

Attachment

3

Greater Los Angeles County Region

*IRWM Implementation Grant Proposal**Work Plan*

Attachment 3: Work Plan contains information regarding the tasks that have been and will be performed for each project in the Proposal. This Work Plan contains brief summaries of the anticipated tasks necessary to complete each project in the proposal. Each project work plan is organized by the four budget categories:

- (a) Direct Project Administration
- (b) Land Purchase/Easement
- (c) Planning/Design/Engineering/Environmental Documentation
- (d) Construction/Implementation.

Each project work plan also identifies deliverables for each task and the current status of each task. The Work Plan tasks are also consistent with the major tasks and sub-tasks identified in the Budget (Attachment 4) and Schedule (Attachment 5) of this Proposal.

Franklin D. Roosevelt Park Regional BMP Project**Work Plan****Project 1: Franklin D. Roosevelt Park Regional Best Management Practices (BMP) Project (Project)****Implementing Agency: County of Los Angeles, Department of Public Works (LACDPW)**

Project Description: The goal of the Franklin D. Roosevelt Park Regional BMP Project is to improve water quality by capturing the first flushes of stormwater and urban runoff from the Disadvantaged Community (DAC) of Florence-Firestone and diverting them to infiltration basins under Franklin D. Roosevelt Park (FDR Park). These flows will be infiltrated to the Central Groundwater Basin through the infiltration galleries, reducing the peak zinc concentration in stormwater and urban runoff from the Project drainage area by 0.572 mg/L and increasing groundwater recharge by 127 AFY. Urban pollutants and nutrients carried in stormwater and urban runoff will be reduced to meet water quality standards established by the Los Angeles Regional Water Quality Control Board through pre-treatment systems, storage in the infiltration basins, and gradual infiltration through soil layers to the Central Groundwater Basin. Bio-swales and other low impact development (LID) features will be installed to capture additional surface flow and provide educational outreach opportunities.

Currently, the following activities have been completed or started:

- Feasibility Study – Completed
- Pre-Project Monitoring – In progress
- 30% Design Plan – In progress

Category (a): Direct Project Administration**Task 1: Project Management (20% complete)**

This task includes aspects of managing the grant agreement as well as preparation of the grant application by the consultant. Work will include ensuring compliance with grant requirements, preparation and submission of supporting grant documents, and coordination with the Los Angeles County Flood Control District (LACFCD). LACDPW staff will prepare invoices including relevant supporting documentation for submittal to Department of Water Resources (DWR) via LACFCD. This task also includes administrative responsibilities associated with the Project as well as project planning and budgeting that began with Concept Design.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Three Years Audited Financial Statements*
- *Invoices and Backup Documentation for Reimbursement*
- *Agreements/Amendments/Memorandum of Understandings with Project Partners, as applicable*

Task 2: Labor Compliance Program (50% complete)

LACDPW has a Labor Compliance Program (LCP ID: 2011.01022) which has been approved by the State for use under Proposition 84 grants. Implementation of the County's Department of Industrial Relations (DIR)-certified Labor Compliance Program in fulfillment of the Prop 84-related labor compliance requirements will include advising all contractors of the labor compliance requirements, compliance monitoring, and compliance enforcement.

Deliverables:

- *Labor Compliance Program, upon request*

Task 3: Reporting (0% complete)

LACDPW will prepare Quarterly Progress Reports detailing work completed as outlined in the grant agreement. Reports will be submitted to LACFCD for review and inclusion in a progress report to be submitted to DWR. A draft Final Project Completion Report will be prepared and submitted to DWR through the LACFCD no later than 90 days after project completion. LACDPW

Franklin D. Roosevelt Park Regional BMP Project**Work Plan**

will address and incorporate any comments from LACFCD and DWR for the preparation and submission of a Final Project Completion Report to DWR in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

No Land purchase is necessary to complete the Project. The Project site is on land owned by the County of Los Angeles Department of Parks and Recreation (a Project partner).

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (100% complete)**

Geotechnical and environmental studies were completed as part of this task. Activities included a literature review, soil borings, infiltration testing, geotechnical and environmental laboratory testing, data analysis and evaluation, and preparation of a final geotechnical report that summarizes the analysis.

Deliverables:

- *Geotechnical Investigation Report – Roosevelt Park*

Task 6: CEQA Documentation (0% complete)

LACDPW will prepare all necessary CEQA documentation before construction is initiated. LACDPW will prepare and circulate a Notice of Preparation, a CEQA Initial Study and a draft Mitigated Negative Declaration (MND). LACDPW will circulate the draft MND for public review, conduct public meetings, including scoping meetings, and respond to all comments. LACDPW will prepare a final MND, file a Notice of Declaration with the State Clearinghouse, and a letter stating no legal challenges.

Deliverables:

- *Copy of Notice of Preparation*
- *Draft and Final MND*
- *Copy of Notice of Determination*
- *No Legal Challenges Letter*

Task 7: Permitting (Not Applicable)

Not applicable. Permits are not required because the Project site is owned by the Los Angeles County Department of Parks and Recreation. Excavation permits will not be required; construction of the storm drain diversion pipeline outside of the FDR Park site will be entirely within the Los Angeles County Unincorporated area within the LACDPW Right-of-Way.

Deliverables:

- *Not applicable*

Franklin D. Roosevelt Park Regional BMP Project**Work Plan****Task 8: Design (40% complete)**

The design is being completed in-house by LACDPW engineers. The Design Task includes the preparation of the Preliminary Design Concept (completed June 2015), as well as the 30% design, 90%, and 100% design plans, specifications and cost estimates. The 30% design stage is in progress.

Deliverables:

- *Preliminary Design Concept*
- *100% Plans and Specifications*

Task 9: Project Performance Monitoring Plan (0% complete)

LACDPW will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring systems to be used, methodology of monitoring, and location of monitoring points. The Monitoring Plan will be prepared as part of the Mitigation Monitoring and Reporting Program.

Deliverables:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

Activities necessary to secure a contractor and award a contract include developing the construction bid package, preparing advertisement and contractor documents for construction, evaluating bids, selecting a contractor, awarding of contractor and issuing the notice to proceed.

Deliverables:

- *Construction bid package*
- *Proof of advertisement*
- *Award of contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

Construction administration activities include managing contractor submittal review, answering requests for information, and issuing work directives. An engineering construction observer will be available for the duration of the Project to document pre-construction conditions, daily construction activities, inspections, addressing the contractor's questions, reviewing and updating the Project schedule, and reviewing change orders, log submittals, and pay requests.

Deliverables:

- *Notice of Completion*

Task 12: Construction (0% complete)

Construction activities will include mobilization to the Project site, construction of infiltration facilities, re-vegetation of the site, and demobilization. These activities are described in more detail in the subtasks below.

Subtask 12.1: Mobilization

Mobilization and site preparation will include setting up equipment and materials at the Project site, traffic control, site security, and signage.

Franklin D. Roosevelt Park Regional BMP Project**Work Plan***Subtask 12.2: Infiltration Basins*

Construction of the infiltration basins will include excavation, shoring of open excavation, and construction of three infiltration basins, including installation of geotextile fabric, pre-treatment filtration units, a catch basin, diversion structures, 1,600 linear feet of 24" reinforced concrete pipes, and six flow meters. A Storm Water Pollution Prevention Plan (SWPPP) will be implemented during construction. The three infiltration galleries will be 15 feet below ground surface and sized as follows:

- Gallery #1: Area of 31,300 square feet (SF) with a volume of 375,600 cubic feet (CF)
- Gallery #2: Area of 4,750 SF with a volume of 57,000 CF
- Gallery #3: Area of 3,850 SF with a volume of 46,200 CF

Additionally, a new catch basin, will be constructed on the west side of the park to catch roof runoff from park facilities. The new catch basin will be connected to the existing storm drain pipe inside the FDR Park that will connect to infiltration Gallery #3.

Deliverables:

- *Photographic Documentation of Construction Activities*
- *Photographic Documentation of Acknowledgement of Credit Sign*
- *As-Built Plans*

Subtask 12.3: Re-vegetation, Bioswales and Other Park Improvements

The Project site will be re-vegetated after the infiltration basins are installed. Re-vegetation will cover all construction area inside FDR Park (Gallery #1 and Gallery #2), including areas where existing vegetation will be removed during construction. The types of native and drought tolerant plants selected for re-vegetation will be determined based on LACDPW Architectural Engineering recommendations for the area. Gallery #3 is located on the street where there is existing pavement, therefore re-vegetation in this area will not need to occur. Bio-swales will be constructed on the west side of the FDR Park near the new catch basin. Other LID features and park improvements include tree planting, walkway improvements that will increase permeability using decomposed permeable granite, and interpretive signage to educate park visitors about the stormwater BMPs.

Deliverables:

- *Photographic Documentation*

Subtask 12.4: Demobilization – Demobilization will include removing equipment and materials from the Project site and returning the Project site to pre-construction conditions.

Advanced Water Meter Replacement Project

Work Plan

Project 2: Advanced Water Meter Replacement Project**Implementing Agency: Gateway Water Management Authority (GWMA)**

Project Description: The Advanced Water Meter Replacement Project (Project) will save 665 AFY of water supply and improve regional water use efficiency by replacing 6,600 water meters at customer service connections with Advanced Meter Reading (AMR) units that have advanced reading technology capabilities. The project encompasses the service areas of 12 participating GWMA entities including the cities of Bellflower, Cerritos, Commerce, Downey, Lakewood, Norwalk, South Gate, Vernon, and Whittier, as well as the Pico Rivera Water Authority, Long Beach Water Department and the Pico Water District (Agencies). In the Project service area, over 90% of the meters have surpassed their expected project life and have diminished in operational efficiency. This Project aims to implement water conservation and management strategies that will help achieve water reliability and improved efficiency. With this technology, unusual water use will be detected early to identify potential leaks and other water use efficiency problems. Water leaks will be repaired either by the Agencies (for leaks at the service connection) or the customer (for leaks downstream of the service connection). This will reduce water demands and imported water use and increase overall supply reliability.

Work Completed: The GWMA developed this Project based on experience from a current successful program, the Advanced Meter Infrastructure Program, which is already improving regional water management by converting meters into smart meters. This program has provided background and structure for this Project to determine scope, potential benefits, and effective implementation strategies. The results of the Advanced Meter Infrastructure Program will serve as a model for this Project and will help to ensure its success.

Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

The Project will be implemented by 12 Agencies and overseen by the lead proponent agency, GWMA. GWMA will provide overall project management. This task will include the management and coordination of all Project activities including contracting and management of the contractor and reviewing project activity reports and invoices submitted by the Agencies. GWMA will establish sub-recipient agreements with the 12 Agencies defining the responsibilities and scope of work for the Project. The GWMA Board of Directors, as well as the boards and city councils for each Agency, must approve and sign the respective agreements. The Agencies will submit reports to GWMA discussing updates of the Project including any records of supporting documents.

This task also includes reimbursement for GWMA for grant application and planning work. GWMA will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with Los Angeles County Flood Control District (LACFCD). Staff will prepare invoices and relevant supporting documentation for submittal to DWR via LACFCD.

Deliverables:

- *Agreements/Amendments/Memorandum of Understandings with Project Partners*
- *Board approvals for all Agencies*
- *Complete grant application*
- *Environmental Information Form*
- *Three years audited financial statements*
- *Invoices and Backup Documentation*

Advanced Water Meter Replacement Project**Work Plan****Task 2: Labor Compliance Program (50% complete)**

The Agencies have Labor Compliance Programs in place and will require the vendor(s) to follow prevailing wage requirements for labor compliance in accordance with the California Labor Code §1771.3. Labor compliance, as applicable, will be performed during implementation.

Deliverables:

- *Labor Compliance Programs*
- *Labor Compliance Reports*

Task 3: Reporting (0% complete)

GWMA will be responsible for compiling the Quarterly Progress Reports from the 12 Agencies for submittal to DWR via LACFCD. These reports will consist of detailed work completed including information about any accomplishments or issues encountered in the prior quarter. This task also consists of preparing the Draft and Final Project Completion Report. The draft Final Project Completion Report will be submitted to DWR via LACFCD for DWR's project manager's comment and review no later than 90 days after project completion. A Final Project Completion Report will be prepared to address LACFCD's and DWR's comments and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

No land acquisition or easements will be needed, therefore, this task does not apply to this Project.

Deliverables:

- *Not applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (Not Applicable)**

This Project does not require the preparation of feasibility studies. The GWMA developed this Project based on experience from a current successful program, the Advanced Meter Infrastructure Program, which is already improving regional water management by converting meters into smart meters. This program has provided background and structure for this Project to determine scope, potential benefits, and effective implementation strategies.

Deliverables:

- *Not applicable*

Task 6: CEQA Documentation (0% complete)

This Project is categorically exempt since the AMR units will be installed in existing meter boxes on each Agency-owned property. Therefore, environmental impacts associated with the Project are not anticipated. This task will include the completion and filing of a Categorical Exemption 30 days prior to the beginning of field work.

Deliverable:

- *Notice of Exemption*

Advanced Water Meter Replacement Project**Task 7: Permitting (Not Applicable)**

Permits will not be required for this Project because all meters will be installed in place of existing water meters, therefore, this task doesn't not apply to this Project.

Deliverables:

- *Not applicable*

Task 8: Design (Not Applicable)

This Project does not require preparation of designs.

Deliverables:

- *Not applicable*

Task 9: Project Performance Monitoring Plan (0% complete)

A Project Performance Monitoring Plan will be developed describing tools to be used in order to monitor and measure project benefits. The plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, and frequency of monitoring.

Deliverable:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

This task will include procurement of professional services for the installation of AMR units. Third-party contracting specifics and structure will vary throughout the 12 Agencies, but will likely include the preparation and issuance for the request for proposal, evaluation of the bids received to furnish and install the necessary components, selection and award of contractor, and issuance of a notice to proceed.

Deliverables:

- *Request for Proposal*
- *Award of contract*
- *Notice to Proceed*

Task 11: Implementation Administration (0% complete)

This task will involve monitoring and reporting on the installation contract work performed by vendors or any participating Agency staff, providing direction to the contractor, reviewing the contractor's schedule and recommendations, and providing implementation inspection and management oversight.

Deliverable:

- *Contractor Summary Progress Reports*

Task 12: Implementation (0% complete)

Installation of advanced water meters will include the preparation of the installation plan, purchase and delivery of new meters, removal of existing meters, and replacing those with the AMR units at 6,600 service meter locations in 12 cities. Participating agencies and/or customers will repair the leaks identified. If the leaks detected are downstream of the service connection, the local participating water purveyor will work with the customer to repair the leaks, therefore, customer leak repair is not

Advanced Water Meter Replacement Project**Work Plan**

included. If the leak is detected at the customer connection, participating agencies will repair the leak as part of their normal and ongoing system maintenance program, therefore, additional scope is not required for this Project.

Subtask 12.1: Installation Plan Preparation

Based on information from each participating Agency, the vendor will compile an Installation Plan for the work required to install the AMR units. This plan will lay out which customer service meters will be replaced with advanced meters and the general sequence and schedule for the work in each neighborhood, including an estimated date for completion. The vendor will work with each respective Agency to determine which meters will be replaced and ensure that Disadvantaged Communities (DACs) are prioritized. The respective Agency and GWMA will approve the plan before installation work begins plan must be approved by the respective Agency and GWMA before installation work begins.

Deliverable:

- *Installation Plan*

Subtask 12.2: Equipment

This subtask includes the procurement of all equipment necessary to ensure successful installation. The vendor will order and obtain new AMR units at bid price from the manufacturer as required and scheduled in the approved Installation Plan. In addition to the 6,600 AMR units that will be purchased, other equipment will be required to carry out the installation, such as service trucks, hand tools including weed eaters, shovels, saws, pipe cutters, and other specialized meter installation equipment.

Deliverable:

- *List of equipment purchased for each Agency*

Subtask 12.3: Installation and Leak Repair

This subtask consists of installation and configuration of the 6,600 AMR units and field testing to validate system functionality. In accordance with the Installation Plan, the vendor or Agency staff will install the AMR units. Collecting and analyzing water use data will be necessary in order to ensure the efficiency of the new AMR system. The testing data will also be used as a baseline analysis of current water use. Since all leak repairs will be completed as part of the participating Agency's existing maintenance program or by the customer, there is no additional scope associated with leak repair for this Project.

Deliverables:

- *Verification of installation*
- *Photographic documentation of Acknowledgment of Credit Sign*
- *Testing data collected following launch of AMR system*

Gateway Cities Regional Recycled Water System Expansion

Project 3: Gateway Cities Regional Recycled Water System Expansion Project (Project)

Implementing Agency: City of South Gate (City)

Project Description: The Project will provide 453 acre-feet per year (AFY) of water savings and water quality improvement by completing planning, design, and CEQA for recycled water pipelines to three cities. The City of South Gate, in partnership with the City of Bell Gardens, the City of Lynwood, and the Central Basin Municipal Water District (CBMWD), are preparing planning, design, and environmental documentation for pipelines that will extend the CBMWD recycled water system. The Project¹ includes a California Environmental Quality Act (CEQA) analysis and the development of plans, specifications, and cost estimates for the construction of the recycled water pipelines. The new customers that will be served include parks and schools in the Disadvantaged Communities (DACs) of the three cities. The proponent does not intend to complete construction with this solicitation.

Work completed:

This Project was identified in the Central Basin Municipal Water District Recycled Water Master Plan (completed previously outside of the scope of this Project). Since then, the Technical Memorandum *Determination of Irrigation Water Demand for Facilities to be Served with Recycled (Title 22) Water in the Cities of Bell Gardens, Lynwood, and South Gate* was completed in July 2015.

Budget Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

This task is partially complete and includes grant application preparation by a consultant, as well as City staff time to attend meetings and provide project materials for the grant application preparation. The cities will contract and oversee the preparation of CEQA documents necessary for the design of the recycled water pipelines. The cities will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination. The task also includes preparation and submission of supporting grant documents and coordination with the Los Angeles County Flood Control District (LACFCD). Invoices will be prepared, including relevant supporting documentation for submittal to the California Department of Water Resources (DWR) via LACFCD. The task is considered 15% complete because the grant application work has been performed.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Financial Statements*
- *Invoices for reimbursement*

Task 2: Labor Compliance Program (Not Applicable)

This task is not applicable because this grant will be only used for planning, design, specifications, and environmental documents.

¹ For the purposes of this grant application, the term “Project” is used to refer to the design and environmental work that is seeking funding under the Proposition 84, Final Solicitation Round. The term “Construction Project” is used to refer to the construction phase, which will occur later and is not seeking funding under this round.

Gateway Cities Regional Recycled Water System Expansion**Task 3: Reporting (0% complete)**

This task has not started yet. The cities will be responsible for compiling the Quarterly Progress Reports for submittal to DWR via LACFCD. These reports will consist of detailed work completed including information about any accomplishments or issues encountered in the prior quarter. This task also consists of preparing the Draft and Final Project Completion Report. The draft Final Project Completion Report will be submitted to DWR via LACFCD for the DWR project manager's comment and review no later than 90 days after project completion. A Final Project Completion Report will be prepared to address LACFCD's and DWR's comments and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Project Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

No land acquisition or additional easements will be needed for the Project.

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (5% complete)**

This task involves the preparation of the technical memorandum entitled, *Determination of Irrigation Water Demand for Facilities to be Served with Recycled (Title 22) Water in the Cities of Bell Gardens, Lynwood, and South Gate*. Based on this analysis, a Feasibility Study/Basis of Design Report will be completed to develop and evaluate refined Project alternatives. Work to complete the Basis of Design Report will include the following activities: land surveying, field reconnaissance, site evaluation, preparing conceptual design and cost estimates, and cultural resources investigation.

Deliverables:

- *Technical Memorandum: Determination of Irrigation Water Demand for Facilities to be Served with Recycled (Title 22) Water in the Cities of Bell Gardens, Lynwood, and South Gate*
- *Feasibility Study/Basis of Design Report*

Task 6: CEQA Documentation (0% complete)

This task has not yet started and will be completed as part of the Project. As the lead agency, the City of South Gate will prepare and circulate a Notice of Preparation, prepare a CEQA Initial Study (IS) and Mitigated Negative Declaration (MND) for the Project, release the MND document for public review, and file a Notice of Completion with the Los Angeles County Clerk and the State Clearinghouse.

Deliverables:

- *Copy of Notice of Preparation*
- *Final CEQA Document*
- *Copy of Notice of Completion*

Gateway Cities Regional Recycled Water System Expansion**Task 7: Permitting (0% complete)**

This task will consist of arranging for all necessary permits for the Project. Permits are not required until such time as the Construction Project is undertaken, which is planned for a later phase. During the Project design phase, contact will be made with the County of Los Angeles Department of Public Health, the Los Angeles County Sanitation Districts, City and County Planning agencies, and other agencies that have statutory jurisdiction over the recycled water pipeline to initiate permit review in anticipation of construction.

Deliverables:

- *Permit-related submittals to County of Los Angeles Department of Public Health*
- *Permit-related submittals to Los Angeles County Sanitation District*
- *Other permit-related submittals, as appropriate (TBD)*

Task 8: Design (0% complete)

The design task has not yet started and will include geotechnical investigation and topographical surveys, and 30%, 60%, 90%, and final design specifications and cost estimates. Activities will also include project management base map compilation, potholing, utility research, field investigations, hydraulics, and contract documents.

Deliverables:

- *Aerial Survey and Topographic Base Maps*
- *Geotechnical Investigations*
- *Utility Research and Field Investigation*
- *Preliminary Cost Estimates*
- *Final Plans and Specifications*

Task 9: Project Performance Monitoring Plan (Not applicable)

This task is not applicable because this grant will be only used for planning, design, specifications, and CEQA documents.

Category (d): Construction/Implementation**Task 10: Contract Services (Not applicable)**

This task is not applicable because this grant will be only used for planning, design, specifications, and CEQA documents.

Task 11: Construction Administration (Not applicable)

This task is not applicable because this grant will be only used for planning, design, specifications, and CEQA documents.

Task 12: Construction/ Implementation (Not applicable)

This task is not applicable because this grant will be only used for planning, design, specifications, and CEQA documents.

