



**ATTACHMENT 3    Work Plan**

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**Att3\_2015IRWM\_WorkPlan\_1of2**

# Attachment 3 – Work Plan

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## Project 1 - SSJID West Basin Water Reuse Project Work Plan Summary

### Description

South San Joaquin Irrigation District (SSJID or the District) proposes to construct a regulating reservoir, pump station, pressurized pipelines, and automated grower turnouts to capture tail water flows and stormwater for reuse in a pressurized irrigation system. The project expects to conserve 10,000 acre-feet of water annually. By expanding pressurized irrigation service to 700 acres, and adding new water reuse opportunities, the West Basin Water Reuse Project will increase the beneficial use of water resources for the region and allow 10,000 acre-feet of conserved water to be transferred to others, especially humanitarian transfers to disadvantaged communities in need.

CEQA documentation and land acquisition are complete.

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

#### **Task 1: Administration**

This task covers all project management tasks including coordinating and leading regular meetings and administration of consultant contracts, contractor compliance, etc. It may also include scope creation, cost estimating and tracking, schedule preparation and tracking, budgeting and financing, and coordination and review of all completed project tasks.

#### ***Deliverables:***

- Financial Statements
- Invoices
- Other Applicable Project deliverables

***Status:*** These efforts have not been started.

#### **Task 2: Labor Compliance Program**

This task will implement prevailing wage requirements. SSJID will renew approval of their labor compliance program from the Department of Industrial Relations. SSJID will put in place the measures necessary to ensure compliance with applicable California Labor Requirements, including preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

***Deliverables:*** Submission of Labor Compliance Program

***Status:*** These efforts have not been started.

**Task 3: Reporting**

This task includes staff and outside consultant work necessary to track all costs and prepare reports. This includes invoicing and quarterly and final reports to DWR as specified in the Grant Agreement. Prepare quarterly progress reports detailing work completed during reporting period as outlined in Exhibit G of the Grant Agreement between DWR and Eastern San Joaquin GBA (Grantee). SSJID will prepare the reports for this project to be included in quarterly progress reports to be submitted to DWR. SSJID will prepare the Draft Project Completion Report for submittal to DWR for DWR Project Manager's comment and review no later than 90 days after project completion. SSJID will also prepare the Final Project Completion Report addressing the GBA's/DWRs comments. The reports shall be prepared and presented in accordance with the provisions of Exhibit G.

***Deliverables:***

- Invoicing for Grant administration
- Quarterly and final reports to DWR as specified in the Grant Agreement

***Status:*** These efforts have not been started

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

This Task included costs associated with purchase of land including purchase price. The District owns the land for the proposed Project. The land has been cleared, grubbed, and is currently being used to store dirt for District maintenance projects. District currently owns the land.

***Deliverables:*** This Task is complete.

***Status:*** This Task is complete.

***Category (c): Planning/Design/Engineering/Environmental Documentation*****Task 5: Assessment and Evaluation**

This Task includes all work related to review and preparation of project assessment reports to update project assumptions on water demand, design, costs, and construction markets. Since the plans and specifications were bid in 2011, the District has embarked on a master plan study to expand pressurized service throughout its service area. For these reasons, the plans and specifications will be reviewed to ensure they best meet the current and long term needs of the District for water management in the project area.

***Deliverables:*** Project Assessment Report

***Status:*** These efforts have not been started.

**Task 6: Final Design**

This Preparation of revised engineering plans and design changes including all costs associated with planning. Plans and specifications were completed in 2011 and were bid with the Division 9 Irrigation

Enhancement Project. The West Basin Water Reuse Project was not built in 2011 because the District could not afford to construct both the Division 9 Irrigation Enhancement Project and the West Basin Water Reuse Project at the same time.

**Deliverables:** Update of Plans and Specifications per the Project Assessment Report

**Status:** These efforts have not been started.

#### **Task 7: Environmental Documentation**

This includes all tasks related to additional CEQA compliance for Project including mitigation measures. In 2009, a Mitigated Negative Declaration (MND) was obtained for the West Basin Water Reuse Project in conjunction with the Division 9 Irrigation Enhancement Project. Review of the MND will be required to verify if the West Basin Re-Use sub-project of the Division 9 Irrigation Enhancement Project is still valid. The MND or other environmental documentation will be updated or renewed as appropriate.

**Deliverables:** Approved and adopted CEQA/NEPA documentation

**Status:** These efforts have not been started.

#### **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. Will include Section 1602, 401, 402, 404, etc. permits. Compliance with all permitting requirements will be monitored and results included in Quarterly Progress Reports and the Project Completion Report.

