



S A W P A

SANTA ANA WATERSHED PROJECT AUTHORITY
11615 Sterling Avenue, Riverside, California 92503 • (951) 354-4220

REGULAR COMMISSION MEETING TUESDAY, AUGUST 2, 2016 – 9:30 A.M.

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE (Thomas P. Evans, Chair)

2. ROLL CALL

3. PUBLIC COMMENTS

Members of the public may address the Commission on items within the jurisdiction of the Commission; however, no action may be taken on an item not appearing on the agenda unless the action is otherwise authorized by Government Code §54954.2(b).

4. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered routine and non-controversial and will be acted upon by the Commission by one motion as listed below.

A. APPROVAL OF MEETING MINUTES: JULY 19, 2016 3

Recommendation: Approve as posted.

B. RATIFY PA 23 COMMITTEE APPROVAL – AGREEMENT FOR SERVICES TO PROVIDE PROJECT MANAGEMENT SERVICES SUPPORTING SARCCUP (CM#2016.59)..... 11

Recommendation: Ratify the PA 23 Committee’s approval of an Agreement for Services and Task Order No. 1 for RMC Water and Environment in the amount not-to-exceed \$310,429 for project management services to support the Santa Ana River Conservation and Conjunctive Use Program (SARCCUP).

5. NEW BUSINESS

A. 2017 OWOW CONFERENCE (CM#2016.60)..... 41

Presenter: Celeste Cantú

Recommendation: Consider contracting with the Water Education Foundation to create, develop and deliver the 2017 OWOW State of the Santa Ana River Watershed Conference under the terms of the 2011 agreement.

6. INFORMATIONAL REPORTS

Recommendation: Receive and file the following oral/written reports/updates.

A. CHAIR’S COMMENTS/REPORT

B. COMMISSIONERS’ COMMENTS

C. COMMISSIONERS’ REQUEST FOR FUTURE AGENDA ITEMS

7. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)

Name of Case: Spiniello Companies v. Charles King Company, Inc., Santa Ana Watershed Project Authority, The Ohio Casualty Insurance Company (Superior Court of Los Angeles BC616589)

8. ADJOURNMENT

PLEASE NOTE:

Americans with Disabilities Act: Meeting rooms are wheelchair accessible. If you require any special disability related accommodations to participate in this meeting, please contact (951) 354-4220 or kberry@sawpa.org. 48-hour notification prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility for this meeting. Requests should specify the nature of the disability and the type of accommodation requested.

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection during normal business hours at the SAWPA office, 11615 Sterling Avenue, Riverside, and available at www.sawpa.org, subject to staff's ability to post documents prior to the meeting.

Declaration of Posting

I, Kelly Berry, Clerk of the Board of the Santa Ana Watershed Project Authority declare that on Wednesday, July 27, 2016, a copy of this agenda has been uploaded to the SAWPA website at www.sawpa.org and posted in SAWPA's office at 11615 Sterling Avenue, Riverside, California.

/s/

 Kelly Berry, CMC

2016 - SAWPA Commission Meetings/Events

First and Third Tuesday of the Month

(NOTE: Unless otherwise noted, all Commission Workshops/Meetings begin at **9:30 a.m.**, and are held at SAWPA.)

January 1/5/16 Commission Workshop 1/19/16 Regular Commission Meeting	February 2/2/16 Commission Workshop–OCSD Facilities Tour 2/16/16 Regular Commission Meeting
March 3/1/16 Commission Workshop 3/15/16 Regular Commission Meeting	April 4/5/16 Commission Workshop 4/19/16 Regular Commission Meeting 4/28/16 Special Commission Workshop [10:00 a.m.]
May 5/3/16 Commission Workshop [cancelled] 5/3 – 5/6/16 ACWA Spring Conference, Monterey 5/10/16 Special Commission Workshop [9:00 a.m.] 5/17/16 Regular Commission Meeting	June 6/7/16 Commission Workshop 6/21/16 Regular Commission Meeting
July 7/5/16 Commission Workshop [cancelled] 7/19/16 Regular Commission Meeting	August 8/2/16 Commission Workshop 8/16/16 Regular Commission Meeting
September 9/6/16 Commission Workshop 9/20/16 Regular Commission Meeting	October 10/4/16 Commission Workshop 10/18/16 Regular Commission Meeting
November 11/1/16 Commission Workshop 11/29 – 12/2/16 ACWA Fall Conference, Anaheim 11/15/16 Regular Commission Meeting	December 12/6/16 Commission Workshop 12/20/16 Regular Commission Meeting



**SAWPA COMMISSION
REGULAR MEETING MINUTES
JULY 19, 2016**

COMMISSIONERS PRESENT

Thomas P. Evans, Chair, Western Municipal Water District
Ed Killgore, Vice Chair, San Bernardino Valley Municipal Water District
Ronald W. Sullivan, Secretary-Treasurer, Eastern Municipal Water District
Phil Anthony, Orange County Water District
Terry Catlin, Inland Empire Utilities Agency

COMMISSIONERS ABSENT

None.

**ALTERNATE COMMISSIONERS
PRESENT; NON-VOTING**

Jasmin Hall, Alternate, Inland Empire Utilities Agency
Steve Copelan, Alternate, San Bernardino Valley Municipal Water District

STAFF PRESENT

Celeste Cantú, Rich Haller, Larry McKenney, Mark Norton, Karen Williams, Dean Unger, David Ruhl, Carlos Quintero, Kelly Berry

The Regular Commission Meeting of the Santa Ana Watershed Project Authority was called to order at 9:30 a.m. by Chair Evans at the Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

Roll call was duly noted and recorded by the Clerk of the Board.

3. PUBLIC COMMENTS

There were no public comments.

4. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES: JUNE 21, 2016

Recommendation: Approve as posted.

B. TREASURER'S REPORT – JUNE 2016

Recommendation: Approve as posted.

**C. MEMORANDUM OF UNDERSTANDING TO ACCEPT LOCAL COST-SHARE FOR THE
WATER-ENERGY COMMUNITY ACTION NETWORK (WECAN) PROJECT
(CM#2016.52)**

Recommendation: Authorize the General Manager to execute a Memorandum of Understanding (MOU) with the City of Anaheim to implement the Water-Energy Community Action Network (WECAN) Project.

**D. APPROVE OWOW STEERING COMMITTEE ACTION ON CHINO BASIN STORM
WATER RESOURCES PLAN INCLUSION IN OWOW 2.0 PLAN (CM#2016.53)**

Recommendation: Approve the unanimous action of the OWOW Steering Committee, taken at a Special Meeting held on July 7, 2016, to include the Chino Basin Storm Water Resources Plan within the OWOW 2.0 Plan.

MOVED, approve the Consent Calendar.

Result: **Adopted (Unanimously; 5-0)**
Motion/Second: Anthony/Catlin
Ayes: Anthony, Catlin, Evans, Killgore, Sullivan
Nays: None
Abstentions: None
Absent: None

5. NEW BUSINESS

A. STRATEGIC ASSESSMENT – FINAL PRESENTATION

Paul Brown, Redvers Brown, Inc., provided a final PowerPoint presentation covering SAWPA's Strategic Assessment. A packet with the Critical Success Factors (CSFs) and Processes, Activities or Tasks (PATs) for each of the three SAWPA business lines (Brine Line, OWOW, Roundtables) was provided and reviewed. Brown commended SAWPA staff for the level of effort and thought invested when compiling the PATs for each business line, and for quantifying what is needed to accomplish each PAT. Brown recommended more effort invested not only in the successful accomplishment of any given task, but also in whether or not it is the right task. It was noted that these are not reflective of back-office and other activities supporting the CSFs and PATs.

With this being the final presentation on his strategic assessment, Brown made the following observations:

- There is an apparent gap between proposed resource needs and estimates of what is currently budgeted. This exercise should not be viewed as a budgeting activity; however, results of the effort should inform the budget process.
- The value of the PATs is in identification of specific priorities and areas where increased focus can help ensure success.
- Additional effort could be focused on prioritization activities and the resources needed to accomplish them.
- Overlapping and cross-cutting activities can probably be consolidated.

Commissioner Anthony asked how the PATs are defined – do they include what staff is accomplishing, what they want to accomplish, what they might accomplish in the future? Brown noted many of the PATs are what staff is accomplishing, some are proposed activities outside of what is currently budgeted.

Chair Evans and the Commission thanked Paul Brown for his efforts during this strategic assessment process.

MOVED, receive and file this strategic assessment final report and the Critical Success Factors (CSFs) and Processes, Activities or Tasks (PATs) for each of the three SAWPA business lines (Brine Line, OWOW, Roundtables), and direct staff to provide a status update in six (6) months relative to accomplishing these CSFs and PATs, with continuing periodic status updates thereafter.

Result: **Adopted (Unanimously; 5-0)**
Motion/Second: Evans/Phil Anthony
Ayes: Anthony, Catlin, Evans, Killgore, Sullivan
Nays: None
Abstentions: None
Absent: None

B. STAFFING NEEDS (CM#2016.58)

Rich Haller provided a PowerPoint presentation on staffing needs for the Quality Assurance Program in support of Prop 84 and Prop 1 grant programs. At the June 21, 2016 Commission meeting, staff had been directed to bring back to the Commission a plan to hire one full time employee and include for comparison purposes a five-year average cost for consultant services. Staff's cost analysis determined a \$364,000 cost savings over a five-year period when hiring one full time staff person versus contracting for consultant services.

A discussion ensued as to staff's presentation and recommendation and the direction given at the June 21, 2016 meeting. Commissioner Sullivan thought staff had been directed to provide an analysis of remaining tasks for Prop 84 Rounds 1 and 2, how much was spent and on which tasks and who accomplished those tasks, and he voiced concern in hiring full time staff when Round 1 funding is almost completed. Commissioner Sullivan noted in reading the Commission memo he felt that if the Commission adopted it, authority would in essence be given to hire three staff positions at some point, not just this one, since the need for three staff positions is discussed within the body of the memo.

Haller stated this is one budgeted position that would be funded by the grant program, and there is sufficient work for this position. Adopting the Commission Memo would authorize staff to hire one position, not three; information on the three staff positions was provided for informational purposes, only, not to seek authority for three new staff members.

Concern was voiced as to the amount of SAWPA's grant administration costs. Karen Williams advised SAWPA's grant administration costs are currently at 2.9%. The State of California allocates a five percent (5%) budget for grant administration and quality assurance.

Commissioner Catlin stated staff's presentation was in line with the direction staff was given during the June 21, 2016 Commission meeting, and moved staff's recommendation.

MOVED, approve the revised Position Description (Project Manager Series) and authorize the hiring of one (1) budgeted staff person to perform quality assurance services to support grant programs.

Result:	Adopted (Passed; 4-1)
Motion/Second:	Catlin/Anthony
Ayes:	Anthony, Catlin, Evans, Killgore
Nays:	Sullivan
Abstentions:	None
Absent:	None

C. BASIN MONITORING PROGRAM TASK FORCE – CONSULTANT SUPPORT (CM#2016.56)

Mark Norton provided a PowerPoint presentation on approval of Basin Monitoring Program Task Force (BMPTF) consultant support. Three proposals were submitted in response to a competitive Request for Proposals (RFP) process. Submitting firms were CDM Smith Inc., Geoscience Support Services Inc., and Wildermuth Environmental Inc. Interviews were conducted by a team comprised of three Task Force agencies and SAWPA staff, and the unanimous recommendation was to select CDM Smith Inc. Approval of a task order with Tim Moore of Risk Sciences was also recommended, which is a source award and is fully supported by all the funding parties of the BMPTF given Tim Moore's unique background and regulatory experience.

Commissioner Anthony requested in the future staff provide to the Commission for consideration consultant cost amounts obtained during the RFP process.

Chair Evans directed staff to detail how recommended actions such as these support the applicable Critical Success Factors when making future presentations before the Commission.

MOVED, approve (1) Task Order No. CDM374-01 with CDM Smith for the amount not-to-exceed \$349,960 to prepare the Triennial Ambient Water Quality Recomputation for the Santa Ana River Watershed for the Period 1996-2015, and (2) Task Order RISK374-06 with Risk Sciences for the amount not-to-exceed \$73,000 to provide regulatory support services to the Basin Monitoring Program Task Force.

Result: **Adopted (Unanimously; 5-0)**
Motion/Second: Anthony/Catlin
Ayes: Anthony, Catlin, Evans, Killgore, Sullivan
Nays: None
Abstentions: None
Absent: None

D. INLAND EMPIRE BRINE LINE (BRINE LINE) TSS FORMATION BILLING FORMULA (CM#2016.57)

Rich Haller provided a PowerPoint presentation with background information on the TSS formation billing formula, existing and revised formulas, the monthly TSS formation amount and implementation timing. Bryan Trussell of Trussell Technologies, Inc., provided a PowerPoint presentation on the more technical aspects of TSS loading and formation in support of the revised billing formula.

Results of the sampling study showed 69% of TSS formation is calcium minerals (calcium phosphate and calcium carbonate) and 31% is biomass (bacteria – both dead and alive). When determining the formulation calculation, in terms of biomass it is a direct measure of the food available for bacteria growth. In terms of the calcium minerals, there are two parameters: calcium and alkalinity, which is a measure of the buffering capacity of the water (carbonates and phosphates). Trussell recommends the 69% in calcium minerals split into 41% alkalinity mass and 28% calcium mass. The current billing formula includes hardness, which considers hardness and magnesium; magnesium has no relevance to the solids formation and Trussell recommended its removal. The revised billing formula will directly examine calcium and alkalinity load.

