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## Attachment 4. Work Summary

Monterey Peninsula, Carmel Bay, and South Monterey Bay  
Integrated Regional Water Management  
2014 Drought Grant Proposal

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## Attachment 4. Work Summary

Attachment 4 summarizes anticipated tasks necessary to complete each project in the Proposal. Tasks are organized by the four budget categories, as applicable:

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

Projects are presented in the following order:

- 1) City of Salinas Drought Relief Through Stormwater Diversion For Water Supply
- 2) Lake El Estero Diversion
- 3) Advanced Water Purification Demonstration Facility
- 4) Recycled Water Onsite Retrofits
- 5) HEART Pilot Program

### 4.1 PROJECT WORK SUMMARY – CITY OF SALINAS DROUGHT RELIEF THROUGH STORMWATER DIVERSION FOR WATER SUPPLY

#### *Category (a): Direct Project Administration*

<i>Task No.</i>	<i>Task</i>	<i>Deliverable</i>
1	<b>Monitor Progress:</b> Comply with grant reporting requirements	Quarterly and annual progress reports including percent complete by task
1.1	<b>Allocate and Monitor Staff Resources/Budget:</b> Track budget expenditures against authorized funds, assign staff, and independently assess project progress (e.g., percent design work complete) against budget expended to measure earned value.	Detailed initial project schedule and monthly estimates of earned value.
1.2	<b>Track Design Progress:</b> Track design progress and construction execution against project schedule	Periodic schedule updates
1.3	<b>Manage City Resources Applied to The Project:</b> Quarterly summaries on accomplishments and staff assigned and used	
1.4	<b>Administer and Monitor Construction Contract:</b> Monthly summaries of construction activities.	

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| <p><b>1.5 Prepare Payment Requests:</b> Determine whether payment requests are supported by field activities by comparing payment requests from construction contractor against physical percent of work complete. Prepare documentation to support construction payment request approvals to the City Council and prepare grant accounting paper work and payment requests for work completed with grant funding.</p> | <p>Approved monthly pay requests for construction with supporting documentation</p> |
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**Category (b): Land Purchase/Easement**

Not applicable

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

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| <p><b>2 Develop Basis of Design:</b> Review record drawing information for existing facilities. Carry out field inspection to determine condition and location of existing facilities. Develop and evaluate conceptual plan. Estimate the construction costs for proposed facilities. Prepare summary description of proposed system.</p> | <p>Basis of design report</p>   |
| <p><b>2.1 Develop Projects:</b> Develop intermediate and final design products</p>  | <p>Bid documents (plans and specifications) at 50%, 90%, and 100% completion; estimated construction costs at 50%, 90%, and 100% design completion.</p> |
| <p><b>3 Environmental Documentation:</b> Prepare and obtain CEQA and NEPA exemption documents or negative declaration if required.</p>  | <p>CEQA exemption documentation and evidence of any required announcement, public reviews and/or adoptions and NEPA exemption documentation</p>         |

**Milestone:** Obtain CEQA and NEPA documents

**Category (d): Construction /Implementation**

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| <p><b>4 Conduct and Evaluate Bids:</b> Conduct competitive bidding for construction; Evaluate bids and obtain City Council approval to award</p> | <p>Pre-bid meeting minutes and one or two addenda during bidding. Evaluation of bids received including documentation of any references check and a staff report to the City Council recommending contract award.</p> |
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**Milestone:** Obtain City Council approval to award

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| <p><b>5 Construction:</b> Provide resident inspection, submittal review, response to contractor questions, change order preparation, project start up and project close out. Log and manage submittals, RFIs, and change order requests. Carry out field inspections and prepare inspection reports as identified. Direct Contractor to carry out required testing and log and review testing reports. Conduct, prepare, and submit final punch-list inspection and confirm that the Contractor completes all work. Conduct final project close out.</p> | <p>Submittal log and reviewed submittals; RFI log and RFI responses; reviewed field testing reports; daily inspection reports; punch list</p> |
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- 5.1 Check Overall Project Costs:** Check overall project costs and accounting and prepare and submit Final Report with summary of all costs. Final Report

