

ATTACHMENT 4

WORK SUMMARY



**East Contra Costa County
2014 IRWM Drought Grant Proposal**

**ATTACHMENT 4 –
WORK SUMMARY**

In accordance with the PSP, this attachment contains brief summaries of the anticipated tasks necessary to complete each project in the grant application. As required, these tasks have been organized by the four budget categories:

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

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Project #1 – CCWD-BBID Regional Intertie

Implementation of the CCWD-BBID Regional Intertie project will require the following tasks.

(a) Direct Project Administration Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
1	Admin	0%	None	<ul style="list-style-type: none"> • Compilation, review and submittal of invoices 	<ul style="list-style-type: none"> • Invoices
2	Labor Compliance Program	0%	None	<ul style="list-style-type: none"> • Contractor shall submit certified payroll records each month to the Division of Labor Standards Enforcement Compliance Monitoring Unit 	<ul style="list-style-type: none"> • Submission of Labor Compliance Program
3	Reporting	0%	None	<ul style="list-style-type: none"> • Project coordination • Report preparation and submittal 	<ul style="list-style-type: none"> • Quarterly Progress Reports • Final Report

(b) Land Purchase/Easement Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
4	Land Acquisition	75%	All land and required easements for the Project have already been secured	<ul style="list-style-type: none"> • Verification of easements and review of construction plans by real property agent • Acquire agreements with adjacent property owners for temporary access 	<ul style="list-style-type: none"> • Temporary access agreements

(c) Planning/Design/Engineering/Environmental Documentation Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
5	Planning	90%	<ul style="list-style-type: none"> • Turnout between Old River Pipeline and BBID's Canal 45 was part of the original Los Vaqueros Reservoir project • Current project is included in CCWD's 2015 CIP 	<ul style="list-style-type: none"> • Develop MOU or similar agreement between CCWD and BBID for cost sharing and local match funding of project 	<ul style="list-style-type: none"> • None

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
6	Design	15%	<ul style="list-style-type: none"> • Preliminary Design work began in July 2014. 	<ul style="list-style-type: none"> • Completion of Preliminary Design • Development of 50% and Final Design Plans and Specs 	<ul style="list-style-type: none"> • Preliminary Design Report • Final Plans and Specs
7	Environmental Documentation	80%	<ul style="list-style-type: none"> • Draft NOE complete • No NEPA documentation required 	<ul style="list-style-type: none"> • Finalize and File NOE 	<ul style="list-style-type: none"> • NOE
8	Permitting	N/A	N/A	<ul style="list-style-type: none"> • N/A (Permits are not anticipated for this project) 	

(d) Construction/Implementation Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
9	Construction Contracting	0%	None	<ul style="list-style-type: none"> • Advertise for bids to construct intertie • Award contract to lowest, responsive bidder. 	<ul style="list-style-type: none"> • Bid Advertisement • Notice of Award
10	Construction	0%		<ul style="list-style-type: none"> • Construct intertie facilities, including isolation valves, a flow meter and flow control valve, to provide a maximum flow capacity of 50 cfs 	<ul style="list-style-type: none"> • Project Completion Certificate • Project Performance Monitoring Plan
11	Environmental Compliance/Mitigation	0%		<ul style="list-style-type: none"> • Perform Biological Surveys just prior to mobilization 	<ul style="list-style-type: none"> • Survey Reports
12	Construction Administration	0%		<ul style="list-style-type: none"> • Review submittals • Oversee construction of the project • Approve progress payments 	<ul style="list-style-type: none"> • Inspection Reports

Project #2 - DWD Leak Detection and Repair

Implementation of the DWD Leak Detection and Repair project will require the following tasks.

(a) Direct Project Administration Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
1	Admin	0%		<ul style="list-style-type: none"> • Provide project management services during the leak detection survey and bid package work • Provide support to construction management and inspection activities that occur during the leak repair 	<ul style="list-style-type: none"> • Invoices
2	Labor Compliance Program	0%		<ul style="list-style-type: none"> • Secure labor compliance consultant 	<ul style="list-style-type: none"> • Submission of Labor Compliance Program
3	Reporting	0%		<ul style="list-style-type: none"> • Prepare required DWR Reports detailing project progress 	<ul style="list-style-type: none"> • Quarterly Progress Reports • Final Report

(b) Land Purchase/Easement Tasks

This task is not applicable. All work will be done within public right of way. No other land rights will be required.