Revised Billing Equation:

$$TSS_b = TSS_m + TSS_f * [dBOD_m/dBOD_t * (0.31) + C_m/C_t * (0.28) + A_m/A_t * (0.41)]$$

C = calcium
A = alkalinity

TSS_b = Billed TSS to discharger
TSS_m = Measured TSS for discharger
TSS_f = Formed TSS in Brine Line (calculated)
dBOD_m = Dissolved BOD measured for discharger
dBOD_t = Total dissolved BOD measured for all dischargers
C_m = Dissolved calcium measured for discharger
C_t = Total dissolved calcium measured for all dischargers
A_m = Dissolved alkalinity measured for discharger
A_t = Total dissolved alkalinity measured for all dischargers

Monitoring will occur continuously and updates will be provided to dischargers on a regular basis. Haller advised staff will attempt to limit revisions to the billing formula to once each year for budgeting and planning purposes. Commissioner Sullivan noted EMWD conducted its own testing which supports Trussell's recommendation, and he commended Rich Haller for his professional, collaborative leadership during this process.

MOVED, approve use of the new TSS Formation Billing Formula and approve a revised monthly target TSS formation (TSS_f) amount of 196,000 lbs/month in the Inland Empire Brine Line TSS Formation Billing Formula, effective with the August 2016 invoices.

Result:	Adopted (Unanimously; 5-0)
Motion/Second:	Catlin/Sullivan
Ayes:	Anthony, Catlin, Evans, Killgore, Sullivan
Nays:	None
Abstentions:	None
Absent:	None

6. **INFORMATIONAL REPORTS**

Recommendation: Receive and file the following oral/written reports/updates.

A. **STATUS REPORT AND BUDGET UPDATE – PROJECT AGREEMENT 22 COMMITTEE (CM#2016.54)**

Mark Norton provided a PowerPoint presentation with a PA 22 Committee status report and budget update, including background information on Conservation Based Reporting Tools and Rate Structure Implementation (Project 1, \$7,587,610 in grant funding) as well as removal of high visibility turf and device retrofitting (Project 2, \$5,272,500 in grant funding).

B. **EMERGING CONSTITUENTS PROGRAM TASK FORCE – SOCIAL MEDIA SUPPORT STATUS (CM#2016.55)**

Michelle DeGrave of DeGrave Communications provided a PowerPoint presentation on social media support services for the Emerging Constituents Program Task Force, which included information on development of a social media plan, administration of Facebook and Twitter accounts, as well as articles and content of blog posts on YourSoCalTapWater.org.

C. **CASH TRANSACTIONS REPORT – MAY 2016**

Presenter: Karen Williams

D. **INTER-FUND BORROWING – MAY 2016 (CM#2016.50)**

Presenter: Karen Williams

E. **PERFORMANCE INDICATORS/FINANCIAL REPORTING – MAY 2016 (CM#2016.51)**

Presenter: Karen Williams

F. **FINANCIAL REPORT FOR THE THIRD QUARTER ENDING MARCH 31, 2016**

- Inland Empire Brine Line (IEBL)
- SAWPA

Presenter: Karen Williams

G. **GENERAL MANAGER'S REPORT**

An article titled *The Unforgiving New Landscape for Water Utilities* was provided. Gale Hammons of Hammons Strategies was introduced. She is assisting with Brine Line communication and outreach, particularly on Reach V.

H. STATE LEGISLATIVE REPORT

I. SAWPA GENERAL MANAGERS MEETING NOTES

- July 12, 2016

J. CHAIR'S COMMENTS/REPORT

K. COMMISSIONERS' COMMENTS

Commissioner Catlin requested staff work with member agency and PA 23 representatives to determine what impact that effort will have on SAWPA staff.

L. COMMISSIONERS' REQUEST FOR FUTURE AGENDA ITEMS

Chair Evans requested that Gale Hammons provide a future update to the Commission on her outreach efforts relating to the Brine Line.

Performance reviews for Celeste Cantú and Larry McKenney should be scheduled.

7. CLOSED SESSION

Larry McKenney noted the Closed Session item the Commission would discuss, and stated that in addition to General Manager Celeste Cantú, Rich Haller and David Ruhl are essential to the discussion of Agenda Item No. 7.A.

At 11:07 a.m., Chair Evans recessed the meeting to Closed Session. Celeste Cantú, Rich Haller and David Ruhl participated in the discussion of Agenda Item No. 7.A.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)

Name of Case: Spiniello Companies v. Charles King Company, Inc., Santa Ana Watershed Project Authority, The Ohio Casualty Insurance Company (Superior Court of Los Angeles BC616589)

Chair Evans resumed Open Session at 12:01 p.m., and announced the following action was taken on Agenda Item No. 7.A. by the Commission during Closed Session.

MOVED, deny the June 10, 2016 Charles King Company, Inc., claim in its entirety; and, approve an increase in spending authority for legal fees for Hunt Ortmann of \$500,000, to a total authorization of \$750,000.

Result:	Adopted (Unanimously; 5-0)
Motion/Second:	Catlin/Sullivan
Ayes:	Anthony, Catlin, Evans, Killgore, Sullivan
Nays:	None
Abstentions:	None
Absent:	None

8. ADJOURNMENT

There being no further business for review, Chair Evans adjourned the meeting at 12:02 p.m.

Approved at a Regular Meeting of the Santa Ana Watershed Project Authority Commission on Tuesday, August 2, 2016.

Thomas P. Evans, Chair

Attest:

Kelly Berry, CMC
Clerk of the Board

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COMMISSION MEMORANDUM NO. 2016.59

DATE: August 2, 2016

TO: SAWPA Commission

SUBJECT: Ratify PA 23 Committee Approval – Agreement for Services to Provide Project Management Services Supporting SARCCUP

PREPARED BY: Mark Norton, P.E., Water Resources & Planning Manager

RECOMMENDATION

That the Commission ratify the PA 23 Committee’s approval of an Agreement for Services and Task Order No. 1 for RMC Water and Environment in the amount not-to-exceed \$310,429 for project management services to support the Santa Ana River Conservation and Conjunctive Use Program (SARCCUP).

DISCUSSION

Pending the PA 23 Committee approval of a PA 23 Committee FY 16-17 budget, approvals such as entering into an Agreement for Services with RMC Water and Environmental require ratification by the Commission.

CRITICAL SUCCESS FACTORS

The following OWOW critical success factors are addressed by this action:

1. Administration of the OWOW process and plan in a highly efficient and cost-effective manner.
2. Data and information needed for decision-making is available to all.

RESOURCE IMPACTS

Funding for the first Task Order for SARCCUP project management services would come in part from the DWR Proposition 84 2015 grant funds assigned for SARCCUP project management and the remainder from local contributions of the SARCCUP agencies.

Attachment:

1. PA 23 Committee Memo 2016.1 [with attachments]

COMMITTEE MEMORANDUM NO. 2016.1

DATE: July 28, 2016
TO: SAWPA Project Agreement 23 Committee
SUBJECT: SARCCUP Project Management Services – Consultant Support
PREPARED BY: Mark Norton, Water Resources & Planning Manager

RECOMMENDATION

It is recommended that the PA 23 Committee authorize the approval of an Agreement for Services and Task Order No. 1 in the amount not-to-exceed \$310,429 for project management services to support the Santa Ana River Conservation and Conjunctive Use Program (SARCCUP).

DISCUSSION

The SAWPA member agencies, SARCCUP project proponents, have executed the Project Agreement 23 Committee agreement and a Memorandum of Understanding related to operations, storage, transfers and finance of the overall SARCCUP project. In order to effectively manage the SARCCUP project implementation, the SAWPA member agencies express interest in bringing on additional assistance to them for managing the project as a whole. It is envisioned that the consulting services would be overseen by SAWPA staff as administrator of the Project Agreement 23 Committee. The actual project component implementation work of SARCCUP is anticipated to be conducted largely by the SAWPA member agencies and overseen by the SARCCUP program manager.

On June 15th, eight proposals were received by SAWPA and shared with a review committee composed of the planning managers from each of the SARCCUP member agencies. The proposals were reviewed based on established review criteria as defined in the RFP. From the eight proposals, the review committee interviewed the top four ranked proposing firms. Fee proposals from the top four ranked firms were also reviewed. They were as follows:

Dudek/Brandt	\$1,616,081
Harvey Consulting/GEI	\$1,565,200
WSC	\$1,516,764
RMC	\$1,548,588

The interviews were conducted on June 28th and the review committee unanimously recommended RMC Water & Environment. A negotiation meeting was held on July 6th to review the fee proposal and tasks in further detail. The SARCCUP planning managers agreed that some tasks and costs could be cut since some tasks would be undertaken by the SARCCUP agencies. Further, the planning managers recommended that task orders be issued on an annual basis over the five year life of the project. Shown below are the total cost and a breakdown of anticipated task order amounts by fiscal years.

<u>Year</u>	<u>Fee</u>
FYE 2017	\$ 310,429
FYE 2018	\$ 260,515
FYE 2019	\$ 240,927
FYE 2020	\$ 257,114
FYE 2021	<u>\$ 215,505</u>
Total	\$ 1,284,489

A SAWPA Agreement for Services has been prepared which includes an additional provision requested by the SARCCUP agencies that the lead RMC project manager, Scott Goldman P.E, and deputy project manager, Brian Dietrick P.E., provide consistent management through the life of the project. This provision indicates that these key project team members shall not be removed from the project team or reassigned by Consultant without prior approval of SAWPA and the credentials for substitutes for these key project members must be submitted to SAWPA for review, interview and approval.

CRITICAL SUCCESS FACTORS

The following OWOW critical success factors are addressed by this action:

1. Administration of the OWOW process and plan in a highly efficient and cost-effective manner.
2. Data and information needed for decision-making is available to all.

RESOURCE IMPACTS

Funding for the first Task Order for SARCCUP project management services would come in part from the DWR Proposition 84 2015 grant funds assigned for SARCCUP project management and the remainder from local contributions of the SARCCUP agencies.

Attachments

1. Agreement for Services – RMC Water and Environment
2. Task Order No. 1



SANTA ANA WATERSHED PROJECT AUTHORITY **AGREEMENT FOR SERVICES BY INDEPENDENT CONSULTANT**

This Agreement is made this **28th day of July, 2016** by and between the Santa Ana Watershed Project Authority ("SAWPA") located at 11615 Sterling Ave., Riverside, CA, 92503 and **RMC Water and Environment** ("Consultant") whose address is 15510-C Rockfield Blvd., Suite 200, Irvine, CA 92618.

RECITALS

This Agreement is entered into on the basis of the following facts, understandings, and intentions of the parties to this Agreement:

- SAWPA desires to engage the professional services of Consultant to perform such professional consulting services as may be assigned, from time to time, by SAWPA in writing;
- Consultant agrees to provide such services pursuant to, and in accordance with, the terms and conditions of this Agreement and has represented and warrants to SAWPA that Consultant possesses the necessary skills, qualifications, personnel, and equipment to provide such services; and
- The services to be performed by Consultant shall be specifically described in one or more written Task Orders issued by SAWPA to Consultant pursuant to this Agreement.

AGREEMENT

Now, therefore, in consideration of the foregoing Recitals and mutual covenants contained herein, SAWPA and Consultant agree to the following:

ARTICLE I

TERM OF AGREEMENT

1.01 This agreement shall become effective on the date first above written and shall continue until **December 31, 2021**, unless extended or sooner terminated as provided for herein.

ARTICLE II

SERVICES TO BE PERFORMED

2.01 Consultant agrees to provide such professional consulting services as may be assigned, from time to time, in writing by the Commission and the General Manager of SAWPA. Each assignment shall be made in the form of a written Task Order. Each such Task Order shall include, but shall not be limited to, a description of the nature and scope of the services to be performed by Consultant, the amount of compensation to be paid, and the expected time of completion.

2.02 Consultant may at Consultant's sole cost and expense, employ such competent and qualified independent professional associates, subcontractors, and consultants as Consultant deems necessary to perform each assignment; provided that Consultant shall not subcontract any work to be performed without the prior written consent of SAWPA.

ARTICLE III

COMPENSATION

3.01 In consideration for the services to be performed by Consultant, SAWPA agrees to pay Consultant as provided for in each Task Order.

3.02 Each Task Order shall specify a total not-to-exceed sum of money and shall be based upon the regular hourly rates customarily charged by Consultant to its clients.

3.03 Consultant shall not be compensated for any services rendered nor reimbursed for any expenses incurred in excess of those authorized in any Task Order unless approved in advance by the Commission and General Manager of SAWPA, in writing.

3.04 Unless otherwise provided for in any Task Order issued pursuant to this Agreement, payment of compensation earned shall be made in monthly installments after receipt from Consultant of a timely, detailed, corrected, written invoice by SAWPA's Project Manager, describing, without limitation, the services performed, when such services were performed, the time spent performing such services, the hourly rate charged therefore, and the identity of individuals performing such services for the benefit of SAWPA. Such invoices shall also include a detailed itemization of expenses incurred. Upon approval by an authorized SAWPA employee, SAWPA will pay within 30 days after receipt of a valid invoice from Consultant.

ARTICLE IV

CONSULTANT OBLIGATIONS

4.01 Consultant agrees to perform all assigned services in accordance with the terms and conditions of this Agreement including those specified in each Task Order. In performing the services required by this Agreement and any related Task Order Consultant shall comply with all local, state and federal laws, rules and regulations. Consultant shall also obtain and pay for any permits required for the services it performs under this Agreement and any related Task Order.

4.02 Except as otherwise provided for in each Task Order, Consultant will supply all personnel and equipment required to perform the assigned services. SAWPA has primary interest in maintaining the individual services of the following key project team members:

1. Scott Goldman
2. Brian Dietrick

These key project team members shall not be removed from the project team or reassigned by Consultant without prior approval of SAWPA. Such approval shall not be unreasonably withheld or delayed. Consultant shall be required to immediately inform SAWPA should these key team members become unavailable. The credentials for substitutes for these key project members must be submitted to SAWPA for review and approval. An interview may also be required if so desired by SAWPA.