Paramount Boulevard Turf Replacement Project

Work Plan

Project 4: Paramount Boulevard Turf Replacement Project (Project)**Implementing Agency: City of Lakewood (City)**

Project Description: The goal of this Project is to provide 165 acre-feet per year (AFY) of water savings and improved water offset by replacing turf with water-efficient and drought-tolerant landscaping, installing a water efficient irrigation system, and installing biofiltration swales along several roadway medians. The project will improve water quality by reducing zinc concentrations in stormwater runoff. These improvements will be implemented on 100,000 square feet (ft²) median islands along Paramount Boulevard from Del Amo Boulevard to Carson Street.

Work Completed: The City will is using an existing on-call contract with the selected engineering consultants and has already received Board approval to proceed working with the Project design.

Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

As the lead proponent agency, the City of Lakewood will manage the grant agreement and preparation of the grant application. The work associated with this task includes coordination between the Gateway Water Management Authority (GWMA), Los Angeles County Flood Control District (LACFCD) and the City of Lakewood in order to provide supporting documentation and the consultant's preparation of the grant application. The City will prepare invoices, including relevant supporting documentation, for submittal to DWR via LACFCD. This task will also include the supervision, coordination, monitoring, and review of the consultant contracts and Project components to ensure conformance with City standards, policies, and procedures. In addition, this task will include quality control and budgeting.

Deliverables:

- *Complete grant application*
- *Invoices for reimbursement*
- *Environmental Information Form (EIF)*
- *Monthly Status Reports and minutes, upon request*

Task 2: Labor Compliance Program (50% complete)

The City has an ongoing Labor Compliance Program in place, and will require the contractor to follow prevailing wage requirements for labor compliance in accordance with the California Labor Code §1771.3. Labor compliance, as applicable, will be performed during implementation. The Lead Agency will provide the consultant a Notice to Proceed in order to begin preparing the Labor Compliance Program documentation.

Deliverables:

- *Labor Compliance Program, upon request*
- *Labor Compliance Reports*

Task 3: Reporting (0% complete)

The City will be responsible for compiling the Quarterly Progress Reports for submittal to DWR via LACFCD. These reports will consist of detailed work completed including information about any accomplishments or issues encountered in the prior quarter. This task also consists of preparing the Draft and Final Project Completion Reports. The Draft Final Project Completion Report will be submitted to DWR via LACFCD for DWR's project manager's comment and review no later than 90 days after project completion. A Final Project Completion Report will be prepared to address LACFCD's and DWR's comments and presented in accordance with the grant agreement.

Paramount Boulevard Turf Replacement Project*Deliverables:*

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Reports*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

The Project will be implemented on existing City lands therefore no land acquisition or additional easements will be needed..

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (0% complete)**

The City will complete a study prior to construction to analyze the surrounding communities, traffic conditions or restraints, and sight visibility. In order to prepare for this study, field analyses will be conducted and meetings will be held with the neighborhood committees.

Deliverables:

- *Field Analysis Report*

Task 6: CEQA Documentation (0% complete)

This Project is categorically exempt under CEQA since it consists of minor alterations in the condition of the land and the purpose of the existing facilities will not be altered. Therefore, CEQA documentation will be prepared for Categorically Exempt Sections 15301 Existing Facilities and 15304 Minor Alterations to Land.

Deliverables:

- *Notice of Exemption*

Task 7: Permitting (Not Applicable)

Permits will not be required for this Project because the Project site is owned by the City of Lakewood.

Task 8: Design (0% complete)

The City has hired an engineering design consultant to manage, design, and prepare construction documents necessary for the implementation of the Project. This task includes the preparation of the Preliminary and Final Design Concept, as well as the 60% design, 90%, and 100% design plans, specifications and cost estimates. The City will conduct two meetings with the local neighborhood committee to present the Preliminary and Final concept and request feedback from the committee.

Deliverables:

- *Preliminary Design Concept*
- *60% Plans and Specifications*
- *90% Plans and Specifications*
- *100% Plans and Specifications and cost estimates*

Task 9: Project Performance Monitoring Plan (0% complete)

The City will develop and submit a Project Performance Monitoring Plan which will include baseline conditions, monitoring locations, schedule of monitoring, monitoring systems to be used, methodology of monitoring, and frequency of monitoring.

Paramount Boulevard Turf Replacement Project*Deliverables:*

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

The City will secure a construction contractor and award a contract for the construction of this Project. The City's consultant will assist in developing the construction bid package, which will include conducting a pre-bid and job site meeting, preparing and advertising the request for proposal, evaluating bids, providing recommendations for a selected contractor, awarding the contractor, and issuing a notice to proceed. This will also include verifying the contractor's agency references from past projects and ensuring proper license standings to perform work. The consultant will also be required to log questions and responses during the bid process.

Deliverables:

- *Request for Proposal*
- *Award of contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

This task will include the management of the construction contractor and providing direction throughout the implementation of the Project. The City's consultant will conduct the following activities: conduct pre-construction meetings and weekly standing meetings with the contractor; require the contractor to submit a construction schedule with weekly updates; conduct construction activity observations; log, track and process requests for information, requests for comment, contract change orders, field directives, and Non-Conformance Reports; monitor traffic control plans; and provide project workbooks to the City at the conclusion of construction.

Deliverables:

- *Contractor Summary Progress Reports*

Task 12: Construction (0% complete)*Subtask 12.1: Mobilization and Site Preparation*

The City's consultant will conduct field observations to review the contractor's construction activities in order to maintain compliance with the plans and specifications. Mobilization and site preparation such as setting up equipment and materials at the Project site, traffic control, site security, and signage will be performed. In addition, the Stormwater Pollution Prevention Plan (SWPPP) will be prepared for implementation during construction.

Deliverables:

- *SWPPP*

Subtask 12.2: Project Construction

This subtask will begin with the removal of the existing turf, irrigation system, and declining trees, as well as soil excavation of the biofiltration swale. The contractor will stake and layout all of the proposed non-planting areas such as cobblestone dry steam bed, landscape boulders, and decomposed granite path or maintenance strip, as specified in design plans. The proposed total quantity for non-planting area is approximately 30,000 square feet. After completion of field layout and staking and with the approval of construction management, the contractor will proceed to procure all irrigation equipment and material and begin

Paramount Boulevard Turf Replacement Project**Work Plan**

to install the system. In conjunction with the installation of the irrigation system, the contractor will begin the procurement and installation of cobblestones dry steam bed, boulders, decomposed granite path, and curb cut construction.

After the completion of the non-planting area construction and the installation of the irrigation system, the contractor will install the planting material and trees, as scheduled for delivery to the site. At this stage, other required tasks will be performed that supplement the planting installation, such as soil preparation/amendment and a tree-hole water percolation test. The total planting area is 70,000 square feet. Installation of the biofiltration planting material will be completed at this stage. In order to meet the construction schedule, the contractor will begin the plant material and tree procurement either during the site preparation or construction staking phase. Periodically during this subtask, the City's consultant will conduct field observations to review the contractor's construction activities in order to maintain compliance with the plans and specifications. The consultant will also prepare and submit to the City construction progress reports during this phase.

Deliverables:

- *Quarterly Progress Reports*
- *Site photographs*
- *Photographic documentation of Acknowledgment of Credit Sign*
- *Final Construction Reports*

Subtask 12.3: Performance Testing and Demobilization

A final field observation will be conducted and final construction reports will be prepared for compliance with the construction documents. During this time, the contractor will ensure the new irrigation system is working properly. In addition, the City's consultant will conduct final certifications of the constructed Project. The contractor will also be required to deliver to the City all field marked construction as-builts, irrigation equipment accessories, instruction booklets and warranties. The City's consultant will prepare record drawings based on the contractor's as-builts and submit to the City along with the final project certification.

Deliverables:

- *Final Project Certification*

Las Virgenes Creek Restoration Project – Phase II**Project 5: Las Virgenes Creek Restoration Project – Phase II (Project)****Implementing Agency: City of Calabasas (City)**

Project Description: The Project will restore 27 acres of riverine habitat and protect native species along Las Virgenes Creek. The restoration includes removing concrete liner, stabilizing Creek banks, constructing a terraced creek bed with weirs and pools for fish passage, removing invasive Crayfish, and constructing trails. The intended outcome of the Project is to restore the Project area to its natural state with native species. Anticipated benefits include habitat restoration and native species protection. The Project will be implemented by the City of Calabasas (City) in partnership with the Mountains Restoration Trust (MRT). MRT will be implementing the Crayfish component of the Project.

Work completed:

- Feasibility Study
- Field Reconnaissance
- Land Surveying and Base Mapping
- Conceptual Plans and Cost Estimates

Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

This task is partially complete. This task includes grant application preparation by a consultant, as well as staff time to attend meetings and provide project materials for the grant application preparation. The City, in partnership with MRT, will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with LACFCD. City staff, in partnership with MRT staff, will prepare invoices including relevant supporting documentation for submittal to DWR via LACFCD. This task also includes administrative responsibilities associated with the project such as managing consultants/contractors.

Deliverables:

- *Complete Grant application*
- *Environmental Information Form (EIF)*
- *Three years audited Financial Statements*
- *Invoices and Backup Documentation*
- *Agreements/Amendments/Memorandum of Understandings with Project Partners, as applicable*

Task 2: Labor Compliance Program (50% complete)

This task is partially complete. City of Calabasas has adopted the Los Angeles County Labor Compliance Program in accordance with Labor Code Section 1771.5. All measures will be taken to ensure compliance with the applicable California Labor Code requirements, including implementation of the County's Labor Compliance Program. Since the program is established but has not been implemented yet, this task is considered to be 50% complete.

Deliverables:

- *Proof of labor compliance (upon request)*

Task 3: Reporting (0% complete)

This task has not started yet. The City of Calabasas and MRT will prepare quarterly progress reports detailing work completed during reporting periods as outlined in the grant agreement. Reports will be submitted to LACFCD for review and inclusion in a progress report to be submitted to DWR.

Las Virgenes Creek Restoration Project – Phase II

The City of Calabasas and MRT will also prepare a joint draft Final Project Completion Report and submit to DWR via LACFCD for DWR Project Manager's comment and review no later than 90 days after project completion. The City and MRT will address and incorporate any comments from LACFCD and DWR for the preparation and submission of a Final Project Completion Report to DWR in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

No land acquisition or additional easements will be needed for the Project. The site is a mix of publicly-owned land and private land that has existing variable-width trail easements, dating from the 1980's. The City of Calabasas has existing Memoranda of Understanding (MOU's) in place with the two private property owners in the Project area: Steeplechase HOA and Equity Office. The MOU's were signed by both property owners in 2014 agreeing to a realignment and re-recording of the easements based on the constructed trail.

Deliverables:

- *Signed MOU*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (100% complete)**

This task is complete and involves the development and evaluation of alternatives including the following activities: land surveying, field reconnaissance, site evaluation, base map compilation, preparing conceptual design and cost estimates, geotechnical investigation, hydrologic/hydraulic and geomorphic analysis, biological assessment, jurisdictional delineation, and cultural resources investigation.

Deliverables:

- *Site Conditions and Constraints Technical Memo*
- *Jurisdictional Determination Report*
- *Geotechnical Report*
- *Biological and Cultural Resources Reports*

Task 6: CEQA Documentation (0% complete)

This task has not started yet. The City of Calabasas will prepare a CEQA Initial Study (IS) and Mitigated Negative Declaration (MND) for the Project. Work will include preparing an administrative draft IS-MND, release draft IS-MND, response to comments, and preparation of the final IS-MND. This task also involves preparing and filing a Notice of Exemption for the Crayfish removal portion of the Project.

Deliverables:

- *Final IS-MND*
- *Mitigation Monitoring and Reporting Program, if applicable*

Task 7: Permitting (15% complete)

This task is partially complete. The California Department of Fish and Wildlife (CDFW) permit for in-stream work was obtained June 26, 2014. All necessary permits for the Project will be obtained, and may include the Flood Control Permit, the 401 Water Quality Certification, the Section 404 National Wetlands Fill Permit, the Section 1600 Streambed Alteration Agreement, and the Section 10 Consultation with the U.S. Fish and Wildlife Service. The Section 404 Permit would only be required if wetlands are affected and the Section 10 Consultation would only be required if federally protected species are potentially impacted. A Storm

Las Virgenes Creek Restoration Project – Phase II**Work Plan**

Water Pollution Prevention Plan (SWPPP) will be produced as part of the requirements for the Regional Water Quality Control Board permit. This task is considered 15% complete because the CDFW permit has been secured.

Deliverables:

- *In-stream barriers and Crayfish trapping clearance from the CDFW (completed June 2014)*
- *Flood Control Permit from the County of Los Angeles, if required*
- *401 Water Quality Certification from the Regional Water Quality Control Board*
- *Section 404 National Wetlands Fill Permit from the U.S. Army Corps of Engineers, if required*
- *Section 1600 Streambed Alteration Agreement from the California Department of Fish and Wildlife*
- *Section 10 Consultation with the US Fish and Wildlife Service, if required*

Task 8: Design (35% complete)

This task is partially complete. The design task includes the 30% design, 60% design, 90%, final design plans, specifications and cost estimates. This task includes holding public workshops and stakeholder meetings to review the design and offer opportunities for comment. This task is considered to be 35% complete because the 30% design packet was completed in March 2015 and the 60% design packet is half completed.

Deliverables:

- *100% Plans, specifications and cost estimates*

Task 9: Project Performance Monitoring Plan (0% complete)

This task has not yet started. The City, in partnership with MRT, will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

Deliverables:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

This task has not started yet. Activities needed to secure a contractor and award a contract include developing the construction bid package, preparing advertisement and contractor documents for construction, evaluating bids, selecting a contractor, awarding of contractor and issuing the notice to proceed. It is anticipated that two contractors will be hired: one will be responsible for site mobilization and the other will be responsible for construction/implementation activities not associated with Crayfish removal. Crayfish removal will be conducted by MRT staff and volunteers. In addition to construction contractor services, the Project also requires that a surveyor be hired to map the new trail and record the new easement after construction is complete.

Deliverables:

- *Construction bid package*
- *Proof of advertisement*
- *Award of contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

This task has not started yet. Construction administration activities include overseeing construction activities, inspections services, and environmental compliance by all contractors. An engineering construction observer will be on-site to document pre-construction conditions, daily construction activities, inspections, addressing the contractor's questions, and reviewing

Las Virgenes Creek Restoration Project – Phase II

change orders, log submittals, and pay requests. Implementation of the Labor Compliance Program during construction is included in this task.

Deliverables:

- *Construction Log Reports (upon request)*
- *Notice of Completion*

Task 12: Construction/ Implementation (0% complete)

This task has not started yet. Construction activities will include mobilization of the Project site, creek restoration and bank stabilization activities, and demobilization of the site. These activities are described in more detail in the subtasks below.

Subtask 12.1: Pre-Migratory Bird Mobilization and Site Preparation

Pre-Migratory Bird Mobilization and site preparation will take place before the start of the official nesting season. Equipment and materials needed for restoration activities such as limbing, clearing, and organic flood flow obstruction removal will be placed at staging areas along the site. Invasive plant species removal will be the main thrust of this mobilization as well as developing access points to the creek bed to effectively transport removed organic material. To further limit any potentially adverse effects on the native and migratory birds that will be nesting, some of which may be sensitive or special status species, bridges will have nets installed to deter nesting in those areas, and existing abandoned nests will be removed prior to the arrival of the birds.

Subtask 12.2: Pre-Construction Mobilization and Staging

Pre-Construction Mobilization and site preparation will include finalizing necessary best practices that minimize disturbances to native and migratory birds and wildlife while preparing and assembling equipment and materials at the project site in designated staging areas for the more structural aspect of the restoration effort. The effective coordination and implementation of these staging areas will, for major restoration activities such as failed concrete liner removal, bank stabilization, and the installation of any needed flow diversions, result in a quicker project completion

This task also includes setting up equipment and materials required for Crayfish removal. This task involves securing volunteers by coordinating with community members, conducting biological surveys for baseline conditions prior to start of Crayfish removal, and confirming monitoring locations.

Subtask 12.3: Creek Restoration and Bank Stabilization

The Project components include the construction of a stable channel bed and banks, utilization of bio-engineering techniques for bank stabilization, enhancement of bed morphologic diversity, removal of exotic vegetation, native riparian re-vegetation, and removal of invasive Crayfish.

Creek rehabilitation and restoration will include removing debris in the creek, repairing erosion sites, conducting bank stabilization, limbing and thinning existing trees in the creek to improve over-bank flood flows, removing obstructions to flood flows that are causing local slope erosion and siltation problems, and increasing visibility and riparian habitat conditions. It is anticipated that roughly 50 cubic yards of concrete will be removed from a failed culvert in the Creek. In this section of the Creek, a series of rock step pools will be constructed over a distance of 400 feet to gradually raise the channel bed to the invert elevation of the culvert. Baffles (structure sills) in the culvert may be installed to reduce stream velocities, as needed.

Non-native invasive species such as Tree of Heaven, eucalyptus, pepper trees, pampas grass, cactus, and palm will be removed. Native riparian tree, understory shrub species, and groundcover plants will be planted, including willow and cottonwood pole planting on the upper creek bank slopes. Creek rehabilitation will also include general cleanup, removal of downed wood, debris, and other materials from the creek for habitat improvement and management of fire fuel loads.

Las Virgenes Creek Restoration Project – Phase II

Crayfish removal will include purchasing supplies and materials including Crayfish traps, barrier materials, waders, gloves, buckets, cages, and other necessary items. Crayfish will be removed using metal traps in established 100-yard sections that are separated by temporary barriers. Crews will remove Crayfish and maintain the areas daily. Crayfish monitoring is also included in the task, which involves macro-invertebrate identification, Crayfish mortality investigation, and a habitat enhancement report. All monitoring will be accomplished between April 2016 and September 2019.

The main focus area for bank stabilization is downstream of Meadow Creek Lane, where there is 400 feet of unstable bank. Bank and slope stabilization will be completed in areas where there is erosion and/or concentrated drainage from upland areas that may increase siltation or sedimentation in the Creek. The channel banks of the Creek and other areas impacted by active gully erosion from upstream drainage and over-slope flow will be repaired. This work includes using willow-planted rock rip rap along the lower Creek bank slopes, earthen fill stabilized with coir end wrapped geogrids, and coir blankets on the upper slopes.

Deliverables:

- *Photographic Documentation*
- *Construction Reports*
- *Photographic documentation of Acknowledgment of Credit Sign*

Subtask 12.4: Demobilization

Demobilization will include removing equipment and materials from the Project site and returning the Project site to pre-construction conditions.

Calleguas – Las Virgenes Municipal Water District Interconnection Project

Project 6: Calleguas – Las Virgenes Municipal Water District Interconnection Project (Project)

Implementing Agency: Las Virgenes Municipal Water District (LVMWD)

Project Description: The Las Virgenes Municipal Water District (LVMWD) is partnering with the Calleguas Municipal Water District (CMWD/Calleguas) to construct an intertie pipeline between the two respective potable water service areas, located in west Los Angeles County and east Ventura County. The new intertie will allow the exchange of water of up to approximately 870 AFY (595+275, during years when unplanned and planned outages both occur) and will also enable LVMWD to fill the Las Virgenes Reservoir by an additional 1,300 AF each year. The Project also includes construction of a recycled water pipeline extension along the same alignment as the intertie component of the Project to serve 13 acre-feet per year (AFY) to Landino Park for irrigation. The Project area spans both the Greater Los Angeles County IRWM Region and the Watersheds Coalition of Ventura County IRWM Region and will provide benefits to both Regions.

Work completed:

- *2014 Potable/Recycled Water Master Plan Updates* by Kennedy Jenks Consultants
- *2014 Las Virgenes-Calleguas Interconnection Study* by Kennedy Jenks Consultants
- An agreement between LVMWD and Calleguas Municipal Water District (CMWD) was approved by both governing Boards on March 10, 2015.
- A preliminary design and CEQA study have been started.

Category (a): Direct Project Administration

Task 1: Project Management (15% complete)

This task is partially complete. It includes staff time for LVMWD and project partners to provide supporting documentation for the grant application, along with preparation by a consultant. The task also includes managing the grant agreement, compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the Los Angeles County Flood Control District (LACFCD). Invoices will be prepared, including relevant supporting documentation for submittal to the California Department of Water Resources (DWR) via LACFCD. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies, and managing consultants/contractors. The task is considered to be 15% complete because the grant application preparation is complete.

Deliverables:

- *Invoices and supporting documentation for reimbursement*
- *Agreements/Amendments/Memoranda of Understanding*
- *Complete grant application*
- *Three years audited financial statements*

Task 2: Labor Compliance Program (50% complete)

This task is partially complete. It includes all measures necessary to ensure compliance with applicable California Labor Code requirements including, preparation and implementation of a Labor Compliance Program (LCP) or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3. The LCP would then be implemented during construction. This task is considered partially complete because LVMWD already has a LCP in place.

Deliverables:

- *Proof of labor compliance*

Calleguas – Las Virgenes Municipal Water District Interconnection Project

Task 3: Reporting (0% complete)

This task has not started yet. It involves the preparation of quarterly progress reports detailing work completed during the reporting periods as outlined in the grant agreement. Quarterly progress reports will be submitted to LACFCD for review and then submitted to DWR. This task also includes preparation of a draft Final Project Completion Report and submittal to DWR via LACFCD for the DWR Project Manager's comment and review no later than 90 days after project completion. A Final Project Completion Report addressing LACFCD/DWR comments will be prepared and presented in accordance with the provisions of the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Reports*

Category (b): Land Purchase/Easement

Task 4: Land Purchase (Not Applicable)

No land acquisition or additional easements will be needed for the Project.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5: Feasibility Studies (60% complete)

This task is partially complete. Planning documents have already been prepared by Kennedy/Jenks Consultants, namely the *2014 Potable/Recycled Water master Plan Updates* and the *2014 Las Virgenes-Calleguas Interconnection Study*. The Preliminary Design Report has not yet started; it will be developed prior to the commencement of final design activities.

