



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT BOARD REPORT



SUBJECT: Water System & Resource Plan – Professional Services Agreement

EXHIBIT: F-3, 17 Pages

AUTHOR: Dave Hunt, District Engineer

MEETING DATE: December 16, 2025

RECOMMENDED ACTION: Authorize the General Manager to execute a Professional Services Agreement with DOWL, LLC for preparation of the Water System & Resource Plan in an amount not to exceed \$223,612.

DISCUSSION: On September 16, 2025, the District issued a Request for Qualifications and Proposal (attached) for the development of a Water System & Resource Plan and requested a Statement of Qualifications and cost proposal from three (3) local and highly qualified engineering firms in the area (DOWL, Lumos & Associates, and Sauers Engineering). Proposals from all three firms were submitted on November 4, 2025.

District staff evaluated each proposal based on the following criteria:

- Qualifications of Firm and Experience of Staff Assigned
- Project Approach and Scope
- Ability to Meet Project Milestones
- References for Similar Completed Work
- Local Presence and Past Working Relationship
- Cost

After reviewing Statements of Qualifications and cost proposals from the three consulting firms, the District selected DOWL based on the strength and clarity of their understanding of the District's needs, which was evident in their detailed project approach and scope. Throughout the RFQ period, DOWL engaged proactively with District staff to thoroughly explore the issues and challenges facing the water system, and this preparation translated into a well-informed and responsive proposal. Their long history of providing engineering services to the District—spanning more than a decade—brings valuable familiarity with the District's water system, staff, and regional context, as well as direct experience preparing several of the planning studies that will be integrated into the master plan. In addition, DOWL's inclusion of Dwight Smith (UES), who has served as the District's hydrogeologist for over ten years and possesses deep knowledge of the Olympic Valley aquifer and related resource challenges, further strengthens their team. Finally, all three firms submitted cost proposals consistent with the District's project budget, allowing qualifications and project understanding to be the primary basis for selection.

The District and DOWL have negotiated a final scope of work, budget, and project schedule over the past month (attached). The scope of work from DOWL totals \$223,612. The project is budgeted for and will be funded from the Water Operations account. The project will begin in early January 2026 and continue through August 2026. Significant milestones over the course of the project will include a presentation of the Water Resource Plan in May 2026 and a presentation of the Capital Improvement Plan in July 2026. The Final Water System & Resources Plan will be presented to the Board at the August 2026 meeting.

FISCAL/RESOURCE IMPACTS: The project is budgeted as an operation expense in the FY2025-2026 budget. The project will be funded from the Water Operating account.

ATTACHMENTS:

- Request for Qualifications for Water System & Resource Plan (September 16, 2025)
- Scope of Work - DOWL (December 16, 2025)

DATE PREPARED: December 5, 2025



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



REQUEST FOR QUALIFICATIONS AND PROPOSAL for WATER SYSTEM & RESOURCES PLAN

Date Issued:

September 16, 2025

Proposals must be received no later than 5 PM - October 29, 2025

Contact:

Dave Hunt, P.E.
District Engineer
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530-452-4644

Olympic Valley Public Service District
305 Olympic Valley Rd.
P.O. Box 2026
Olympic Valley, CA 96146

PROJECT STATEMENT

The Olympic Valley Public Service District (District) is requesting Statements of Qualifications and Proposals (SOQ) for the purpose of preparing a Water System & Resource Plan (Plan).

The District's previous Water Master Plan dates back to 1994. The information is out of date and does not provide the District with the necessary information to make sound decisions on infrastructure repair and replacement needs. The District intends to prepare a Plan which will be a long term strategy that integrates investments in sustainable water resources with the infrastructure necessary to ensure high quality water service continues to be provided now and into the future. This will be the first time the District will combine a long term resource plan and an infrastructure master plan to provide a programmatic view of the entire water operations from the source to the customers tap.

The Plan will capitalize on several recently completed and ongoing studies including, but not limited to:

- Village at Palisades Tahoe Specific Plan (VPTSP) SB 610 Water Supply Assessment
- VPTSP Water System Hydraulic Evaluation
- Redundant Water Supply – Emergency Intertie Project
- Olympic Valley Groundwater Management Plan Six-Year Review and Report

The VPTSP Water System Hydraulic Evaluation is currently being updated to address changes in the development proposal and will be completed by February 2026. The update will include an analysis of current existing water supply and demand data, updated buildout water demands based on the recent development proposal, and hydraulic modeling to assess system capacity for existing and buildout conditions.