4.03 Consultant shall be solely responsible for the health and safety of its employees, agents and subcontractors in performing the services assigned by SAWPA. Consultant hereby covenants and agrees to:

4.03a Obtain a Commercial General Liability and an Automobile Liability insurance policy, including contractual coverage, with limits for bodily injury and property damage in an amount of not less than \$2,000,000.00 per occurrence for each such policy. Such policy shall name SAWPA, its officers, employees, agents and volunteers, as an additional insured, with any right to subrogation waived as to SAWPA, its officers, employees, agents and volunteers. If Commercial General Liability Insurance or other form with an aggregate limit is used, either the general aggregate limit shall apply separately to the work assigned by SAWPA under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. The coverage shall be at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence Form CG 00 01) and Insurance Services Office Form CA 00 01 covering Automobile Liability, Code 1 (any auto). The Commercial Liability Insurance shall include operations, products and completed operations, as applicable;

4.03b Obtain a policy of Professional Liability (errors and omissions) insurance appropriate to the Consultant's profession in a minimum amount of \$2,000,000.00 per claim or occurrence to cover any negligent acts or omissions or willful misconduct committed by Consultant, its employees, agents and subcontractors in the performance of any services for SAWPA. Architects' and engineers' coverage shall include contractual liability;

4.03c Obtain a policy of Employer's Liability insurance in a minimum amount of \$1,000,000.00 per accident for bodily injury and property damage.

4.03d Provide worker's compensation insurance or a California Department of Insurance-approved self-insurance program in an amount and form required by the State of California and the Employer's Liability Insurance that meets all applicable Labor Code requirements, covering all persons or entities providing services on behalf of the Consultant and all risks to such persons or entities;

4.03e Consultant shall require any subcontractor that Consultant uses for work performed for SAWPA under this Agreement or related Task Order to obtain the insurance coverages specified above.

4.03f Consultant hereby agrees to waive subrogation which any insurer of Consultant may seek to require from Consultant by virtue of the payment of any loss. Consultant shall obtain an endorsement that may be necessary to give effect to this waiver of subrogation. In addition, the Workers Compensation policy shall be endorsed with a waiver of subrogation in favor of SAWPA for all work performed by Consultant, and its employees, agents and subcontractors.

All such insurance policy or policies shall be issued by a responsible insurance company with a minimum A. M. Best Rating of "A-" Financial Category "X", and authorized and admitted to do business in, and regulated by, the State of California. If the insurance company is not admitted in the State of California, it must be on the List of Eligible Surplus Line Insurers (LESLI), shall have a minimum A.M. Best Rating of "A", Financial Category "X", and shall be domiciled in the United States, unless otherwise approved by SAWPA in writing. Each such policy of insurance shall expressly provide that it shall be primary and noncontributory with any policies carried by SAWPA and, to the extent obtainable, such coverage shall be payable notwithstanding any act of negligence of SAWPA that might otherwise result in forfeiture of coverage. Evidence of all insurance coverage shall be provided to SAWPA prior to issuance of the first Task Order. Such policies shall provide that they shall not be canceled or amended without 30 day prior written notice to SAWPA. Consultant acknowledges and agrees that such insurance is in addition to Consultant's obligation to fully indemnify and hold SAWPA free and harmless from and against any and all claims arising out of an injury or damage to property or persons caused by the negligence, recklessness, or willful misconduct of Consultant in performing services assigned by SAWPA.

4.04 Consultant hereby covenants and agrees that SAWPA, its officers, employees, and agents shall not be liable for any claims, liabilities, penalties, fines or any damage to property, whether real or personal, nor for any personal injury or death caused by, or resulting from, or claimed to have been caused by or resulting from, any negligence, recklessness, or willful misconduct of Consultant. Consultant shall hold harmless, defend and indemnify SAWPA and its officers, employees, agents and volunteers from and against any and all liability, loss, damage, fines, penalties, expense and costs, including, without limitation, attorneys' fees and litigation expenses and costs, of every nature arising out of or related to Consultant's negligence, recklessness, or willful misconduct related to or arising from the performance of the work required under this Agreement and any related Task Order or Consultant's failure to comply with any of its obligations contained in this Agreement and any related Task Order, except as to such loss or damage which was caused by the active negligence or willful misconduct of SAWPA.

4.05 In the event that SAWPA requests that specific employees or agents of Consultant supervise or otherwise perform the services specified in each Task Order, Consultant shall ensure that such individual(s) shall be appointed and assigned the responsibility of performing the services.

4.06 In the event Consultant is required to prepare plans, drawings, specifications and/or estimates, the same shall be furnished with a registered professional engineer's number and shall conform to local, state and federal laws, rules and regulations. Consultant shall obtain all necessary permits and approvals in connection with this Agreement, any Task Order or Change Order. However, in the event SAWPA is required to obtain such an approval or permit from another governmental entity, Consultant shall provide all necessary supporting documents to be filed with such entity, and shall facilitate the acquisition of such approval or permit.

ARTICLE V

SAWPA OBLIGATIONS

5.01 SAWPA shall:

5.01a Furnish all existing studies, reports and other available data pertinent to each Task Order that are in SAWPA's possession;

5.01b Designate a person to act as liaison between Consultant and the General Manager and Commission of SAWPA.

ARTICLE VI

ADDITIONAL SERVICES, CHANGES AND DELETIONS

6.01 During the term of this Agreement, the Commission of SAWPA may, from time to time and without affecting the validity of this Agreement or any Task Order issued pursuant thereto, order changes, deletions, and additional services by the issuance of written Change Orders authorized and approved by the Commission of SAWPA.

6.02 In the event Consultant performs additional or different services than those described in any Task Order or authorized Change Order without the prior written approval of the Commission of SAWPA, Consultant shall not be compensated for such services.

6.03 Consultant shall promptly advise SAWPA as soon as reasonably practicable upon gaining knowledge of a condition, event, or accumulation of events, which may affect the scope and/or cost of services to be provided pursuant to this Agreement. All proposed changes, modifications, deletions, and/or requests for additional services shall be reduced to writing for review and approval or rejection by the Commission of SAWPA.

6.04 In the event that SAWPA orders services deleted or reduced, compensation shall be deleted or reduced by a comparable amount as determined by SAWPA and Consultant shall only be compensated for services actually performed. In the event additional services are properly authorized, payment for the same shall be made as provided in Article III above.

ARTICLE VII

CONSTRUCTION PROJECTS: CONSULTANT CHANGE ORDERS

7.01 In the event SAWPA authorizes Consultant to perform construction management services for SAWPA, Consultant may determine, in the course of providing such services, that a Change Order should be issued to the construction contractor, or Consultant may receive a request for a Change Order from the construction contractor. Consultant shall, upon receipt of any requested Change Order or upon gaining knowledge of any condition, event, or accumulation of events, which may necessitate issuing a Change Order to the construction contractor, promptly consult with the liaison, General Manager and Commission of SAWPA. No Change Order shall be issued or executed without the prior approval of the Commission of SAWPA.

ARTICLE VIII

TERMINATION OF AGREEMENT

8.01 In the event the time specified for completion of an assigned task in a Task Order exceeds the term of this Agreement, the term of this Agreement shall be automatically extended for such additional time as is necessary to complete such Task Order and thereupon this Agreement shall automatically terminate without further notice.

8.02 Notwithstanding any other provision of this Agreement, SAWPA, at its sole option, may terminate this Agreement at any time by giving 10 day written notice to Consultant, whether or not a Task Order has been issued to Consultant.

8.03 In the event of termination, the payment of monies due Consultant for work performed prior to the effective date of such termination shall be paid after receipt of an invoice as provided in this Agreement.

ARTICLE IX

CONSULTANT STATUS

9.01 Consultant shall perform the services assigned by SAWPA in Consultant's own way as an independent contractor, in pursuit of Consultant's independent calling and not as an employee of SAWPA. Consultant shall be under the control of SAWPA only as to the result to be accomplished and the personnel assigned to perform services. However, Consultant shall regularly confer with SAWPA's liaison, General Manager, and Commission as provided for in this Agreement.

9.02 Consultant hereby specifically represents and warrants to SAWPA that the services to be rendered pursuant to this Agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional consulting organization rendering the same or similar services. Furthermore, Consultant represents and warrants that the individual signing this Agreement on behalf of Consultant has the full authority to bind Consultant to this Agreement.

ARTICLE X

AUDIT AND OWNERSHIP OF DOCUMENTS

10.01 All draft and final reports, plans, drawings, specifications, data, notes, and all other documents of any kind or nature prepared or developed by Consultant in connection with the performance of services assigned to it by SAWPA are the sole property of SAWPA, and Consultant shall promptly deliver all such materials to SAWPA. Consultant may retain copies of the original documents, at its option and expense. Use of such documents by SAWPA for project(s) not the subject of this Agreement shall be at SAWPA's sole risk without legal liability or exposure to Consultant. SAWPA agrees to not release any software "code" without prior written approval from the Consultant.

10.02 Consultant shall retain and maintain, for a period not less than four years following termination of this Agreement, all time records, accounting records, and vouchers and all other records with respect to all matters concerning services performed, compensation paid and expenses reimbursed. At any time during normal business hours and as often as SAWPA may deem necessary, Consultant shall make available to SAWPA's agents for examination of all such records and will permit SAWPA's agents to audit, examine and reproduce such records.

ARTICLE XI

MISCELLANEOUS PROVISIONS

11.01 This Agreement supersedes any and all previous agreements, either oral or written, between the parties hereto with respect to the rendering of services by Consultant for SAWPA and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Any modification of this Agreement will be effective only if it is in writing signed by both parties.

11.02 Consultant shall not assign or otherwise transfer any rights or interest in this Agreement without the prior written consent of SAWPA. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

11.03 In the event Consultant is an individual person and dies prior to completion of this Agreement or any Task Order issued hereunder, any monies earned that may be due Consultant from SAWPA as of the date of death will be paid to Consultant's estate.

11.04 Time is of the essence in the performance of services required hereunder. Extensions of time within which to perform services may be granted by SAWPA if requested by Consultant and agreed to in writing by SAWPA. All such requests must be documented and substantiated and will only be granted as the result of unforeseeable and unavoidable delays not caused by the lack of foresight on the part of Consultant.

11.05 Consultant shall comply with all local, state and federal laws, rules and regulations including those regarding nondiscrimination and the payment of prevailing wages.

11.06 SAWPA expects that Consultant will devote its full energies, interest, abilities and productive time to the performance of its duties and obligations under this Agreement, and shall not engage in any other consulting activity that would interfere with the performance of Consultant's duties under this Agreement or create any conflicts of interest. If required by law, Consultant shall file a Conflict of Interest Statement with SAWPA.

11.07 Any dispute which may arise by and between SAWPA and the Consultant, including the Consultants, its employees, agents and subcontractors, shall be submitted to binding arbitration. Arbitration shall be conducted by a neutral, impartial arbitration service that the parties mutually agree upon, in accordance with its rules and procedures. The arbitrator must decide each and every dispute in accordance with the laws of the

State of California, and all other applicable laws. Unless the parties stipulate to the contrary prior to the appointment of the arbitrator, all disputes shall first be submitted to non-binding mediation conducted by a neutral, impartial mediation service that the parties mutually agree upon, in accordance with its rules and procedures.

11.08 During the performance of the Agreement, Consultant and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status and denial of family care leave. Consultant and its subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12290 et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 et seq., set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Consultant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. Consultant shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

In witness whereof, the parties hereby have made and executed this Agreement as of the day and year first above-written.

SANTA ANA WATERSHED PROJECT AUTHORITY

Celeste Cantú, General Manager Date

RMC WATER AND ENVIRONMENT

(Signature) Date

Typed/Printed Name



**SANTA ANA WATERSHED PROJECT AUTHORITY
TASK ORDER NO. RMC504-401-01**

CONSULTANT: RMC Water and Environment **VENDOR NO.** 1980
15510-C Rockfield Blvd, Ste 200
Irvine, CA 92618

VALUE: \$310,429

PAYMENT: Upon Proper Invoice

REQUESTED BY: Mark Norton July 28, 2016
Water Resources & Planning Manager

FINANCE: _____
Karen Williams, CFO Date

FINANCING SOURCE: Acct. Coding 504-401-IMPLE-6113-01
Acct. Description: General Consulting

COMMISSION/COMMITTEE AUTHORIZATION REQUIRED: YES (X) NO ()

Funding for this work was approved by the PA23 Committee on 7-28-16. Ref Memo #___.

This Task Order is issued by the Santa Ana Watershed Project Authority (hereafter "SAWPA") to **RMC Water and Environment** (hereafter "Consultant") pursuant to the Agreement between SAWPA and Consultant entitled *Agreement for Services*, dated July 28, 2016 (*expires 12-31-21*).

I. PROJECT NAME OR DESCRIPTION

SARCCUP Program Management Services

II. SCOPE OF WORK / TASKS TO BE PERFORMED

Consultant shall provide all labor, materials and equipment for the Project to perform the program management services tasks shown below related to the Santa Ana River Conservation and Conjunctive Use Program (SARCCUP), and thoroughly described in **Attachment A**.

- Provide program status reports to SAWPA staff, Project Committee and Commission, and Member Agencies' Planning Managers
- CEQA Compliance
- Prepare Project Monitoring Plan
- Coordinate Procurement of Appropriate Permits
- Coordinate Schedule Information
- Construction Activities and Notification
- Acknowledgement of Credit/Signage Requirements
- Benefit Assessment
- Report Submittals
- Quarterly Progress Reports
- Project Invoice Oversight
- Project Review and Evaluation; Final Reports and Audit
- Project Closeout Documentation

Please refer to Appendix X for acceptable formats

III. PERFORMANCE TIME FRAME

Consultant shall begin work within five days of the date this Task Order is signed by the Authorized Officer and shall complete performance of such services by or before **June 30, 2017**.

IV. SAWPA LIAISON

Mark Norton and/or Ian Achimore shall serve as liaison between SAWPA and Consultant.

V. COMPENSATION

For all services rendered by Consultant pursuant to this Task Order, Consultant shall receive a total not-to-exceed sum of **\$310,429** in accordance with the schedule of rates. Payment for such services shall be made within 30 days upon receipt of timely and proper invoices from Consultant, as required by the above-mentioned Agreement. Each such invoice shall be provided to SAWPA by Consultant within 15 days after the end of the month in which the services were performed.