**Non-grant Funded Follow Up Activities**

- 6 Final Monitoring Plan:** Prepare and implement final monitoring plan. Draft Monitoring Plan and Final Monitoring Plan. Contract for outside monitoring and establish and administer monitoring contract
- 6.1 Periodic Reports:** Prepare periodic reports on project performance as required by regulatory agencies and for grant compliance. Water quality reports to CEDEN Central Coast Data Center; Project Performance reports; regulatory reports

*NOTE: The City of Salinas Stormwater Diversion project has great potential to benefit both the Monterey Peninsula Region and Greater Monterey County Region, and has been submitted in both regions. For more details on the multi-regional interaction on this project, please refer to Attachment 3 (Att3\_ProJust\_1of2).*

## 4.2 PROJECT WORK SUMMARY – LAKE EL ESTERO DIVERSION

**Category (a): Direct Project Administration**

Task No.	Task	Deliverable
1	<b>Project Administration:</b> Manage the project, Grant processing, Coordinate Review, Council presentations, Invoicing, and Final Report Consolidation	Constructed project and Grant processing, October 2014 through September 2015
2	<b>City Staff Time:</b> Compile all data and preliminary analysis at the start, review submittals, Project Meetings, Construction Management, and invoicing.	Manage the construction project from initiation to completion, October 2014 through May 2015
3	<b>Final Reporting:</b> Consolidation of design and construction project file	Final project reporting of constructed project. Construction Notice of Completion, July 2015

**Category (b): Land Purchase/Easement**

4	<b>Land Purchase/Easement</b> N/A	All construction will take place on land already City owned, or in the street right of way.
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**Category (c): Planning/Design/Engineering/Environmental Documentation**

5	<b>Design:</b> Construction Project Concept; Preliminary Design has been completed. Field Engineering, Land Surveying, and Final Design for construction.	Engineered stamped design plans, as scheduled- November 2014; Final Design
6	<b>Environmental Compliance:</b> Project Environmental Compliance	Completed CEQA analysis for Final Design, as scheduled – January 2015

**Milestone:** CEQA Analysis for Final Design

**Category (d): Construction /Implementation**

<b>7</b>	<b>Construction Bidding/ Bid Evaluation:</b> Send Project out for Bids. Receive Bids, Reference check Contractor, Staff Report for Council Award	Award Project for Construction, as scheduled February 2015
<b>Milestone:</b> Construction Contract Awarded		
<b>8</b>	<b>Building Permit:</b> Contractor to obtain building permit, and City to pay all fees prior to issuance	Building permit, as scheduled – February 2015
<b>9</b>	<b>Notice To Proceed:</b> Issue Construction Notice to Proceed	Notice to proceed, as scheduled March 2015
<b>10</b>	<b>Construction Compliance Inspection and Construction Closeout:</b> Construction Inspection, Project Construction Close out, and notice of completion	Construction Inspection, as scheduled March 2015 through April 2015; Notice of Completion, as scheduled May 2015

### 4.3 PROJECT WORK SUMMARY – ADVANCED WATER PURIFICATION DEMONSTRATION FACILITY

**Category (a): Direct Project Administration**

<b>Task No.</b>	<b>Task</b>	<b>Deliverable</b>
1	<b>Project Administration:</b> Project Administration – procurement, processing, scheduling, reporting as required and needed	Preparation of invoices and other deliverables and as required
1.1	<b>Procurement, Processing, Scheduling and Reporting:</b> Perform procurement, processing, scheduling and create reports as required and needed	
2	<b>Labor Compliance Program:</b> MRWPCA personnel adhere to all Labor Compliance Programs	Submission of Labor Compliance Program
<b>Milestone:</b> Submission of Labor Compliance Program		
3	<b>Reporting:</b> MRWPCA staff will follow the reporting guidelines as directed	Submission of quarterly and final reports as specified in the Grant Agreement
3.1	<b>Grant Project Quarterly &amp; Final Grant Reporting and:</b> Perform quarterly and final grant project reporting	
3.2	<b>Final Grant Project Performance Report:</b> Create the final grant project performance report.	