Deliverables:

- *2014 Potable/Recycled Water Master Plan Updates (complete)*
- *2014 Las Virgenes-Calleguas Interconnection Study (complete)*
- *Final Preliminary Design Report*

Task 6: CEQA Documentation (0% complete)

This task has not yet started. It involves preparation of a CEQA Initial Study (IS) and Mitigated Negative Declaration (MND) for the Project. A Notice of Preparation (including tribal notification to the California Native Heritage Commission) will be prepared and circulated, and a draft MND will be prepared and eventually released for public review. Finally, a Notice of Completion will be filed with the State Clearinghouse, and a letter will be prepared stating that there are no legal challenges (or that LVMWD is addressing legal challenges).

Deliverables:

- *Copy of Notice of Preparation*
- *Final MND*
- *Copy of Notice of Completion*
- *No Legal Challenges Letter*

Calleguas – Las Virgenes Municipal Water District Interconnection Project

Task 7: Permitting (0% complete)

This task has not started yet. It includes the acquisition of all necessary permits for the Project, including an Encroachment Permit from the City of Westlake Village. LVMWD will also be required to obtain an amendment to their Potable Water System Operating Permit from the State Water Resources Control Board (SWRCB), Department of Drinking Water (DDW) and a Stormwater Pollution Prevention Plan (SWPPP) during construction.

Deliverables:

- *Encroachment Permit from Westlake Village*
- *SWRCB, DDW Potable Water System Operating Permit Amendment*
- *SWPPP (for construction)*

Task 8: Design (0% complete)

This task has not started yet. Development of final design plans and specifications that follow the recommendations of the Basis of Design Report (BOD). The BOD will provide the overall project concept for use in development of final design, plans and specifications including: hydraulic calculations, design details, and final plans and specifications.

Deliverables:

- *Topographic Survey*
- *Geotechnical Survey*
- *Basis of Design Report*
- *100% plans and specifications*

Task 9: Project Performance Monitoring Plan (0% complete)

This task has not started yet; it involves the development and submission of the Project Performance Monitoring Plan (Plan). The Plan will include descriptions of baseline conditions, monitoring systems to be used, the methodology of monitoring, the frequency of monitoring systems to be used, and the locations of monitoring points.

Deliverables:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation

Task 10: Contracting Services (0% complete)

This task has not started yet. It includes activities needed to secure a contractor and award a contract such as developing the construction bid package, preparing advertisement and contractor documents for construction, evaluating bids, selecting a contractor, award of contractor, and issuing the notice to proceed.

Deliverables:

- *Bid Documents*
- *Proof of advertisement*
- *Award of contract*
- *Notice to Proceed*

Calleguas – Las Virgenes Municipal Water District Interconnection Project

Task 11: Construction Administration (0% complete)

This task has not yet begun; it includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the Project. Construction observer duties include: documentation of pre-construction conditions, maintaining a daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/ updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, and notifying the contractor if work is not acceptable.

Deliverables:

- *Construction Management Reports*
- *Notice of Completion*

Task 12: Construction/ Implementation (0% complete)

This task has not started yet. Construction activities will include mobilization to the Project site, field survey, potholing, utility marking, signage, materials storage, trenching, installation, testing, clean-up, site restoration, and demobilization of the site. These activities are described in more detail in the subtasks below.

Subtask 12.1: Mobilization and Site Preparation

Mobilization and site preparation will include setting up equipment and materials at the Project site as well as preparing the site for the restoration activities clearing, demolition, and debris removal. Site preparation includes conducting field surveying, potholing, and utility marking; erecting construction signage; and setting up materials storage areas.

Subtask 12.2: Project Construction

The installation of piping activities will consist of trenching, installing pipe, testing, restoration and clean-up. This task includes the installation of approximately 5,600 linear feet of 24-inch pipe from Thousand Oaks Boulevard heading north on Lindero Canyon Road to the Ventura County border, pipe connections, and other appurtenances. CMWD, on the Ventura County side, will construct the remaining portion of the intertie pipeline, the pump station, and the PRV. The recycled water extension will consist of approximately 1,260 linear feet of 6-inch pipeline that follows the same alignment as the potable water intertie. This grant request includes all of the recycled water pipeline extension and the portion of the potable intertie pipeline that is located inside the LVMWD service area. It does not include the Ventura County components of the Project (remaining pipeline, PRV, and pump station).

Subtask 12.3: Performance Testing and Demobilization

Demobilization includes final testing of installed items and equipment including bacteria tests and pressure test for water mains, compaction tests for asphalt pavement replacement, final clean-up and removal of temporary construction facilities and materials

Deliverables:

- *Photographic Documentation*
- *Photographic Documentation of Acknowledgement of Credit Sign*
- *Start-up and Testing Reports*

Comprehensive Water Conservation Project**Project 7: Comprehensive Water Conservation Project (Project)****Implementing Agency:** City of Malibu (City)**Partnering Agencies:** West Basin Municipal Water District (West Basin) and Los Angeles County Waterworks District 29 (District 29)

Project Description: The City is partnering with West Basin, the local water wholesale agency, and District 29, the local water retail agency, to reduce potable water consumption by 88.2 acre-feet per year (AFY) in the Project area. The Project will provide rebates for customer installation of water-efficient devices and removal of turf; provide graywater reuse systems, drip irrigation kits, and stormwater capture devices such as rain barrels and small rainwater harvesting cisterns for targeted customers; and directly install two large rainwater harvesting cisterns and smart meter devices. With the installation of these Project components, 1,191 AF potable water will be more efficiently used or offset and with non-potable stormwater supply over the lifetime of the Project.

Work completed: Currently, West Basin and District 29 have ongoing indoor and outdoor landscape survey vendors contracted to conduct surveys throughout the Project area. District 29 has also contracted an outreach vendor to assist with the marketing and promotion efforts. As part of MWD's ongoing conservation program, the SoCal Water Smart program, a regional rebate vendor is under contract to provide the rebates throughout the area. MWD also provides West Basin with free California Friendly Landscape Training (CFLT) Classes that will be provided to educate the public.

Category (a): Direct Project Administration**Task 1: Project Management (20% complete)**

The City will provide overall coordination with its project partners, West Basin and District 29, during the Project. The City has established agreements with the project partners that define the responsibilities and scope of work for the Project. Memorandums of Understanding (MOUs) will be executed between the Project partners for funding, data collection, and reporting purposes. West Basin currently has an agreement in place with MWD for the efficient water conservation device rebates that will be provided to customers.

This task also includes aspects of managing the grant agreement, including ensuring compliance with grant requirements, preparation and submission of supporting grant documents, and coordination with the Los Angeles County Flood Control District (LACFCD). This task also includes preparation of the grant application by the consultant. The City's staff will prepare and consolidate invoices from project partners and compile relevant supporting documentation for submittal to DWR via LACFCD.

Deliverables:

- *Agreements/Amendments/Memorandum of Understandings with Project Partners*
- *Complete grant application*
- *Environmental Information Form*
- *Three years audited financial statements*
- *Invoices and Backup Documentation*

Task 2: Labor Compliance Program (40% complete)

West Basin (LCP ID: 2014.00246) and District 29 (LCP ID: 2011.01022) have a Labor Compliance Program (LCP) in place which has been approved by the State for Prop 84 grants. District 29's LCP is through the County of Los Angeles. Implementation of these Department of Industrial Relations (DIR) - certified LCPs in fulfillment of the Prop 84 related compliance requirements will include advising all contractors of the labor compliance requirements, compliance monitoring, and compliance enforcement. The City will adopt a LCP in accordance with Labor Code Section 1771.5 prior to the grant award date. All measures will be taken to ensure compliance with the applicable California Labor Code requirements.

Comprehensive Water Conservation Project*Deliverables:*

- *Labor Compliance Programs, upon request*
- *Labor Compliance Reports*

Task 3: Reporting (0% complete)

The project manager will coordinate between the agencies to prepare quarterly progress reports detailing work completed during the reporting period as outlined in the grant agreement. Reports will be submitted to LACFCD for review and inclusion in a progress report to be submitted to DWR. A Draft Final Project Completion Report will be prepared and submitted to DWR through the LACFCD no later than 90 days after project completion. The City, with assistance from West Basin and District 29, will address and incorporate any comments from LACFCD and DWR for the preparation and submission of a Final Project Completion Report to DWR in accordance with the grant agreement.

Deliverables:

- *Quarterly Project Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not applicable)**

No land acquisition or additional easements will be needed for the Project. The Project sites are privately-owned properties.

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (Not applicable)**

Feasibility studies were not required for this Project, since the Project components are successful conservation measures already in place throughout Southern California through MWD's SoCal Water Smart Program.

Task 6: CEQA Documentation (0% complete)

This Project is categorically exempt, and the City will prepare all necessary CEQA documentation before implementation has begun for the installation of the two large rainwater harvesting cisterns.

Deliverables:

- *Notice of Exemption*

Task 7: Permitting (0% complete)

The City will obtain permits required for the installation of the two large rainwater harvesting cisterns. These cisterns will require a Planning Department Administrative Review Permit.

Deliverables:

- *Administrative Review Permits*

Task 8: Design (0% complete)

The two large rainwater harvesting cisterns will require the completion of design documents to effectively develop a method to collect stormwater runoff from adjacent facility roofs and roadway/parking runoff. This design will include a pre-manufactured storage tank and a harvested-water dispersal system for reuse as irrigation. These reports will be developed by a consultant hired by the City as discussed in Task 10. The remaining Project elements will not require designs to be developed for implementation.

Deliverables:

- *Rainwater Capture Systems Project Concept Report, upon request*

Comprehensive Water Conservation Project

- *Rainwater Capture Systems Project Final Report, upon request*

Task 9: Project Performance Monitoring Plan (0% complete)

The project manager will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring systems to be used, and location of monitoring points in order to ensure the Project will meet its intended benefits.

Deliverables:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (35% complete)**

The task includes the activities necessary to secure consultants and award contracts for successful implementation of this Project. Both West Basin and District 29 have landscape survey vendors under contract to help with conducting surveys throughout the area. District 29 has also contracted an outreach vendor to assist with marketing and promotion efforts to encourage customer participation in the Project.

In addition to the existing contracted services, West Basin and the City will solicit bids for five proposals. Each agency will issue a request for proposal, evaluate the bids received, provide recommendations for approval by the Council or Board, award the contract and issue the notice to proceed. A project manager will be hired to provide coordination and implementation of the entire Project. West Basin will hire a consultant in order to maximize the participation of customers and ensure successful implementation of this Project. West Basin will hire an experienced code-based graywater organization to implement several classes and on-site hands-on workshops. The City will hire one consultant to design the rainwater capturing and dispersal components and then a qualified contractor to install the pre-manufactured cistern and any adaptations to the existing irrigation systems for the two rainwater harvesting cisterns.

Deliverables:

- *Request for Proposals*
- *Award of contracts*
- *Notices to Proceed*

Task 11: Construction Administration

West Basin will hire a project manager to ensure successful implementation and management of the construction administration. This will include contracting and management of any consultant and vendors hired; reviewing and tracking project activity reports including schedules, tasks, and benchmarks; maintaining coordination with the Project partners and providing any requested data information; and providing support for any other implementation tasks including, but not limited to, providing devices, and scheduling site visits.

Construction administration will be provided by the project manager hired and includes all activities necessary for managing all of the consultants and contractors required for this Project. The project manager will provide coordination between the agencies, as necessary, to review submittals, answer requests for information, and issue work directives. The project manager will also be available for the duration of the Project to document activities, address any questions from the consultants, review and update the Project schedule, and provide implementation inspection and management oversight.

Deliverables:

- *Summary progress reports, upon request*

Comprehensive Water Conservation Project**Task 12: Construction/ Implementation***Subtask 12.1: Customer Targeting and Project Marketing*

District 29 staff will conduct an initial review of customer use data to determine a prioritized list of potential Project customer participants, based on water use patterns. In particular, District 29 staff will be looking to determine the best candidates for the 300 mandatory and 100 voluntary smart meter installations. For those customers that will have smart meters installed as part of the Project, District 29 staff will take a preliminary review of the more refined and accurate water use data to determine baseline use. From this data, the Project partners will be able to determine which Project elements would be most appropriate for those sites to reduce water use. Any additional data review to determine the effectiveness of the Project elements is not covered in this task and instead will be part of project monitoring once the Project is complete.

In addition to customer targeting, program outreach and marketing will be necessary to educate the residents about the benefits that will be provided. West Basin's hired consultants will educate the residents about the ongoing drought, conduct customer meetings and site visits to provide information about the benefits, and assist residents with participation by helping them apply for the devices and rebates. In addition, once residents are enrolled, the consultant will provide information on their current water use and provide ways to conserve water. The City will work with the Malibu Area Conservation Coalition (MACC) to develop an effective marketing campaign. The MACC is an existing entity and will not require a contract. The effective marketing campaign will include outreach materials such as brochures, flyers, bill stuffers, posters, and websites that will be advertised through various local media options.

In addition, residents will be educated about water efficient landscaping through the CFLT Classes and through a water conservation consultant. West Basin will work with MWD to coordinate and schedule CLFT classes for participants in the District 29 service area. The CLFT classes will ensure that participants are informed about sustainable landscaping. The water conservation consultant tasks will include scheduling visits, follow-up visits and calls, walking the participant through the rebate and program process. The graywater organization will provide residents with free training classes and workshops. This will allow residents to become more aware of the rebates offered and how to implement a graywater system.

Deliverables:

- *Consumption Analysis Report, upon request*
- *Examples of public outreach/marketing materials*

Subtask 12.2: Rebate Implementation and Incentives

This subtask involves the implementation of the rebate program, including processing and issuance of rebates. West Basin will utilize MWD's existing regional rebate program to provide rebates to residents for the 1,000 high-efficiency toilets, 100 hot water on-demand systems, 100 clothes washers and 200,000 square feet of turf removal. The City and District 29 will coordinate the rebate program for additional water conservation measures that are currently not provided by MWD's regional vendor, such as rebates for 25 graywater systems and 25 small rainwater harvesting cisterns. District 29 currently administers rebate programs for its customers and will provide rebates for the graywater systems and small rainwater harvesting systems.

The City and project partners will provide incentives to motivate residents to participate in this Project. Landscape surveys will be utilized to provide customers with more information about outdoor water usage. West Basin and District 29 will use its existing landscape vendor, Waterwise Consulting, to conduct approximately 500 indoor and 500 outdoor landscape surveys in the Project area targeting the identified high water users. Professional irrigation auditors will perform customer site evaluations to identify recommendations to better manage and improve landscape water usage. The landscape vendor will evaluate the water delivery system and point out inefficiencies that can add up to significant water losses. Reports detailing the results of the survey will be provided to the participants.

Deliverables:

- *Summary of Rebate Applications*

Comprehensive Water Conservation Project

- *Survey Recommendation Reports*

Subtask 12.3: Equipment Procurement

This subtask includes the procurement of all equipment and devices to be installed through the Project. District 29 will purchase 400 smart meter devices; West Basin will purchase 1,000 high-efficiency showerheads (with temperature controlled shut-off devices) and 400 drip irrigation kits. The City's hired contractor will purchase the two large (10,000 gallons) rainwater harvest cisterns that will be pre-manufactured to include all elements necessary for installation and operation.

Deliverables:

- *Summary of equipment invoices*

Subtask 12.4: Installations

This subtask involves the installation of the smart meter devices and the two large rainwater harvesting cisterns. The installations of the high-efficiency showerheads and drip irrigation kits will be performed by the residents and verified by the Project's consultant. District 29 will provide installation services for the smart meter devices to the residents in order to identify leaks and other water use efficiency problems. As part of Task 11, District 29 will receive water usage data from the smart meters, and using accompanying software, will identify leaks and water waste. Any potential leaks identified by District 29 will be repaired by the individual customers. The City's contractor will install the two large rainwater harvesting cisterns, which will include grading of the area, modifications to the catchment area, and connection or expansion of the current portable water irrigation system at each park sites. The participants will install the high-efficiency showerheads and drip irrigation kits provided by West Basin.

Deliverables:

- *Notice of Completion*

Urban Streams Restoration in the Malibu Creek Watershed

Work Plan

Project 8: Urban Streams Restoration in the Malibu Creek Watershed (Project)**Implementing Agency: Mountains Restoration Trust (MRT)**

Project Description: The Project will protect seven native species by removing invasive Crayfish from 1.5 miles of stream along Medea Creek. The Project will also restore one acre of riparian habitat along Medea Creek by removing invasive vegetation and replanting native vegetation. The intended outcome of the Project is to restore the Project area to its natural state.

Work completed:

- Floodplain analysis to assess impact of vegetation in channel (completed 2011)
- GIS mapping of re-vegetation work area (completed 2013)
- 2010-2013 Feasibility analysis (completed 2013)
- 2010-2013 Riparian Restoration Feasibility Analysis for Medea Creek (completed 2013)
- Received tentative approval of Encroachment permit application for vegetation along Medea Creek within Ventura County easement area
- California Department of Fish and Wildlife (CDFW) and Rancho Simi Recreation and Park District (RSRPD) approval of invasive Crayfish removal program

Category (a): Direct Project Administration**Task 1: Project Management (30% complete)**

This task is partially complete, and it includes grant application preparation by a consultant, as well as MRT's staff time to attend meetings and provide project materials for the grant application preparation. MRT will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with Los Angeles County Flood Control District (LACFCD). MRT staff will prepare invoices including relevant supporting documentation for submittal to DWR via LACFCD. This task also includes administrative responsibilities associated with the project such as managing consultants/contractors, coordinating with jurisdictional agencies (Ventura County), and overseeing MRT field crew.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Invoices and Backup Documentation*
- *Agreements/Amendments/Memorandum of Understandings with Project Partners, as applicable*
- *Three years audited Financial Statements*

Task 2: Labor Compliance Program (Not Applicable)

Not applicable. Labor Compliance Programs are required for Projects that will hire contractors to perform any work. All work performed on this Project will be completed by MRT staff and volunteers; no contractors will be hired. Thus, no Labor Compliance Program is needed for this Project.

Deliverables:

- *Not Applicable*

Task 3: Reporting (0% complete)

This task has not started yet. MRT will prepare progress reports detailing work completed during reporting period as outlined in the grant agreement. Reports will be submitted to LACFCD for review and inclusion in a progress report to be submitted to DWR.

Urban Streams Restoration in the Malibu Creek Watershed**Work Plan**

MRT will also prepare a draft Final Project Completion Report and submit to DWR via LACFCD for DWR Project Manager's comment and review no later than 90 days after project completion. A Final Report addressing LACFCD's and DWR's comments will be prepared and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

No land acquisition or additional easements will be needed for the Project.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (100% complete)**

This task is complete. A feasibility analysis was completed for the non-native invasive aquatic species removal from 2010-2013 during field tests conducted on Malibu Creek, in conjunction with consultations with CDFW, Pepperdine University Professor Dr. Lee Kats, Resource Conservation District Biologist Rosi Dagit, CA State Parks Ecologist Suzanne Goode.

A riparian restoration feasibility analysis was also completed from 2010-2013 for Medea Creek in consultation with CDFW Senior Scientist Dan Blankenship, Resource Conservation District, Natural Resource Conservation Service and Ventura County Watershed Protection Division (VCWPD).

Deliverables:

- *Floodplain analysis to assess impact of vegetation in channel (completed 2011)*
- *GIS mapping of re-vegetation work area (completed 2013)*
- *2010-2013 Feasibility analysis (completed 2013)*
- *2010-2013 Riparian Restoration Feasibility Analysis for Medea Creek (completed 2013)*

Task 6: CEQA Documentation (0% complete)

This task has not started yet. Ventura County is the lead agency for the CEQA documentation portion of the Project. This task involves MRT coordinating with Ventura County to prepare and file a Notice of Exemption.

Deliverables:

- *Notice of Exemption*

Task 7: Permitting (70% complete)

This task is partially complete. The CDFW permit for in-stream work was obtained June 26, 2014. This task will acquire all necessary permits for the Project, including an encroachment permit from the VCWPD and a CDFW 1602 Streambed Alteration Agreement for vegetation work. The work is considered 70% complete because one of the three necessary permits has been obtained and the VCWPD encroachment permit is approved and awaiting permit fees.

Urban Streams Restoration in the Malibu Creek Watershed**Work Plan***Deliverables:*

- *In-stream barriers and Crayfish trapping clearance from the CDFW (completed June 2014)*
- *Encroachment Permit from the VCWPD (approved and awaiting permit fees)*
- *1603 Streambed Alteration Agreement from the CDFW*

Task 8: Design (50% complete)

This task is partially complete. Work associated with this task includes developing the Medea Creek Landscape Design Plan and a Crayfish Barrier Plan. The work is considered 50% complete because the Medea Creek Landscape Design Plan was completed November 2012, but the Crayfish Barrier Plan has yet to be completed.

Deliverables:

- *Medea Creek Landscape Design Plan (completed November 2012)*
- *Crayfish Barrier Plan*

Task 9: Project Performance Monitoring Plan (0% complete)

This task has not started yet. MRT will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, the methodology of monitoring, frequency of monitoring systems to be used, and location of monitoring points.

Deliverables:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (Not Applicable)**

Implementation of the Project will be conducted by MRT staff and volunteers; contracting and agreements with outside contractors and/or consultants will not be necessary for this Project.

Deliverables:

- *Not Applicable*

Task 11: Construction Administration (0% complete)

This task has not started yet. Construction administration activities will include supervising field crews during the restoration of vegetation and Crayfish removal process, documenting field work performed in field logs, reviewing progress, and reporting to the Project Manager.

Deliverables:

- *Field logs (upon request)*

Task 12: Construction/ Implementation (0% complete)

This task has not started yet. Construction activities will include mobilization to the Project site, habitat restoration and Crayfish removal, and demobilization of the site. These activities are described in more detail in the subtasks below.

Subtask 12.1: Mobilization

Mobilization and site preparation will include setting up equipment and materials, including the irrigation lines for habitat restoration and preparing the site for Crayfish removal. This task will also involve securing volunteers by coordinating with

Urban Streams Restoration in the Malibu Creek Watershed**Work Plan**

community members, conducting biological surveys for baseline conditions prior to start of Crayfish removal, and confirming monitoring locations.