VI. CONTRACT DOCUMENTS PRECEDENCE

In the event of a conflict in terms between and among the contract documents herein, the document item highest in precedence shall control. The precedence shall be:

- a. The Agreement for Services by Independent Consultant/Contractor.
- b. The Task Order or Orders issued pursuant to the Agreement, in numerical order.
- c. Exhibits attached to each Task Order, which may describe, among other things, the Scope of Work and compensation therefore.
- d. Specifications incorporated by reference.
- e. Drawings incorporated by reference.

In witness whereof, the parties have executed this Task Order on the date indicated below.

SANTA ANA WATERSHED PROJECT AUTHORITY

Celeste Cantú, General Manager Date

RMC WATER AND ENVIRONMENT

(Signature) Date

Print /Type Name



July 12, 2016

Mr. Mark Norton
 Santa Ana Watershed Project Authority
 11615 Sterling Avenue
 Riverside, CA 92503

RE: SARCCUP – Program Management Services Revised Proposal

Dear Mr. Norton:

Enclosed is our revised proposal for Program Management Services related to the Santa Ana River Conservation and Conjunctive Use Program (SARCCUP) based on the comments received at our meeting at your offices on July 6, 2016. The revisions to our proposal are summarized as follows:

- Eliminated Task 2 - Labor Compliance. Assume this will be provided by the individual agencies.
- Reduced the level of effort associated with Task 3 - CEQA Compliance. Assume the majority of this effort is for reporting only.
- Reduced the level of effort associated with Task 7 – Construction Activities. Reduced from weekly calls to bi-weekly calls during construction
- Increased level of effort associated with Task 10 – Report Submittals. Additional time to oversee the grant compliance activities.
- Separated effort into 5 – one year efforts based on fiscal year. Assume that Program Management services will be authorized annually during the 5 year program.

A summary of the revised fee is as follows:

Original Proposal	\$	1,548,588
Revised Proposal		
Year	Fee	
FY 2017	\$	310,429
FY 2018	\$	260,515
FY 2019	\$	240,927
FY 2020	\$	257,114
FY 2021	\$	<u>215,505</u>
Total	\$	1,284,489
Reduction	\$	264,098



Enclosed are the following for your consideration:

- Modified Master Agreement with suggested redline edits that commit the proposed management team to the SARCCUP project for the length of the program.
- Revised Scope of Work
- Revised Fee Proposal – FY 2017 through FY 2021

Our Team is thrilled to be considered to be part of this very exciting project. We thank you for this opportunity. If you have any questions on our revised proposal or need any additional information please do not hesitate to contact me at 949.420.5314 or sgoldman@rmcwater.com, or Brian Dietrick at 310.566.6479 or bdietrick@rmcwater.com.

Sincerely,

RMC WATER AND ENVIRONMENT

A handwritten signature in blue ink, appearing to read "Scott Goldman", written over a light blue horizontal line.

Scott Goldman, P.E., BCEE
Senior Vice President

SCOPE OF WORK

The scope of work of the Program Manager shall address the implementation of program management responsibilities for the SARCCUP as a whole. For all tasks associated with the scope of work, the Program Manager shall be responsible to ensure the timely provision of all defined Program Manager deliverables and the Sub-Grantee project deliverables to the SAWPA grant administrator. Program Manager shall also assist SAWPA staff in coordination with the Department of Water Resources (DWR) grant reporting processes. Actual grant reporting is not included in this scope of work.

TASK 1 – PROVIDE PROGRAM STATUS REPORTS TO SAWPA STAFF, SAWPA MEMBER AGENCIES PLANNING MANAGERS, SAWPA PROJECT COMMITTEE AND SAWPA COMMISSION

The Program Manager shall prepare and make quarterly presentations to the SAWPA Project Committee and SAWPA Commission regarding the status of the SARCCUP implementation including status of work progress, schedule and budget.

The Program Manager shall meet a minimum of twice each month with the SAWPA staff, Sub-Grantee representatives and other SAWPA member agency staff to coordinate all activities including tracking, communicating, and defining responsibilities toward scope, schedule, budgets and deliverables. The Program Manager shall perform the following administrative activities as needed:

- 1) Coordinate meeting scheduling
- 2) Complete agenda preparation
- 3) Prepare and design presentation material
- 4) Transcribe meeting notes

The Program Manager shall ensure compliance of all contract requirements, and immediately report deviations or anticipated deviations to the Sub-Grantees and SAWPA staff with suggested corrective actions.

In addition, four hours of meetings per month at the SAWPA headquarters are budgeted for the duration of the program schedule.

TASK 2 – LABOR COMPLIANCE PROGRAM - DEPARTMENT OF INDUSTRIAL RELATIONS

This task is not included in the scope of the Program Manager.

TASK 3 – CEQA COMPLIANCE

Program Manager shall work with Sub-Grantees to achieve compliance with all applicable requirements of the California Environmental Quality Act (CEQA) and, if applicable, the National Environmental Policy Act (NEPA). Program Manager shall work with responsible Sub-Grantees to achieve CEQA compliance and submittal to SAWPA of all documents necessary to satisfy the CEQA and NEPA process, including any mitigation agreements and environmental permits. If a mitigation monitoring plan is required for any project mitigation, Program Manager shall work with Sub-Grantees to submit the plan to SAWPA grant administrator for review and acceptance prior to its adoption by the responsible Sub-Grantee agency.

TASK 4 - PREPARE PROJECT MONITORING PLAN

Program Manager shall coordinate work by the Sub-Grantees and SAWPA to prepare a Project Monitoring Plan (PMP) for SARCCUP that incorporates each of the eight tasks in the IRWM Grant Agreement scope of work. The PMP will be prepared consistent with DWR guidelines and grant requirements and will provide assessment and performance measures to demonstrate that the Program meets its intended goals, achieves measurable outcomes, and provides value to the State of California. The PMP shall describe the task-specific performance measures that will be used to quantify and verify project performance. It will also discuss the monitoring tools and methods to be used to verify performance with respect to the program benefits or objectives identified in the Grant Agreement.

Program Manager shall assure that the monitoring described in the monitoring plan fulfills all mandated requirements, including but not limited to the following:

- 1) All groundwater projects and projects that include groundwater monitoring requirements are consistent with the Groundwater Quality Monitoring Act of 2001.
- 2) Projects that affect water quality shall include a monitoring component that allows the integration of data into statewide monitoring efforts, including where applicable, the Surface Water Ambient Monitoring Program administered by the State Water Resources Control Board.
- 3) Groundwater quality and ambient surface water quality monitoring data that include chemical, physical, or biological data shall be submitted to SAWPA with a narrative description of data submittal activities (included in project reports) as described below:
 - a. Surface water quality monitoring data shall be prepared for submission to the California Environmental Data Exchange Network (CEDEN). Data shall be submitted in CEDEN data templates that are available on the CEDEN website (<http://www.ceden.org>). Inclusion of additional data elements described on the data templates is desirable. Data ready for submission shall be uploaded to the CEDEN Regional Data Center via the CEDEN website and a copy shall be given to SAWPA.
 - b. Groundwater quality monitoring data shall be submitted to the State for inclusion in the State

Water Resources Control Board's Groundwater Ambient Monitoring and Assessment (GAMA) Program. If groundwater level data are collected, the data shall be submitted to DWR's Water Data Library (WDL) with a narrative description of data submittal activities (included in project reports). Information regarding the WDL and the format to submit the data in can be found at: <http://wdl.water.ca.gov/>. In the near future, DWR's WDL will be replaced by the California Statewide Groundwater Elevation Monitoring program (CASGEM). Once this program comes online, Program Manager will then submit groundwater level data to CASGEM. A copy of all local project data to be submitted shall be given to SAWPA

TASK 5 – COORDINATE APPROPRIATE PERMITTING EFFORTS

Program Manager shall work with all Sub-Grantees to assure that all necessary permits have been secured for the Program and are or have been submitted to SAWPA grant administrators. Permits may include 1602 Streambed Alteration Agreements from the California Department of Fish and Wildlife, 2081 Incidental Take Permits from CDFG, 404 Nationwide Permits from the ACOE, Rights of Entry from the ACOE, and 401 Certifications from the Regional Water Quality Control Board.

Program Manager shall incorporate all permit activities into the Program schedule (Task 6). Program Manager shall coordinate permit applications and coordinate meetings with each of the Sub-Grantees and the responsible permitting agencies to ensure consistency of permit applications, conditions of approval, and other related permitting processes. In addition, and upon approval by SAWPA, Program Manager shall assign individuals experienced in any specific permit that requires additional effort to correct or address deficiencies in either completeness or timeliness in order to maintain the individual permit schedule.

TASK 6 - SCHEDULE INFORMATION

Program Manager shall coordinate with Sub-Grantees and SAWPA to ensure that the Program and each of the projects are progressing according to schedule. Program Manager shall prepare an initial comprehensive program schedule by task and subtask and provide monthly updates. Program Manager shall coordinate with each of the Sub-Grantees to obtain monthly schedule updates for each of the identified projects.

Program Manager shall review the schedules and identify any departures and shall work with the Sub-Grantees to develop appropriate strategies to recover schedule, if possible. When departures from the schedule develop, Program Manager, working with the Sub- Grantees shall seek to obtain approval from SAWPA and have any schedule departures approved in accordance with the IRWM Grant Agreement.

TASK 7 - CONSTRUCTION ACTIVITIES AND NOTIFICATION

Program Manager shall coordinate with SAWPA grant administrators and Sub-Grantees regarding required inspection of all construction facilities regularly and coordinate all implementation activities, holding a bi-weekly conference call. Program Manager will, if requested, coordinate with SAWPA and Sub-Grantees to schedule and conduct project site visits with DWR staff. Program Manager shall work with Sub-Grantees to ensure that they notify SAWPA in writing of:

- Any substantial change in scope of the Program that may be undertaken until written notice of the proposed change has been provided to SAWPA, and written approval for such a change has been received by the Sub-Grantees;
- Any public or media event publicizing the accomplishments and/or results of the Grant Agreement and provide the opportunity for attendance and participation. Notification of the event must be at least 20 calendar days prior to the event.
- Unscheduled cessation of major construction work on a project where such cessation of work is expected to last or does continue to last for a period of 5 business days or more; any circumstance, combination of circumstances, or condition which is expected to delay project completion for a period of 90 calendar days or more beyond the initial estimated date of completion of the Project previously provided to SAWPA;
- Any significant change in expected project benefits, significant quality or safety issues, contractor claims, lawsuits or other significant positive or negative events;
- Completion of construction of the projects and provide SAWPA the opportunity to participate in the inspection. Notification must be pursued at least 20 calendar days prior to inspection.

This scope of work does not include construction inspection activities.

TASK 8 – ACKNOWLEDGEMENT OF CREDIT/SIGNAGE REQUIREMENTS

Program Manager shall work with Sub-Grantees to ensure appropriate acknowledgement of credit to the State, SAWPA and to all cost-sharing partners for their support when promoting the Program or using any data and/or information developed during any aspect of SARCCUP. During construction, Program Manager shall coordinate with each Sub-Grantee to ensure that multiple signs are installed and measure at least four feet tall by eight feet wide made of $\frac{3}{4}$ inch thick exterior grade plywood or other approved material in a prominent location on the Project site, which shall include a statement that the Project is financed under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84), administered by the State of California, Department of Water Resources and by the Santa Ana Watershed Project Authority. The sign shall include the One Water One Watershed logo, the SAWPA logo, and the logos of SAWPA member agencies (available from SAWPA). Before the signs are constructed, the Program Manager shall work with each Sub-Grantee to ensure that a draft design layout of the sign is provided to SAWPA for approval. Program Manager shall notify SAWPA that the signs have been erected by

providing them with a site map with the sign location noted and a photograph of the signs.

TASK 9- BENEFIT ASSESSMENT

Program Manager shall prepare a benefit assessment report for the SARCCUP that summarizes the regional priorities, objectives and water management strategies of the One Water One Watershed 2.0 Plan (www.sawpa.org/owow). This report shall provide a brief comparison of work proposed in the SARCCUP and actual work done; contain a brief description of the projects completed and how the projects will further the goals identified in SAWPA's final approved OWOW Plan; describe how the implemented projects will meet the regional priorities identified in the final adopted OWOW Plan and how the projects contribute to regional integrations; identify remaining work and mechanism for their implementation; provide a short discussion, if applicable, on how the OWOW Plan with the implementation of the grant funded Program will assist in reducing dependence on Delta water supplies.

Additional information shall be prepared to include benefits derived from the Program with quantification of such benefits provided (if applicable), a final project schedule that compares actual progress versus planned progress as shown in the IRWM Grant Agreement and referenced in the Sub-Grantee agreements, certification by each of the Sub-Grantees and Program Manager that each project was conducted in accordance with the approved work plan and any approved modifications thereto, and a submittal schedule.

TASK 10 – REPORT SUBMITTALS

Program Manager shall institute a document management, tracking, and retrieval system that provides access to all Program Documents. Program Manager shall utilize a cloud-based system such as Opti that provides for access by SAWPA and each Sub-Grantee of all relevant documents, including invoices, schedules, reports, disbursements, etc.

Program Manager shall work with Sub-Grantees to coordinate the preparation and submittal of quarterly, annual and final reports as specified in the SARCCUP and following DWR requirements and the IRWM Grant Agreement guidelines.

Program Manager shall work with Sub-Grantees to ensure that the following is accomplished for each project contained in the Program scope of work:

- 1) Establish an official Project file that documents all significant actions relative to the Project;
- 2) Establish separate accounts that adequately and accurately itemizes and describes all amounts received and expended on the Project, including local expenditures and grant funds received under the IRWM Grant Agreement;
- 3) Establish separate accounts that adequately and accurately itemizes and describes all income received which is attributable to the Project, specifically including any income attributable to

- grant funds disbursed and income attributable to each Sub-Grantee;
- 4) Establish an accounting system that adequately and accurately itemizes and describes final total costs of the Project, including both direct and indirect costs;
 - 5) Establish such accounts and maintain such records as may be necessary for the State, DWR and SAWPA to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations; and
 - 6) If Force Account is used by any Sub-Grantee for any phase of the Program, Program Manager shall establish an account that adequately and accurately itemizes and describes all employee hours, and associated tasks charged to the Program per employee.