The Plan will integrate findings from these and other studies and establish a clear roadmap for water resource management and infrastructure investment. The Plan will include a Capital Replacement Plan (CIP) which will define renewal, replacement, expansion, and optimization strategies to increase the reliability of our water delivery system and inform prudent decisions on how to manage our financial resources. The Plan will also evaluate existing and future water resource and supply needs and projects required to provide reliability and redundancy within our existing system as well as service future development.

PROJECT OBJECTIVES

- Incorporate previous studies and current data into the system wide master plan.
- Provide planning for water system improvements (repair, replacement, expansion), establish priorities, and create near and long-term CIP based on findings.

- Develop Water Resource Plan to identify existing and future water resource needs, including rehabilitation/replacement of existing sources and necessary new sources to support existing and proposed development, and potential water system consolidations.

SCOPE OF SERVICES

The scope of services for the Plan will include, but not be limited to, the following tasks. The consultant should suggest additional tasks as they fit in their project approach.

1. Data Collection, Organization and Review

This task includes the collection and review of pertinent data and previous studies that will be used in the preparation of the Plan. This task will also include the organization of existing data used to prepare previous studies such as water demand and production data, land use and future potential development information, future water demand and production estimates, etc. Currently, this data resides in a number of different electronic documents and formats. In the end, a comprehensive database will be prepared that houses all of this data. This database will also catalog all pertinent District water planning documents prepared previously by the District, including water supply studies, master plan documents, hydrogeologic investigations, development agreements, etc.

2. Water Resources Plan

This task includes development of an integrated water resources plan for the Olympic Valley. This would include, but not be limited to:

- Summary and status of existing sources, including District sources, Olympic Valley Mutual Water Company (Mutula) sources, and snowmaking and irrigation water supplies owned and operated by Everline Resort and Palisades Tahoe.
- Review and document existing conditions and deficiencies, and remaining service life of existing District infrastructure.
- Defining water resource needs for existing and future levels of development, including identifying new and/or replacement wells based on District and developer driven demands.
- Develop operational strategies for the existing and expanded wellfields, including potential water system consolidation with the Mutual.

3. Capital Improvement Plan

This task includes the development of CIP alternatives based on previous studies and further hydraulic analysis (as necessary). The CIP will also incorporate recommendations from the water resources plan. CIP projects will include those driven by proposed and future planned development, as well as alternatives developed to address existing system deficiencies and

operational optimization needs. The CIP should also incorporate capital projects identified if the District we're to consolidate with the Mutual.

Growth related capital improvements have been recently identified as a result of the proposed VPTSP project, Everline Resort Phase II project, and anticipated future development through General Plan buildout. Water system improvements for these instances have been identified based on hydraulic modeling efforts.

A number of non-growth related capital improvements have been identified and will be evaluated in this task. These projects are identified in the District's current 10-year CIP. The consultant will work closely with the District to identify these and other capital improvements to be evaluated as well.

Planning level cost estimates will be prepared for each alternative, as well as a phasing plan identifying the estimated timing and trigger points for the projects. This task will also include an evaluation of short and long term funding strategies. This information will be incorporated into the Plan document.

4. Water System & Resources Plan Preparation

This task includes incorporate the findings and recommendations of the project into a Water System & Resources Plan report.

5. Project Management and Meetings

This task includes overall project management throughout the project. Project management tasks include, but are not limited to, coordination with the District, staff, preparation of monthly status reports and invoices and associated administrative time.

Meetings shall include, but not be limited to:

- Kick Off Meeting
- Water Resources Plan Development Meetings
- Capital Improvement Plan Development Meetings
- Draft Water Master Plan Review Meetings
- Water and Sewer Committee Presentations
- Board Presentations

CALENDAR OF EVENTS

The following dates are being provided for information and planning purposes. Although every effort will be made to follow this schedule, the District reserves the right to modify the dates as necessary and to accommodate special circumstances.

- RFP issued: September 16, 2025
- Questions and Clarifications October 20, 2026
- SOQ and Proposal Due: October 29, 2025
- Interviews Week of November 3, 2025
- Award of Contract November 18, 2025 (Board meeting)

PROJECT MILESTONES

The following dates are being provided for information and planning purposes and include delivery dates for the critical project tasks identified above. Although every effort will be made to follow this schedule, the District reserves the right to modify the dates as necessary and to accommodate special circumstances.