**Deliverables:** All permits needed to proceed with construction.

**Status:** Most permits are in place. Environmental clearances have been achieved. In 2009, a Mitigated Negative Declaration was obtained for the West Basin Water Reuse Project in conjunction with the Division 9 Irrigation Enhancement Project.

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

#### **Task 9: Construction Contracting**

Task 9 includes all tasks related to preparation of bid documents and tasks related to implementation of the bid. These bid documents are provided as an Appendix 4-1 to Attachment 4. The District requested and received bids from contractors in 2011 for the construction of the Division 9 Irrigation Enhancement Project, of which the West Basin Re-Use Project is a part of.

**Deliverables:**

- Bid advertisement for bids
- Pre-bid contractors meeting
- Bid evaluation of bids
- Contract award

**Status:** These efforts have not been started.

### **Task 10: Construction**

The Construction Task has been broken into 13 Subtasks based on the supplied bid results as follows:

#### **Subtask 10.1 Mobilization and Site Preparation**

This task includes equipment and logistic mobilization, bonds, insurance, and site work.

##### ***Deliverables:***

- Equipment mobilization
- Secure insurance and performance bonds
- Initial site work

**Status:** These efforts have not been started.

#### **Subtask 10.2: Construction by Contractor**

This Subtask covers facility construction by the contractor with the winning bid. Costs to construct the Project costs reported in Attachment 4 are based on earlier contractor bids. This subtask is broken into the following ten bid items:

- Subtask 10.2a: Construct West Basin Pressure and Flood Basin Pump Stations Structure
- Subtask 10.2b: Construct West Basin Pressure and Flood Pump Station Equipment, Piping, and Valving
- Subtask 10.2c: West Basin Site Work
- Subtask 10.2d: Construct West Basin Well, complete
- Subtask 10.2e: Construct 24" Pressure Main Piping On-Site
- Subtask 10.2f: Construct 36", 42", 48" Pipeline and Junction Boxes. from West Basin Facilities to Existing Facilities
- Subtask 10.2g: Construct West Basin Control Building
- Subtask 10.2h: Construct Electrical and Instrumentation
- Subtask 10.2i: Construct Flood Basin Pump
- Subtask 10.2j: Perform Hydroseeding

##### ***Deliverables:***

- Construction by contractor of West Basin Pressure and Flood Basin Pump Stations Structure
- Construction by contractor of West Basin Pressure and Flood Pump Station Equipment, Piping, and Valving,
- Construction by contractor of West Basin Site Work,
- Construction by contractor of West Basin Well,
- Construction by contractor of 24" Pressure Main Piping On-Site,
- Construction by contractor of 36", 42", and 48" Pipeline and Junction Boxes from West Basin Facilities to Existing Facilities,
- Construction by contractor of West Basin Control Building,

- Construction by contractor of Electrical and Instrumentation,
- Construction by contractor of the Flood Basin Pump,
- Installation of Hydroseeding by contractor,

**Status:** These efforts have not been started.

#### **Subtask 10.3 Miscellaneous Construction Work**

Miscellaneous work related to constructing work including traffic control, shoring, survey and submittals.

**Deliverables:** Traffic control, shoring, survey and submittals.

**Status:** These efforts have not been started.

#### **Subtask 10.4 Performance Testing and Demobilization**

All work related to demobilization and tasks necessary to obtain notice of completion. Not started

**Deliverables:**

- Equipment demobilization
- As-built drawings
- Notice of Completion

**Status:** These efforts have not been started.

#### **Task 11: Environmental Compliance/Mitigation/Enhancement/Monitoring**

This includes all tasks related to environmental compliance. Initial work has been completed. Stormwater Prevention Plan compliance will occur during construction. 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. The project performance monitoring plan associated with this project is contained in Attachment 2.

**Deliverables:**

- Environmental compliance and mitigation
- Stormwater Prevention Plan
- Project Performance Monitoring Plan

**Status:** Initial environmental compliance has been completed as part of Task 7. Remaining tasks cover required environmental protection tasks during construction.

#### **Task 12: Construction Administration**

This task includes review of contractor submittals, responding to requests for information, and issuing work directives. A full time engineering construction inspector will be on site for the duration of the project.

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Construction inspector duties include: documenting pre-construction conditions, maintaining 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, notifying contractor if work is not acceptable.