Program Manager shall also coordinate with Sub-Grantees to ensure that all local project contractors and subcontractors maintain books, records, and other material relative to the project in accordance with generally accepted accounting standards, and to require that such contractors and subcontractors retain such books, records, and other material for a minimum of five (5) years after project completion. All such books, records, and other material shall be subject, at all reasonable times, to inspection, copying, and audit by SAWPA, DWR or its authorized representatives.

Program Manager working with the Sub-Grantees shall ensure that each Sub-Grantee maintain books, records and other material concerning the Program in accordance with generally accepted government accounting standards and as required by the SAWPA Sub-Grantee Agreements.

Program Manager working with the Sub-Grantees shall expeditiously provide, during work on the Program and as a Program Manager Scoping Option, for three years after completion of the Program construction, such reports, data, information and certifications as may be reasonably required by SAWPA. Such documents and information shall be provided in electronic format.

TASK 11 – QUARTERLY PROGRESS REPORTS

Program Manager shall work with the Sub-Grantees in compiling, evaluating and combining the local project component quarterly progress reports into a Program Quarterly Report which shall be submitted to the SAWPA grant administrator. The Sub-Grantee Quarterly Progress Reports shall provide a brief description of the work performed, activities, milestones achieved, any accomplishments as well as any problems encountered in the performance of the work. The first quarterly report (tentatively scheduled) shall cover the period between 07/01/2016 and 09/30/2016 and be submitted no later than 10/15/2016, with future reports due on successive three month increments. Future quarterly reports shall cover the periods Oct- Dec (due Jan 15, 2017), Jan-Mar (due Apr 15), and Apr-Jun (due July 15). This pattern will continue through the end of the Program term.

REPORT FORMAT:

Progress reports shall generally use the following format, organized by groundwater basin banks and other project components, and which may be modified as needed to effectively communicate information. For each project, describe the work performed including:

- Project Status
- Describe the work performed during the time period covered by the report, tasks/subtasks/categories, including but not limited to:
- Updates on all ongoing tasks.
- Estimates of the percent (%) complete by task and the overall Program.
- Discussion of any project related work completed this reporting period.
- Milestones or deliverables completed/submitted.
- Impediments to completion of any task.
- Photos documenting progress.

COST INFORMATION

For each project, provide the following:

- A comparison of project task(s) percent complete with percent invoiced.
- A list of any changes approved by the PA-23 committee to the budget in accordance with Grant Agreement and a revised budget, by task, if changed from latest budget in the Overall Work Plan.

TASK 12 – PROJECT INVOICE OVERSIGHT

Program Manager shall facilitate program budget compliance by obtaining copies of all project invoices and tracking the invoices submitted by the Sub-Grantees to the SAWPA grant administrator, as well as the documentation of the distribution of grant funding to the Sub-Grantees following State reimbursement. Using this documentation, Program Manager shall conduct an accounting of funds expended to complete the program including the tracking cost share obligation of the overall SARCCUP Program under Sub-Grantee agreements with SAWPA. Program Manager will compile a copy of all invoices from the SAWPA member agencies on a monthly basis and prepare a list of all invoices based on submittal of all SAWPA member agencies implementing the project elements. Information to be included for each invoice will be the date of submittal, the amount, the date a reimbursement check was received, and the amount of the check. A summary of payments made by all the SAWPA member agencies for local SARCCUP implementation projects will be compiled by the Program Manager and submitted to meet the cost share obligations of the Grant Agreement.

Program Manager will prepare a summary of final funds disbursed including labor cost of personnel of the agency and the consultant, including hours, rates, types of professionals and

reasons for consultant (design, CEQA, etc.); project cost information, shown by material, labor costs, and any change orders; details of any other costs incurred; and a statement verifying separate accounting of funding disbursements.

Invoices shall be completed in the following format requirements:

- Invoices shall contain the date of the invoice, the time period covered by the invoice, and the total amount due.
- Invoices shall be itemized. The amount claimed for salaries/wages/consultant fees must include a calculation formula (i.e. hours or days worked times the hourly or daily rate = the total amount claimed).
- Sufficient evidence (i.e. receipts, copies of checks, timesheets) must be provided for all costs included in the invoice.
- Each invoice shall clearly delineate those costs claimed for reimbursement from the State's grant amount and those costs that represent the project's share as applicable.
- Invoices also shall include the following information:
 - Costs incurred for work performed in implementing the project contracts during the period identified in the particular invoice.
 - Costs incurred for any interests in real property (land or easements) that have been necessarily acquired for a project during the period identified in the particular invoice for the construction, operation, or maintenance of a project.
 - Appropriate receipts and reports for all costs incurred.

TASK 13 – PROJECT REVIEW AND EVALUATION; FINAL REPORTS AND AUDIT

Program Manager, working with the Sub-Grantees, shall obtain copies of all final project completion reports submitted to the SAWPA grant administrators to ensure that the overall Program is in compliance with the respective Sub-Grantee agreements with SAWPA for construction and implementation of project components and to ensure full completion of the program.

Program Manager shall be available to engage with SAWPA Audit if called, and will support SAWPA Grant Administrators if the California Departments of Finance or Water Resources conduct an audit of the program, which may occur during or following program completion.

In addition to the documents and deliverables required to be provided by the IRWM Grant Agreement, within 90 days after completion of Program but no later than 14 days prior to the due date indicated in the IRWM Grant Agreement, the Program Manager will support the Sub-Grantees providing to SAWPA grant administrators a final Project summary report on the Program. The summary shall include, at a minimum, all of the following:

- A description of the completed projects including purpose, goals, activities completed and participants, the general performance characteristics (e.g. the delivery rate and quantity of water pumped) of the constructed facilities, a description of the water quality benefits attained from the construction of the project (consistent with the Project Management Plan), any goals not achieved or only partially achieved, lessons learned, public outreach conducted, a summary of the construction program, a summary of all documents submitted to SAWPA in compliance with the IRWM Grant Agreement, and copies of any final documents or reports generated or utilized during a project. The summary shall also contain a description of startup activities, problems encountered, corrective measures completed as well as any changes or amendments to the project.
- A final cost summary listing the total project costs, total project costs eligible for grant funding under the IRWM grant agreement, total amount of grant funds received, and other financial information as may be reasonably required by the DWR to verify entitlement to grant funds, to assure program integrity, and to comply with federal requirements. The report shall be accompanied by such other financial information as may be required by SAWPA or DWR to verify the SAWPA entitlement to grant funds, to assure program integrity, and to comply with any federal or state requirements. Program Manager in coordination with SAWPA member agencies shall certify the report as correct.
- A final schedule showing actual progress versus planned progress.
- If applicable, certification of final project by a registered civil engineer, consistent with Standard Condition D-15, “Final Inspection and Certification of Registered Civil Engineer”.
- A DWR “Certification of Project Completion”.

PROJECT COMPLETION REPORT

Program Manager will support Sub-Grantees with the compilation and submission of a Program completion report using the following format:

Executive Summary

Provide a brief summary of project information and include the following items:

- Brief description of work proposed to be done in the IRWM Grant application.
- Description of actual work completed and any deviations from Exhibit A. List any official amendments to this Sub-Grantee Agreement, with a short description of the amendment.
- Reports and/or Products
- Final Evaluation report
- Electronic copies of any data collected, not previously submitted
- As-built drawings
- Final geodetic survey information

- Self-Certification that each Project meets the stated goal of the IRWM Grant Agreement (e.g. 100-year level of flood protection, HMP standard, PI-84-99, etc.)
- Project photos
- Discussion of problems that occurred during the work and how those problems were resolved
- A final project schedule showing actual progress versus planned progress
- Costs and Dispositions of Funds

A list showing the following:

- The date each invoice was submitted to SAWPA
- The amount of the invoice
- The date the check was received from SAWPA
- The amount of the check (If a check has not been received for the final invoice, then state this in this section.)
- A summary of the payments made by the Grantee for meeting its cost sharing obligations under this Sub- Grantee Agreement.

A summary of final funds disbursement including:

- Labor cost of personnel of agency/ major consultant /sub-consultants. Indicate personnel, hours, rates, type of profession and reason for consultant, i.e., design, CEQA work, etc.
- Project cost information, shown by material, equipment, labor costs, and any change orders
- Any other incurred cost detail
- A statement verifying separate accounting of funding disbursements
- Summary of project cost including the following items:
- Accounting of the cost of project expenditure;
- Include all internal and external costs not previously disclosed; and
- A discussion of factors that positively or negatively affected the project cost and any deviation from the original project cost estimate.
- Additional Information
- Benefits derived from the project, with quantification of such benefits provided, if applicable.
- A final project schedule showing actual progress versus planned progress.
- Certification from a California Registered Professional (Civil Engineer or Geologist, as appropriate) that the project was conducted in accordance with the approved work plan and any approved modifications thereto.
- Submittal schedule for the Post Performance Report and an outline of the proposed reporting format.

TASK 14 – PROJECT CLOSEOUT DOCUMENTATION

Program Manager shall support the Sub-Grantees to ensure that the Program is closed out in a manner that provides an auditable file. Program Manager working with Sub-Grantees shall follow a close-out procedure that includes payment of all subcontracts, completion of all punch lists, defects correction, and satisfaction of warranty or guarantee issues, and any other

requirements for the completion of the scope of work. Such close-out procedures shall include those procedures contained in the IRWM Grant Agreement or otherwise required by SAWPA and DWR.



**SAWPA
SARCCUP Program Management**

Fee Estimate

FY 2017

Tasks	Labor											Total Hours	Total Labor Costs (1)	ODCs		Total Fee
	Principal	Project Manager	EPS-10	EPS-8	EPS-5	EPS-3	EPS-2	EPS-1	Drafter	Graphics	Admin.			ODCs	Total ODCs (3)	
	PIC	PM	PE	PE	PE	PE	PE	PE	CAD	Graphics and Support Team						
\$308	\$299	\$266	\$242	\$199	\$178	\$173	\$148	\$153	\$132	\$110						
Task 1: Program Status Reports																
1.1 Meeting Scheduling Coordination						11						11	\$1,958		\$0	\$1,958
1.2 Agenda Preparation		24				20						44	\$10,736		\$0	\$10,736
1.3 Prepare and Design Materials			44		44			44		22	22	176	\$32,296		\$0	\$32,296
1.4 Attend Meetings			176									176	\$46,816		\$0	\$46,816
1.5 Transcribe Meeting Notes								44				44	\$6,512		\$0	\$6,512
1.6 Quarterly Presentation to SAWPA Project Committee	8	32	32									72	\$20,544	\$2,000	\$2,200	\$22,744
1.7 Overall Task Management	4	6										10	\$3,026		\$0	\$3,026
Subtotal Task 1:	12	62	252	0	44	31	0	88	0	22	22	533	\$121,888	\$2,000	\$2,200	\$124,088
Task 3: CEQA Compliance																
3.1 CEQA/MMRP Submittal Coordination												0	\$0		\$0	\$0
3.2 Environmental Permit Coordination			14		32							46	\$10,092		\$0	\$10,092
3.3 Overall Task Management		8										8	\$2,392		\$0	\$2,392
Subtotal Task 3:	0	8	14	0	32	0	0	0	0	0	0	54	\$12,484	\$0	\$0	\$12,484
Task 4: Prepare Project Monitoring Plan																
4.1 Sub-Grantee Project Monitoring Plan (PMP) Preparation Coordination			6			34						40	\$7,648		\$0	\$7,648
4.2 Overall Task Management		28										28	\$8,372		\$0	\$8,372
Subtotal Task 4:	0	28	6	0	0	34	0	0	0	0	0	68	\$16,020	\$0	\$0	\$16,020
Task 5: Coordinate Procurement of Appropriate Permits																
5.1 Coordinate with Sub-Grantees					150							150	\$29,850		\$0	\$29,850
5.2 Overall Task Management		14										14	\$4,186		\$0	\$4,186
Subtotal Task 5:	0	14	0	0	150	0	0	0	0	0	0	164	\$34,036	\$0	\$0	\$34,036
Task 6: Schedule Information																
6.1 Prepare Initial Comprehensive Schedule				16								16	\$3,872		\$0	\$3,872
6.2 Quarterly Schedule Updates				16								16	\$3,872		\$0	\$3,872
6.3 Schedule Departure Management				8								8	\$1,936		\$0	\$1,936
6.4 Coordination with Sub-Grantees and SAWPA				14								14	\$3,388		\$0	\$3,388
6.5 Overall Task Management		6										6	\$1,794		\$0	\$1,794
Subtotal Task 6:	0	6	0	54	0	0	0	0	0	0	0	60	\$14,862	\$0	\$0	\$14,862
Task 7: Construction Activities and Notification																
7.1 Construction Facilities Inspection Coordination				2								2	\$484		\$0	\$484
7.2 Conduct Site Visits with DWR Staff		2			2							4	\$996	\$2,000	\$2,200	\$3,196
7.3 Bi-Weekly Calls During Construction Phase				18								18	\$4,356		\$0	\$4,356
7.4 Overall Task Management		6										6	\$1,794		\$0	\$1,794
Subtotal Task 7:	0	8	0	20	2	0	0	0	0	0	0	30	\$7,630	\$2,000	\$2,200	\$9,830
Task 8: Acknowledgement of Credit/Signage Requirements																
8.1 Coordination of Signage During Construction				1	4							5	\$1,038		\$0	\$1,038
8.2 Overall Task Management		6										6	\$1,794		\$0	\$1,794
Subtotal Task 8:	0	6	0	1	4	0	0	0	0	0	0	11	\$2,832	\$0	\$0	\$2,832
Task 9: Benefit Assessment																
9.1 Report Preparation												0	\$0		\$0	\$0
9.2 Overall Task Management												0	\$0		\$0	\$0
Subtotal Task 9:	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 10: Report Submittals																
10.1 Annual, Quarterly, Final Report Management			40	5								45	\$11,850		\$0	\$11,850
10.2 Template Development					24							24	\$4,776		\$0	\$4,776
10.3 Opti System Setup and Management				60				156		12		268	\$46,992		\$0	\$46,992
10.4 Opti Maintenance and Support				10				50				60	\$9,820		\$0	\$9,820
10.5 Overall Task Management		6										6	\$1,794		\$0	\$1,794
Subtotal Task 10:	0	6	40	75	24	0	0	206	0	12	0	403	\$75,232	\$0	\$0	\$75,232
Task 11: Quarterly Progress Report																
11.1 Report Preparation and Review				20								20	\$4,840		\$0	\$4,840
11.2 Overall Task Management		6										6	\$1,794		\$0	\$1,794
Subtotal Task 11:	0	6	0	20	0	0	0	0	0	0	0	26	\$6,634	\$0	\$0	\$6,634
Task 12: Project Invoice Oversight																
12.1 Tracking of Invoice Submittals					11						33	44	\$5,819		\$0	\$5,819
12.2 Invoice Tracking and Reporting					22							44	\$6,798		\$0	\$6,798
12.3 Overall Task Management		6										6	\$1,794		\$0	\$1,794
Subtotal Task 12:	0	6	0	0	33	0	0	0	0	0	55	94	\$14,411	\$0	\$0	\$14,411
Task 13: Project Review and Evaluation; Final Reports and Audit																
13.1 Participation in SAWPA Audit												0	\$0		\$0	\$0
13.2 Final Projects Summary Report Support												0	\$0		\$0	\$0
13.3 Overall Task Management												0	\$0		\$0	\$0
Subtotal Task 13:	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 14: Project Closeout Documentation																
14.1 Audit of Payments to Subcontractors												0	\$0		\$0	\$0
14.2 Overall Task Management												0	\$0		\$0	\$0
Subtotal Task 14:	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
OPTIONAL Task 15: Post-Construction Report Submittals (3-Years) (FROM TASK 10)																
15.1 Report Retrieval for SAWPA												0	\$0		\$0	\$0
15.2 Overall Task Management												0	\$0		\$0	\$0
Subtotal Task 15:	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Optional Tasks TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
TOTAL with Optional Tasks	12	150	312	170	289	65	0	294	0	34	77	1443	\$306,029	\$4,000	\$4,400	\$310,429