- Draft Water Resources Plan April 30, 2026
- Draft CIP April 30, 2026
- Draft Master Plan May 28, 2026
- Final Master Plan June 18, 2026

SUBMITTAL REQUIREMENTS

The following information shall be submitted for review:

1. Statement of Qualifications

- Cover Letter
- Brief information about the firm's background and capabilities
- Resumes of key personnel assigned to the project. Resumes shall be limited to 2 pages per staff member.
- Project Approach and Scope
- Project References – one page each to include project name, contact person, agency, and phone number (include project scope of services).
- Provide recently completed master plan from at least one (1) project similar in nature.

2. Proposal (Separate Sealed Envelope)

- Time and Materials Not-to-Exceed proposal for completion of the project and any other tasks not identified but required to complete the project. The proposal shall include a detailed project schedule identifying key milestones and deliverables and all

costs required to complete the project including labor and reimbursables. Costs shall be broken down by the tasks identified in the project scope and approach proposed by the consultant. Staff hour estimates shall be included in the fee estimate. A fee schedule shall be provided.

SUBMITTALS MUST BE RECEIVED NOT LATER THAN 5 PM ON TUESDAY OCTOBER 29, 2025

Proposals must be signed by an authorized company official.

Physical copies may be mailed to the following address in a sealed envelope. Physical submittals should include three (3) printed hard copies and flash drive containing a PDF copy of all submitted documents.

Proposal – Olympic Valley Public Service District Water System & Resource Plan

Olympic Valley Public Service District
Attn: Dave Hunt, P.E. District Engineer
305 Olympic Valley Rd.
P.O. Box 2026
Olympic Valley, CA 96146

SOQ AND PROPOSAL REVIEW CRITERIA

The professional services contract will be awarded to the responsible consultant whose proposal is within the competitive range and determined to be the most advantageous to the District. Qualifications and cost shall be considered in the selection process. Proposals will not be publicly opened. The District reserves the right to accept or reject any proposal submitted.

The factors and weighting on which the SOQs and proposals will be judged are:

Evaluation Criteria	Maximum Points
Qualifications of Firm and Experience of Staff Assigned	20
Project Approach and Scope	25
Ability to Meet Project Milestones	20
References for Similar Completed Work	15
Local Presence and Past Working Relationship	5
Cost	15
Total	100

EXHIBIT A SCOPE OF WORK

Olympic Valley Public Service District Water System and Resource Plan

INTRODUCTION

To provide a comprehensive Water System and Resource Plan (Plan) for the water system operated and maintained by the Olympic Valley Public Service District (OVPSD). The Plan's objectives will include:

- Incorporation of previous studies and current data into the system wide Plan.
- Planning for the water system improvements (repair, replacement, expansion), establish priorities, and create near- and long-term Capital Improvement Plan (CIP) based on findings.
- Develop Water Resource Plan to identify existing and future water resource needs, including rehabilitation/replacement of existing resources and necessary new sources to support existing and proposed development, and potential water system consolidations.

The phase and task breakdown for the project is designated as follows:

Design Services

- Task 1 – Project Management and Meetings
- Task 2 – Preliminary Activities
- Task 3 – Condition Assessment
- Task 4 – Water Resources Plan
- Task 5 – Capital Improvement Plan
- Task 6 – Water System and Resources Plan

DESIGN SERVICES

Task 1 – Project Management and Meetings

Objective

To plan, organize, direct, control, and communicate all relevant activities set forth in this Scope of Work within the approved budget and schedule. Meetings to account for project management, general coordination with OVPSD, stakeholder engagement, and OVPSD Board Meeting presentations.

Approach

DOWL will routinely review project progress and communicate project status on a regular basis. Communication will be through email and telephone, and at project coordination meetings with OVPSD and DOWL staff. This task will include the following activities:

- Project administration includes scheduling maintenance, cost control, monthly invoicing, filing, resource allocation, subconsultant management, and routine communications.

- Team coordination, including conference calls and internal meetings.
- Monitoring changes to the scope, budget, or schedule and developing change management strategies with OVPSD.
- Conduct a project kick-off meeting with OVPSD.
- Conduct an operations specific meeting with OVPSD Operators.
- Attend Water Resource Group meeting.
- Conduct a review/preparation meeting with OVPSD prior to Board of Director's Meeting
- Attend OVPSD Board of Director's meeting.

Deliverables

The following deliverables will be submitted under this task:

- Project schedule.
- Monthly status reports.
- Meeting agendas, as required.

