comparison of current connection fees against appropriate industry benchmarks, and comparable municipal entities in Southern California.
3. Evaluate the existing connection fee rate structures for conformance with existing statutory regulations and make recommendations for any changes that are

- necessary to achieve compliance that is equitable amongst all categories.
4. Evaluate existing connection fees and make recommendations for any changes.
 5. Recommend a baseline connection fee for each enterprise to fund system improvements and expansion and consider annual inflationary, indexed adjustments to rates needed to maintain each enterprise.
 6. Any recommendations made must consider or make provision for the following factors:
 - a. Current and future cost of providing services in conformance with established or anticipated changes to standards and regulations.
 - b. Age and condition of systems and the need to fund long-term capital replacements.
 - i. Changes in various systems as proposed in the most recent Sanitation, Potable Water, and Recycled Water Master Plans.
 7. Develop an understanding of the most recent Master Plans and Infrastructure Improvement Plans for LVMWD and TWSD.
 8. The consultant will provide guidance and advice to each District's staff to assure compliance with the Proposition 218 process as it applies to connection fees.
 9. Provide each District with public outreach material that can be released by the District. It is the intent of each District to complete and adopt, if at all, new connection fees for Water and Sanitation enterprises together at the conclusion of the Proposition 218 process at a public hearing.

The LVMWD current rates and fees can be found online at <http://www.lvmwd.com/customers/rates-and-fees>. LVMWD does not anticipate changing the current structure that emphasizes a "Buy-In" approach to the fee calculation.

The TWSD current rates and fees can be found online at www.triunfowsd.com.

F. Customer Education and Outreach

A final component of this engagement may be assisting the LVMWD and TWSD respective staffs with customer education. Components of this phase may include, but is not limited to, development and/or review of educational material; development and/or implementation of an online tool where customers will either be able to insert usage or view information from current or prior bills and see the effect of the proposed water budget-based rates on their individual property. Outreach for each District will be separate. The tool should be user-friendly and cost effective for each District. *All proposers are required to propose a solution and cost for this phase. Following review of the proposals and evaluation of each District resources, LVMWD and/or TWSD may select to execute Agreement(s) only for the work listed in Scopes A-D.*

G. Meeting Attendance

The selected consultant should anticipate attending and presenting at up to five (5) Board meetings for each District, at least once at the conclusion of each Scope of Services section B-F above. Additionally, the selected consultant may be expected to participate in public meetings for each District if Section G is awarded. This is in addition

to meetings with respective staffs to review and present work in progress. Proposed budget for attendance at required meetings may either be included in the Not to Exceed amount for each step above or proposed separately for LVMWD and TWSD.

H. Miscellaneous User Fees and Penalties – LVMWD Only

Develop a Miscellaneous Fees Study Report that details the sound principles and defensible methodologies used to update the LVMWD miscellaneous fees and work with respective staffs to develop the recommended fee schedules.

1. The firm shall conduct a review of each District's fee structure with the goal of establishing a consistent and objectively based fee structure that meets the needs of LVMWD customers.
2. Work and meet with LVMWD staff to refine the project scope, purpose, uses and goals of the District's fee study to ensure that the study will be both accurate and appropriate to the District's needs. Review project schedule and answer any questions pertaining to the successful development of the study.
3. Meet with staff and conduct interviews as needed to gain an understanding of the District's processes and operations. Conduct a comprehensive review of the District's existing fees.
4. Identify the total cost of providing the District service at the appropriate activity level and in a manner that is consistent with all applicable laws, statutes, rules and regulations governing the collection of fees and charges by public entities including, but not limited to, Proposition 218. Update the existing Master Fee Schedule to reflect the current cost of providing services.
5. Compare service costs with current recovery levels, and with the proposed fees. Prepare an Excel-based analysis that identifies the District service, its full cost, the cost currently being recovered, and the recommended fee.
6. Recommend potential new fees and charges for services that the District currently provides but does not have any fees and/or charges established. Recommendations should be based on practices by surrounding municipalities that may charge for similar services, industry best practices, or the firm's professional opinion. If appropriate, the firm may recommend additions, deletions, or modifications to the District's fees and charges during the course of the study.
7. Present initial results and recommendations to District staff and adjust as necessary.

Deliver a Microsoft Excel-based model(s) to the District for future use, if available. If another model/database is to be delivered, the firm should describe the format.

III. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals **must be received in writing by 5:00 p.m. on Friday July 5, 2024** to brichie@lvmwd.com.

Answers to questions received will be posted online at [Request for Proposals \(RFP\) - Professional Services | Las Virgenes Municipal Water District \(lvmwd.com\)](https://www.lvmwd.com). It is the proposer's responsibility to ensure that they access and review any questions and answers posted. LVMWD and TWSD are not responsible for notifying individual potential bidders of the availability of questions and answers beyond this notice.

CONTACT WITH PERSONNEL OF LVMWD OR TWSD OTHER THAN ABOVE REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Addendums – Addendums to the RFP will be posted online at the LVMWD website (www.lvmwd.com). It is the potential proposer's responsibility to access any addendums and ensure that stated requirements are met.