1. The individual hourly rates include salary, overhead and profit.
 2. Subconsultants will be billed at actual cost plus 10%.
 3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.



**SAWPA
SARCCUP Program Management**

Tasks	Labor									Total Hours	Total Labor Costs (1)	ODCs		Total Fee
	Principal	Project Manager	EPS-10	EPS-8	EPS-5	EPS-3	EPS-1	Graphics	Admin.			ODCs	Total ODCs (3)	
	PIC	PM	PE	PE	PE	PE	PE	Graphics and Support Team						
	\$317	\$308	\$274	\$249	\$205	\$183	\$152	\$136	\$113					
Task 1: Program Status Reports														
1.1 Meeting Scheduling Coordination						12				12	\$2,200		\$0	\$2,200
1.2 Agenda Preparation		26				22				48	\$12,041		\$0	\$12,041
1.3 Prepare and Design Materials			48		48		48	24	24	192	\$36,289		\$0	\$36,289
1.4 Attend Meetings			192							192	\$52,604		\$0	\$52,604
1.5 Transcribe Meeting Notes							48			48	\$7,317		\$0	\$7,317
1.6 Quarterly Presentation to SAWPA Project Committee	8	32	32							72	\$21,160	\$2,000	\$2,200	\$23,360
1.7 Overall Task Management	4	6								10	\$3,117		\$0	\$3,117
Subtotal Task 1:	12	64	272	0	48	34	96	24	24	574	\$134,728	\$2,000	\$2,200	\$136,928
Task 3: CEQA Compliance														
3.1 CEQA/MMRP Submittal Coordination										0	\$0		\$0	\$0
3.2 Environmental Permit Coordination			14		32					46	\$10,395		\$0	\$10,395
3.3 Overall Task Management		12								12	\$3,696		\$0	\$3,696
Subtotal Task 3:	0	12	14	0	32	0	0	0	0	58	\$14,090	\$0	\$0	\$14,090
Task 4: Prepare Project Monitoring Plan														
4.1 Sub-Grantee Project Monitoring Plan (PMP) Preparation Coordination										0	\$0		\$0	\$0
4.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 4:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 5: Coordinate Procurement of Appropriate Permits														
5.1 Coordinate with Sub-Grantees					100					100	\$20,497		\$0	\$20,497
5.2 Overall Task Management		14								14	\$4,312		\$0	\$4,312
Subtotal Task 5:	0	14	0	0	100	0	0	0	0	114	\$24,809	\$0	\$0	\$24,809
Task 6: Schedule Information														
6.1 Prepare Initial Comprehensive Schedule										0	\$0		\$0	\$0
6.2 Quarterly Schedule Updates				16						16	\$3,988		\$0	\$3,988
6.3 Schedule Departure Management				8						8	\$1,994		\$0	\$1,994
6.4 Coordination with Sub-Grantees and SAWPA				14						14	\$3,490		\$0	\$3,490
6.5 Overall Task Management		6								6	\$1,848		\$0	\$1,848
Subtotal Task 6:	0	6	0	38	0	0	0	0	0	44	\$11,320	\$0	\$0	\$11,320
Task 7: Construction Activities and Notification														
7.1 Construction Facilities Inspection Coordination				2	12					2	\$499		\$0	\$499
7.2 Conduct Site Visits with DWR Staff		12								24	\$6,155	\$2,000	\$2,200	\$8,355
7.3 Bi-Weekly Calls During Construction Phase				40						40	\$9,970		\$0	\$9,970
7.4 Overall Task Management		6								6	\$1,848		\$0	\$1,848
Subtotal Task 7:	0	18	0	42	12	0	0	0	0	72	\$18,472	\$2,000	\$2,200	\$20,672
Task 8: Acknowledgement of Credit/Signage Requirements														
8.1 Coordination of Signage During Construction				3	15					18	\$3,822		\$0	\$3,822
8.2 Overall Task Management		6								6	\$1,848		\$0	\$1,848
Subtotal Task 8:	0	6	0	3	15	0	0	0	0	24	\$5,670	\$0	\$0	\$5,670
Task 9: Benefit Assessment														
9.1 Report Preparation										0	\$0		\$0	\$0
9.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 9:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 10: Report Submittals														
10.1 Annual, Quarterly, Final Report Management			40	5						45	\$12,206		\$0	\$12,206
10.2 Template Development										0	\$0		\$0	\$0
10.3 Opti System Setup and Management										0	\$0		\$0	\$0
10.4 Opti Maintenance and Support				10			50			60	\$10,115		\$0	\$10,115
10.5 Overall Task Management		6								6	\$1,848		\$0	\$1,848
Subtotal Task 10:	0	6	40	15	0	0	50	0	0	111	\$24,168	\$0	\$0	\$24,168
Task 11: Quarterly Progress Report														
11.1 Report Preparation and Review				20						20	\$4,985		\$0	\$4,985
11.2 Overall Task Management		6								6	\$1,848		\$0	\$1,848
Subtotal Task 11:	0	6	0	20	0	0	0	0	0	26	\$6,833	\$0	\$0	\$6,833
Task 12: Project Invoice Oversight														
12.1 Tracking of Invoice Submittals					12				36	48	\$6,538		\$0	\$6,538
12.2 Invoice Tracking and Reporting					24				24	48	\$7,638		\$0	\$7,638
12.3 Overall Task Management		6								6	\$1,848		\$0	\$1,848
Subtotal Task 12:	0	6	0	0	36	0	0	0	60	102	\$16,025	\$0	\$0	\$16,025
Task 13: Project Review and Evaluation; Final Reports and Audit														
13.1 Participation in SAWPA Audit										0	\$0		\$0	\$0
13.2 Final Projects Summary Report Support										0	\$0		\$0	\$0
13.3 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 13:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 14: Project Closeout Documentation														
14.1 Audit of Payments to Subcontractors										0	\$0		\$0	\$0
14.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 14:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
OPTIONAL Task 15: Post-Construction Report Submittals (3-Years) (FROM TASK 10)														
15.1 Report Retrieval for SAWPA										0	\$0		\$0	\$0
15.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 15:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Optional Tasks TOTAL	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
TOTAL with Optional Tasks	12	138	326	118	243	34	146	24	84	1125	\$256,115	\$4,000	\$4,400	\$260,515

1. The individual hourly rates include salary, overhead and profit.
 2. Subconsultants will be billed at actual cost plus 10%.
 3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.



SAWPA
SARCCUP Program Management

FY 2019

Tasks	Labor									Total Hours	Total Labor Costs (1)	ODCs		Total Fee
	Principal	Project Manager	EPS-10	EPS-8	EPS-5	EPS-3	EPS-1	Graphics	Admin.			ODCs	Total ODCs (3)	
	PIC	PM	PE	PE	PE	PE	PE	Graphics and Support Team						
	\$327	\$317	\$282	\$257	\$211	\$189	\$157	\$140	\$117					
Task 1: Program Status Reports														
1.1 Meeting Scheduling Coordination						12				12	\$2,266	\$0	\$2,266	
1.2 Agenda Preparation		26					22			48	\$12,402	\$0	\$12,402	
1.3 Prepare and Design Materials			48		48			48	24	192	\$37,378	\$0	\$37,378	
1.4 Attend Meetings			192							192	\$54,182	\$0	\$54,182	
1.5 Transcribe Meeting Notes								48		48	\$7,537	\$0	\$7,537	
1.6 Quarterly Presentation to SAWPA Project Committee	8	32	32							72	\$21,795	\$2,000	\$23,995	
1.7 Overall Task Management	4	6								10	\$3,210	\$0	\$3,210	
Subtotal Task 1:	12	64	272	0	48	34	96	24	24	574	\$138,770	\$2,000	\$140,970	
Task 2: Labor Compliance Program														
2.1 Labor Compliance Program Administration										0	\$0	\$0	\$0	
2.2 Overall Task Management										0	\$0	\$0	\$0	
Subtotal Task 2:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	
Task 3: CEQA Compliance														
3.1 CEQA/MMRP Submittal Coordination										0	\$0	\$0	\$0	
3.2 Environmental Permit Coordination			8		10					18	\$4,369	\$0	\$4,369	
3.3 Overall Task Management		6								6	\$1,903	\$0	\$1,903	
Subtotal Task 3:	0	6	8	0	10	0	0	0	0	24	\$6,272	\$0	\$6,272	
Task 4: Prepare Project Monitoring Plan														
4.1 Sub-Grantee Project Monitoring Plan (PMP) Preparation Coordination										0	\$0	\$0	\$0	
4.2 Overall Task Management										0	\$0	\$0	\$0	
Subtotal Task 4:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	
Task 5: Coordinate Procurement of Appropriate Permits														
5.1 Coordinate with Sub-Grantees										0	\$0	\$0	\$0	
5.2 Overall Task Management										0	\$0	\$0	\$0	
Subtotal Task 5:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	
Task 6: Schedule Information														
6.1 Prepare Initial Comprehensive Schedule										0	\$0	\$0	\$0	
6.2 Quarterly Schedule Updates				16						16	\$4,108	\$0	\$4,108	
6.3 Schedule Departure Management				8						8	\$2,054	\$0	\$2,054	
6.4 Coordination with Sub-Grantees and SAWPA				14						14	\$3,594	\$0	\$3,594	
6.5 Overall Task Management		6								6	\$1,903	\$0	\$1,903	
Subtotal Task 6:	0	6	0	38	0	0	0	0	0	44	\$11,659	\$0	\$11,659	
Task 7: Construction Activities and Notification														
7.1 Construction Facilities Inspection Coordination				4						4	\$1,027	\$0	\$1,027	
7.2 Conduct Site Visits with DWR Staff		12			12					24	\$6,340	\$2,000	\$8,540	
7.3 Bi-Weekly Calls During Construction Phase				70						70	\$17,972	\$0	\$17,972	
7.4 Overall Task Management		6								6	\$1,903	\$0	\$1,903	
Subtotal Task 7:	0	18	0	74	12	0	0	0	0	104	\$27,242	\$2,000	\$29,442	
Task 8: Acknowledgement of Credit/Signage Requirements														
8.1 Coordination of Signage During Construction				3	15					18	\$3,937	\$0	\$3,937	
8.2 Overall Task Management		6								6	\$1,903	\$0	\$1,903	
Subtotal Task 8:	0	6	0	3	15	0	0	0	0	24	\$5,840	\$0	\$5,840	
Task 9: Benefit Assessment														
9.1 Report Preparation										0	\$0	\$0	\$0	
9.2 Overall Task Management										0	\$0	\$0	\$0	
Subtotal Task 9:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	
Task 10: Report Submittals														
10.1 Annual, Quarterly, Final Report Management			34	5						39	\$10,878	\$0	\$10,878	
10.2 Template Development										0	\$0	\$0	\$0	
10.3 Opti System Setup and Management										0	\$0	\$0	\$0	
10.4 Opti Maintenance and Support				10			50			60	\$10,418	\$0	\$10,418	
10.5 Overall Task Management		6								6	\$1,903	\$0	\$1,903	
Subtotal Task 10:	0	6	34	15	0	0	50	0	0	105	\$23,200	\$0	\$23,200	
Task 11: Quarterly Progress Report														
11.1 Report Preparation and Review				20						20	\$5,135	\$0	\$5,135	
11.2 Overall Task Management		6								6	\$1,903	\$0	\$1,903	
Subtotal Task 11:	0	6	0	20	0	0	0	0	0	26	\$7,038	\$0	\$7,038	
Task 12: Project Invoice Oversight														
12.1 Tracking of Invoice Submittals					12				36	48	\$6,735	\$0	\$6,735	
12.2 Invoice Tracking and Reporting					24				24	48	\$7,868	\$0	\$7,868	
12.3 Overall Task Management		6								6	\$1,903	\$0	\$1,903	
Subtotal Task 12:	0	6	0	0	36	0	0	0	60	102	\$16,505	\$0	\$16,505	
Task 13: Project Review and Evaluation; Final Reports and Audit														
13.1 Participation in SAWPA Audit										0	\$0	\$0	\$0	
13.2 Final Projects Summary Report Support										0	\$0	\$0	\$0	
13.3 Overall Task Management										0	\$0	\$0	\$0	
Subtotal Task 13:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	
Task 14: Project Closeout Documentation														
14.1 Audit of Payments to Subcontractors										0	\$0	\$0	\$0	
14.2 Overall Task Management										0	\$0	\$0	\$0	
Subtotal Task 14:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	
OPTIONAL Task 15: Post-Construction Report Submittals (3-Years) (FROM TASK 10)														
15.1 Report Retrieval for SAWPA										0	\$0	\$0	\$0	
15.2 Overall Task Management										0	\$0	\$0	\$0	
Subtotal Task 15:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	
Optional Tasks TOTAL	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	
TOTAL with Optional Tasks	12	118	314	150	121	34	146	24	84	1003	\$236,527	\$4,000	\$240,927	

1. The individual hourly rates include salary, overhead and profit.
 2. Subconsultants will be billed at actual cost plus 10%.
 3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.