(c) Planning/Design/Engineering/Environmental Documentation Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
5	Planning	5%	Identified general project area.	<ul style="list-style-type: none"> • Confirm exact project location • Perform leak detection survey on 10 miles of DWD's distribution system 	<ul style="list-style-type: none"> • Leak Detection Report
6	Design	0%		<ul style="list-style-type: none"> • Develop draft bid package (pavement details, depth to pipe, description of work, etc) for leak repair work • Develop final bid package for leak repair work 	<ul style="list-style-type: none"> • Draft bid package for leak repairs • Final bid package

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
7	Environmental Documentation	0%		<ul style="list-style-type: none"> • Prepare and File Notice of Exemption (NOE) for leak repair work 	<ul style="list-style-type: none"> • NOE
8	Permitting	0%		<ul style="list-style-type: none"> • Secure Encroachment permit from City of Oakley 	<ul style="list-style-type: none"> • Encroachment permit from City of Oakley

(d) Construction/Implementation Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
9	Construction Contracting	0%		<ul style="list-style-type: none"> • Advertise for bids for leak repair work • Award contract to lowest, responsive bidder. 	<ul style="list-style-type: none"> • Bid Advertisement for Leak Repairs • Notice of Award
10	Construction	0%		<ul style="list-style-type: none"> • Perform leak repair work for any leaks identified in the leak detection survey • Repave streets where repairs were made 	<ul style="list-style-type: none"> • Project Completion Certificate
11	Environmental Compliance/Mitigation	N/A ¹			
12	Construction Administration	0%		<ul style="list-style-type: none"> • Inspect contractor's work 	<ul style="list-style-type: none"> • Inspection Reports

Note:

1. Leak repair work is considered maintenance and the only mitigation activities associated with this Project are the standard construction best management practices (BMPs) that are involved in any construction project (e.g., noise abatement, sediment control, etc).

Project #3 – ISD Irrigation and Recycled Water Fill Station

Implementation of the ISD Irrigation and Recycled Water Fill Station project will require the following tasks.

(a) Direct Project Administration Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
1	Admin	0%		<ul style="list-style-type: none"> • Prepare invoices and monitor project schedule 	<ul style="list-style-type: none"> • Invoices
2	Labor Compliance Program	0%		<ul style="list-style-type: none"> • Prepare and approve Labor Compliance Program 	<ul style="list-style-type: none"> • Submission of Labor Compliance Program
3	Reporting	0%		<ul style="list-style-type: none"> • Prepare and submit quarterly progress reports and a final project completion report. 	<ul style="list-style-type: none"> • Quarterly Progress Reports • Final Report

(b) Land Purchase/Easement Tasks

This task is not applicable. Project will be constructed on ISD-owned property.

(c) Planning/Design/Engineering/Environmental Documentation Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
5	Planning	25%	Preliminary routing and facilities to be constructed have been determined	<ul style="list-style-type: none"> • Complete a Preliminary Design Report 	<ul style="list-style-type: none"> • Preliminary Design Report
6	Design	0%		<ul style="list-style-type: none"> • Prepare plans and specs for bid package. [Note that this effort is expected to be small, with an estimated 20 pages of specifications and 1 design drawing.] 	<ul style="list-style-type: none"> • Final Plans and Specs (Bid Package)
7	Environmental Documentation			<ul style="list-style-type: none"> • Prepare and file a Notice of Exemption 	<ul style="list-style-type: none"> • NOE
8	Permitting	N/A		No permits are required	N/A

(d) Construction/Implementation Tasks

#	Task	% Complete	Work Already Completed	Work to Be Performed	Deliverables
9	Construction Contracting	0%		<ul style="list-style-type: none"> • Advertise for bids • Award contract to lowest, responsive bidder • Develop agreement 	<ul style="list-style-type: none"> • Bid Advertisement • Notice of Award • Construction agreement
10	Construction	0%		<ul style="list-style-type: none"> • Install 1,500 LF of 8” recycled water piping and associated appurtenances • Construct a recycled water fill station 	<ul style="list-style-type: none"> • Project Completion Certificate
11	Environmental Compliance/ Mitigation	N/A ¹			
12	Construction Administration	0%		<ul style="list-style-type: none"> • Review submittals • Oversee construction of the project to ensure compliance with contract documents • Approve progress payments 	<ul style="list-style-type: none"> • Inspection Reports

Note:

1. The ISD Recycled Water Fill station project is being constructed entirely within the boundaries of District-owned property and a NOE will be filed. The only mitigation measures expected are the standard construction BMPs applicable to all construction projects.