



ATTACHMENT 4. WORK SUMMARY

Att4_DG_WorkSummary_1of1

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Att4_DG_WorkSummary_1of1

Project 1 - Stockton Water Consumption Reporting and Customer Engagement WaterSmart Software Work Plan Summary

The Work Plan Summary is presented in the requested DWR format below. Not all tasks requested by DWR are application to this program are applicable, but are included for completeness.

Category	Task	Description of Work	Deliverables
Category (a): Direct Project Administration	Task 1: Administration	All Project management tasks including regular meetings and administration of consultant contracts, contractor compliance, etc.	Preparation of invoices and other deliverables as required.
	Task 1.1: Define Project	Meeting to finalize specifics of program	Program specifications
	Task 1.2: Notice of Grant Award (assumed)	Grant awards announced	DWR notice of grant award
	Task 1.3: Finalize Scope of Work	Develop contract, agreement, and obtain legal review	Scope of Work, Profession Services Agreement
	Task 1.4: Approve purchase agreement	City Council approval	Board documents; Board approval
	Task 1.5 Program Launch	Execute Purchase Order	Purchase Order; Notice to Proceed
	Task 1.6 Project Meetings	Weekly meetings	Meeting notes and action items
	Task 2: Labor Compliance Program	N/A	N/A
Category (b): Land Purchase/Easement	Task 3: Reporting	Staff and outside consultant work necessary to track all costs and prepare reports.	Submission of quarterly and final reports as specified in the Grant Agreement.
	Task 4: Land Acquisition	N/A	N/A
Category (c): Planning/Design/Engineering/Environmental Documentation	Task 5: Assessment and Evaluation	N/A	N/A
	Task 6: Program Design	N/A	N/A
	Task 7: Environmental Documentation	N/A	N/A
	Task 8: Permitting	N/A	N/A
Category (d): Construction/Implementation	Task 9: Construction Contracting	N/A	N/A
	Task 10: Implementation	Install WaterSmart Software	Installed WaterSmart software and beginning of customer engagement program
	Task 11: Environmental Compliance/Mitigation/Enhancement	N/A	N/A
	Task 12: Construction Administration	N/A	N/A

Project 2 - SSJID West Basin Water Reuse Project Work Plan Summary

The Work Plan Summary is presented in the requested DWR format below. Not all tasks requested by DWR are application to this program are applicable, but are included for completeness.

Category	Task	Description of Work	Deliverables
Category (a): Direct Project Administration	Task 1: Administration	All Project management tasks including regular meetings and administration of consultant contracts, contractor compliance, etc.	Preparation of invoices and other deliverables as required.
	Task 2: Labor Compliance Program	Implementation of prevailing wage requirements.	Submission of Labor Compliance Program
	Task 3: Reporting	Staff and outside consultant work necessary to track all costs and prepare reports.	Submission of quarterly and final reports as specified in the Grant Agreement.
Category (b): Land Purchase/Easement	Task 4: Land Acquisition	All costs associated with purchase of land including purchase price.	Proof of Title Transfer.
Category (c): Planning/Design/Engineering/Environmental Documentation	Task 5: Assessment and Evaluation	All work related to review and preparation of project assessment reports.	Technical studies
	Task 6: Final Design	Preparation of revised engineering plans and design changes including all costs associated with planning.	Completion of project plans and specifications at the final level.
	Task 7: Environmental Documentation	All tasks related to additional CEQA compliance for Project including mitigation measures.	Approved and adopted CEQA/NEPA documentation
	Task 8: Permitting	All tasks related to acquisition of permits from state and county agencies. Reactivate existing permits and acquire any new permits required prior to and during construction.	Section 1602, 401, 402, 404, etc.
Category (d): Construction/Implementation	Task 9: Construction Contracting	All tasks related to preparation of bid documents and tasks related to implementation of bid.	Advertisement for bids; pre-bid contractors meeting; evaluation of bids; award contract
	Task 10: Construction	--	--
	Subtask 10.1 Mobilization and Site Preparation	Cost of mobilization, bonds, insurance, and site work.	Site photos, Project Completion Certificate, etc.
	Subtask 10.2: Construction by Contractor	Costs to construct Project based on estimates provided by contractors.	Constructed facilities
	Subtask 10.3 Miscellaneous Construction Work	Miscellaneous work related to constructing work including traffic control, shoring, survey and submittals.	Traffic control & planning; Shoring; Survey; Construction submittals
	Subtask 10.4 Performance Testing and Demobilization	All work related to demobilization and tasks necessary to obtain notice of completion.	Inspection reports; Demobilization
	Task 11: Environmental Compliance/Mitigation/Enhancement	Tasks related to environmental compliance.	Initial work completed. Stormwater Prevention Plan compliance will occur during construction.
	Task 12: Construction Administration	All tasks related to inspection and project management.	Construction documentation and payment information

Project 3 - SSJID On-Farm Water Conservation Program Work Plan Summary

This is an existing program that has been in operation since 2011. The program was suspended in February 2014 because of budget cuts due to the drought. The program planning has been completed, and the administrative tools needed to track project completion and reimbursements have been created and effectively deployed. The Program Administration Tools for Program years 2011 through 2014 are included as ATTACHMENT I – SSJID On-Farm Conservation Program Administration Tools from 2011-2014 Seasons (Att3_DG_ProJust_8of8).

The Work Plan Summary is presented in the requested DWR format below. Not all tasks requested by DWR are application to this program are applicable, but are included for completeness.

