



TUOLUMNE – STANISLAUS INTEGRATED REGIONAL WATER MANAGEMENT REGION

2015 IRWM IMPLEMENTATION GRANT PROPOSAL

ATTACHMENT 3 – WORK PLAN

Integrated Regional Water Management Program
Applicant: Tuolumne-Stanislaus Integrated Regional Water Management Authority

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City of Angels: Water Treatment Plant Recycling Project (T-S IRWM Project No. 24)

PROJECT: Water Treatment Plant Recycling Project

IMPLEMENTING AGENCY: City of Angels

PROJECT DESCRIPTION: City of Angels Water Treatment Plant Recycling Project consists of recycling backwash water providing increased water supply and improving water quality.

Budget Category (a): Direct Project Administration

Task 1a - Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with IRWM regional manager, T-S IRWMA. Prepare invoices including relevant supporting documentation for submittal to DWR via T-S IRWMA.

Deliverables:

- Financial Statements
- Environmental Information Form (EIF)
- Invoices
- Other Applicable Project Deliverables

Task 1b - Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code 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:

- Proof of Labor Compliance Program upon request

Task 1c - Reporting

Prepare progress reports detailing work completed during reporting period as outlined in Exhibit G of this agreement. Submit reports to T-S IRWMA for review and inclusion in a progress report to be submitted to DWR.

Prepare draft Final Project Completion Report and submit to DWR via T-S IRWMA for DWR Project Manager's comment and review no later than 90 days after project completion. Prepare Final Report addressing T-S IRWMA/DWRs comments.

Deliverables:

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

Budget Category (b): Land Purchase/Easement

Task 2a – Land Purchase

No land or land rights are needed for this project.

Deliverables:

- None/Not Applicable

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

Task 3a - Feasibility Studies

Project Scoping Reports will be completed as part of the project development process. The Project Scoping Reports are a description of the facility needs and the proposed solutions. These will become the parameters that will be used for the design work.

Deliverables:

Project Scoping Report

Task 3b - CEQA Documentation

Prepare a Notice of Exemption. File Notice of Exemption with the State Clearinghouse. Prepare letter stating no legal challenges, if applicable.

Deliverables:

Copy of Notice of Exemption

No Legal Challenges Letter

Task 3c - Permitting

Acquire approval from the State Water board for the improvements to the water treatment plant. Obtain any additional permits, as necessary.

Deliverables:

State Water board Approval Letter

All other required permits, if applicable

Task 3d - Design

Complete preliminary design including the following supporting work: geotechnical investigation, and topographic survey. The parameters from the Project Scoping Report will provide the overall project concept for use in development of final design, plans and specifications.

Deliverables:

100% Design Documents (Plans and Specifications)

Geotechnical Report

Topographic Survey

Task 3e - Project Performance Monitoring Plan

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 and methodology, frequency of monitoring and location of monitoring points.

Deliverables:

Project Performance Monitoring Plan

Budget Category (d): Construction/Implementation

Task 4a - Contract Services

Execute activities necessary to secure a contractor including; develop bid documents, prepare advertisement and contract documents for construction contract bidding, conduct pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of notice to proceed.

Deliverables:

Bid documents

Proof of Advertisement

Award of contract

Notice to proceed

Task 4b - Construction Administration

Manage schedule, track costs and budget, and ensure all construction work is completed according to plan. It also includes management of all contracts and contractors, vendors and operations staff construction activities, such as submittal review, answering requests for information, issuing work directives and scheduling and directing construction efforts to be performed by operations staff.

Deliverables:

- Photographic Documentation of Construction
- Construction Status Reports
- Notice of Completion

Task 4c - Construction/Implementation Activities Construction activities will be delineated in the plans and specifications.

Deliverables:

- Completed Project.

Regional Grant Administration

PROJECT: Regional Grant Administration

IMPLEMENTING AGENCY: Tuolumne-Stanislaus Integrated Regional Water Management Authority (T-S IRWMA)

PROJECT DESCRIPTION: The Regional Water Management Group authorized the T-S IRWMA to act as the applicant and the grant manager for the Proposition 84 2015 IRWM Implementation Grant. T-S IRWMA will administer these funds and respond to DWR's reporting and compliance requirements associated with the grant administration. This office will act in a coordination role with the responsibility to disseminate grant compliance information to the project manager, obtaining and retaining evidence of compliance, obtaining data for quarterly reporting, providing reports to the State, and coordinating all invoicing and payment of invoices.

Budget Category (a): Direct Project Administration

Task 1a - Agreement Administration

T-S IRWMA will coordinate with DWR to develop and administer the grant agreement.

Deliverables:

Executed Grant Agreement

Task 1b – Invoicing

Prepare and submit quarterly invoices and appropriate backup documentation to DWR's grant manager.

Deliverables:

Invoices and Backup Documentation

Task 1c – Reporting

T-S IRWMA will be responsible for compiling quarterly progress and final project completion reports and invoices for submittal to DWR. Reports will meet generally accepted professional standards for technical reporting and the requirements of the grant agreement. Quarterly reports will include summary of work completed, activities and milestones achieved, and any problems encountered in the performance of work. Project completion report will include documentation of actual work done, changes and amendments to the project, a final schedule showing actual progress versus planned progress, and copies of final documents and reports generated during the project.

Deliverables:

Quarterly Progress Reports
Draft and Final Project Completion Report