**Category (b): Land Purchase/Easement**

4	<b>Land Acquisition:</b> MRWPCA has the necessary land and buildings. No land acquisition will be necessary	None
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**Category (c): Planning/Design/Engineering/Environmental Documentation**

5	<b>Assessment and Evaluation:</b> MRWPCA intends to continue some of the monitoring and sampling when the equipment is onsite.	These additional tests will continue to provide information that will be of benefit to the project and how the equipment is treating water.
5.1	<b>Sampling and Monitoring:</b> Perform necessary sampling and monitoring	Technical Studies
6	<b>Final Design:</b> MRWPCA and technical consultants will develop and submit final specifications for the equipment	Final specifications for equipment will be developed; Completion of project plans and specifications at the final level
7	<b>Environmental Documentation:</b> MRWPCA will continue to perform all mandatory monitoring and sampling of the treatment plant per State mandates	Approved and adopted CEQA/NEPA documentation
7.1	<b>CEQA Completed Prior to Funding:</b> CEQA will be completed prior to funding	
<b>Milestone:</b> CEQA Adopted		
8	<b>Permitting:</b> MRWPCA does not anticipate having to acquire any additional permits for the installation and use of equipment	None
<b>Category (d): Construction /Implementation</b>		
9	<b>Construction Contracting:</b> Preparation of bids and specifications for the equipment	Advertisement for bids; pre-bid contractors meeting, evaluation of bids; award contract
9.1	<b>Equipment Specification's, Bid Notice &amp; Equipment Manufacturer Pre-Bid Conference Call:</b> Create specifications and bid notice for equipment. A pre-bid conference call with the equipment manufacturer shall be conducted.	
<b>Milestone:</b> Equipment bids awarded		
10	<b>Construction:</b> Purchasing the equipment for the demonstration facility	Includes an ozone unit and various components, one membrane filtration unit, a reverse osmosis unit and an advanced oxidation unit
10.1	<b>Limited Site Preparations:</b> Limited site preparations will be made	
10.2	<b>Equipment Purchase &amp; Installation (On Site Startup) and Performance Testing of Equipment:</b> Equipment will be purchased and installed and will be tested to confirm performance	
11	<b>Environmental Compliance N/A:</b> None Required	
12	<b>Construction Administration, Invoice and Employee Scheduling:</b> Processing invoices and scheduling employees	All invoices regarding the construction phase of the project will be made available as well as the number of employee hours worked in coordinating the set-up of the project equipment

## 4.4 PROJECT WORK SUMMARY – RECYCLED WATER ONSITE RETROFITS

### Category (a): Direct Project Administration

Task No.	Task	Deliverable
1	<b>Project Administration:</b> Administrative oversight of project costs and preparation of project management plan (PMP); review and approval of project invoices and scheduling & tracking of project deliverables	Preparation of PMP, project schedule, invoices, review of all deliverables.
2	<b>Labor Compliance Program:</b> Administrative oversight of compliance with labor requirements.	Submission of Labor Compliance Program reports. Admin oversight and compliance with CA labor laws.
3	<b>Reporting:</b> Administrative preparation of grant reporting requirements: final grant project completion report, final grant project performance reports, and project performance Monitoring Plan.	Submission of quarterly and final reports as specified in the Grant Agreement

**Milestone:** Input to PPMP

### Category (b): Land Purchase/Easement

4	<b>Land Acquisition:</b> Not applicable. No land acquisition is required for this project.	Proof of title to lands for proposed project.
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### Category (c): Planning/Design/Engineering/Environmental Documentation

5	<b>Assessment &amp; Evaluation:</b> Not applicable. Studies already completed.	
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**Milestone:** Final Facilities Plant Report (Completed 6/23/2014)

6	<b>Final Design:</b> Preparation of Project Plans & Specifications to 100% level of design completion. Prepare and submit RFP.	Project plans, specifications, and engineers professional opinion of construction cost.
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**Milestone:** Final Design Completed

7	<b>Environmental Documentation &amp; Recycled Water Pilot Testing:</b> Project environmental documentation in progress. Pilot test for the use of recycled water at Pacific Grove Golf Links. Complete draft CEQA-Plus EIR. Provide Draft CEQA-Plus EIR for circulation. Pilot test planning, startup, and completion.	Establish, maintain and run pilot irrigation testing.
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**Milestone:** Report of pilot operations.