Assumptions

The following assumptions apply:

- Project-related issues will be identified, communicated, and resolved.
- Meetings to include:
 - Organize and attend one (1) kickoff meeting with OVPSD at DOWL's office or virtual.
 - Coordinate and attend one (1) water utility operations meeting of all with OVPSD at their office.
 - Attend one (1) Water Resource Group meeting.
 - Board of Director's meeting preparation meeting with OVPSD to be virtual and two (2) hours.
 - Attend one (1) OVPSD Board of Director's Meeting, in person.

Task 2 – Preliminary Activities

Objective

Conduct activities related to inspections and data collection so that work on subsequent tasks can commence.

Approach

The following approach applies:

- Prepare and issue a formal letter requesting all data to be provided by OVPSD required to complete the Plan.
- Review and quality control all data received.

- Data request review workshop with OVPSD.
- Review existing reports to bring applicable findings into the Plan.
- Coordination workshop with OVPSD to review applicable material from past reports.

Deliverables

The following will be delivered under this task:

- Data request letter (.pdf)

Assumptions

The following assumptions apply:

- OVPSD shall provide all data in an editable, digital format (word, excel, csv, etc.), if feasible.
- Data request workshop meeting to be virtual and two (2) hours.
- Planning report review workshop meeting to be virtual and two (2) hours.

Task 3 – Condition Assessment

Objective

Develop a comprehensive condition assessment outlining the water infrastructure to supplement the capital replacement planning and budget forecasting.

Approach

This task will include the following activities:

- Preparation of a water system Condition Assessment
- Identify list of asset information to utilize for condition assessment analysis. OVPSD's geographic information system (GIS) and other OVPSD completed materials (capital and maintenance projects) will be the source of all information. No additional analysis shall be performed.
- Collect operation and maintenance data from OVPSD regarding its efforts allocated to the water infrastructure.
- Prepare condition scoring parameters specifically to the findings.
- Prepare a draft narrative and findings of the water system condition assessment.
- Attend a draft material review workshop with OVPSD.
- Prepare final narrative and findings.

Deliverables

The following deliverables will be submitted under this task:

- Water Distribution Condition Assessment findings to be prepared as a chapter to the Plan.

Assumptions

The following assumptions apply:

- OVPSD to provide data request materials related to condition perspectives from operations and maintenance for the water infrastructure.
- Data request review workshop meeting to be virtual and two (2) hours.
- Condition Assessment narrative shall include
 - Condition assessment of water system.
 - Recommendations for further data collection and subsequent phased efforts.
 - Summary of replacement and rehabilitation technologies.
- Exclusions
 - Risk Assessment
 - Scoring related to field inspections, testing, or other physical assessments of the water infrastructure.
 - Assessments of individual pipe segments, specific structural elements of facilities, and other granular assessment of assets. Condition assessment will include a higher-level generalization of data and OVPSD provided information to consolidate focus of system. Example, a booster pump station will be assessed as the facility and not broken into electrical, concrete, mechanical, etc.

Task 4 – Water Resource Plan

Objective

Prepare a water resource plan reviewing the Olympic Valley aquifer characteristics, existing groundwater development, and interpreted sustainable yield. The plan will be a section of the overall Plan.

Approach

This task will include the following activities:

- Initiation meeting with UES, DOWL, and OVPSD staff to refine work plan and scheduling.
- Summary and status of existing sources, including District sources, Olympic Valley Mutual Water Company (Mutual) sources, and snowmaking and irrigation water supplies owned and operated by Everline Resort and Palisades Tahoe.
- Review and document existing conditions and deficiencies, and remaining service life of existing District infrastructure.
- Defining water resource needs for existing and future levels of development, including identifying new and/or replacement wells based on District and developer driven demands.
- Develop operational strategies for the existing and expanded wellfields, including potential water system consolidation with the Mutual.
- Draft aquifer characterization and development for water master plan.
 - Data compilation

- Draft text, figures, tables, and references
- Coordination
- Final aquifer characterization and development for water resources plan.
- Recommendations for future related evaluations, updates, and groundwater development and management will be summarized in conjunction with the project engineer and OVPSD staff.
- Preparation of summary slides and project team coordination to support Board presentations.

Deliverables

The following deliverables will be submitted under this task:

- Draft water master plan text
- Final water master plan text

Assumptions

The following assumptions apply:

- One (1) Board presentations.
- Review both published and unpublished data for the aquifer as available in:
 - Olympic Valley Groundwater Management Plan (2007) and supporting technical documents,
 - Most recent numerical flow model update (HydroMetrics 2013, 2014) and simulations of future water supply (Todd Groundwater, 2025),
 - 2016-2021 Groundwater Management Plan Review (UES, 2022) and associated and ongoing water level, groundwater production, streamflow gaging, and water quality data,
 - Draft technical documents prepared to advance discussions on the Water Management Action Plan (UES, 2023 and 2024), and
 - Public and private well evaluation and testing data compiled over the past 10 years for primary water users in the valley (Interflow Hydrology, UES, OVPSD).