Subtask 12.2: Restoration

The restoration activities will consist of purchasing supplies and materials including Crayfish traps, barrier materials, waders, gloves, buckets, irrigation pipe, valves, fittings, hoses, shovels, plants, cages, mulch, and other necessary items. Crayfish will be removed using metal traps in established 100 yard sections that are separated by temporary barriers. Crews will remove Crayfish and maintain the areas daily. Additionally, invasive plants such as bull thistle (*Cirsium vulgare*), hoary mustard (*Hirschfeldia incana*), tocalote (*Centaurea melitensis*), red-stem filaree (*Erodium cicutarium*), smilo grass (*Piptatherum miliaceum*) and common plantain (*Plantago major*) will be removed and replaced with native species. The habitat restoration will add approximately 900 new native plants, including approximately 200 trees, 300 shrubs, 250 perennials, and 150 grasses. Native plant species will include coast live oak (*Quercus agrifolia*), valley oak (*Quercus lobata*), red willow (*Salix laevigata*), Fremont cottonwood (*Populus fremontii*), toyon (*Heteromeles arbutifolia*), California wild rose (*Rosa californica*), sugarbush (*Rhus ovata*), milkweed (*Asclepias fascicularis*), and blue wildrye, along with numerous other trees, shrubs, perennials, and grass species.

Deliverables:

- *Photographic Documentation*

Subtask 12.3: Monitoring

Monitoring for the Crayfish portion of the Project will include data collection, macroinvertebrate identification, Crayfish mortality investigation and habitat enhancement reports. Re-vegetation annual reports will include photo documentation from fixed photo stations, transect survey data, and percentage survival from field observations. All monitoring will be accomplished between April 2016 and September 2019.

Deliverables:

- *Annual Monitoring Reports*

Subtask 12.4: Demobilization

Demobilization will include removing temporary barriers, and other equipment and materials from the Project site, including the irrigation lines and Crayfish traps, and returning disturbed areas within the Project site to pre-construction conditions.

Inglewood New Well No. 7 Project**Work Plan**

Project 9: Inglewood New Well No 7 (Project)

Implementing Agency: City of Inglewood (City)

Project Description: The Project will enhance the City's groundwater production capacity by approximately 1,178 acre-feet per year (AFY), on average, allowing the City to utilize more of its groundwater allocation in the West Coast Basin and reduce its dependence on expensive and energy-intensive imported water supplies.

The City receives its potable water from two sources: approximately 7,200 AFY from the Metropolitan Water District of Southern California (MWD) and approximately 2,700 AFY from City wells. The City owns 4,731 AFY of groundwater rights in the West Coast Basin. In recent years, production has decreased substantially due to the age of the wells. Thus, the City has not been able to pump their full allocated rights. The new well will allow increased production and reduce the City's dependence on imported water.

The City currently operates four wells. The Project proposes to drill a new well (Well No. 7) at a City-owned property located at 101 West Arbor Vitae Street in order to provide a new source of high-quality groundwater. This new well is intended to replace the lost production from three existing wells that were built in 1974 (Well No. 1 and Well No. 2) and 1990 (Well No. 4). Currently, the combined production of Inglewood's four active wells is 2,700 AFY, which constitutes only 60% of the City's groundwater production rights. If this project is not implemented, more imported water will have to be purchased from MWD. In addition, implementation of this project will ensure that the City's customers in this Disadvantaged Community (DAC) area will have a more reliable supply of local water and will offset the amount of imported water needed.

The following work has been completed:

- Feasibility Study of Well No. 7 (March 2014)
- Approved CEQA Process and Documentation

Category (a): Direct Project Administration

Task 1: Project Management (15% complete)

This task is partially complete and includes grant application preparation by a consultant, as well as City's staff time to attend meetings and provide project materials for the grant application preparation. The City will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with Los Angeles County Flood Control District (LACFCD). The City staff will prepare invoices, including relevant supporting documentation for submittal to DWR via LACFCD. This task also includes administrative responsibilities associated with the project, managing consultants, contractors, and permitting agencies.

Deliverables:

- Complete grant application
- Environmental Information Form (EIF)
- Invoices and Backup Documentation
- Agreements/Amendments/Memorandum of Understandings with Project Partners, as applicable
- Three years audited Financial Statements

Task 2: Labor Compliance Program (50% complete)

The City has already adopted a resolution to comply with labor law & regulations. The Labor Compliance Program will be implemented during construction by the City.

Deliverables:

Inglewood New Well No. 7 Project**Work Plan**

- *City Ordinance 15-05*
- *Labor Compliance Reports, upon request*

Task 3: Reporting (0% complete)

This task has not started yet. The City will prepare quarterly progress reports detailing work completed during reporting period as outlined in the grant agreement. The City will also prepare a draft Final Project Completion Report and submit to DWR via LACFCD for DWR Project Manager's comment and review no later than 90 days after project completion. A Final Project Completion Report addressing LACFCD's and DWR's comments will be prepared and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

No land acquisition or additional easements will be needed for the Project. The City owns the lot (it was acquired in the 1980s) and City Council approved the lot for drilling of a new well.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (100% complete)**

This task is complete. The Feasibility Study Report for Inglewood Well No. 7 began in October 2013 and was completed in March 2014.

Deliverables:

- *Feasibility Study Report for Inglewood Well No. 7*

Task 6: CEQA Documentation (100% complete)

This task is complete. A CEQA Mitigated Negative Declaration was completed and adopted in November 2014.

Deliverables:

- *City Council Resolution 15-12*
- *CEQA Mitigated Negative Declaration*
- *CEQA Notice of Determination*
- *No legal challenges letter*

Task 7: Permitting (0% complete)

This task has not yet started; it involves obtaining the new well permit and the new National Pollutant Discharge Elimination System (NPDES) permit from the State Water Resources Control Board for the Project.

Deliverables:

- *New Well Permit and State ID Number*

Inglewood New Well No. 7 Project**Work Plan**

- *New NPDES Permit with its number*

Task 8: Design (0% complete)

This task has not started yet. The City will contract with Tetra Tech Inc. to prepare the construction plan and specifications for construction of Well No. 7 facilities.

Deliverables:

- *Drawings*
- *Project Specification: 100% Plans, specifications and cost estimates*

Task 9: Project Performance Monitoring Plan (0% complete)

This task has not started. The City will develop and submit a Project Performance Monitoring Plan to LACFCD for review. The Project Performance Monitoring Plan will include baseline conditions, brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and locations of monitoring points.

Deliverables:

- *Project Performance Monitoring Plan*
- *Mitigation Monitoring and Reporting Program (if applicable)*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

This task has not started. The City will award a construction contract to a private contractor for construction of Well No. 7 facilities. Activities needed to secure a contractor and award a contract include developing the construction bid package, preparing the advertisement and contractor documents for construction, evaluating bids, selecting a contractor, awarding of contractor and issuing the notice to proceed.

Deliverables:

- *Construction bid package*
- *Proof of advertisement*
- *Award of contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

This task has not started. The City will perform construction administration activities and construction management services. The construction management services include overseeing construction activities, inspections services, and environmental compliance by the contractor. The construction manager will be on site to document construction conditions, record daily construction activities, prepare/review change orders, log submittals, address the contractor's questions, and perform project inspections.

Deliverables:

- *Construction inspection reports and photographs*
- *Notice of Completion*

Inglewood New Well No. 7 Project**Work Plan****Task 12: Construction/ Implementation (0% complete)**

This task has not started. This task includes managing contractor submittal review, answering requests for information, and issuing work directives. A full time engineering construction observer will be on site for the duration of the project. Other construction activities are described in more detail below.

Subtask 12.1: Mobilization and Site Preparation

Remove two existing trees on the site. Mobilize a drill rig, pipe trailer, mud tank, and water tanks to the site. Install sound barriers.

Deliverables:

- *Acknowledgment of Credit Sign*

Subtask 12.2: Project Construction

Drill a pilot borehole to 700' below ground surface; install conductor casing; log drill cuttings; conduct downhole geophysical surveys; conduct isolated aquifer zone testing at 4 depths; ream pilot hole; install well casing, gravel pack, and seal; well development using airlifting, swabbing, and chemical methods; install pump assembly; install wellhead facility.

Materials: Sound-proof wall, stainless steel 20" diameter louver well casing, grout seal, gravel packs, well development chemicals, submersible pump assembly, piping, valves, electronics and control panel, wastewater discharge tank and line, concrete driveway, and other site improvements

Equipment: Trucks, drill rig, crane, waste bin and Baker tank

Labor: Project manager, foreman, drilling technician, rig operators, electrician.

Subtask 12.3: Performance Testing and Demobilization

Conduct down-well (down gradient) testing, conduct discrete depth sampling, regrade site, demobilize equipment, and install fencing.

Deliverables:

- *As-built drawings*

Recycled Water Supply for Palos Verdes Golf Course**Work Plan****Project 10: Recycled Water Supply for Palos Verdes Golf Course****Implementing Agency: City of Palos Verdes Estates**

Project Description: The City of Palos Verdes Estates is partnering with the West Basin Municipal Water District (WBMWD) and Palos Verdes Golf Club to implement this project. The Project includes construction of a new recycled water line, pump station and onsite storage to serve 200 acre-feet per year (AFY) to the Palos Verdes Golf Course, owned by the City of Palos Verdes Estates and operated and maintained by the Palos Verdes Golf Club. The Project also includes the installation of connections to two (2) other sites along the alignment for an additional 10 AFY: Los Arboles Park and Riviera Elementary School. The habitat restoration involves removal of non-native acacia trees and understory grass; they will be replaced with a mix of native transitional riparian species and native scrub species at Malaga Dunes.

Work completed:

- *Final Environmental Assessment/Initial Study Harbor-South Bay Water Recycling Project, September 2003*
- *WBMWD Capital Implementation Master Plan for Recycled Water Systems, June 2009*
- *Jurisdictional Delineation and Habitat Assessment of the Palos Verdes Golf Club Expansion Project, January 2014*
- In 2005, the Palos Verdes Golf Club installed dual waterline (“purple pipe”) to allow for future use of recycled water for irrigation. That system is ready to be connected to a recycled water system.

Budget Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

Project administration work to be completed under this task will be performed by a WBMWD Project Manager (PM) with oversight by the Engineering Manager and coordination with the Planning Specialist. Project administration includes coordination of meetings, management of all contracts and schedule, management of data, and overseeing the Project’s conceptual proposal, implementation, and grant reporting. The PM will provide input and data, review documents and design plans, coordinate tasks throughout all phases of the Project, and be responsible for communication with the City and Project partners during implementation.

This task also includes staff time for WBMWD, the City and Project partners to provide supporting documentation for the grant application, along with preparation by a consultant. WBMWD will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination the Los Angeles County Flood Control District (LACFCD). Invoices will be prepared, including relevant supporting documentation for submittal to the California Department of Water Resources (DWR) via LACFCD. Staff will prepare invoices and relevant supporting documentation for submittal.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Invoices and Backup Documentation*
- *Agreements/Amendments/Memorandum of Understandings with Project Partners, as applicable*
- *Three years of audited financial statements*

Task 2: Labor Compliance Program (50% complete)

WBMWD will utilize their existing Labor Compliance Program (LCP) for all construction activities to ensure that its contractors are complying with prevailing wage requirements. For construction activities at the golf course, the Palos Verdes Golf Club and City of Palos Verdes Estates will implement and maintain a LCP.

Deliverables:

- *Labor Compliance Program documentation/reports upon request*

Recycled Water Supply for Palos Verdes Golf Course**Work Plan****Task 3: Reporting (0% complete)**

WBMWD will be responsible for compiling the Quarterly Progress Reports and deliverables for submittal to DWR via LACFCD. The reports will consist of detailed work completed including information about any accomplishments or issues encountered in the prior quarter. This task also consists of preparing the draft and Final Project Completion Report. The draft Final Project Completion Report will be submitted to DWR via LACFCD for DWR's project manager's comment and review no later than 90 days after Project completion. A Final Completion Report will be prepared to address LACFCD's and DWR's comments and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (0% complete)**

The Project will require purchase of land or acquisition of easements for the pump station. The pipeline will be constructed primarily within the public right-of-way. The existing Anza Lateral is the closest recycled water pipeline within the area. The closest point of connection is at the 6-inch diameter recycled water main at Calle Mayor and Juan Avenue in the City of Torrance. A pump station for the pipeline would be required within close proximity as the topographic gradient starts ascending immediately.

Near the connection point, there are several potential locations for the pump station including, Calle Mayor Middle School, South High School, and a commercial-market place. In order to determine availability for pump station space, further conversations with owners and or corresponding representatives would need to take place.

Deliverables:

- *Documentation supporting property value (if purchased)*
- *Property Deed or Permanent Easement documentation*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (50% complete)**

For the recycled water facilities, WBMWD completed a *2009 Capital Implementation Master Plan* for which a portion of this Project was included. A more detailed feasibility study will be completed for the connection to the two sites in Torrance and the Palos Verdes Golf Course. For the habitat restoration, Glenn Lukos Associates prepared a report on behalf of the Palos Verdes Golf Club titled, "Results of Jurisdictional Delineation and Habitat Assessment of the Palos Verdes Golf Club Expansion Project, Palos Verdes Estates, Los Angeles County, California", completed January 6, 2014. A Habitat Restoration Plan will be prepared and approved by the City of Palos Verdes Estates by February 2015.

Deliverables:

- *WBMWD 2009 CIMP (Completed in June 2009)*
- *Feasibility Study to Palos Verdes Golf Course that includes connection to sites in Torrance*
- *Results of Jurisdictional Delineation and Habitat Assessment of the Palos Verdes Golf Club Expansion Project, Palos Verdes Estates, Los Angeles County, California*
- *Habitat Restoration Plan*

Recycled Water Supply for Palos Verdes Golf Course

Work Plan

Task 6: CEQA Documentation (20% complete)

WBMWD completed the Environmental Assessment: Harbor/South Bay Water Recycling Project Programmatic EIR in 2003 and a Supplemental EIS/EIR in 2009 which includes the recycled water facilities portion of the Project. WBMWD will be preparing a Draft and Final Initial Study/Mitigated Negative Declaration (IS/MND) for the pipeline and booster pump station. The Palos Verdes Golf Club and City of Palos Verdes Estates will review the existing environmental documentation (mentioned above) and determine if supplemental CEQA documentation is required for the habitat restoration portion of the Project.

Deliverables:

- *Environmental Assessment, & Supplemental EIS/EIR Harbor South Bay Water Recycling Project Programmatic EIR (Completed in January 2003 & August 2009), upon request*
- *Amendment for Habitat Restoration Plan Environmental Documentation (if needed)*
- *Draft and Final Initial Study/Mitigated Negative Declaration*

Task 7: Permitting (0% complete)

Permits will be required from:

- Caltrans: The alignment will cross the Pacific Coast Highway at the intersection with Calle Mayor. Once the design and perimeters for traffic control are set during the design phase, Caltrans will determine their involvement in permitting.
- City of Torrance and Palos Verdes Estates: Encroachment Permit (WBMWD will initiate the process; and contractor, once awarded the construction project, will complete the requirements, [i.e., business license, permit fees, etc.]).
- State Water Resources Control Board, Division of Drinking Water (SWRCB, DDW) – This is not a permit but rather a letter that WBMWD sends to SWRCB, DDW informing them of the Project’s compliance with their guidelines on potable and recycled water pipeline separation criteria. The SWRCB, DDW responds to WBMWD with a letter.
- National Pollutant Discharge Elimination System (NPDES) permit – for discharge of pressure test water.
- A Conditional Use Permit will be required from the Los Angeles County Department of Regional Planning to ensure that the Project will not adversely impact the surrounding land uses.
- A Change to the Parklands Permit is needed from the City of Palos Verdes Estates’ Parklands Committee because modifications are being made to the vegetation in the Malaga Dunes.
- Fire Department permit - if needed for the pump station once the design stages advance.

Deliverables:

- *Caltrans permit*
- *City of Torrance encroachment permit*
- *City of Palos Verdes Estates encroachment permit*
- *SWRCB, DDW compliance letter*
- *NPDES permit*
- *Conditional Use Permit for storage tank*
- *Change to Parklands Permit for Habitat Restoration Plan*
- *Fire Department Permit (if needed)*

Task 8: Design (0% complete)

The Project was identified for its feasibility in the *2009 Capital Implementation Master Plan*. A feasibility study or preliminary design has not been completed for the Project. The habitat restoration design will be incorporated into the design plans and specifications for the recycled pipeline. Upon contract execution (or possibly prior), a preliminary design will be initiated. This will be followed by a geotechnical report; topographical survey; and 60%, 90%, and 100% design plans.

Deliverables:

Recycled Water Supply for Palos Verdes Golf Course**Work Plan**

- *Preliminary Design Report*
- *Geotechnical Report*
- *Topographical Survey*
- *100% Design Plans*

Task 9: Project Performance Monitoring Plan (0% complete)

Develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring systems to be used, methodology of monitoring, and location of monitoring points. The Monitoring Plan will be prepared as part of the Mitigation Monitoring and Reporting Program.

Deliverables:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

Upon completion of construction specifications and plans, the Project will go out to bid. The successful contractor will be presented to the WBMWD Board for construction project award. Contractor will have to submit insurance, bonds, signed contract, etc. in order to receive the Notice to Proceed.

Deliverables:

- *Final Package for Construction Bids*
- *Proof of Advertisement*
- *Board approval of Construction Award, meeting minutes upon request*
- *Award of Contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

A construction management company will be hired to assist the PM to perform inspections, reports, field verifications, participate in negotiations, and maintain booking of log reports and submittals. A construction outreach firm will be hired to operate the project construction hotline and distribute construction notices.

Deliverables:

- *Construction Management reports, logs, and submittals, upon request*
- *Public Outreach*
- *Engineering Services during Construction*

Task 12: Construction/ Implementation (0% complete)

The Project includes installation of a recycled water pipeline to send recycled water from the WBMWD distribution system to serve three irrigation customers. It is currently planned that the habitat restoration will be included in the same contract as the pipeline construction. Construction activities consist of mobilization and site preparation, project construction, and performance testing and demobilization, as described below.

Recycled Water Supply for Palos Verdes Golf Course**Work Plan***Subtask 12.1: Mobilization and Site Preparation*

Mobilization and Site Preparation by the contractor will include: procure the DigAlert for utility markings, surveying, potholing, material submittal, contractor permits, construction temporal re-striping, attendance at meetings, material and equipment procurement, best management practices, and storage area setup.

Deliverables:

- *Not Applicable*

Subtask 12.2: Project Construction

Project construction will include the following components: traffic control, sawcutting, trenching, pipe installation, pavement, restoration of striping, environmental compliance and best management practices. Throughout the construction, dust, noise, application of best management practices and environmental assessment recommendations will be monitored. Disposal of pressure test water will be conducted per NPDES permit requirements. No enhancement or mitigation actions have been identified for this Project at this point.

Deliverables:

- *Final Notice of Completion Letter*
- *Photographic Documentation of Construction Activities*
- *Photographic documentation of Acknowledgment of Credit Sign*

Subtask 12.3: Performance Testing and Demobilization

This subtask includes pressure test, cleanup of Project site and storage area, final walk through of the site for Project acceptance, demobilization, and final notice of completion letter.

Deliverables:

- *Performance Testing Results*

North Torrance Well Field Project, Phase III**Work Plan****Project 11: North Torrance Well Field Project, Phase III (Project)****Implementing Agency: City of Torrance (City)**

Project Description: The North Torrance Well Field Project, Phase III (Project) will increase water supply for the City of Torrance (City) by producing 4,000 AFY of groundwater and improve water quality by reducing manganese concentrations. The following work has been completed:

- Geotechnical Study Report (Completed August 2011)
- City of Torrance Well Site #10 Report (Completed June 2009)
- 30% Design (Completed October 2014)
- Mitigated Negative Declaration (Completed July 2015)
- Re-zoning Project site (Completed July 2015)

Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

This task includes grant application preparation by a consultant, as well as City's staff time to attend meetings and provide project materials for the grant application preparation. The City will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the Los Angeles County Flood Control District (LACFCD). The City staff will prepare invoices including relevant supporting documentation for submittal to the California Department of Water Resources (DWR) via LACFCD. This task also includes administrative responsibilities associated with the project such as coordinating with managing consultants, contractors, and permitting agencies.

Deliverables:

- *Complete grant application*
- *Invoices and supporting documentation for reimbursement*
- *Three years audited financial statements*
- *Agreements/Amendments/Memorandum of Understandings*
- *Environmental Information Form (EIF)*

Task 2: Labor Compliance Program (0% complete)

This task has not started. The City does not currently have a Labor Compliance Program for this project. This task includes the development of a Labor Compliance Program to ensure compliance with the applicable California Labor Code requirements. The City will ensure compliance by obtaining and reviewing certified payrolls and interviewing workers on site as necessary. Since the program is neither established, nor implemented, this task is considered 0% complete.

Deliverables:

- *Labor Compliance Program (upon request)*

Task 3: Reporting (0% complete)

This task has not started. The City will prepare quarterly progress reports detailing work completed during reporting period as outlined in the grant agreement. Quarterly Progress Reports will be submitted to LACFCD for review and submitted to DWR.

The City will also prepare a draft Final Project Completion Report and submit to DWR via LACFCD for DWR Project Manager's comment and review no later than 90 days after project completion. The City will address and incorporate any comments from

North Torrance Well Field Project, Phase III**Work Plan**

LACFC and DWR for the preparation and submission of a Final Project Completion Report to DWR in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Acquisition (100% complete)**

This task is complete. The City owns, leases, or has easements for all property related to the Project. The lease and easement occurred after January 2011 and are therefore included as matching funds in this grant application. In August 2008, the City bought the properties where the two wells (Nos. 10 and 11) will be drilled and new tank will be constructed. The Well No. 10 property is land locked by Southern California Edison (SCE) in the north; Yukon Elementary School in the east; and CalTrans right-of-way in the south and west. As part of Phase I of the Project, the City secured an easement from the Torrance Unified School District in August 2012. This easement is 15 feet wide for vehicular travel and 24 feet wide for underground utilities from the school parking lot to the well site. In June 2015, the City entered into a 5-year lease with SCE for the property north of the Project site for construction storage.