8	<b>Regulatory Permitting:</b> Address Title 22 & title 17 requirements; obtain any other required construction & operational permits and approvals; prepare Engineers Report for Title 22; apply for Coastal Development Permit; Receive CDP Approval for Coastal Development permit; perform cross-connect & shut-down test.	Engineers report consistent with Title 22 requirements. Cross connection & shut-down test results of potable and recycled water systems.
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### Category (d): Construction /Implementation

9	<b>Construction Contracting:</b> Assistance in construction contracting with Design-Build (D-B) entity. Prepare advertisement for bids; coordinate bidding process.	Advertisement for bids; pre-bid contractors meeting; evaluation of bids; contract award assistance.
<b>Milestone:</b> Construction contract awarded		
10	<b>Construction:</b> Project Construction; Contractor will perform and finish the construction activities with a final inspection performed.	Mobilization, site preparation, site photos, project completion certification, performance testing & demobilization.
<b>Milestone:</b> Administration & oversight of construction. Respond to RFIs and change order requests		

## 4.5 PROJECT WORK SUMMARY – HEART PILOT PROJECT

### **Category (a): Direct Project Administration**

<b>Task No.</b>	<b>Task</b>	<b>Deliverable</b>
1	<b>Project Administration:</b> Review and select contractors, obtain Board authorization and engage and manage contractors	Prepare and release Request for Proposals
2	<b>Reporting:</b> Quarterly Reporting and Final Report	Prepare and deliver quarterly reports on progress. Prepare and deliver final program report summarizing program in its entirety.
2.1	<b>Final program report update:</b> Review consumption records to determine actual water savings. Update final report after at least six months of consumption is available to quantify water savings. Follow-up with participants after 2 years for final check.	
<b>Milestone:</b> Final reports produced		

### **Category (b): Land Purchase/Easement**

**Not applicable**

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

3	<b>Identify Potential Participants:</b> Identify common laundry within MPWMD. Obtain mailing addresses and other contact information for common laundry rooms and low income customers.	Multi-lingual media and direct mail advertising of the program to targeted markets.
4	<b>Contact Property Managers/Owner's:</b> Contact property managers and owners identified in Task 3 to determine if they have interest in participating in the repair/replacement project.	Quantify the units to be replaced.
4.1	<b>Pre-Qualify Sites:</b> Pre-qualify potential participant sites to determine if existing equipment is inefficient and qualifies for replacement.	
4.2	<b>Estimate Savings Potential:</b> Using information from Task 4.1, estimate water savings anticipated from retrofits for use in marketing the program to the potential participant.	

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| 5 | <b>Participation Agreement:</b> An agreement/liability release from property owner/manager and laundry contractor (if applicable) shall be performed for each participant in the program. | The agreement/liability releases gathered will be stored in a database for record keeping. |
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**Milestone:** Obtain and retain agreements for all participants

**Category (d): Construction /Implementation**

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| 6 | <b>Site Assessment:</b> Review all facilities/residences that have been chosen to participate in the project. The review will document any repairs of dilapidated plumbing that are necessary and will provide an inventory of appliances and appurtenances that are required to complete the retrofits. | Spreadsheet or database creating an inventory consisting of facilities/residence location, plumbing repair needs, appliances and appurtenances necessary. |
| 7 | <b>Procure Equipment:</b> This task will complete the retrofits and repairs necessary that were inventoried. Actions for this task will be documented and retained to prove services provided.   | Actions for this task will be documented and retained to prove services provided.   |

**Milestone:** Purchase and receive inventory needed to complete project

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| 8   | <b>Schedule Installations:</b> Complete the retrofits and repairs necessary that were inventoried for residential low income customers.  | Actions for this task will be documented and retained to prove services provided. |
| 8.1 | <b>Complete Common Area Laundry Washer Replacements:</b> Replace and recycle inefficient washers identified. Actions for this task will be documented and retained to prove services provided. |   |
| 8.2 | <b>Complete Low Income Retrofits:</b> Replace, retrofit and repair residential low income housing as needed. Actions for this task will be documented and retained to prove services provided. |   |

**Milestone:** All field work completed