**SAWPA
SARCCUP Program Management**

Tasks	Labor									Total Hours	Total Labor Costs (1)	ODCs		Total Fee
	Principal	Project Manager	EPS-10	EPS-8	EPS-5	EPS-3	EPS-1	Graphics	Admin.			ODCs	Total ODCs (3)	
	PIC	PM	PE	PE	PE	PE	PE	Graphics and Support Team						
	\$337	\$327	\$291	\$264	\$217	\$195	\$162	\$144	\$120					
Task 1: Program Status Reports														
1.1 Meeting Scheduling Coordination						12				12	\$2,334		\$0	\$2,334
1.2 Agenda Preparation		26				22				48	\$12,774		\$0	\$12,774
1.3 Prepare and Design Materials			48		48		48	24	24	192	\$38,499		\$0	\$38,499
1.4 Attend Meetings			192							192	\$55,808		\$0	\$55,808
1.5 Transcribe Meeting Notes									48	48	\$7,763		\$0	\$7,763
1.6 Quarterly Presentation to SAWPA Project Committee	8	32	32							72	\$22,449	\$2,000	\$2,200	\$24,649
1.7 Overall Task Management	4	6								10	\$3,307		\$0	\$3,307
Subtotal Task 1:	12	64	272	0	48	34	96	24	24	574	\$142,933	\$2,000	\$2,200	\$145,133
Task 3: CEQA Compliance														
3.1 CEQA/MMRP Submittal Coordination										0	\$0		\$0	\$0
3.2 Environmental Permit Coordination										0	\$0		\$0	\$0
3.3 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 3:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 4: Prepare Project Monitoring Plan														
4.1 Sub-Grantee Project Monitoring Plan (PMP) Preparation Coordination										0	\$0		\$0	\$0
4.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 4:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 5: Coordinate Procurement of Appropriate Permits														
5.1 Coordinate with Sub-Grantees										0	\$0		\$0	\$0
5.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 5:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 6: Schedule Information														
6.1 Prepare Initial Comprehensive Schedule										0	\$0		\$0	\$0
6.2 Quarterly Schedule Updates				16						16	\$4,231		\$0	\$4,231
6.3 Schedule Departure Management				8						8	\$2,116		\$0	\$2,116
6.4 Coordination with Sub-Grantees and SAWPA				14						14	\$3,702		\$0	\$3,702
6.5 Overall Task Management		6								6	\$1,960		\$0	\$1,960
Subtotal Task 6:	0	6	0	38	0	0	0	0	0	44	\$12,009	\$0	\$0	\$12,009
Task 7: Construction Activities and Notification														
7.1 Construction Facilities Inspection Coordination				4						4	\$1,058		\$0	\$1,058
7.2 Conduct Site Visits with DWR Staff		12			12					24	\$6,530	\$2,000	\$2,200	\$8,730
7.3 Bi-Weekly Calls During Construction Phase				52						52	\$13,751		\$0	\$13,751
7.4 Overall Task Management		6								6	\$1,960		\$0	\$1,960
Subtotal Task 7:	0	18	0	56	12	0	0	0	0	86	\$23,299	\$2,000	\$2,200	\$25,499
Task 8: Acknowledgement of Credit/Signage Requirements														
8.1 Coordination of Signage During Construction				3	15					18	\$4,055		\$0	\$4,055
8.2 Overall Task Management		6								6	\$1,960		\$0	\$1,960
Subtotal Task 8:	0	6	0	3	15	0	0	0	0	24	\$6,015	\$0	\$0	\$6,015
Task 9: Benefit Assessment														
9.1 Report Preparation			10			20				40	\$7,999		\$0	\$7,999
9.2 Overall Task Management		14							10	14	\$4,574		\$0	\$4,574
Subtotal Task 9:	0	14	10	0	0	20	0	0	10	54	\$12,573	\$0	\$0	\$12,573
Task 10: Report Submittals														
10.1 Annual, Quarterly, Final Report Management			20	5						25	\$7,136		\$0	\$7,136
10.2 Template Development										0	\$0		\$0	\$0
10.3 Opti System Setup and Management										0	\$0		\$0	\$0
10.4 Opti Maintenance and Support				10				50		60	\$10,731		\$0	\$10,731
10.5 Overall Task Management		6								6	\$1,960		\$0	\$1,960
Subtotal Task 10:	0	6	20	15	0	0	50	0	0	91	\$19,826	\$0	\$0	\$19,826
Task 11: Quarterly Progress Report														
11.1 Report Preparation and Review				20						20	\$5,289		\$0	\$5,289
11.2 Overall Task Management		6								6	\$1,960		\$0	\$1,960
Subtotal Task 11:	0	6	0	20	0	0	0	0	0	26	\$7,249	\$0	\$0	\$7,249
Task 12: Project Invoice Oversight														
12.1 Tracking of Invoice Submittals					12				36	48	\$6,937		\$0	\$6,937
12.2 Invoice Tracking and Reporting					24				24	48	\$8,104		\$0	\$8,104
12.3 Overall Task Management		6								6	\$1,960		\$0	\$1,960
Subtotal Task 12:	0	6	0	0	36	0	0	0	60	102	\$17,001	\$0	\$0	\$17,001
Task 13: Project Review and Evaluation; Final Reports and Audit														
13.1 Participation in SAWPA Audit										0	\$0		\$0	\$0
13.2 Final Projects Summary Report Support			12			16	12			40	\$8,541		\$0	\$8,541
13.3 Overall Task Management		10								10	\$3,267		\$0	\$3,267
Subtotal Task 13:	0	10	12	0	0	16	12	0	0	50	\$11,808	\$0	\$0	\$11,808
Task 14: Project Closeout Documentation														
14.1 Audit of Payments to Subcontractors										0	\$0		\$0	\$0
14.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 14:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
OPTIONAL Task 15: Post-Construction Report Submittals (3-Years) (FROM TASK 10)														
15.1 Report Retrieval for SAWPA										0	\$0		\$0	\$0
15.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 15:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Optional Tasks TOTAL	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
TOTAL with Optional Tasks	12	136	314	132	111	70	158	24	94	1051	\$252,714	\$4,000	\$4,400	\$257,114

1. The individual hourly rates include salary, overhead and profit.
 2. Subconsultants will be billed at actual cost plus 10%.
 3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.

**SAWPA
SARCCUP Program Management**

Tasks	Labor									Total Hours	Total Labor Costs (1)	ODCs		Total Fee
	Principal	Project Manager	EPS-10	EPS-8	EPS-5	EPS-3	EPS-1	Graphics	Admin.			ODCs	Total ODCs (3)	
	PIC	PM	PE	PE	PE	PE	PE	Graphics and Support Team						
	\$347	\$337	\$299	\$272	\$224	\$200	\$167	\$149	\$124					
Task 1: Program Status Reports														
1.1 Meeting Scheduling Coordination						3				3	\$601		\$0	\$601
1.2 Agenda Preparation		8				4				12	\$3,494		\$0	\$3,494
1.3 Prepare and Design Materials			12		12		12	6	6	48	\$9,913		\$0	\$9,913
1.4 Attend Meetings			48							48	\$14,370		\$0	\$14,370
1.5 Transcribe Meeting Notes							12			12	\$1,999		\$0	\$1,999
1.6 Quarterly Presentation to SAWPA Project Committee	2	8	8							18	\$5,781	\$500	\$550	\$6,331
1.7 Overall Task Management	1	2								3	\$1,020		\$0	\$1,020
Subtotal Task 1:	3	18	68	0	12	7	24	6	6	144	\$37,178	\$500	\$550	\$37,728
Task 3: CEQA Compliance														
3.1 CEQA/MMRP Submittal Coordination										0	\$0		\$0	\$0
3.2 Environmental Permit Coordination										0	\$0		\$0	\$0
3.3 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 3:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 4: Prepare Project Monitoring Plan														
4.1 Sub-Grantee Project Monitoring Plan (PMP) Preparation Coordination										0	\$0		\$0	\$0
4.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 4:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 5: Coordinate Procurement of Appropriate Permits														
5.1 Coordinate with Sub-Grantees										0	\$0		\$0	\$0
5.2 Overall Task Management										0	\$0		\$0	\$0
Subtotal Task 5:	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$0
Task 6: Schedule Information														
6.1 Prepare Initial Comprehensive Schedule										0	\$0		\$0	\$0
6.2 Quarterly Schedule Updates				4						4	\$1,089		\$0	\$1,089
6.3 Schedule Departure Management				8						8	\$2,179		\$0	\$2,179
6.4 Coordination with Sub-Grantees and SAWPA				8						8	\$2,179		\$0	\$2,179
6.5 Overall Task Management		2								2	\$673		\$0	\$673
Subtotal Task 6:	0	2	0	20	0	0	0	0	0	22	\$6,121	\$0	\$0	\$6,121
Task 7: Construction Activities and Notification														
7.1 Construction Facilities Inspection Coordination				2						2	\$545		\$0	\$545
7.2 Conduct Site Visits with DWR Staff		2			2					4	\$1,121	\$2,000	\$2,200	\$3,321
7.3 Bi-Weekly Calls During Construction Phase				8						8	\$2,179		\$0	\$2,179
7.4 Overall Task Management		2								2	\$673		\$0	\$673
Subtotal Task 7:	0	4	0	10	2	0	0	0	0	16	\$4,518	\$2,000	\$2,200	\$6,718
Task 8: Acknowledgement of Credit/Signage Requirements														
8.1 Coordination of Signage During Construction				1	3					4	\$944		\$0	\$944
8.2 Overall Task Management		2								2	\$673		\$0	\$673
Subtotal Task 8:	0	2	0	1	3	0	0	0	0	6	\$1,617	\$0	\$0	\$1,617
Task 9: Benefit Assessment														
9.1 Report Preparation			30				40		30	100	\$19,359		\$0	\$19,359
9.2 Overall Task Management		14								14	\$4,711		\$0	\$4,711
Subtotal Task 9:	0	14	30	0	0	0	40	0	30	114	\$24,070	\$0	\$0	\$24,070
Task 10: Report Submittals														
10.1 Annual, Quarterly, Final Report Management			16	2						18	\$5,335		\$0	\$5,335
10.2 Template Development										0	\$0		\$0	\$0
10.3 Opti System Setup and Management										0	\$0		\$0	\$0
10.4 Opti Maintenance and Support				10			50			60	\$11,052		\$0	\$11,052
10.5 Overall Task Management		2								2	\$673		\$0	\$673
Subtotal Task 10:	0	2	16	12	0	0	50	0	0	80	\$17,060	\$0	\$0	\$17,060
Task 11: Quarterly Progress Report														
11.1 Report Preparation and Review				16						16	\$4,358		\$0	\$4,358
11.2 Overall Task Management		2								2	\$673		\$0	\$673
Subtotal Task 11:	0	2	0	16	0	0	0	0	0	18	\$5,031	\$0	\$0	\$5,031
Task 12: Project Invoice Oversight														
12.1 Tracking of Invoice Submittals					3				9	12	\$1,786		\$0	\$1,786
12.2 Invoice Tracking and Reporting					6				6	12	\$2,087		\$0	\$2,087
12.3 Overall Task Management		2								2	\$673		\$0	\$673
Subtotal Task 12:	0	2	0	0	9	0	0	0	15	26	\$4,546	\$0	\$0	\$4,546
Task 13: Project Review and Evaluation; Final Reports and Audit														
13.1 Participation in SAWPA Audit		80								80	\$26,922		\$0	\$26,922
13.2 Final Projects Summary Report Support			28			44	28			100	\$21,862		\$0	\$21,862
13.3 Overall Task Management		18								18	\$6,057		\$0	\$6,057
Subtotal Task 13:	0	98	28	0	0	44	28	0	0	198	\$54,842	\$0	\$0	\$54,842
Task 14: Project Closeout Documentation														
14.1 Audit of Payments to Subcontractors			60							60	\$17,963		\$0	\$17,963
14.2 Overall Task Management		28								28	\$9,423		\$0	\$9,423
Subtotal Task 14:	0	28	60	0	0	0	0	0	0	88	\$27,386	\$0	\$0	\$27,386
OPTIONAL Task 15: Post-Construction Report Submittals (3-Years) (FROM TASK 10)														
15.1 Report Retrieval for SAWPA						108				108	\$21,637		\$0	\$21,637
15.2 Overall Task Management		26								26	\$8,750		\$0	\$8,750
Subtotal Task 15:	0	26	0	0	0	108	0	0	0	134	\$30,386	\$0	\$0	\$30,386
Optional Tasks TOTAL	0	26	0	0	0	108	0	0	0	134	\$30,386	\$0	\$0	\$30,386
TOTAL with Optional Tasks	3	198	202	59	26	159	142	6	51	846	\$212,755	\$2,500	\$2,750	\$215,505

- The individual hourly rates include salary, overhead and profit.
- Subconsultants will be billed at actual cost plus 10%.
- Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.