Deliverables:

- *Property deed for wells (Purchased August 2008), upon request*
- *Easement from Torrance Unified School District (Secured August 2012)*
- *Lease from Southern California Edison (Secured June 2015)*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (100% complete)**

This task is complete and involved the development of three feasibility studies related to the Project. The Well No. 10 Report, completed in June 2009, summarizes a casing, screen, and filter pack design proposed for the Well No. 10 site based on the pilot well. These design recommendations were based on observation and classification of lithologic samples collected during pilot borehole drilling, geophysical borehole logs obtained from the pilot borehole, mechanical grading analysis of selected soil sample intervals, and the results of isolated aquifer zone testing. The Geotechnical Study Report, completed in August 2011, details the results of project-specific field exploration, laboratory testing, and geotechnical analysis. The Report finds that the Project site is suitable from a geotechnical standpoint for construction of the facilities associated with the Project. The Inundation Study, completed in March 2014 as part of the Mitigated Negative Declaration, addresses the effect that an earthquake or other natural disaster would have on the storage tank.

Deliverables:

- *City of Torrance Well Site No. 10 Report (Completed June 2009)*
- *Geotechnical Study Report (Completed August 2011)*
- *Inundation Study (Completed March 2014)*

Task 6: CEQA Documentation (100% complete)

This task is complete and involved securing a Mitigated Negative Declaration (MND) for the Project. The MND was secured in November 2010 and was approved by the City of Torrance City Council in July 2015. Part of the MND required the City to

North Torrance Well Field Project, Phase III**Work Plan**

complete an Inundation Study in the event the concrete storage tank should rupture during a natural disaster. The Inundation Study is included in Task 5, Feasibility Studies.

Deliverables:

- *Mitigated Negative Declaration (Completed July 2015)*

Task 7: Permitting (20% complete)

This task is in progress. This task includes securing the four permits required for the Project, as well as re-zoning a portion of the Project site. The Construction and Excavation Permit from the City of Torrance is required for any construction and excavation occurring in the public right-of-way. The Well Permit from the County of Los Angeles Department of Public Health is required for constructing a public/municipal production well. The Well Development Permit from the Regional Water Quality Control Board Division of Health is required to address water quality issues. The National Pollutant Discharge Elimination System Permit (NPDES) Permit from the Regional Water Quality Control Board is required for discharges of groundwater into the storm drain system. The City needs approval from the City of Torrance City Council to re-zone the Project site from its current zone designation of light agriculture to the public use zone designation. This task is considered 80% complete because four of the five deliverables for this task have been completed.

Deliverables:

- *Construction and Excavation Permit from the City of Torrance (Not Completed)*
- *Well Permit from the County of Los Angeles Department of Health (Not Completed)*
- *Well Development Permit from the Regional Water Quality Control Board Division of Health (Not Completed)*
- *National Pollutant Discharge Elimination System Permit (NPDES) from the Regional Water Quality Control Board (Not Completed)*
- *Rezoning approval from the City of Torrance City Council (Completed July 2015)*

Task 8: Design (0% complete)

This task has not yet started. While 30% design work has been completed (see Task 5 above), remaining design work will be completed by the engineering firm hired to complete design-build work for the Project. The final design will include the architectural, structural, mechanical, electrical, and landscape drawings for the Project. Additionally, specifications and special provisions for the Project will be included in the design. Design for the 3 million gallon tank will be done by a hired sub-contractor who specializes in concrete tanks. Other design activities will be completed by Design-Build firm with technical reviews by City's Consultant.

Deliverables:

- *100% Design Plans and Specifications*

Task 9: Project Performance Monitoring Plan (0% complete)

This task has not started. The City of Torrance will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of the monitoring systems to be used, the methodology of monitoring, the frequency of the monitoring, and the location of monitoring points.

Deliverables:

- *Project Performance Monitoring Plan*

North Torrance Well Field Project, Phase III**Work Plan****Category (d): Construction/Implementation****Task 10: Contract Services (0% complete)**

This task has not started and involves securing a firm to conduct design and construction activities for the Project. Activities needed to secure a design-build firm and award a contract include developing the request for qualifications (RFQ) and request for proposals (RFP), advertising for the work, evaluating bids, awarding a contract to the contractor, and issuing the Notice to Proceed (NTP).

Deliverables

- *Bid Package*
- *Proof of Advertisement*
- *Bid Evaluation*
- *Award of Contract*
- *Notice to Proceed (NTP)*

Task 11: Construction Administration (0% complete)

This task has not started. For this task, the City's Consultant will perform construction administration activities. The City will oversee the firm selected for design-build, which will perform construction management services. The construction management services include overseeing construction activities, submittal reviews, inspections services, and environmental compliance by contractor. The construction manager will be on-site to document pre-construction conditions, daily construction activities, preparing/reviewing change orders and log submittals, addressing the contractor's questions, and project inspections.

Deliverables:

- *Construction inspection reports and photographs (upon request)*
- *Notice of Completion*

Task 12: Construction/ Implementation (0% complete)

This task has not started. Construction activities will include mobilization of the Project site, construction of two new groundwater production wells (Well Nos. 10 and 11) with greensand wellhead treatment, water quality lab, a 3 million gallon concrete storage tank, a booster pump station, and other site appurtenances. This task also includes demobilization of the Project site after construction is complete. These activities are described in more detail in the subtasks below.

Deliverables:

- *Photographic Documentation*
- *Photographic documentation of Acknowledgment of Credit Sign*

Subtask 12.1: Mobilization and Site Preparation

Mobilization and site preparation will include moving all equipment and materials needed for the Project into the staging area (the leased Southern California Edison property north of the Project site). Preparing the site will include clearing and grubbing the area and grading to reduce the Project site elevation by one foot. All mobilization and site preparation work will be performed by the hired design-build engineering firm and will be inspected and completed to the City's satisfaction.

Subtask 12.2: Project Construction

This subtask includes constructing all physical components necessary for the Project including Well Nos. 10 and 11, water treatment, the booster pump station, and the storage tank. The contractor will construct two groundwater production wells.

North Torrance Well Field Project, Phase III**Work Plan**

This will include the construction of a well house, electrical supply and piping from the pumps to the tank. Upon completion of the project, when the system is operational, the existing booster pumps and the 1 million gallon tank at McMaster Park will be demolished. The vacant space will be used as part of the park.

The booster pump station will have three vertical turbine pumps and an electric motor. The pumps will deliver treated water into the City's distribution system. This task also includes constructing a three million gallon storage tank which will be constructed of pre-stressed concrete. To mitigate any potential ruptures of the tank, the tank will be buried 20 feet below ground. This work includes excavating the site, installing steel reinforcements, applying the concrete, and installing and connecting piping.

Subtask 12.3: Performance Testing and Demobilization

This subtask includes conducting performance testing once construction is complete. Performance testing will include water quality testing to determine the concentrations of manganese from Well Nos. 10 and 11 and reading the flow meters to determine total supply production from these wells. Demobilization will include removing equipment and materials from the Project site and Southern California Edison staging area and returning the Project site to pre-construction conditions.

Upper Los Angeles Big Tujunga Restoration and Arundo Eradication Project**Project 12: Upper Los Angeles River Big Tujunga Restoration and Arundo Eradication Project (Project)****Implementing Agency: National Forest Foundation**

Project Description: The Project will restore approximately 50 acres of riparian habitat along Big Tujunga Creek by removing the invasive *Arundo donax* (Arundo) and replanting native vegetation, including willows and mulefat. By eradicating an estimated 50 acres of high water demand Arundo, the Project will conserve 1,000 acre feet of water per year (AFY) that can be used for other beneficial uses including groundwater recharge.

Work completed:

- Approved CEQA Mitigated Negative Declaration (August 7, 2014)
- Draft NEPA Environmental Analysis (April 22, 2015)
- Project Plan (completed July 30, 2015)

Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

This task includes grant application preparation by a consultant, as well as National Forest Foundations (NFF) staff time to attend meetings and provide project materials for the grant application preparation. NFF will manage the grant agreement including compliance with grant requirements, preparation and submission of supporting grant documents, and coordination with LACFCD. NFF staff will prepare invoices including relevant supporting documentation. This task also includes administrative responsibilities associated with the project such as managing consultants/contractors and coordinating with partner agencies. This task is considered 15% complete due to having submitted the completed grant application.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Invoices and Backup Documentation*
- *Agreements/Amendments/Memorandum of Understandings with Project Partners, as applicable*
- *Three years audited Financial Statements*

Task 2: Labor Compliance Program (0% complete)

This task involves developing and implementing a Labor Compliance Program to ensure compliance with the applicable California Labor Code requirements.

Deliverables:

- *Proof of labor compliance upon request*

Task 3: Reporting (0% complete)

NFF will be responsible for compiling the Quarterly Progress Reports and deliverables for submittal to DWR via LACFCD. The reports will consist of detailed work completed including information about any accomplishments or issues encountered in the prior quarter. This task also consists of preparing the draft and Final Project Completion Report. The draft Final Project Completion Report will be submitted to DWR via LACFCD for DWR's project manager's comment and review no later than 90

Upper Los Angeles Big Tujunga Restoration and Arundo Eradication Project

days after Project completion. A Final Completion Report will be prepared to address LACFCD's and DWR's comments and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement

Task 4: Land Purchase (*Not Applicable*)

No land acquisition or additional easements will be needed for the Project.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation

Task 5: Feasibility Studies (*100% complete*)

This task is complete. The Project Plan was completed as part of the project development process. This task involved remapping the invasive stands based on the 2008-09 data for the project area. The size and density of the invasive stands were evaluated with aerial imagery combined with on-the-ground verification to determine the final project acreage. In addition, re-mapping helped determine which locations to begin removal of Arundo from within the Upper Big Tujunga Watershed.

Deliverables:

- *Project Plan (completed July 30, 2015)*

Task 6: CEQA Documentation (*80% complete*)

This task is partially complete. Appropriate CEQA documentation has already been acquired. A Draft NEPA Environmental Analysis was prepared in April 2015. This task involves developing the Final NEPA Environmental Analysis, which includes preparing and circulating a Notice of Preparation, including tribal notification to the California Native Heritage Commission. A Draft Environmental Analysis will be prepared and released for public review and a Notice of Completion will be filed with the State Clearinghouse. After public review, a letter will be prepared to confirm that either there are no legal challenges or that legal challenges are being addressed. This task is 80% complete as both the CEQA MND and NOD are complete, as well as the Draft NEPA Environmental Analysis. The Final NEPA Environmental Analysis is expected by the end of August 2015.

Deliverables:

- *Approved CEQA Mitigated Negative Declaration and Notice of Determination (completed August 7, 2014)*
- *Draft NEPA Environmental Analysis (completed April 22, 2015)*
- *Final NEPA Environmental Analysis*

Task 7: Permitting (*30% complete*)

Upper Los Angeles Big Tujunga Restoration and Arundo Eradication Project

This task is partially complete. Work for this task involves coordinating with regulatory agencies to obtain permits for work performed within the riparian corridors. Applications for any necessary permits, including a 1600 Streambed Alteration Permit and a Regional General Permit-41, will be drafted and submitted. This task is 30% complete because final permits are expected at the end of August 2015, with completion of the final NEPA Environmental Analysis.

Deliverables:

- *1600 Streambed Alteration Permit from the California Department of Fish and Wildlife*
- *Regional General Permit 41 from the United States Army Corps of Engineers*

Task 8: Design (30% complete)

This task is partially complete. Work for this task involves completing the final implementation plan by incorporating initial mapping and environmental permit needs to develop specific treatments at specific geographic locations based on the remapping efforts detailed in Task 5. This task is 30% complete because the final mapping was completed in July and the treatments must take into account the final environmental analysis and permit mitigation measures.

Deliverables:

- *Final Implementation Plan*

Task 9: Project Performance Monitoring Plan (0% complete)

This task includes developing and submitting a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring systems to be used, methodology of monitoring, frequency of monitoring and location of monitoring points. The Monitoring Plan will be prepared as part of the Mitigation Monitoring and Reporting Program.

Deliverables:

- *Project Performance Monitoring Plan/ Mitigation Monitoring and Reporting Program*

Category (d): Construction/Implementation

Task 10: Contract Services (0% complete)

This task includes activities needed to secure a contractor and award a contract include developing the construction bid package, preparing advertisement and contractor documents for construction, evaluating bids, selecting a contractor, awarding of contractor and issuing the notice to proceed.

Deliverables:

- *Construction bid package*
- *Proof of advertisement*
- *Award of contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

Upper Los Angeles Big Tujunga Restoration and Arundo Eradication Project

Construction administration activities include managing contractor(s) submittal reviews, answering requests for information, and issuing work directives. An NFF project manager will be assigned to the Project part-time for construction of the Project. The NFF Project manager will work with Contractors and Forest Service Representatives to document weekly accomplishments. NFF Project manager(s) and executives will prepare change orders, address questions from contractors on site, review/ update project schedule, review contractor(s) log submittals and pay requests, forecast cash flow, and notify contractor if work is not acceptable.

Deliverables:

- *Documentation of weekly accomplishments (upon request)*

Task 12: Construction/ Implementation (0% complete)

Construction activities will include mobilization to the Project site, eradication of Arundo stands, and performance tracking. These activities are described in more detail in the subtasks below.

The stands that have been identified in the Project area will be treated by a contractor or multiple contractors. The goal is to reduce as many acres of stands within the watershed during each year of Project implementation starting at the top and working downstream. The exact treatment approach, foliar spraying or cut and dab, and the process for biomass removal will be determined in Task 8, in consultation with the permitting agencies and the environmental analysis to mitigate any potential impacts.

Subtask 12.1: Mobilization and Site Preparation

This task includes mobilization of the treatment and biomass removal crews which will involve scouting treatment locations, identifying access and egress routes, flagging treatment locations, and determining locations for depositing biomass (if required).

Subtask 12.2: Treatment of Stands and Biomass Removal

This task involves both treating the stands of Arundo and removing the biomass. These activities are described in more detail below.

Treatment of Arundo Stands

Control of invasive plant species using herbicides is needed when hand removal techniques are not feasible and are ineffective, such as with Arundo due to its clonal growth strategy². Prior to treatment the site is prepped for work, particularly where Arundo and woody natives are intermixed. This site preparation involves physically separating any non-target native woody vegetation from the Arundo stand. This is done by separating the vegetation from other nearby plants and selective trimming of the native vegetation (stems under < 4"). This allows the Arundo to be treated thoroughly with no drift onto native woody vegetation. Dye is used to assure adequate coverage is occurring on Arundo and to assure that no non-target application or drift is occurring.

² Arundo spreads through its underground rhizomes and also through nodes of the plant stem that can produce roots if separated or broken into pieces from the main stem of the plant. Thus, if the entire Arundo plant is not killed, it has the potential to grow back.

Upper Los Angeles Big Tujunga Restoration and Arundo Eradication Project

Treatment method and selection of herbicide will depend on time of year, density of infestation, presence of sensitive resources (e.g., native plants and wildlife species, including protected species), degree of intermixing of invasive species with sensitive native habitats, access, and proximity to surface water. It is likely that many areas will require multiple treatments. It is anticipated that 95% of acres treated initially will require retreatments annually until the invasive species are controlled.

Herbicide treatment methods are all performed by hand and are highly selective to the target plant. These include: foliar spraying; spot spraying; frill or 'hack and squirt'; cut-stump; paint/daub; stem injection, basal bark treatment, and wick application. Three herbicides with formulations approved for use in wetlands by the US Environmental Protection Agency (EPA) will be considered as treatment option - these are: glyphosate (Rodeo, Aquamaster, etc.), imazapyr (Habitat, Polaris, etc), and triclopyr (Garlon 3a).

Biomass Removal

Manual removal techniques will be used including hand cutting invasive plant biomass using loppers and chainsaws, and pulling weeds by hand or extracting with a weed wrench. Stands of Arundo >0.5 acres will typically be cut to remove biomass that presents a flood and fire hazard. Crews will cut and haul material to chippers where it will be loaded and hauled off site or spread in disturbed areas outside of the 10 year flow elevation (used as mulch). Removal of Arundo biomass may occur before or after herbicide application. Stands with significant standing dead canes will typically be cut and removed, followed by treatment of re-sprouting canes. Areas that re-sprout are not cut again after treatment as the treated re-sprouts wither and decay rapidly, presenting little flood or fire risk.

Deliverables:

- *Photographic Documentation of Implementation Activities*
- *Photographic documentation of Acknowledgment of Credit Sign*

Subtask 12.3: Performance Tracking

This task covers monitoring activities that will occur during implementation only. Any monitoring activities that occur after implementation are not included in this application, but will be outlined in the Performance Monitoring Plan (Task 9). Annual monitoring and evaluation of the eradication process will be conducted via a combination of on-site observations from the treatment team, review of aerial images, and ground verification to document the treatment success. An annual report will be provided documenting the eradication success to date. Biological monitoring that may be required will also be incorporated into this task. Based on updated mapping the team will determine treatments and locations for the following year.

Deliverables:

- *Annual Completion Report and Treatment Effectiveness Analysis*

Nitrate Removal Treatment Facility at Well 2 Project

Work Plan

Project 13: Nitrate Removal Treatment Facility at Well 2 Project (Project)

Implementing Agency: Crescenta Valley Water District (CVWD)

Project Description: The Project will produce 240 acre-feet per year (AFY) of local, safe drinking water supply for Crescenta Valley Water District (CVWD) customers and improve water quality by reducing nitrates. This will be accomplished by reactivating Well 2 and installing a nitrate treatment system at CVWD's Ordunio Reservoir. Well 2 is an existing groundwater well that has been out of service since 1976 due to nitrate contamination.

The following work has been completed:

- *2007 - Preliminary Recommendations for Final Pumping Rate and Pump Depth Setting for Permanent Pump in Well No. 2 prepared by Richard C. Slade & Associates:* CVWD worked with Richard C. Slade & Associates and General Pump Company to prepare a recommendation report with pump testing data on the estimated well capacity and depth setting of the pump. The information from the report indicated a potential water production of 225 gpm. The project also included water quality sampling for the National Pollutant Discharge Elimination System (NPDES) permit which showed the nitrate level at 47 mg/l, which is close to the maximum contaminant level (MCL).
- *2012 – Cucamonga Valley Water District's Well 23 AROnite Extended Demonstration Report prepared by APT Water:* APT Water conducted a 30 Day Demonstration project at Cucamonga Valley Water District's Well 23 to treat well water for nitrate using APT Water's AROnite Technology. The 30 Day Demonstration started on January 25, 2012 and was completed on February 24, 2012. A series of Challenge Tests were also undertaken and completed on March 21, 2012. A report presenting the results of the 30 Day Demonstration was submitted to the California Department of Public Health (CDPH) on April 17, 2012. A review of the 30 Day Demonstration report was conducted on June 23, 2012 with the CDPH Water Treatment Committee by APT Water.
- *2013 – Acceptance of AROnite Biological Treatment System by CDPH:* The Water Treatment Committee (WTC) of the Drinking Water Program at the CDPH reviewed the documents regarding the acceptance of AROnite (Autotrophic Reduction of Nitrate) biological treatment as a means of removing nitrate from source waters prior to distribution as part of the public water supply. The WTC confirmed that the AROnite biological treatment process has demonstrated the ability to remove nitrate from groundwater.

Category (a): Direct Project Administration

Task 1: Project Management (15% complete)

This task is partially complete and includes grant application preparation by a consultant, as well as CVWD staff time to attend meetings and provide project materials for the grant application preparation. The CVWD will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with Los Angeles County Flood Control District (LACFCD). CVWD staff will prepare invoices including relevant supporting documentation for submittal to DWR via LACFCD. This task also includes administrative responsibilities associated with the Project such as coordinating with partnering agencies (Glendale Water and Power, Foothill Municipal Water District and Upper Los Angeles River Area Watermaster), managing consultants, contractors, and permitting agencies as well as informing the Community and other stakeholders through an extensive public outreach program.

Deliverables:

- *Complete grant application*
- *Agreements/Amendments/Memorandum of Understandings with Project Partners, as applicable*
- *Public Outreach – Press Releases, Information on Website, Newspaper Articles, Community Meetings, and direct flyers to the effect residents during construction*
- *Environmental Information Form (EIF)*
- *Three Years Audited Financial Statements*

Nitrate Removal Treatment Facility at Well 2 Project**Work Plan**

- *Invoices and Backup Documentation*

Task 2: Labor Compliance Program (50% complete)

This task is partially complete since CVWD already has a Labor Compliance Program (LCP) in place. The LCP will be included in the project specifications and will be managed by the construction contractor, Contractor Compliance and Monitoring, Inc. during construction.

Deliverables:

- *Agreement between CVWD and Contractor Compliance Monitoring, Inc.*
- *Labor Compliance Reports, upon request*

Task 3: Reporting (0% complete)

This task has not started yet. CVWD will prepare reports detailing work completed during the reporting period as outlined in the grant agreement. Quarterly Progress Reports will be submitted to LACFCD for review and inclusion in a submittal to DWR. CVWD will also prepare a draft Final Project Completion Report and submit to DWR via LACFCD for the DWR Project Manager's comment and review no later than 90 days after project completion. A Final Project Completion Report addressing LACFCD's and DWR's comments will be prepared and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

The proposed site for construction of the nitrate treatment system is on property owned by CVWD since 1950. Therefore, there are no land acquisitions or additional easements needed for the Project.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (100% complete)**

This task is complete. In 2007, CVWD worked with Richard C. Slade & Associates and General Pump Company to complete a recommendation report with pump testing data on the estimated well capacity and depth setting of the pump.

Deliverables:

- *Preliminary Recommendations for Final Pumping Rate and Pump Depth Setting for Permanent Pump in Well No. 2 prepared by Richard C. Slade & Associates (1/17/2007)*

Task 6: CEQA Documentation (25% complete)

This task is partially complete. CVWD will prepare a CEQA Mitigated Negative Declaration (MND) for the Project. Work will include preparing an administrative draft MND, release draft MND, response to comments, and preparation of the final MND.

The Notice of Intent and the Initial Environmental Study Checklist were completed in July 2015. The Mitigated Negative Declaration, Notice of Public Hearing, Notice of Determination, and a letter verifying the lack of legal challenges will be completed in August 2015.