B Submission of Proposals

The following material is required to be received by 5 p.m., July 22, 2024 for a proposing firm to be considered:

1. Title Page

Title page showing the request for proposals' subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

2. Table of Contents

3. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

4. Key Personnel

Describe the staffing model your firm will use to fulfill the Scope of Work. Provide resumes of all key personnel who will be assigned to each of the LVMWD and TWSD Districts. Any changes to the key personnel must be approved by each respective District prior to award.

5. References

List a minimum of three (3) references for whom comparable services were provided. Provide names and contact information as well as a summary of key results achieved.

6. Qualifications and Experience

Describe your firm's qualifications to complete this Scope of Work. Explain why your firm is the best to deliver this Scope of Work and provide examples of your firm's work.

7. Detailed proposal

The detailed proposal should follow the order in Section II – Scope of Services and should provide sufficient detail to understand how the scope will be accomplished.

8. Legal Issues and Potential Conflicts of Interest

The proposal must provide and pending investigations of the firm and any enforcement, settlement, or disciplinary actions taken within the last five years against the firm or any proposed key personnel and any known potential conflicts of interest related to this engagement.

9. Costs

Costs proposals must include a "Not to Exceed" amount for each item in Section II – Scope of Services as well as a breakdown of hourly rates by position that will be assigned to each of the LVMWD and TWSD Districts. Any cost not explicitly proposed will be ineligible for payment.

V. EVALUATION PROCEDURES

A. Review of Proposals

Proposals submitted will be evaluated by key LVMWD and TWSD personnel. The District's reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposal evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a) The firm is licensed to practice in California.
- b) The firm has no conflict of interest with regard to any other work performed by the firm for the District.

- c) The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.

2. Technical Qualifications

- a) The firm's past experience and performance on comparable engagements.
- b) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- c) Quality of the plan and approach to complete the Scope of Services.
- d) Demonstrated results of projects with similar Scopes of Service.

3. Costs:

Cost of completing the required Scope of Services. The District's will select the firm with the highest overall ranking after considering both technical qualifications and price. For this RFP, Technical Qualifications will have a higher weight than Price.

C. Oral Presentation

During the evaluation process, the District's may, at their sole discretion, request any one, all, or no firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Districts may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

The Districts will recommend separate contracts to each of their respective Boards based upon the recommendation of staff reviewing the proposals.

VI. CONDITIONS GOVERNING THE REQUEST FOR PROPOSALS

A. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the respective contracts between each District and the firm selected.

The Districts reserves the right without prejudice to reject any or all proposals.

B. Receiving Time / Late Proposals

It is the responsibility of the proposer to see that their proposal is submitted with sufficient time to be received by the LVMWD contact by the proposal closing time. Late proposals will not be accepted. All responses must be received by the deadline.

C. Acceptance of Conditions Governing this RFP

Submission of a proposal constitutes acceptance of the Evaluation Factors contained in this RFP.

D. Incurring Cost

Any cost incurred by the proposer in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the proposer. Any cost incurred by the proposer for set up and demonstration or for interviews shall be borne solely by the proposer.

E. Proposer's Rights to Withdraw Proposal

Proposers will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. Any request must be submitted in writing.

F. Sub-consultants

Use of sub-consultants must be clearly explained in the proposal and identified by name. Prime consultants shall be wholly responsible for the entire performance whether or not sub-consultants are used. Substitution of sub-consultants must be approved in writing by each respective District.

G. Best and Final Offer

The Districts reserves the right to request Best and Final Offers from any or all proposers. This will be the only opportunity to amend or modify proposals based on feedback from each District. Information from competing proposals will not be disclosed to other proposers prior to submission of a Best and Final Offer.

H. Disclosure of Proposal Contents

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

I. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's cost

proposal. Interim billings shall cover a period of not less than a calendar month.

J. Insurance

LVMWD

Proposer shall maintain such insurance as will protect it from claims under Workers' Compensation laws, and such liability insurance as will protect against claims for damages for bodily injury, including death, and damages to property in accordance with the terms of the Agreement. Coverage of which is to be no less than \$1,000,000/\$2,000,000 per occurrence/aggregate, with LVMWD named as an additional insured. The proposing firm must be willing and able to obtain an errors and omissions insurance policy for coverage of no less than \$1,000,000 per occurrence for the willful or negligent acts of the firm and its officers, employees and agents. Proposer shall maintain evidence of coverage in an updated form during the term of the Agreement.

TWSD

Proposer shall maintain such insurance as will protect it from claims under Workers' Compensation laws, and such liability insurance as will protect against claims for damages for bodily injury, including death, and damages to property in accordance with the terms of the Agreement. Coverage of which is to be no less than \$1,000,000/\$2,000,000 per occurrence/aggregate, with TWSD named as an additional insured. The proposing firm must be willing and able to obtain an errors and omissions insurance policy for coverage of no less than \$1,000,000 per occurrence for the willful or negligent acts of the firm and its officers, employees and agents. Proposer shall maintain evidence of coverage in an updated form during the term of the Agreement.