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COMMISSION MEMORANDUM NO. 2016.60

DATE: August 1, 2016
TO: SAWPA Commission
SUBJECT: 2017 OWOW Conference
PREPARED BY: Celeste Cantú, General Manager

RECOMMENDATION

That the Commission consider contracting with the Water Education Foundation to create, develop and deliver the 2017 OWOW State of the Santa Ana River Watershed Conference under the terms of the 2011 agreement.

DISCUSSION

The sixth OWOW Conference, held at the Riverside Convention Center in October 2014, was successful, well attended and informative. The written reviews were positive from sponsors, attendees, exhibitors and speakers. The conference showcased member agencies and SAWPA as innovative water leaders throughout California.

The terms of the agreement with Water Education Foundation is that they assume all liability and net \$10,000 for 3% of gross revenues to SAWPA, which in 2014 was approximately \$14,000. SAWPA agrees to collect \$5,000 sponsorship from each of the five member agencies and provide leadership, creative work, coordination, and local logistics.

While the Water Education Foundation has ultimate responsibility for the work, historically SAWPA staff works on the theme, keynote and local speakers and those with whom we have a relationship. SAWPA staff conducts outreach to potential sponsors and exhibitors, composes the script and helps with local logistics. Looking at the last three OWOW conferences, SAWPA staff charged an average of 318 hours each year to plan and manage the conference. Additional hours were logged “off the clock” after working hours.

CRITICAL SUCCESS FACTORS

- OWOW criteria and values are **transparent to watershed-wide stakeholders**.
- A strong reputation and sufficient capacity with SAWPA Staff for strategic facilitation, planning, communication, leadership and **community engagement**.
- SAWPA has a strong reputation as a watershed-wide, knowledgeable, neutral and trusted facilitator, **leader**, and administrator of contracted activities.
- Report and use results of roundtable’s work, leverage information and involvement for the benefit of SAWPA, its members, and other stakeholders.

RESOURCE IMPACTS

The OWOW conference proceeds will defer the cost to SAWPA.

Attachments:

1. 2014 OWOW Conference Agenda
2. 2014 OWOW Conference Welcome Letter
3. Agreement with Water Education Foundation
4. Amendment 3 to Agreement with Water Education Foundation

CM 2016.60 2017 OWOW Conference



AGENDA

- 8:30** **Registration**
Rolls and Coffee in the Exhibit Hall
- 9:00 – 9:15** **Welcome**
Phil Anthony, *Chairman, Santa Ana Watershed Project Authority (SAWPA) Commission*
Randy Record, *Eastern Municipal Water District Board Vice-President, Metropolitan Water District of Southern California Board Chairman*
- 9:15 – 9:30** **Overview**
Ron Sullivan, *Convener, OWOW Steering Committee*
Don Galleano, *OWOW Steering Committee*
- 9:30 – 10:15** **Why We Are Cool: The Santa Ana Watershed in Action**
Moderator: Ron Sullivan, *SAWPA Commissioner*
Jason Uhley, *Chief of Watershed Protection, Riverside County Flood Control & Water Conservation District*
Girish Balachandran, *General Manager, Riverside Public Utilities*
Jim Herberg, *General Manager, Orange County Sanitation District*
- 10:15 – 10:30** **BREAK: Networking and Exhibits**
- 10:30 – 10:35** **Introduction of Colonel Kimberly Colloton**
Mark Bulot, *Santa Ana Watershed Project Authority (SAWPA) Commission*
- 10:30 – 10:45** **Colonel Kimberly Colloton**, *Commander, US Army Corps of Engineers Los Angeles District*
- 10:45 – Noon** **Maintaining our Cool: How to Integrate Economics, Health, Social Values and the Triple Bottom Line into Watershed Management**
Moderator: Paul Jones, *General Manager, Eastern Municipal Water District*
Kurt Schwabe, *Associate Professor of Environmental Economics and Policy, UCR*
Paul Granillo, *President and CEO, Inland Empire Economic Partnership*
Al Zelinka, *Community Development Director, City of Riverside*
Michael Osur, *Deputy Director, County of Riverside Department of Public Health*



Noon – 1:30

Lunch

Introduction: John Rossi, *General Manager, Western Municipal Water District,*

Keynote Speaker: Glen MacDonald, *Professor of Geography, Ecology and Evolutionary Biology, UCLA*

Santa Ana River Watershed Award Presentations:

- Loren Hayes Award (presented by Ali Sahabi)
- Vision and Leadership Award (presented by Don Galleano and Mark Bulot)
- Lifetime Achievement Award (presented by Ron Sullivan and Phil Anthony)

1:30 – 2:00

Dessert and Coffee in the Exhibit Hall

2:00 – 3:00

Keeping Our Cool: Achieving Long-term Resilience of Santa Ana Watershed

Moderator: Joseph Grindstaff, *General Manager, Inland Empire Utilities Agency*

Kamyar Guivetchi, *Chief, Statewide Integrated Water Management, California Department of Water Resources*

Paul Brown, *President, Paul Redvers Brown Inc.*

Garry Brown, *President and CEO, Orange County Coastkeeper*

Mark Pisano, *Professor of the Practice of Public Administration at the Sol Price School of Public Policy, USC*

3:00 – 4:00

The Santa Ana River Watershed Accord

Audience will be invited to provide input on watershed vision for future.

Facilitator: Steve PonTell, *President, La Jolla Institute and Strategic Consultant, Performance Works and Germania*

Stephen Foulkes, *Chairman of the Board of Commissioners, City of Big Bear Lake, Department of Water and Power*

Rick Bishop, *Executive Director, Western Riverside Council of Governments*

Greg Devereaux, *Chief Executive Officer, County of San Bernardino*

4:00 – 4:15

Conference Summary: A Vision for the Future

Celeste Cantú, *General Manager, SAWPA*

Raffle Drawing



Dear Participants,

On behalf of the SAWPA Commission, OWOW Steering Committee and SAWPA Staff welcome to SAWPA's 6th Annual OWOW Conference.

We chose the title, *Keeping Our Cool* for several reasons, first because while we have accomplished a lot, we are facing unprecedented challenges to our water resources and second because the City of Riverside was recently ranked the 8th Coolest City in the United States by Forbes.com.

We are in the 4th year of an exceptional drought, night time low temperatures have increased an average of 2 degrees since 1950, the Colorado River is in a drought, the Delta is still in danger and yet the Department of Finance reports that this watershed will grow and develop faster than any other in the next 45 years. We called these challenges *The 4 Horsemen of the Apocalypses*. We have since then added fiscal and energy crisis to the herd.

The Santa Ana River Watershed has a legacy of working together on the watershed scale to develop cutting edge innovations and cooperative agreements. It will be this tradition that will position us well as we face these challenges. We are working together to make the watershed resilient so that we will be able to manage a range of challenges.

The last panel of the day will be where you will participate in creating a vision of resilience for the watershed. Steve PonTel will lead a facilitated discussion and I invite you to share your thoughts, your vision of what the Santa Ana River Watershed can be.

Sincerely,

Celeste Cantú
General Manager

**AGREEMENT BETWEEN THE
SANTA ANA WATERSHED PROJECT AUTHORITY
AND THE
WATER EDUCATION FOUNDATION
TO CREATE, DEVELOP, AND DELIVER THE
THIRD ANNUAL STATE OF THE SANTA ANA RIVER WATERSHED
CONFERENCE FOR 2011**

1. This Agreement, dated **September 21, 2010** by and between the SANTA ANA WATERSHED PROJECT AUTHORITY ("SAWPA") and the WATER EDUCATION FOUNDATION, a non-profit corporation (the "Foundation"), provides that the Foundation shall create, develop, and deliver the Third Annual State of the Santa Ana River Watershed Conference in 2011 for SAWPA in accordance with this Agreement. SAWPA and the Foundation sometimes are referred to individually as the "Party" and collectively as the "Parties".

2. On September 21, 2010, the Board of Commissioners of SAWPA accepted a proposal from the Foundation in response to SAWPA's *Request For Proposal (and its attachments) For All Services Necessary To Create, Develop, And Deliver The Third Annual State of The Santa Ana River Watershed Conference in 2011*, a true and correct copy of which is attached hereto as Exhibit "1" ("RFP"). The Foundation's proposal is based on the RFP, and this Agreement is intended to implement the Foundation's proposal.

3. The Foundation shall perform all services necessary to create, develop, and deliver SAWPA's Third Annual State of the Santa Ana River Watershed Conference in 2011 ("Conference") consistent and in compliance with the RFP and its attachments, all of which are incorporated herein by this reference and made a part of this Agreement. To the extent that there is a conflict between the Foundation's proposal and the RFP, the RFP shall take precedence.

4. The Conference shall take place in the spring of 2011 at a location approved in writing in advance by SAWPA. The Conference shall be presented in accordance with the terms of this Agreement. The Foundation shall be responsible for all costs and expenses, including labor, materials, equipment, and fixtures necessary to present the Conference, and shall be solely responsible for any cost overruns. The Foundation shall pay to SAWPA five percent of the gross revenue, including, but not limited to, contributions, sponsor fees, and any other Conference-related revenues, as provided in the RFP and the Foundation proposal.

5. SAWPA shall assist in program development. The Foundation shall obtain SAWPA's final program approval before the Conference.

6. As provided in the RFP, the Foundation shall indemnify and hold harmless SAWPA, including its officers, employees, and agents from any claims, damages, fines, penalties, and attorneys' fees arising from the performance of the work required by this Agreement and the RFP. The Foundation's insurance coverages shall be as required by the RFP.

7. For purposes of any approvals, notices, or other communications between the Foundation and SAWPA:

A. The Foundation shall communicate with Jeffrey Beehler, Program Manager, Santa Ana Watershed Project Authority, 11615 Sterling Avenue, Riverside, California 92503; telephone 951-354-4239, fax 951-785-7076.

B. SAWPA shall communicate with Beth Stern, Development Director, WEF, 717 K Street, Suite 317, Sacramento, California 95814; telephone 916-444-6240, fax 916-448-7699.

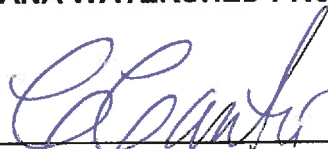
8. In the event that SAWPA determines in its sole discretion that the Foundation is not performing as required by SAWPA, consistent with this Agreement and the attached RFP, SAWPA may terminate this Agreement. Upon such termination, the Foundation will cease any further work on the Conference and shall turn over all deliverables and other work product to SAWPA. Further upon such termination, SAWPA shall be exonerated and released from any liability to the Foundation for any costs and expenses that the Foundation has incurred up to and including the date of termination and subsequent demobilization.

9. There are no third party beneficiaries to this Agreement.


10. SAWPA shall have the right to review any portion of the Foundation's services and financial records in connection with the services provided under this Agreement, and the Foundation shall cooperate to the fullest extent possible when such review is conducted by SAWPA. In that connection, the Foundation shall provide SAWPA with access to such reports, statistical data, and other information pertaining to the Foundation's services under this Agreement, as may be reasonably required by SAWPA. After the Conference has been conducted and the services under this Agreement have been completed by the Foundation, or after this Agreement has been terminated, SAWPA may, as it determines in its sole discretion, conduct a financial review of the Foundation's financial records and may conduct a formal audit of such books and records.

In Witness Whereof, the Parties have executed this Agreement to be effective as of the day and year first above-written.

SANTA ANA WATERSHED PROJECT AUTHORITY

By  Oct 4, 2010
Celeste Cantú, General Manager Date

WATER EDUCATION FOUNDATION

By  Oct 21, 2010
Rita Schmidt/Sudman, Executive Director Date

**AMENDMENT NO. 3
TO THE AGREEMENT BETWEEN
THE SANTA ANA WATERSHED PROJECT AUTHORITY
AND
THE WATER EDUCATION FOUNDATION**

Pursuant to the Agreement, dated September 21, 2010, made by and between the **Santa Ana Watershed Project Authority** ("SAWPA") whose address is 11615 Sterling Avenue, Riverside, California 92503, and the **Water Education Foundation** whose address is 717 K Street, Suite 317, Sacramento, CA 95814, collectively referred to as the "parties." The two parties hereby mutually agree to amend said agreement as follows:

RECITALS

Whereas, Amendment No. 1 to the 2010 Agreement referenced above was fully executed June 28, 2011, to extend the term of the Agreement in order to produce the Fourth Annual State of the Santa Ana River Watershed Conference in the spring of 2012;

Whereas, Amendment No. 2 to the 2010 Agreement referenced above was fully executed on July 25, 2012, to extend the term of the Agreement in order to produce the Fifth Annual State of the Santa Ana River Watershed Conference in the spring of 2013; and

Whereas, it is the further intent of the parties to extend the term and scope of the 2010 Agreement referenced above, and that the Water Education Foundation will produce the **Sixth Annual State of the Santa Ana River Watershed Conference** in the fall of 2014 under the terms of said Agreement;

AGREEMENT

Now, therefore, in consideration of the foregoing Recitals and the mutual covenants contained herein, the 2010 Agreement between SAWPA and the Water Education Foundation is hereby amended to extend the term and scope of the Agreement as follows:

- I. **Term and Scope of Agreement:** This Amendment shall become effective on **May 20, 2014**, and shall continue until **June 30, 2015** unless extended or sooner terminated as provided herein. The Water Education Foundation shall create, develop, and deliver the Sixth Annual State of the Santa Ana River Watershed Conference in the fall of 2014, according to the terms of the Agreement.

IN WITNESS WHEREOF, the parties have made and executed this **Amendment No. 3 effective May 20, 2014**.

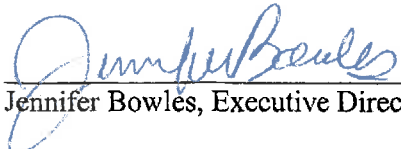
SANTA ANA WATERSHED PROJECT AUTHORITY



Celeste Cantu, General Manager


Date

WATER EDUCATION FOUNDATION



Jennifer Bowles, Executive Director


Date