Deliverables:

Nitrate Removal Treatment Facility at Well 2 Project**Work Plan**

- *CEQA – Notice of Intent (completed in July 2015)*
- *CEQA – Initial Environmental Study Checklist (completed in July 2015)*
- *CEQA – Mitigated Negative Declaration*
- *CEQA – Notice of Public Hearing*
- *CEQA – Notice of Determination*
- *'No legal challenges' letter*

Task 7: Permitting (0% complete)

This task has not started yet. This task involves working with regulatory agencies to obtain all necessary permits for the Project, including the permits listed below.

Deliverables:

- *City of Glendale – Excavation Permit*
- *City of Glendale – Sewer Connection Permit*
- *Glendale Water and Power – Electrical permit*
- *City of Glendale – Building Permit*
- *State Water Resources Control Board - Amendment to Operating Permit*

Task 8: Design (0% complete)

This task has not started yet. The design task includes preparation of construction plans and specifications for the construction of Well 2 facilities including the building, chlorination system, onsite piping and electrical system. CVWD will have a consulting firm perform this task. APT Water Technology will be responsible for the design and construction of the Nitrate Reduction Treatment Facility. The design task includes the Preliminary Design Technical Memorandum, 60% design, 90% design, and 100% design plans and specifications and cost estimates for both the Well 2 facility and the nitrate treatment system.

Deliverables:

- *Preliminary Design Technical Memorandum*
- *100% Design Plans, specifications and cost estimates*

Task 9: Project Performance Monitoring Plan (0% complete)

This task has not started yet. CVWD will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring systems to be used, methodology of monitoring, and location of monitoring points. The Monitoring Plan will be prepared as part of the Mitigation Monitoring and Reporting Program.

Deliverables:

- *Project Performance Monitoring Plan*
- *Mitigation Monitoring and Reporting Program (if applicable)*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

This task has not started yet. CVWD will contract with APT Water (sole source) for the design and construction of the ARoNite nitrate treatment system. CVWD, with the assistance of a consulting firm, will also advertise for bids and award contracts for the construction of the chlorination and electrical systems and related buildings, as well as geotechnical inspection services, construction management services, and construction staking services.

Nitrate Removal Treatment Facility at Well 2 Project**Work Plan**

Activities needed to secure a contractor and award a contract includes developing the construction bid package, preparing advertisement and contractor documents for construction, evaluating bids, selecting a contractor, awarding of contractor and issuing the notice to proceed.

The bidding and construction will not be held until design has been finalized and approved by the CVWD Board of Directors. The construction contracting for the Project will be handled by CVWD staff in compliance with public contracting code. Tasks to secure the Contract award include: advertisement for bids, a pre-bid contractors meeting, bid opening, bid evaluation and selection of contractor with lowest responsive bid. The Board would then award the contracts and Notices to Proceed would be issued.

Deliverables:

- *Bid packages*
- *Proof of advertisements*
- *Award letters*
- *Notices to Proceed*

Task 11: Construction Administration (0% complete)

This task has not started yet. CVWD will perform construction administration activities. CVWD will oversee the engineering firm which will provide construction management services. These construction management services include overseeing construction activities, inspection services, and environmental compliance by contractors. The construction manager will be on-site to document pre-construction conditions, daily construction activities, preparing/reviewing change orders and log submittals, addressing the contractor's questions, and project inspections. CVWD will oversee the geotechnical firm for geotechnical inspection services and the surveying firm for construction staking services.

Deliverables:

- *Construction inspection reports and photographic documentation*
- *Notice of Completion*

Task 12: Construction/Implementation (0% complete)

This task has not started yet. Construction activities will include mobilization to the Project site; construction of a new nitrate treatment facility, a new building to house the chlorination system, electrical and telemetry system and on-site improvements; and demobilization from the site. These activities are described in more detail in the subtasks below.

Subtask 12.1: Mobilization, Site Preparation and Underground Utilities

Contractor will prepare shop drawings for approval, mobilize equipment and materials on-site, perform site preparation and grading, and install underground utilities.

Deliverables:

- *Approved Shop Drawings*
- *As-built drawings for the site and underground utilities*
- *Photographic documentation of Acknowledgment of Credit Sign*

Subtask 12.2: Project Implementation

APT Water will install the new ARoNite nitrate treatment system. A separate Contractor will install building pads, buildings, above ground piping, electrical system, chlorination system, new pump and assembly, connection to reservoir and other appurtenances. APT Water will install the new Nitrate Removal Treatment Facility. The following well rehabilitation facilities will be installed: 225 gpm submersible pump and motor assembly, column piping, discharge head, miscellaneous pump & appurtenances, 30 hours of bailing/brushing/well development, constant-rate and 24-hour pump test, and startup and testing.

Nitrate Removal Treatment Facility at Well 2 Project**Work Plan**

The following building and site improvements will be installed: Electrical equipment, Supervisory Control and Data Acquisition telemetry, onsite piping, pump control valve, check valve, piping to reservoir and appurtenances, 150 linear feet of sewer lateral, chlorination system, and equipment, and miscellaneous site work.

Deliverables:

- *As-built drawings and manufacturers operation manuals for the ARoNite nitrate treatment system*

Subtask 12.3: Performance Testing

The Contractor will perform testing of electrical and telemetry system and the new pump and assembly to meet the requirements of the contract documents. APT Water will perform testing of the ARoNite nitrate treatment system to meet the requirements of the contract documents and the State Water Resources Control Board.

Deliverables:

- *Approval from CVWD and manufacturers verifying equipment meets the project specifications*
- *Approved State Water Resources Control Board to Amend CVWD's Operating Permit*
- *Manufacturers operation manuals for ARoNite nitrate treatment system*

Subtask 12.4: Demobilization

The Contractor will remove equipment and clean site prior to completing project. The Contractor will complete a final punch list. APT Water will assist with training of CVWD personnel to operate the ARoNite nitrate treatment system.

Deliverables:

- *Complete and approved punch list*

Hoover, Toll, & Keppel School Recycled Water Project**Work Plan****Project 14: Hoover, Toll, & Keppel School Recycled Water Project (Project)****Implementing Agency: Glendale Water and Power**

Project Description: The City of Glendale is focusing on expanding the recycled water system as a result of Southern California's water supply shortage caused by extended drought conditions. These conditions directly affect the City's three sources of potable supply: the Colorado River Authority via the Metropolitan Water District of Southern California (MWD), the State Water Project (SWP) via MWD, and local groundwater. In order to conserve valuable potable water supply sources, the City seeks to expand the recycled water system to offset 55 acre-feet per year (AFY) of potable supplies with recycled water for non-potable purposes. This project will provide recycled water supplies to Hoover High School, Toll Middle School, and Keppel Elementary School in the GWP service area. The Project also provides a secondary benefit of improved water quality by reducing the amount of recycled water, along with the associated chloride, total dissolved solids (TDS), and copper, discharged to the Los Angeles River. In addition, a large portion of the Project area encompasses DACs.

Work completed: Feasibility Studies and CEQA documentation have been completed; design is 90% complete. Items are:

- City of Glendale Recycled Water System Update, 2007
- City of Glendale Recycled Water System Improvement and Extension, 2007
- CEQA Notice of Exemption

Budget Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

This task is partially complete. Project Management to be completed under this task will be performed by GWP staff members. Project management includes coordination of meetings, management of all contracts and schedule, management of data, and overseeing the Project's conceptual proposal, implementation, and grant reporting. The task also includes preparation and submission of supporting grant documents and coordination with the Los Angeles County Flood Control District (LACFCD). Invoices will be prepared, including relevant supporting documentation for submittal to DWR via LACFCD. This task also includes administrative responsibilities associated with the Project such as coordinating with partnering agencies, and managing consultants/contractors. It also includes preparation of the grant application by a consultant. GWP staff will provide input, data, review documents and design plans, coordinate tasks, review submittals, and process invoices throughout the Project. The task is considered 15% complete because the grant application work has been performed.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Invoices and Backup Documentation*
- *Three years audited financial statements*

Task 2: Labor Compliance Program (0% complete)

This task has not started yet. The Labor Compliance Program (LCP) will be developed and implemented by GWP. The LCP Manager will enforce prevailing wage rate compliance by reviewing certified payroll reports prepared by the contractor. It will be required that the contractor meet the prevailing wage requirements.

Deliverables:

- *Labor Compliance Program*

Task 3: Reporting (0% complete)

Hoover, Toll, & Keppel School Recycled Water Project**Work Plan**

This task has not started yet. GWP will be responsible for compiling the Quarterly Progress Reports for submittal to DWR via LACFCD. These reports will consist of detailed work completed including information about any accomplishments or issues encountered in the prior quarter. This task also consists of preparing the Draft and Final Project Completion Report. The draft Final Project Completion Report will be submitted to DWR via LACFCD for DWR's project manager's comment and review no later than 90 days after project completion. A Final Project Completion Report will be prepared to address LACFCD's and DWR's comments and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (*Not Applicable*)**

This task does not apply to the Project. The Project will not require purchase of land or acquisition of easements because all infrastructure will be constructed in the City rights-of-way.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (*100% complete*)**

This task is complete. The *City of Glendale Recycled Water System Improvement and Extension Plan* was prepared in 2007 and served as the basis of design for this project.

Deliverables:

- *City of Glendale Recycled Water System Improvement and Extension, 2007.*

Task 6: CEQA Documentation (*100% complete*)

This task is complete because the CEQA documentation is complete; the Notice of Exemption was completed on April 7, 2009.

Deliverables:

- *Notice of Exemption*

Task 7: Permitting (*0% complete*)

This task has not yet started. GWP will obtain all necessary permits for the Project, including an excavation permit, encroachment permit, and street use permit from the City of Glendale. In addition, a letter will be sent to the State Water Resources Control Board (SWRCB), Division of Drinking Water informing them of the Project's compliance with their guidelines on potable and recycled water pipeline separation criteria.

Deliverables:

- *Excavation Permit*
- *Encroachment Permit*
- *Street Use Permit*

Hoover, Toll, & Keppel School Recycled Water Project**Task 8: Design (90% complete)**

This task is partially complete. This project is currently at 90 percent design and is being delivered as a Design-Build project.

Deliverables:

- *Geotechnical Report*
- *Topographical Survey*
- *100% Design Drawings*
- *Technical Specifications*

Task 9: Project Performance Monitoring Plan (0% complete)

This task has not yet started. GWP will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points. A Mitigation Monitoring and Reporting Program will be prepared, as needed.

Deliverables:

- *Project Performance Monitoring Plan*
- *Mitigation Monitoring and Reporting Program (if applicable)*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

This task has not yet started. It includes activities needed to secure a Design-Build Entity (DBE) and award a contract, such as developing the DBE Request for Proposal (RFP), preparing advertisement and DBE documents for design and construction, evaluating proposals, selecting a DBE, award of contract, and issuing the notice to proceed.

Deliverables:

- *Approved Design-Build Project*
- *Proof of Advertisement*
- *Award of Contract*
- *Approved Bond and Insurance*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

This task has not yet started. GWP will perform construction management and inspection services. The GWP Construction Administrator will prepare and file reports, field verifications, participate in negotiations, and maintain booking of log reports and submittals.

Deliverables:

- *Engineering Services During Construction*
- *Shop Drawing Review*
- *Notice of Completion*

Hoover, Toll, & Keppel School Recycled Water Project**Task 12: Construction/ Implementation (0% complete)**

This task has not yet started. The Project includes excavation and installation of 8-inch diameter recycled water pipeline, flow meters, valves, service connections, and all other appurtenances and work for a completed project.

Deliverables:

- *Construction Management Logs*
- *Design Engineering Correspondence during Construction*
- *As-built drawings and photographic documentation*
- *Photographic documentation of Acknowledgment of Credit Sign*
- *Final Notice of Completion Letter*

Subtask 12.1: Mobilization and Site Preparation

Mobilization and Site Preparation by the contractor will include: procure the DIG Alert for utility markings, surveying, potholing, material submittal, contractor permits, construction temporary re-striping, attendance at meetings, material and equipment procurement, best management practices, and storage area setup.

Subtask 12.2: Project Construction

Project construction will include the following components: traffic control, saw cutting, trenching, pipe installation, pavement, restoration of striping, and best management practices.

Subtask 12.3: Performance Testing and Demobilization

This subtask includes pressure test, cleanup of Project site and storage area, final walk through of the site for Project acceptance, demobilization, and final notice of completion letter.

Lopez Spreading Grounds Improvement Project**Work Plan****Project 15: Lopez Spreading Grounds Improvement Project (Project)****Implementing Agency: Los Angeles County Flood Control District (LACFCD)**

Project Description: This Project will produce 480 AFY of water supply by improving recharge to the San Fernando Groundwater Basin via Lopez Spreading Grounds. Improvements include enhancing the existing intake and storage capacity at the Lopez Spreading Grounds. The Project will increase the infiltration of stormwater from 583 AFY to 1,063 AFY by reconfiguring and deepening the existing basins in the spreading grounds, improving the existing intake structure, and replacing the facility's manual gates with new automated electronic gates.

The following work has been completed or started for the Project:

- Project Concept Report – Completed
- 60% and 90% Design Plans and Specifications – Completed
- U.S. Army Corps of Engineers (USACE) Section 408 Permit – In progress
- 100% Design Plans and Specifications – In progress

Budget Category (a): Direct Project Administration**Task 1: Project Management (35% complete)**

This task includes aspects of managing the grant agreement as well as preparation of the grant application by a consultant. Work will include ensuring compliance with grant requirements, preparation and submission of supporting grant documents, attending meetings, and coordination between the Project Manager and the grant administration staff representing the grantee, LACFCD. LACFCD staff will prepare invoices including relevant supporting documentation for submittal to DWR via the grant administration staff. This task also includes administrative responsibilities such as developing and processing the Memorandum of Agreement with the Los Angeles Department of Water and Power (LADWP) detailing the partnership between LACFCD and LADWP for the Project, and general project management, beginning with development of the Project Concept.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Three Years of Audited Financial Statements*
- *Memorandum of Agreement Between LACFCD and LADWP*
- *Invoices and Backup Documentation for Reimbursement*

Task 2: Labor Compliance Program (50% complete)

LACFCD currently has a Labor Compliance Program (LCP ID: 2011.01022), which has been approved by the State for Prop 84 grants. All measures necessary will be taken to ensure compliance with the applicable California Labor Code requirements, including preparation and implementation of the Labor Compliance Program for construction of the Project and any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- *Labor Compliance Program, upon request*
- *Labor Compliance Reports*

Task 3: Reporting (0% complete)

LACFCD will prepare quarterly progress reports detailing work completed during reporting period as outlined in the grant agreement. Reports will be submitted to the grantee, LACFCD, for review and inclusion in a progress report to be submitted to

Lopez Spreading Grounds Improvement Project**Work Plan**

DWR. A draft Final Project Completion Report will be prepared and submitted to DWR no later than 90 days after project completion. LACFCD will address and incorporate any comments from the grantee and DWR for the preparation and submission of a Final Project Completion Report to DWR in accordance with the grant agreement.

Deliverables:

- *Quarterly Project Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

No land purchase is required for the Project.

Deliverables:

- *Not applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (100% complete)**

A Project Concept Report was prepared and approved as part of the project development process. The Project Concept Report (*Lopez Spreading Grounds Basin Improvements Project Concept Report, July 16, 2013*) includes scoping and investigations associated with the Project.

Deliverables:

- *Signed Project Concept Report, upon request*

Task 6: CEQA Documentation (90% complete)

The Project has been investigated by LACFCD's Environmental Permits & Compliance Unit to assess the need for CEQA Documentation. The investigation determined that the Project is categorically exempt from the provisions of CEQA as the Project consists of minor alterations in the condition of the land as per Section 15304 (a) and the purpose of the facility will not be altered. A Notice of Exemption has been drafted and will be filed in June 2016 before Construction Contracting begins.

Deliverables:

- *Notice of Exemption*

Task 7: Permitting (80% complete)

A 408 Permit from the USACE is required for the Project. LACFCD submitted the application to obtain this permit. .

Deliverables:

- *USACE Section 408 Permit*

Task 8: Design (95% complete)

The 60% and 90% design plans have been completed. The 100% (Final) Design Plans and Specifications are currently being developed for the Project. Design work completed includes preparing the Engineer's Estimate, performing soil testing to determine sediment disposal location, performing survey and site screenings, and performing a utility search.

Deliverables:

Lopez Spreading Grounds Improvement Project**Work Plan**

- *Final Design Plans and Specifications*

Task 9: Project Performance Monitoring Plan (0% complete)

LACFCD will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring systems to be used, and location of monitoring points.

Deliverables:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

Activities necessary to secure a contractor and award a contract include: developing the construction bid documents, preparing the advertisement and contract documents for construction contract bidding, advertising the Project, opening and evaluating bids, awarding the Project, and issuing the Notice to Proceed.

Deliverables:

- *Request for Proposal*
- *Award of contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

Construction administration activities include overseeing construction activities, preparing and submitting the Project Completion memorandum, answering requests for information, and issuing work directives. A construction inspector will be assigned to the site for the duration of the Project to document pre-construction conditions, daily construction activities, and perform inspections. The construction inspector will answer questions of the contractors on site, review and update the Project schedule, and review change orders, log submittals, and pay requests.

Deliverables:

- *Contractor Summary Progress Reports*

Task 12: Construction (0% complete)

Construction activities will include mobilization to the Project site, Project construction, and demobilization and performance testing. These activities are described in more detail in the subtasks below.

Subtask 12.1: Mobilization

Mobilization and site preparation will include setting up equipment and materials at the Project site, site security, and signage.

Subtask 12.2: Project Construction

Project construction will include reconfiguring, expanding and deepening the basins. The original five percolation basins and one desilting basin will be reconfigured into four percolation basins and one modified desilting basin. Approximately 240,000 cubic yards of sediment, including silt material, will be removed to deepen and reconfigure the basins. The sediment will be transported via truck and disposed of at Sun Valley Sand and Gravel. Flashboard systems between the basins will be replaced with new interbasin structures that include automated gate systems with electric motor operators (EMOs). Additionally, the

Lopez Spreading Grounds Improvement Project**Work Plan**

diversion structure that diverts flows from the upstream Lopez Flood Control Basin will be upgraded with an automated gate system. The existing 36-inch corrugated metal pipe portion of the intake canal will be replaced with a 3' by 5' reinforced concrete box culvert to prevent further sedimentation and erosion. Lastly, approximately 475 feet of electrical conduit will be installed along the side of the intake canal to power the automated features at the intake diversion structure. A Stormwater Pollution Prevention Plan (SWPPP) will be developed and implemented during construction, if necessary.

Deliverables:

- *Photographic Documentation of Acknowledgment of Credit Sign*
- *SWPPP, if applicable*
- *As-Built Drawings*

Subtask 12.3: Demobilization and Performance Testing

Demobilization will include removing equipment and materials from the Project site and returning the Project site to pre-construction conditions. Performance testing will include testing the equipment such as the newly installed electronic gates to make sure all items were installed correctly and are fully functional.

Deliverables:

- *Final Project Certification*

Big Dalton Spreading Grounds Improvement Project**Work Plan****Project 16: Big Dalton Spreading Grounds Improvement Project (Project)****Implementing Agency: Los Angeles County Flood Control District (LACFCD)**

Project Description: This Project will produce 1,025 acre-feet per year (AFY) of water supply by improving stormwater recharge to the Glendora Groundwater Basin via Big Dalton Spreading Grounds. The Project will accomplish this by reconfiguring and deepening the existing basins in the spreading grounds, constructing a diversion system from the Little Dalton Diversion Channel, and replacing the facility's manual gates with new automated electronic gates.

The following work has been completed or started for the Project:

- Draft Project Concept Report – Completed
- Memorandum of Understanding (MOU) with Three Valleys Municipal Water District (TVMWD) and the City of Glendora – In Progress

Category (a): Direct Project Administration**Task 1: Project Management (35% complete)**

This task includes aspects of managing the grant agreement as well as preparation of the grant application by a consultant. Work will include ensuring compliance with grant requirements, preparation and submission of supporting grant documents, attending meetings, and coordination between the LACFCD Project Manager and the grant administration staff representing the grantee, LACFCD. LACFCD staff will prepare invoices including relevant supporting documentation for submittal to DWR via the grant administration staff. This task also includes administrative responsibilities such as developing and processing the MOU with TVMWD and City of Glendora and general project management, beginning with development of the Project Concept.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Three Years of Audited Financial Statements*
- *MOU with TVMWD and the City of Glendora*
- *Invoices and Backup Documentation for Reimbursement*

Task 2: Labor Compliance Program (50% complete)

LACFCD currently has a Labor Compliance Program (LCP ID: 2011.01022) which has been approved by the State for Prop 84 grants. All measures necessary will be taken to ensure compliance with the applicable California Labor Code requirements, including preparation and implementation of the Labor Compliance Program for construction of the Project and any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- *Labor Compliance Program, upon request*
- *Labor Compliance Reports*

Task 3: Reporting (0% complete)

LACFCD will prepare quarterly progress reports detailing work completed during reporting period as outlined in the grant agreement. Quarterly progress reports will be submitted to the grantee, LACFCD, for review and inclusion in a progress report to be submitted to DWR. A draft Final Project Completion Report will be prepared and submitted to DWR no later than 90 days after project completion. LACFCD will address and incorporate any comments from the grantee and DWR for the preparation and submission of a Final Project Completion Report to DWR in accordance with the grant agreement.

Big Dalton Spreading Grounds Improvement Project**Work Plan***Deliverables:*

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

The Project does not require the purchase of land or the acquisition of an easement.

Deliverables:

- *Not applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (95% complete)**

A Draft Project Concept Report has been prepared as part of the project development process. Once approved by LACFCD's management, the project will enter the design phase. Other items completed under this task included project scoping and investigations for the development of the Project Concept Report.

Deliverables:

- *Approved Project Concept Report, upon request*

Task 6: CEQA Documentation (0% complete)

LACFCD will prepare the necessary CEQA documentation before construction is initiated. At this time, it is unknown if a Mitigated Negative Declaration (MND) will be required for the Project or if a Notice of Exemption (NOE) will be appropriate for the Project. If an MND is required, LACFCD will circulate the draft MND for public review; conduct public meetings, including scoping meetings; respond to all comments; prepare a final MND; file a Notice of Declaration with the State Clearinghouse; and prepare a No Legal Challenges Letter if required for the project. If it is determined that an NOE is appropriate for the Project, an NOE will be prepared and filed.