Task 5 – Capital Improvement Plan

Objective

To prepare a Capital Improvement Plan inclusive of individual projects, capital costs, and timeline to support the Plan.

Approach

This task will include the following activities:

- Provide a summary and general prioritization of the deficiencies noted in the condition assessment and water resources review.
- Hydraulic model checks of minor adjustments. Significant modeling efforts are not in this scope of work.

- Receive and incorporate OVPSD's working capital improvement/replacement list of project needs.
- Provide a list of capital improvements recommended to address the noted deficiencies, operational improvements, and development needs for completion within the next 1 to 10 years.
- Opinion of Probable Cost estimates will be prepared at a Class 5 level for equipment, materials, and labor for completion of the improvements.
- Conduct workshop meeting to review OVPSD's comments on the draft CIP.
- Prepare a final CIP to be incorporated into the Plan.
- Prepare Project Information Sheets for each CIP project.

Deliverables

The following deliverables will be submitted under this task:

- Final CIP to be prepared as a chapter to the Plan.
- Project Information Sheets.

Assumptions

The following assumptions apply:

- OVPSD will provide its working capital improvement/replacement list of project needs.
- Hydraulic modeling efforts is limited to twenty (20) hours.
- Twenty (20) CIP projects are assumed to be identified and presented.
- The CIP will contain Class 5 opinions of probable cost according to AACE international methodology.
- CIP comment review meeting to be virtual and two (2) hours.
- Project Information Sheets will be prepared for each CIP project.

Task 6 – Water System & Resources Plan

Objective

Prepare an updated and complete water system and resources plan for OVPSD to utilize for long-term resource and infrastructure plan to provide a programmatic view of the entire water operations from source to the customers' tap.

Approach

This task will include the following activities:

- Incorporate findings from previously completed OVPSD planning documents.
- Incorporate groundwater and hydraulic model analysis findings that identify infrastructure needs, including existing and future demands from ongoing Village development hydraulic update project preformed outside of this scope of work.
- 30% Plan Development.
 - This level of effort will include the development of the Plan's outline and table of contents.

- DOWL and OVPSD will review the approach and concur on the Plan's direction prior to progressing.
- Coordinate a Workshop meeting with OVPSD to review submittal comments.
- 60% Plan Development.
 - Update the Plan based on 30% review comments.
 - This level of effort will include the development of the Plan's sections inclusive of the condition assessment, water resources, existing planning findings, and operational input.
 - Coordinate a Workshop meeting with OVPSD to review submittal comments.
- 90% Plan Development.
 - Update the Plan based on 60% comments.
 - This level of effort will include the refinement of the Plan's sections and development of CIP opinion of probable costs.
 - Coordinate a Workshop meeting with OVPSD to review submittal comments.
- Final Plan Development.
 - Update the Plan based on 90% comments.
 - Prepare presentation materials for OVPSD Board Meeting.

Deliverables

The following deliverables will be submitted under this task:

- 30% Plan Development (pdf)
- 60% Plan Development (pdf)
- 90% Plan Development (pdf)
- Final Plan Development (pdf)
- PowerPoint presentation

Assumptions

The following assumptions apply:

- The proposed 30% Plan table of contents will be agreed to and consistent with all subsequent phases of the Plan.
- All workshop review meetings to be virtual and two (2) hours each.

EXHIBIT B SCHEDULE

Notice of Award:	December 16, 2025
Notice to Proceed:	December 31, 2025
Data Request & Kickoff Meeting:	January 2026
Draft Plan Outline (30%)	February 2026
Draft Plan (60%)	May 2026
Draft Plan (90%)	July 2026
Final Plan:	August 2026
Board of Directors Presentation:	August 25, 2026

**EXHIBIT C
BUDGET**

Task 1	Project Management & Meetings	\$23,471
Task 2	Preliminary Activities	\$25,916
Task 3	Condition Assessment	\$19,732
Task 4	Water Resources Plan	\$56,539
Task 5	Capital Improvement Plan	\$42,396
Task 6	Water System & Resources Plan	\$55,558
	TOTAL:	\$223,612