***Deliverables:***

- Construction inspection
- Project management
- Engineering support during construction

***Status:*** These efforts have not been started.

## Project 2 - SSJID On-Farm Water Conservation Program Work Plan Summary

### Description

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 Appendix 3-1 SSJID On-Farm Conservation Program Administration Tools from 2011-2014 Seasons (Att3\_2015IRWM\_WorkPlan\_2of2).

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

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

#### **Task 1: Administration**

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.

***Deliverables:***

- Program Administration Tool
- Acceptance and analysis of application
- Cost-share payments
- Budget tracking

***Status:*** The Program Administration Tool was developed and used for previously funded Program years 2011 through 2014.

#### **Task 2: Labor Compliance Program - N/A**

The District will not be directly contracting for labor, and this item is thus not applicable.

**Task 3: Reporting**

This task includes reporting budget status to the Board of Directors. It also includes staff and outside consultant work necessary to track all costs and prepare reports. This includes invoicing and quarterly and final reports to DWR as specified in the Grant Agreement. Prepare quarterly progress reports detailing work completed during reporting period as outlined in Exhibit G of the Grant Agreement between DWR and Eastern San Joaquin GBA (Grantee). SSJID will prepare the reports for this project to be included in quarterly progress reports to be submitted to DWR. SSJID will prepare the Draft Project Completion Report for submittal to DWR for DWR Project Manager's comment and review no later than 90 days after project completion. SSJID will also prepare the Final Project Completion Report addressing the GBA's/DWRs comments. The reports shall be prepared and presented in accordance with the provisions of Exhibit G.

**Deliverables:**

- Budget status reports to Board of Directors
- Invoicing for Grant administration
- Quarterly and final reports to DWR as specified in the Grant Agreement

**Status:** These efforts have not been started

**Category (b): Land Purchase/ Easement****Task 4: Land Acquisition – N/A**

The District will not be acquiring land for this program, and this item is thus not applicable.

**Category (c): Planning/Design/Engineering/Environmental Documentation****Task 5: Assessment and Evaluation – N/A**

Grant funds will be used to restart an existing successful program, and this item is thus not applicable.

**Task 6: Final Design – 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. Grant funds will be used to restart an existing successful program, and this item is thus not applicable.

**Task 7: Environmental Documentation – N/A**

Additional environmental documentation is not needed to restart this existing successful program, and this item is thus not applicable.

**Task 8: Permitting – N/A**

There are no additional permitting requirements needed to restart this existing successful program, and this item is thus not applicable.

**Category (d): Construction/ Implementation****Task 9: Construction Contracting – N/A**

The District will not be performing construction contracting for this program, and this item is thus not applicable.

**Task 10: Implementation**

The Implementation Task has been broken into six Subtasks, as follows:

**Task 10.1: Application period for the cost-share program**

Issue, advertise, and accept applications for installation of On-Farm Conservation Measures

**Deliverables:**

- Issue and advertise applications
- Grower-completed applications for On-Farm Conservation measure funding

**Status:** These efforts have not been started. Application forms were created for program implementation in previous years.

**Task 10.2: Application approval and grower contracts**

Applications are reviewed by engineering, water, and construction departments to ensure plans are to District standards.

**Deliverables:**

- Application review
- Plan approvals sent to growers

**Status:** These efforts have not been started

**Task 10.3: Installation of system/proposed project**

Installation of project conservation measures (half assumed for 2017 growing season)

**Deliverables:** Installed conservation measures

**Status:** These efforts have not been started

**Task 10.4 Final inspection and reimbursement**

Final inspection by the District Facility Inspector.

**Deliverables:** Inspection, approval, and reimbursement for paid invoices

**Status:** These efforts have not been started

**Task 10.5 On-Farm measures start operation (start over two seasons)**

Operational projects (half assumed for 2017 growing season)

**Deliverables:** Operational projects (half assumed for 2017 growing season)

**Status:** These efforts have not been started

**Task 10.6 Monitoring program**

Follow-up monitoring will be performed to verify expected water conservation performance. This is considered to be a no-cost item if monitoring can be done in the course of normal District business. The project performance monitoring plan associated with this project is contained in Attachment 2.

***Deliverables:***

- Follow-up monitoring will be performed to verify expected water conservation performance
- Reporting of conservation performance

**Status:** These efforts have not been started

**Task 11: Environmental Compliance/Mitigation/Enhancement – N/A**

No environmental compliance, mitigation, or enhancement measures are expected, and thus this Task is not applicable.

**Task 12: Construction Administration – N/A**

The District will not be performing construction administration, and thus this Task is not applicable.