Deliverables:

- *MND or NOE, as appropriate*
- *No Legal Challenges Letter, if required*

Task 7: Permitting (0% complete)

LACFCD will apply for and obtain the permits necessary for the Project. Federal and State Permits that may be required include a US Army Corps of Engineers (USACE) Section 408 Permit, a USACE Section 404 Permit, a Section 401 Certification from the Regional Water Quality Control Board (RWQCB), and California Department of Fish and Wildlife Permit.

Deliverables:

- *Section 408 Permit, if required for the Project by Federal regulations*
- *Section 404 Permit, if required for the Project by Federal regulations*
- *Section 401 Certification, if required for the Project by Federal regulations*
- *California Department of Fish and Wildlife Permit, if required for the Project by State regulations*

Big Dalton Spreading Grounds Improvement Project**Work Plan****Task 8: Design (0% complete)**

The 60%, 90%, and 100% (Final) design plans and specifications will be prepared as part of this task. In addition, design work will include preparation of an Engineer's Estimate for the Project, survey and site screenings, a utility search, and soil tests to determine sediment disposal location.

Deliverables:

- *Final Design Plans and Specifications*

Task 9: Project Performance Monitoring Plan (0% complete)

LACFCD will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

Deliverables:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

Activities necessary to secure a contractor and award a contract include developing the construction bid documents, preparing the advertisement and contract documents for construction contract bidding, advertising the Project, opening and evaluating bids, awarding the Project, and issuing the Notice to Proceed.

Deliverables:

- *Request for Proposal*
- *Award of contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

Construction administration activities include overseeing construction, answering requests for information, and issuing work directives. A construction inspector will be on site for the duration of the Project to document pre-construction conditions, daily construction activities, and perform inspections. The construction inspector will answer questions of the contractors on site, review and update the Project schedule, and review change orders, log submittals, and pay requests.

Deliverables:

- *Contractor Summary Progress Reports*

Task 12: Construction/ Implementation (0% complete)

Construction activities will include mobilization to the Project site, Project construction, and demobilization and performance testing. These activities are described in more detail in the subtasks below.

Subtask 12.1: Mobilization – Mobilization and site preparation will include setting up equipment and materials at the Project site, site security, and signage.

Subtask 12.2: Project Construction – The original nine percolation basins and one desilting basin will be reconfigured into three percolation basins and one modified desilting basin. Approximately 83,000 cubic yards (CY) of sediment, including silt material,

Big Dalton Spreading Grounds Improvement Project**Work Plan**

will be removed to deepen and reconfigure the basins. The sediment will be transported via truck and disposed of at the Webb sediment placement site. Flashboard systems between the basins will be replaced with new interbasin structures with slide gates. An approximately 12 foot deep slurry wall will be constructed on the east side of the spreading grounds between the previously abandoned basins and the Big Dalton Wash to prevent future seepage to the Big Dalton Wash. Additionally, the existing intake junction box from the Big Dalton Debris Basin will be updated with an automated slide gate with an electric motor operator (EMO) and a rubber dam. Lastly, electrical conduit to power the automated features at the intake diversion structure will be installed.

A new intake and diversion system will be constructed within the Little Dalton Diversion channel on the west side of the spreading grounds to allow the Big Dalton Spreading grounds to accept stormwater flows from the Little Dalton Debris Basin. The new channel diversion system will include approximately 180 linear feet of 36" diameter reinforced concrete pipeline, an approximately 48" by 48" slide gate with EMOs, a rubber dam and controls, a control house, approximately 10 CY of structural concrete and approximately 30 CY of rip rap.

A Stormwater Pollution Prevention Plan (SWPPP) will be developed and implemented during construction if it is found to be required for the Project.

Deliverables:

- *Photographic Documentation*
- *Photographic Documentation of Acknowledgment of Credit Sign*
- *SWPPP (if appropriate)*
- *As-Built Drawings*

Subtask 12.3: Demobilization and Performance Testing – Demobilization will include removing equipment and materials from the Project site and returning the Project site to pre-construction conditions. Performance testing will include testing the equipment such as the newly installed electronic gates to make sure all items were installed correctly and are fully functional.

Deliverables:

- *Final Project Certification*

Live Oak Well VOC Treatment Facility Project**Work Plan****Project 17: Live Oak Well VOC Treatment Facility Project (Project)****Implementing Agency: City of Arcadia (City)**

Project Description: The City of Arcadia (City) is proposing to restore 2,650 acre feet per year (AFY) of water supply production by constructing a 4,000 gallon per minute (gpm) capacity Liquid-phase Granular Activated Carbon (LGAC) treatment system at its Live Oak Well. The Live Oak Well has a 4,000 gpm capacity that previously supplied approximately 15 percent of the City's total annual water demand. The well is located adjacent to the southern end of the Santa Anita Wash at the inlet to the Peck Spreading Basin. The well extracts water from the Main San Gabriel Basin (Basin) which has recently recorded historic low groundwater elevations. This drop in water level may have made the well more susceptible to existing contamination in the basin. In March 2015, the well was shut down due to concentrations of trichloroethylene (TCE) recorded above the maximum contaminant level (MCL) of 5 micrograms per liter ($\mu\text{g/L}$).

The City has been working with Stetson Engineers, Inc. to mitigate the contamination at this supply source and has determined that adding LGAC treatment to the facility would most effectively remove the TCE from the produced water, and in the process remove it from the Basin which would otherwise continue down-gradient to groundwater producers that supply Disadvantaged Communities (DAC). TCE is currently treated by blending, but LGAC treatment will actually remove the contaminant from the water before it enters the distribution system and potentially re-enters the basin via irrigation.

The following work has been completed:

- Draft technical memorandum prepared by Stetson Engineers, Inc. titled "Water Supply Opportunities and Constraints Study" (April 24, 2015)

Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

This task is partially complete and includes grant application preparation by a consultant, as well as City's staff time to attend meetings and provide project materials for the grant application preparation. The City will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with Los Angeles County Flood Control District (LACFCD). The City staff will prepare invoices including relevant supporting documentation for submittal to the Department of Water Resources (DWR) via LACFCD.

This task also includes administrative responsibilities associated with the project such as managing consultants, contractors, and permitting agencies. Finally, it includes the procurement, oversight, and management of all consulting, contracting, and third-party work associated with the design, construction, inspection, and material testing necessary for the completion of the project. It is considered 15 percent complete because the grant application is complete.

Deliverables:

- *Complete grant application*
- *Invoices and supporting documentation for reimbursement*
- *Agreements/Amendments/Memorandum of Understandings*
- *Three years audited financial statements*
- *Environmental Information Form (EIF)*

Live Oak Well VOC Treatment Facility Project**Work Plan****Task 2: Labor Compliance Program (0% complete)**

This task has not yet started and includes review of the contract documents to ensure that they meet all requirements of the Grant and Labor Code; registration of the Project with the California Department of Industrial Relations (DIR) for compliance with Prevailing Wage laws; and review of the contractor's submittals to ensure compliance with the Grant, Labor Laws, and DIR Prevailing Wage Compliance regulations. It also includes implementation of the Labor Compliance Program during construction.

Deliverables:

- *Labor Compliance Program, upon request*

Task 3: Reporting (0% complete)

This task has not yet started. The City will prepare quarterly progress reports detailing the work completed during each reporting period as outlined in the grant agreement. Quarterly Progress Reports will be submitted to LACFCD for review and inclusion in a progress report to be submitted to DWR. The City will also prepare a draft Final Project Completion Report and submit to DWR via LACFCD for the DWR Project Manager's comment and review no later than 90 days after project completion. A Final Project Completion Report addressing LACFCD's and DWR's comments will be prepared and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

The property that the Live Oak Well is located on was purchased by the City of Arcadia in 1940. The Live Oak Well was constructed on a portion of that property in 1990. The proposed treatment facility will be constructed within the property boundaries owned by the City of Arcadia. Costs for land purchase are not included in Attachment 4 – Budget.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (95% complete)**

This task is nearly complete. In March 2015 the City of Arcadia contracted with Stetson Engineers, Inc. to perform a *Water Supply and Constraints Study* to investigate options to remedy the contamination issues at the Live Oak Well, provide alternate supply from the Raymond Basin, and provide alternate supply from the Main San Gabriel Basin and Metropolitan Water District (MWD) connection. This Study developed advantages and disadvantages and cost comparisons for the various options. The task is considered 95% complete because the final version of the document is not complete.

Deliverables:

- *Draft Technical Memorandum prepared by Stetson Engineers, Inc. titled "Water Supply Opportunities and Constraints Study" (April 24, 2015)*
- *Final Technical Memorandum*

Live Oak Well VOC Treatment Facility Project**Work Plan****Task 6: CEQA Documentation (0% complete)**

This task has not yet started; it includes the preparation and submission of all studies, documents, and notices required under the California Environmental Quality Act (CEQA) and as required by the California Division of Drinking Water (DDW).

Deliverables:

- *CEQA Preliminary Exemption Investigation*
- *CEQA Exemption DDW Worksheet*
- *CEQA Initial Study (if required)*
- *Notice of Exemption (NOE) or Mitigated Negative Declaration (MND) filed to the County Recorder*
- *NOE or MND filed with the DDW Environmental Review Unit*

Task 7: Permitting (0% complete)

This task has not yet started. It includes the preparation and submission of all permit applications, documents, maps, and water quality tests and results required by (1) DDW for a Water Supply Permit Amendment to construct a treatment facility to the City Water System; (2) the Regional Water Quality Control Board (RWQCB) for a National Pollutant Discharge Elimination System (NPDES) Construction Discharge permit for discharge to the storm drain of well water for flushing during the course of construction of the treatment facility; (3) the Los Angeles County Flood Control District (LACFCD) for a Discharge Permit to the Santa Anita Wash; and (4) the Los Angeles County Sanitation Districts (LACSD) for a permit to discharge backwash effluent to the sewer system for the duration of the operation of the treatment facility.

Deliverables:

- *Water Supply Permit Amendment – DDW*
- *Discharge Permit (to Santa Anita Wash) – LACFCD*
- *NPDES Construction Discharge Permit – RWQCB*
- *Discharge Permit – LACSD*

Task 8: Design (0% complete)

This task has not started yet; it will be performed by an engineering consultant under the direction of City staff and will include the engineering calculations and design of the facility including site layout, foundation and structural design, system and yard piping design, electrical and controls design, and all technical specifications, drawings, and details required to adequately describe the Project for the purposes of permitting and construction.

Deliverables:

- *100% Design Plans and specifications*

Task 9: Project Performance Monitoring Plan (0% complete)

This task has not yet started. The City will develop and submit a Project Performance Monitoring Plan (PPMP). The PPMP will include baseline conditions, a brief discussion of the monitoring systems to be used, the monitoring methodology, the monitoring frequency, and the location of monitoring points. The City's approved Quality Assurance Program (QAP) provides the framework for the PPMP.

Live Oak Well VOC Treatment Facility Project**Work Plan***Deliverables:*

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation**Task 10: Contract Services (0% complete)**

This task has not yet started. The City will be responsible for all duties related to the award of a construction contract to a private contractor for construction of the Project. Activities needed to secure a contractor and award a contract include developing the construction bid package, preparing advertisement and contractor documents for construction, evaluating bids, selecting a contractor, awarding of contractor and issuing the notice to proceed.

Deliverables:

- *Bid Documents*
- *Proof of Advertisement*
- *Award of Contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

This task has not yet started. The City will perform construction administration activities and construction management services. The construction management services include overseeing construction activities, inspections services, and environmental compliance by contractor. The construction manager will be on-site to document pre-construction conditions, daily construction activities, preparing/reviewing change orders and log submittals, addressing the contractor's questions, and project inspections.

Deliverables:

- *Notice of Completion*

Task 12: Construction/ Implementation (0% complete)

This task has not yet started and includes construction of the LGAC Treatment Facility and installation of a variable-frequency drive for the existing well booster pumps.

Subtask 12.1: Mobilization

Mobilization includes all tasks necessary for the Contractor to move onsite, including the delivery of equipment and materials, the installation of temporary facilities, and the setup of administrative requirements including all bonds, construction permits, submittals, and supervision.

Subtask 12.2: Site Preparation

Site Preparation includes all tasks necessary to prepare the site for construction including the demolition of existing structures, clearing and grubbing, grading and subgrade preparation, asphalt paving, and installing hardscape concrete, landscaping, and site signage.

Subtask 12.3: Project Construction

This task includes the construction of all foundations and equipment pads, including:

- Eight 12-foot diameter LGAC Vessels and pad with 20,000 pounds of carbon per vessel

Live Oak Well VOC Treatment Facility Project**Work Plan**

- Connecting pipes and manifolds
- Pumps, air compressor, and miscellaneous equipment
- One 80,000 gallon backwash tank with pad
- Waste discharge piping connected to sewer

Deliverables:

- *As-built drawings*
- *Photographic Documentation*
- *Acknowledgement of Credit Sign*

Subtask 12.4: Instrumentation Installation

This task includes the installation of all site and equipment electrical conduits, wiring, and controls for the pumps and equipment associated with the treatment facility, as well as installation of a variable frequency drive control system to operate the three existing booster pumps.

Subtask 12.5: Demobilization & Cleanup

This task includes the removal of all temporary facilities, materials, and equipment; completion of all items on the final punch list; and final clean-up of the site.

Centralized Groundwater Treatment System Project**Work Plan**

Project 18: Centralized Groundwater Treatment System Project (Project)

Implementing Agency: City of Monterey Park (City)

Project Description: The City will build a centralized groundwater treatment system at its Delta Plant to replace aging, inefficient individual wellhead treatment systems. This proposed centralized treatment system will provide an additional 2,740 acre-feet per year (AFY) of water supply and improve water quality for a Disadvantaged Community (DAC). The proposed centralized treatment system will enable the City to maximize production from its three U.S. Environmental Protection Agency (EPA)-designated “remedy wells”, which are currently limited by the flow-through capacities of the existing wellhead treatment systems. The proposed centralized treatment system will enable the City to increase the combined production from Wells 5, 12, and 15 from 5,700 gallons per minute (gpm) to 7,400 gpm, a net 2,740 AFY increase in local groundwater supply. The proposed centralized treatment system will remove volatile organic compounds (VOCs), 1,4-dioxane, and perchlorate while maintaining the City’s capacity to blend down arsenic and nitrate concentrations.

The following work has been completed:

- Project Feasibility studies
- April 2013 “City of Monterey Park – Delta Avenue Plant Treatment System Upgrade” prepared by Avocet Environmental, Inc.
- 20 percent design drawings & specifications

Category (a): Direct Project Administration

Task 1: Project Management (15% complete)

Upon being notified that grant funding has been approved by DWR, the City will prepare a Project Management Plan (PMP) describing how the grant funding will be managed. The PMP will specify that the Project be competitively bid at prevailing wages and will specify which labor, material, equipment, and professional service costs are eligible to be covered by grant funding. The PMP will include instructions to contractors, suppliers, and other service providers regarding invoicing frequency and procedures. It will also include procedures for notifications as budget line items are approached.

This task will also include aspects of managing the grant agreement as well as preparation of the grant application by the consultant. Work will include ensuring compliance with grant requirements, preparation and submission of supporting grant documents, and coordination with LACFCD. City staff will prepare invoices including relevant supporting documentation for submittal to DWR via LACFCD.

Deliverables:

- *Grant application preparation*
- *Grant administration*
- *Environmental Information Form (EIF)*
- *Three years audited Financial Statements*
- *Invoices and Backup Documentation*
- *Agreements/Amendments/Memorandum of Understandings with Project Partners, as applicable*

Task 2: Labor Compliance Program (0% complete)

The City will prepare a Labor Compliance Program (LCP) prior to notification that grant funding has been approved by DWR. The LCP will describe how compliance with labor laws and compliance with prevailing wages will be achieved for vendors of all tiers.

Centralized Groundwater Treatment System Project**Work Plan***Deliverables:*

- *Labor Compliance Program by 10/1/2015*
- *Labor Compliance Reports, upon request*

Task 3: Reporting (0% complete)

The City will begin tracking Project expenses on a monthly basis. Tracking will include tabulating all expenses, including “internal” City costs, determining which are eligible for grant funding, and, if eligible, the percentage reimbursable from grant funding. The City will specifically keep track of City and contractor labor costs to ensure compliance with prevailing wages.

The City will prepare quarterly progress reports detailing work completed as outlined in the grant agreement. A draft Final Project Completion Report will be prepared and submitted to DWR through the LACFCD no later than 90 days after project completion. The City will address and incorporate any comments from LACFCD and DWR for the preparation and submission of a Final Report to DWR in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

There is no land purchase needed for this Project. The City already owns the Delta Plant in the City of Rosemead, where the Centralized Groundwater Treatment System will be built. Therefore, no activities are anticipated.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (100% complete)**

The 2006 study, *Policy Memo 97-005 Policy Guidance for Wells No. 9, No. 12, and No. 15, City of Monterey Park* was prepared to fulfill the requirements set forth in the Division of Drinking Water (DDW) Policy Memo 97-005 for the direct use of treated water from City Wells No. 9, No. 12 and No. 15 as drinking water sources for the City’s customers. The Policy Memo evaluated alternatives for treating produced groundwater for individual production wells or groups of production wells. The 2011 study, *City of Monterey Park, Wells 5 & 6 Treatment System Upgrades, 2450 Charlotte Avenue, Rosemead, California*, included 100 percent design documents for the packed tower air stripper for Wells 5 & 6; however, the air stripper concept was shelved after the DDW requested treatment to remove 1,4-dioxane. This study also included evaluation of upgrades to the packed tower air stripper currently treating water produced from Wells 9, 12, & 15. The upgrades considered included increasing packing depth and installing a larger blower to increase the air/water ratio. The air stripper upgrades were shelved after DDW requested treatment to remove 1,4-dioxane.

Deliverables:

- *Stetson Engineers Inc., June 2006, “Policy Memo 97-005 Policy Guidance for Wells No. 9, No. 12, and No. 15, City of Monterey Park,” prepared for the San Gabriel Basin Water Quality Authority.*
- *Avocet Environmental, Inc., April 15, 2011, “City of Monterey Park, Wells 5 & 6 Treatment System Upgrades, 2450 Charlotte Avenue, Rosemead, California,” 100 percent design drawings and specifications prepared for the City of Monterey Park.*

Centralized Groundwater Treatment System Project**Work Plan****Task 6: CEQA Documentation (0% complete)**

The CEQA-related actions are expected to be minimal as the treatment system is replacing existing wellhead treatment systems on City-owned land. An Initial Study would be needed and it is anticipated that a CEQA “Negative Declaration” for the Well 5 utility crossing over Alhambra Wash will also be needed as there are already two utility crossings for the City water pipes at same location. The City of Rosemead is expected to be the CEQA lead agency.

Deliverables:

- *CEQA – Notice of Intent*
- *CEQA - Initial Study*
- *CEQA – Negative Declaration (if needed)*
- *CEQA – Notice of Public Hearing*
- *CEQA – Notice of Determination*
- *‘No legal challenges letter’*

Task 7: Permitting (0% complete)

It involves three permits: DDW permit, Watermaster Section 28 Application, and 97-005 Policy Memo evaluation (if required). These three activities involve submitting similar information to DDW and the Main San Gabriel Basin Watermaster. All three deliverables include a project description and various levels of supporting information, including groundwater quality data, the planned treatment processes, and expected effluent water quality.

Deliverables:

- *DDW permit application*
- *Watermaster Section 28 application*
- *97-005 Policy Memo evaluation (if required)*

Task 8: Design (50% complete)

This task includes preparation of 20% and 100% designs. Preparation of the 20% design for the Centralized Groundwater Treatment System included several meetings with EPA and DDW and was completed in April 2013. The 100% design plans are currently being developed and are expected to be complete by October 30, 2015.

Deliverables:

- *20% design drawings & specifications, upon request*
- *100% design drawings & specifications for bidding*

Task 9: Project Performance Monitoring Plan (0% complete)

The City will prepare a Project Performance Monitoring Plan (PPMP) describing how and how often progress toward Project objectives will be tracked, including the increased volume of water produced, increased contaminant removal.

Deliverables:

- *Project Performance Monitoring Plan*

Centralized Groundwater Treatment System Project**Work Plan****Category (d): Construction/Implementation****Task 10: Contract Services (0% complete)**

This task includes activities necessary to secure a contractor and award a contract include developing the construction bid package, preparing advertisement and contractor documents for construction, evaluating bids, selecting a contractor, awarding of contractor and issuing the notice to proceed.

Deliverables:

- *Construction bid package*
- *Proof of advertisement*
- *Award of Contract*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

This task includes construction oversight and start-up of the treatment system. The City will rely primarily on continuous, onsite oversight by a professional third party with input as appropriate from City Water Utility personnel at the Delta Plant and City Hall. This task also includes tracking and responding to Requests for Information (RFIs), ensuring conformance to design and specifications, design modifications/field changes, maintaining as-built drawings and specifications, preparing as-built reports, and preparing an Operation, Maintenance, & Monitoring (OMM) plan.

Deliverables:

- *As-built reports, including drawings, and RFI log (upon request)*
- *Notice of Completion (within 1 month of substantial completion)*
- *OMM Plan (within 3 months of completing construction)*

Task 12: Construction/Implementation (0% complete)

Construction activities will include mobilization to the Project site, foundation and structures, equipment and piping, relocation of existing IX and LGAC equipment, connection to Well 5, and performance testing. The centralized groundwater treatment system will be constructed in accordance with the design drawings and specifications by the contractor selected through competitive bidding process in Task 10. These activities are described in the subtasks below.

Subtask 12.1: Mobilization/Demobilization – This subtask includes the mobilization and demobilization of all Project equipment and piping.

Deliverables:

- *Shop Drawings for approval*

Subtask 12.2: Foundation and Structures – This subtask involves constructing the following: foundation pad for five AO units; foundation pad for eighteen LGAC vessels; foundation pad for two pH adjustment ASTs; foundation pad for two backwash ASTs and Open-sided canopy over five AO units.

