



September 29, 2017

## **REQUEST FOR PROPOSALS**

The Arizona Municipal Water Users Association (AMWUA) is soliciting proposals for the review and update of the botanical and common names of the plants included in the Arizona Department of Water Resources (ADWR) Low-Water-Use / Drought Tolerant Plant Lists for Arizona's Active Management Areas (AMAs).

## **BACKGROUND**

The Low-Water-Use / Drought Tolerant Plant Lists (lists) are developed and used by ADWR to regulate landscaping in public medians and rights-of-ways within the AMAs. Many county and municipal governments cite the lists in their landscape regulations. Landscape professionals and the general public frequently refer to the lists as a resource for plants that are adapted to the region.

AMWUA is responsible for convening the Phoenix AMA Landscape Technical Advisory Committee, which reviews applications for modifications to the regulatory plant list specific to the greater Phoenix area, and for making recommendations to the ADWR Director regarding the proposed modifications. ADWR has requested that AMWUA contract for the review and update of the botanical and common names of the plants in all five AMA lists.

ADWR staff has combined the five lists into a single Excel spreadsheet. There are nearly 920 individual plants. Many appear in more than one list. In total, there are 1,840 plant records in the combined lists. Updating and ensuring the accuracy and consistency of the common and botanical names across these records will be the first step towards eventually pulling the information into a database.

## **PROJECT REQUIREMENTS**

1. Research and accurately document the current botanical name for each of the nearly 920 individual plants.
2. Verify accurate spelling of both the common and botanical names, both past and present.
3. Ensure the botanical names and common names are consistent and accurate across entries.

## **DELIVERABLE**

Contractor will provide AMWUA and ADWR a final updated Excel spreadsheet that includes the required information.

## **PROPOSAL SUBMISSION REQUIREMENTS**

- Estimated project cost and a proposed payment schedule.
- Estimated timeline to complete the project requirements.
- Resume or biography that describes your botanical knowledge and experience.

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**Arizona Municipal Water Users Association**

- Three previous client references that can attest to your ability to meet project requirements and deadlines.
- A PDF file of the proposal is welcome. A hard copy is acceptable, but not required.
- Anything else you think we ought to know or consider. Brevity is appreciated.

## **TIMELINE**

October 20, 2017      Proposals due by the close of business  
October 27, 2017      Prospective contractors will be notified of decision by close of business  
November 10, 2017    Anticipated date to have a contract in place

## **CONTACT**

AMWUA's Assistant Director, Carol Ward-Morris, and ADWR's Water Conservation Coordinator, Einav Henenson, will be the primary people reviewing proposals and working with the selected contractor to complete this project. Carol has been with AMWUA for over 21 years and has extensive project management experience. Einav is the coordinator of the Water Conservation and Drought programs at ADWR.

Please direct your proposal and any questions you may have to Carol's attention.

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## **WHO WE ARE**

The Arizona Municipal Water Users Association (AMWUA) is a nonprofit corporation established in 1969. We are funded by our ten member municipalities: Avondale, Chandler, Gilbert, Glendale, Goodyear, Mesa, Peoria, Phoenix, Scottsdale, and Tempe. Our members collectively serve a population of 3.4 million people.

AMWUA's mission is to protect our members' ability to provide assured, safe, and sustainable water supplies to their communities, as well as to advocate responsible water stewardship that supports economic prosperity and safeguards Arizona's water supplies for future generations. AMWUA collaborates with local, state, and federal agencies and other water users to advance sound water policy for Arizona and the Colorado River Basin. Since 1982, AMWUA has facilitated regional efforts to advance water use efficiency, with a particular focus on promoting the adoption and efficient irrigation of desert adapted landscapes.