Category	Task	Description of Work	Deliverables
Category (a): Direct Project Administration	Task 1: Administration	Information for this description can also be found in the Administrative Guidelines ATTACHMENT I – SSJID On-Farm Conservation Program Administration Tools from 2011-2014 Seasons (Att3_DG_ProJust_8of8). Acceptance and analysis of applications for completeness and applicability, notifying growers of approval or denial, determine cost-share payment after project has received final inspection, Program budget tracking.	Program Administration Tool
	Task 2: Labor Compliance Program – N/A	N/A	N/A
	Task 3: Reporting	Reporting budget status to Board of Directors. Submission of all documents requested and required in Grant Agreement.	Program Administration Tool and Quarterly and Final Reports specified in the Grant Agreement.
Category (b): Land Purchase/Easement	Task 4: Land Acquisition – N/A	N/A	N/A
Category (c): Planning/Design/Engineering/Environmental Documentation	Task 5: Assessment and Evaluation – N/A	N/A	N/A
	Task 6: Final Design – N/A	N/A Program has already been created and has been run for the last 3 ½ years, but was suspended in February 2014 because of budgetary cuts due to the drought.	N/A
	Task 7: Environmental Documentation – N/A	N/A	N/A
	Task 8: Permitting – N/A	N/A	N/A
Category (d): Construction/Implementation	Task 9: Construction Contracting – N/A	N/A	N/A
	Task 10: Implementation		
	Task 10.1: Application period for the cost-share program	Issue, advertise, and accept applications for installation of On-Farm Conservation Measures	Grower-completed applications for On-Farm Conservation measure funding
	Task 10.2: Application approval and grower contracts	Applications are reviewed by engineering, water, and construction departments to ensure plans are to District standards	Plan approvals sent to growers

Category	Task	Description of Work	Deliverables
	Task 10.3: Installation of system/proposed project	Installation of project (half assumed prior to 2015 growing season)	Installed conservation measures
	Task 10.4 Final inspection and reimbursement	Final inspection by the District Facility Inspector	Inspection, approval, and payment of invoices
	Task 10.5 On-Farm measures start operation (start over two seasons)	Operational projects (half assumed for 2015 growing season)	Operational projects (half assumed for 2015 growing season)
	Task 11: Environmental Compliance/Mitigation/Enhancement – N/A	N/A	N/A
	Task 12: Construction Administration – N/A	N/A	N/A

Project 4 - Cal Water Comprehensive Conservation Program Work Plan Summary

The Work Plan Summary is presented in the requested DWR format below. Not all tasks requested by DWR are application to this program are applicable, but are included for completeness.

Category	Task	Description of Work	Deliverables
Category (a): Direct Project Administration	Task 1: Administration	All Project management tasks including regular meetings and administration of consultant contracts, contractor compliance, etc.	Preparation of quarterly invoices and other deliverables as required by grant contract.
	Task 2: Labor Compliance Program	N/A	N/A
	Task 3: Reporting	Staff and outside consultant work necessary to track project costs, activities, milestones, etc., and prepare reports.	Submission of quarterly and final reports as specified in the Grant Agreement.
Category (b): Land Purchase/Easement	Task 4: Land Acquisition	N/A	N/A
Category (c): Planning/Design/Engineering/Environmental Documentation	Task 5: Assessment and Evaluation	Assess and evaluate conservation program market potential, water savings potential, implementation strategy, and staffing and contractor requirements, and cost-effectiveness.	Completed and contained in Cal Water Stockton Service District Conservation Master Plan and General Rate Case Settlement with California Public Utilities Commission.
	Task 6: Program Design		
	Task 6.1: Develop programs other than turf replacement rebate program	Survey and rebate programs other than turf replacement	Final design of conservation programs.
	Task 6.2: Develop turf replacement rebate program	Turf replacement rebate program	Final design of turf replacement program.
	Task 7: Environmental Documentation	N/A	N/A
	Task 8: Permitting	N/A	N/A
Category (d): Construction/Implementation	Task 9: Construction Contracting	N/A	Quarterly reports documenting implementation status, milestones, costs, and water savings.
	Task 10: Implementation	Implement water conservation rebate and survey programs	
	Task 10.1: Program Oversight	Cal Water conservation staff will oversee implementation of the conservation programs that comprise this project, including management of vendor services, program outreach and marketing, customer service and complaint resolution, rebate processing and payments, and supply acquisition and inventorying.	Management of vendor services, program outreach and marketing, customer service and complaint resolution, rebate processing and payments, and supply acquisition and inventorying.
	Task 10.2: Vendor Contracting	Project implementation will entail procurement of professional services to implement some of the conservation program elements.	Cal Water has already contracted with the vendors Waterfluence (Large Landscape Monthly Water Use Reports and Surveys) and Rebate Program back-office processing (ClearResult).

Category	Task	Description of Work	Deliverables
	Task 10.3: Program Marketing	Cal Water will market the conservation programs that comprise this project through multiple media channels, including, but not limited to, direct mail, bill inserts, internet websites, print ads, radio, and video. Program marketing will be continuous throughout the life of the project.	Marketing materials, direct mail, bill inserts, internet websites, print ads, radio, and video. Program marketing will be continuous throughout the life of the project.
	Task 10.4: Launch and Operate Programs	With the exception of the turf replacement rebate program, Cal Water has launched the conservation programs that comprise this project. Cal Water will launch the turf replacement and rebate program October 1, 2014. All programs are scheduled to operate continuously through December 31, 2016.	Launch of turf replacement and rebate program. Track and inspect installations, and issue rebates.
	Task 11: Environmental Compliance/Mitigation/Enhancement	N/A	N/A
	Task 12: Construction Administration	N/A	N/A