Deliverables:

- *As-built drawings and photographic documentation*
- *Acknowledgment of Credit Sign*

Centralized Groundwater Treatment System Project**Work Plan**

Subtask 12.3: Equipment and Piping – This subtask includes the ordering of AO units and other major equipment as well as installation of this equipment on foundation pads upon receipt. It also includes constructing piping connections and installing instrumentation. Much of interconnecting pipeline work will be above-ground, and piping from remedy wells will be partially below grade. This subtask consists of acquiring and installing the following equipment and piping:

- Trojan UVPHOX (3-reactor AO units, 2,600 gallons per minute (gpm) each);
- Bag filter housings (2,500 gpm each);
- 2,000-gal. HDPE ASTs (NaOH & HCl) for pH adjustment;
- 20,000-gal backwash ASTs; Valves & fittings (allowance);
- Electrical/controls upgrades; Misc. pipe supports, fittings, etc. (allowance);
- 18-inch diameter Ductile Iron pipeline, Wells 9, 12, & 15 to AO units;
- 24-inch diameter Ductile Iron pipeline, AO effluent to LGAC;
- 12-inch diameter Ductile Iron pipeline, backwash line;
- 4-inch diameter PVC communications conduit.

Deliverables:

- *As-built drawings and photographic documentation*
- *Acknowledgment of Credit Sign*

Subtask 12.4: Relocate Existing IX and LGAC Vessels – This subtask includes relocating ten - 20,000 pound empty IX vessels from their current locations and installing them on a new foundation pad. It also includes installing piping interconnections for the single-pass operation and installing initial charges of LGAC (200,000 lbs total).

Deliverables:

- *As-built drawings and photographic documentation*
- *Acknowledgment of Credit Sign*

Subtask 12.5: Connect Well 5 – This subtask includes negotiating the easement for new subsurface pipeline in the existing Southern California Edison power line corridor between Well 5 and the Delta Plant. This subtask also includes the construction of a utility bridge for the new pipeline and access over Alhambra Wash; and also it includes installation of 1,500 linear feet of 12-inch diameter ductile iron pipe.

Deliverables:

- *As-built drawings and photographic documentation*
- *Acknowledgment of Credit Sign*

Subtask 12.6: Performance Testing – Upon substantial completion of construction, this subtask will test the system for correct mechanical/electrical operation, including all safety interlocks, prior to contractor demobilization. Activities for this subtask also include testing to demonstrate treatment efficiency for VOCs and 1,4-dioxane; pumping of off-spec water to disposal in the sewer while variables (e.g., hydrogen peroxide dosage, pH) are adjusted based on the sampling of treated effluent; system shutdown while DDW evaluates results, during which time existing the air stripper and LGAC systems would remain in operation; and DDW approval to bring the system online by October 31, 2017 (at which time existing air stripper and LGAC systems would be retired). Performance testing is expected to be conducted primarily using in-house City resources.

Deliverables:

- System startup operational data submittal to DDW to demonstrate proof-of-concept.

Southeast Water Efficiency Program Project**Work Plan****Project 19: Southeast Water Efficiency Program Project (Project)****Implementing Agency: Central Basin Municipal Water District (Central Basin)**

Project Description: This Project will save 308 acre-feet per year (AFY) and provide a water quality benefit of reducing approximately 0.5 milligrams per liter (mg/L) per year of Nitrate/Nitrite. Over the estimated 23-year lifespan of the Project, 100 public facilities will be retrofitted for a combined savings of approximately 6,160 AF. This Project will improve water use efficiency by conducting audits to determine excess water use and implementing retrofits to offer immediate drought relief and long-term water savings at public facilities throughout the Central Basin service area. The Project primarily targets the disadvantaged communities (DACs) in the Central Basin service area for the audits and retrofits. The first phase consists of performing site audits of public facilities in order to collect data on current water usage and determine opportunities for improved water use efficiency. The second phase consists of the installation of appropriate conservation devices and retrofit of leaking system pipes. Devices that will be available for installation include high-efficiency toilets (tanks and flushometers), zero water and ultra-low water urinals, laminar flow restrictors, large rotary nozzles, rotating nozzles for spray heads, weather-based irrigation controllers, central computer irrigation controllers, and flow regulators.

Work Completed: Central Basin has examined the grant tasks and deliverables in light of experience with a current successful program, the Water Conservation Management and Education Program. This program has provided background and structure for this Project to determine project scope, potential benefits and effective implementation strategies.

Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

Central Basin will provide overall project management including the management and coordination of all Project activities with funding partners – MWD and Central Basin Purveyors. MWD has finalized agreements with Central Basin regarding their involvement in funding for the installation of the water efficient devices. MWD and Central Basin Purveyors will provide letters of agreement to Central Basin throughout the Project describing their involvement, including their various financial and staff obligations. These activities entail contracting and management of the vendor and reviewing project activity reports. This task includes grant application preparation coordination by the Gateway Water Management Authority (GWMA) and by a consultant, as well as Central Basin’s staff time to attend meetings and provide project materials for the grant application preparation. Central Basin will manage the grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with Los Angeles County Flood Control District (LACFCD). Central Basin staff will prepare invoices including relevant supporting documentation for submittal to DWR via LACFCD.

Deliverables:

- *Agreements/Amendments/Memorandum of Understandings with Project Partners*
- *Board approvals for all Agencies*
- *Complete grant application*
- *Environmental Information Form*
- *Three years audited financial statements*
- *Invoices and Backup Documentation*

Southeast Water Efficiency Program Project**Work Plan****Task 2: Labor Compliance Program (50% complete)**

Central Basin has a Labor Compliance Program in place, and will require the contracted vendor to follow prevailing wage requirements for labor compliance in accordance with the California Labor Code §1771.3. Labor compliance, as applicable, will be performed during implementation.

Deliverables:

- *Labor Compliance Programs*
- *Labor Compliance Reports*

Task 3: Reporting (0% complete)

Central Basin will be responsible for compiling the Quarterly Progress Reports for submittal to DWR via LACFCD. These reports will consist of detailed work completed including information about any accomplishments or issues encountered in the prior quarter. This task also consists of preparing the Draft and Final Project Completion Report. The Draft Final Project Completion Report will be submitted to DWR via LACFCD for DWR's project manager's comment and review no later than 90 days after project completion. A Final Project Completion Report will be prepared to address LACFCD's and DWR's comments and presented in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not applicable)**

No land acquisition or additional easements will be needed for the Project; therefore, this task does not apply to this Project.

Deliverables:

- *Not applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (Not applicable)**

This Project does not require the preparation of feasibility studies as it builds off of work completed under the previous Water Conservation/Management and Education Program.

Deliverables:

- *Not applicable*

Task 6: CEQA Documentation (0% Complete)

This Project is categorically exempt under CEQA. This task will include the completion and filing of a Categorical Exemption.

Deliverables:

- *Notice of Exemption*

Task 7: Permitting (*Not applicable*)

This Project does not require permits or regulatory approvals; therefore, this task does not apply to the Project.

Deliverables:

- *Not applicable*

Task 8: Design (*Not applicable*)

This Project does not require the preparation of designs; therefore, this task does not apply to the Project.

Deliverables:

- *Not applicable*

Task 9: Project Performance Monitoring Plan (*0% complete*)

The Project Performance Monitoring Plan will be prepared to describe the tools to be used to monitor and measure project benefits, which will be submitted to DWR. The plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, and frequency of monitoring.

Deliverable:

- *Project Performance Monitoring Plan*

Category (d): Construction/Implementation

Task 10: Contract Services (*0% complete*)

This task will include the procurement of professional services for the Project. Central Basin will prepare and advertise request for proposals, evaluate the bids received, award the vendor, and issue a notice to proceed. A qualified vendor will be chosen to assist in the management and implementation of the Project.

Deliverables:

- *Request for proposal*
- *Award of contract*
- *Notice to Proceed*

Task 11: Implementation Administration (*0% complete*)

This task will include the management of the vendor and vendor contract including providing direction throughout the implementation of the Project, reviewing schedules and recommendations, and providing feedback on site selection criteria and water audits. The vendor will submit audit reports and site selection criteria to Central Basin for review, comments, and approval. This task will require the management and coordination of Central Basin staff and departments involved with the Project, and providing implementation inspection and management oversight.

Deliverables:

- *Summary of approved site selection criteria*
- *Summary of approved water audit reports*
- *Contractor Summary Progress Reports*

Task 12: Implementation (0% complete)

This Project will audit public facilities to determine water use efficiency and will retrofit the facilities based on the results of the audits. The subtasks below include all the steps necessary to ensure successful implementation of the Project.

Subtask 12.1: Site Identification

The selected vendor will develop a list of potential sites and customers and site selection criteria based upon a review of customer billing data. The site selection criteria will be based on the results of surveys that the vendor will develop to evaluate potential participants for the program that will most benefit from water efficiency improvements. After Central Basin approves the customer selection criteria, the vendor, in collaboration with Central Basin, will develop a list of potential areas and target customers. The initial list of potential sites will prioritize DACs, which will be given first opportunity to participate in the Project. To maximize water savings, the retrofits that will save the most amount of water will be completed.

Deliverables:

- *Site selection criteria*
- *List of potential sites and customers*

Subtask 12.2: Program Outreach and Customer Enrollment

This subtask will require the vendor and Central Basin to develop and use marketing campaigns and outreach tools to enroll participants. The vendor will meet with target public facilities identified through the selection process to provide information about the Project, Project benefits, expectations, timeframe, and to ensure transition to water efficient irrigation equipment.

Deliverable:

- *Summary of enrollment forms*
- *Copy of all outreach materials*

Subtask 12.3: Water Audits

Each target customer selected will have a water audit performed. Central Basin will provide the vendor an approved equipment list that will be used during audits. The results from the audits will be used to determine individual customer equipment or repair needs. The vendor will submit the audit reports to Central Basin for review, comment, and approval. Results of the audits will be provided to participants along with a list of recommendations to perform retrofits at each site.

Deliverable:

- *Water Audit Results*
- *Recommended list of equipment*

Subtask 12.4: Equipment Procurement

This subtask includes the procurement of all equipment necessary to ensure successful installation. The types of equipment that may be needed for this Project include high-efficiency toilets (tanks and flushometers), zero water and ultra-low water urinals, laminar flow restrictors, large rotary nozzles, rotating nozzles for spray heads, weather-based irrigation controllers, central computer irrigation controllers, and flow regulators. Based on the vendor's recommendations, the participants will determine which equipment will be installed. The number and type of equipment installations for each retrofit will be customized on the

Southeast Water Efficiency Program Project**Work Plan**

basis of customer needs identified during the water audit. The vendor will purchase the necessary equipment and provide documentation of purchases. The vendor will be required to recycle equipment removed during the retrofit process.

Deliverables:

- *Summary of Customized Retrofit List Reports*
- *List of equipment purchased for each site*

Subtask 12.5: Retrofit Installation

The vendor will perform retrofits and repairs, including the initial start-up and testing for any piece of equipment. Once installation is complete, each customer will certify the type and number of equipment installed and that all equipment is fully functioning.

Deliverables:

- *Equipment installation certification forms*

Water LA Neighborhood Retrofits Project**Work Plan****Project 20: Water LA Neighborhood Retrofits Project (Project)****Implementing Agency: The River Project**

Project Description: The Project will produce 132 AFY of water and improve water quality through water conservation and stormwater recharge to the local water supply. The Project will consist of a total of 1,000 parkway basins and 100 home retrofits in Disadvantaged Communities (DACs) throughout the eastern San Fernando Valley. By capturing and infiltrating urban runoff, zinc concentrations will be reduced by 0.125 mg/L. Additional benefits include water conservation provided by reduced outdoor water demands by increasing stormwater capture in rain tanks for onsite use, greywater systems, and turf removal. The Project will ensure equitable distribution of benefits by prioritizing DACs in the project service area to provide water savings; these supplies support access to safe, clean, and affordable water, adequate for human consumption, cooking, and sanitary purposes.

The following activities have been completed or started:

- Initial GIS analysis – Complete; Final analysis – In Progress
- Negotiations for no-fee parkway permit with City – In Progress
- Parkway Standard Plan adoption by City – In Process
- Site Assessment web tool framework development – Complete
- Rates Negotiations with 3 subcontractors – Complete
- Basic Website development and launch – Complete (platform for broader content in development)
- How-To Guides – In Progress

Category (a): Direct Project Administration**Task 1: Project Management (15% complete)**

This task includes aspects of managing the grant agreement as well as preparation of the grant application by the consultant. Work will include ensuring compliance with grant requirements, preparation and submission of supporting grant documents, and coordination with LACFCD. The River Project staff will prepare invoices including relevant supporting documentation for submittal to DWR via LACFCD. This task also includes administrative responsibilities associated with the Project such as coordinating with partnering agencies, the Los Angeles Department of Water & Power (LADWP), the City of Los Angeles Bureau of Sanitation (LASAN), the County of Los Angeles Department of Public Works (LACDPW), and CalFire. The Project Manager and Project Director will assist with developing Memorandum of Understandings (MOUs) with all Project partners, coordinating how funding resources are allocated, and other general project management activities.

Deliverables:

- *Complete grant application*
- *Environmental Information Form (EIF)*
- *Three Years Audited Financial Statements*
- *Invoices and Backup Documentation*
- *Agreements/Amendments/Memorandums of Understanding with Project Partners, as applicable*

Task 2: Labor Compliance Program (0%)

The River Project will take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a LCP or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

Deliverables:

- *Proof of Labor Compliance Program, upon request*

Water LA Neighborhood Retrofits Project**Work Plan****Task 3: Reporting (0% complete)**

The River Project will prepare progress reports detailing work completed during reporting period as outlined in the grant agreement. Reports will be submitted to the grantee, LACFCD, for review and inclusion in a progress report to be submitted to DWR. A Draft Final Project Completion Report will be prepared and submitted to DWR no later than 90 days after Project completion. The River Project will address and incorporate any comments from the grantee and DWR for the preparation and submission of a Final Project Completion Report to DWR in accordance with the grant agreement.

Deliverables:

- *Quarterly Progress Reports*
- *Draft and Final Project Completion Report*

Category (b): Land Purchase/Easement**Task 4: Land Purchase (Not Applicable)**

No land purchase is necessary as implementation will occur on land owned by residential homeowners.

Deliverables:

- *Not Applicable*

Category (c): Planning/Design/Engineering/Environmental Documentation**Task 5: Feasibility Studies (10% complete)**

This task includes the acquisition and analysis of all relevant GIS data to determine DAC and climate vulnerability per CalEnviroScreen, as well as soils suitability and TMDL issues around potential Project sites. LIDAR data for remote sensing will be integrated to establish greater detail and flow directions. Initial site visits to priority neighborhoods will be included in this task to help verify additional factors such as parkway width, tree health, and social interest. Soils analyses will verify soil suitability and provide a baseline for monitoring performance in each neighborhood.

Deliverables:

- *Mapped Priority Project areas*
- *Soils reports, upon request*

Task 6: CEQA Documentation (0% complete)

This Project is categorically exempt under Section 15304 since the Project consists largely of minor grading on slopes of less than 10%, new water efficient landscaping, and minor excavation and backfilling where the surface is restored. Therefore, environmental impacts and associated documentation are not anticipated. This task will include the completion and filing of a Categorical Exemption prior to beginning Project Installations.

Deliverables:

- *Notice of Exemption*

Task 7: Permitting (5% complete)

The River Project is working with partner municipalities, County of Los Angeles and City of Los Angeles, to develop a no-fee or low-fee permit process for the parkway installations. The River Project is currently negotiating agreements with both the City and County of Los Angeles to execute a single permit to cover all Project sites where stormwater parkway basins and trees will be installed. Parkway permits are required for installations within public Right-of-Way. If a parkway permit agreement cannot

Water LA Neighborhood Retrofits Project**Work Plan**

be established to cover all parkway installations for the Project, individual parkway permits will need to be obtained for each Project site before implementation of the installations at that location.

Branched drain greywater systems require permits from the City of Los Angeles Department of Building and Safety. The permits for these systems will be attained at each installation site that will use a greywater system as part of their retrofit.

Deliverables:

- Parkway permit agreement
- Parkway permits (if required)
- Copies of Greywater Permits

Task 8: Design (25% complete)

The design task consists of two components: the standardized designs of the installation options that each homeowner may choose from for their site retrofit and the site-specific retrofit designs. For the standardized designs, The River Project has drafted Strategy Plans and plant lists that lay out setback requirements for infiltration, as well as other items related to the general design of rain tanks, greywater systems, parkway basins, permeable pavement, infiltration trenches, and grading for rain capture. These Strategy Plans will be finalized to complement the City of Los Angeles and County of Los Angeles requirements. It is anticipated that this suite of Strategy Plans will be adopted by the City and the County in late 2015 as a component of their respective LID documents for voluntary use at residential parcels.

Site-specific design will include site, size and design of 1,000 parkway basins, including planting plans. Retrofit design plans for each home involves working with each homeowner's own site assessments and design plans drafted during the Workshops (Subtask 12.2). These design plans will include estimates of required sediment removal volumes, list of necessary materials, and planting needs. Water supply and water quality benefits will be estimated for each homeowner during site design. The site design phase will be ongoing throughout the Project because the selection of homes to be retrofitted will be staged over the three and a half year Project implementation period.

Deliverables:

- Final Strategy Plans and Plant Lists
- Parkway Designs and Planting Plans
- Homeowner Site Plans

Task 9: Project Performance Monitoring Plan (0% complete)

The River Project will develop and submit a Project Performance Monitoring Plan. The Project Performance Monitoring Plan will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring systems to be used, and location of monitoring points.

Deliverables:

- Project Performance Monitoring Plan

Category (d): Construction/Implementation**Task 10: Contract Services (25% complete)**

This task will include the preparation and execution of contract documents, and issuance of notices to proceed. The River Project will be contracting with multiple contractors to complete the parkway basin and home retrofits including an arborist for tree installations, a mason for concrete cutting and masonry, and contractors who specialize in parkway basin, greywater, and rain tank installations. Contract negotiations have already begun with these contractors.

Water LA Neighborhood Retrofits Project**Work Plan***Deliverables:*

- *Award of Contract*
- *Proofs of Insurance*
- *Notice to Proceed*

Task 11: Construction Administration (0% complete)

A construction foreman will oversee the residential and parkway basin retrofits. Duties will include managing contractor submittal review, answering requests for information, and issuing work directives. Other activities include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/ updating project schedule, reviewing contractor log submittals and pay requests, notifying contractor if work is not acceptable. The foreman will develop a strategy for efficient deployment for each neighborhood.

Deliverables:

- *Notice of Completion*

Task 12: Construction/ Implementation (5% complete)

Construction/Implementation activities will include an Outreach and Engagement Campaign with the neighborhoods selected for the Project, developing educational materials for and conducting workshops with the selected Project participants, and implementing the Project installations for the parkway basins and home retrofits. These activities will be phased such that approximately two of the eight project neighborhoods are completed each year. These activities are described in more detail in the subtasks below. Subtask 12.2 is in progress, with the draft Water LA How-To Guides underdevelopment.

Subtask 12.1: Outreach – Once neighborhoods are identified (Task 5), the Project Team will connect with the local Neighborhood Councils and Community Based Organizations to undertake a comprehensive multi-lingual outreach and engagement campaign through direct contact, telephone, email, website, and social media. The Project Team will look for interested neighbors to participate in the program and build relationships. The website will allow people to sign up for workshops and access materials, videos, and before and after images. Interested homeowners sign a set of documents including access to water bills, waivers of liability, neighbor-labor commitments, and stewardship agreements. Stewardship is critical and assisting homeowners in becoming partners in green infrastructure maintenance requires an investment of some time. The River Project will maintain a presence in the neighborhood to support success, and send ongoing reminders and updates. This task also covers ongoing development and maintenance of the Water LA web platforms and site assessment tools.

Deliverables:

- *Copies of Outreach Materials*
- *Participant Enrollment Agreements*
- *Documentation of Advertisements*

Subtask 12.2: Education/Workshops – This subtask involves the development of educational materials such as multi-lingual How-To Guides, videos, and other educational materials, as well as the delivery of hands-on workshops for the selected neighborhood participants. The Water LA How-To Guides and videos assist participants in selecting, designing, and maintaining their home retrofits. The River Project will deliver a series of hands-on workshops in each neighborhood, which cover water and climate literacy, site assessment and design, building healthy soil, grading for rain capture, native plants, rain tanks, greywater, parkway basins, permeable paving and infiltration trenches. These workshops help homeowners understand how the retrofits function, what the benefits are, and what the maintenance requirements will be. This information is critical for the selection of retrofit features at each site. Through the site assessment workshops, homeowners undertake their own site assessment and create

Water LA Neighborhood Retrofits Project**Work Plan**

draft designs which The River Project will use to create the official site-specific design for each home and parkway basin site (Task 8). Educational materials include the How-To Guides, videos, one-sheet handouts and workshop materials. Each home retrofit and parkway basin site will be required to display a project sign on the property, which features the Water LA logo and the logos of the project funders.

Deliverables:

- *Copy of Educational Materials*

Subtask 12.3: Project Installations – The Project installations will consist of the 100 home retrofits and 1,000 parkway basin retrofits that will be constructed in the neighborhoods and specific sites selected during the site assessment in Task 5 and further refined during the outreach component of the implementation for the Project (Subtask 12.1). The site-specific design for each installation will be further refined during the Workshops (Subtask 12.2) and Design (Task 8) stages of the Project. The general components will include: lawn removal, rain grading, native and edible landscaping, rain tanks, greywater systems, permeable paving and infiltration trenches. The Project team will work with homeowners and the rain tank and greywater contractors to complete the 100 residential retrofits. For the parkway basins, the Project team will undertake parkway site preparation and finishing (lawn removal, grading, planting, mulching). The green contractor, La Loma, will be responsible for curb cuts and masonry required for the rock reinforced basin slopes and the erosion control feature. The parkway basin installations will be ongoing throughout the Project term.

Deliverables:

- *Photographic Documentation of Project Installations*
- *Photographic Documentation of Acknowledgement of Credit Sign*