

Scope of Work Needs Assessment

for the

Proposition 1 Integrated Regional Water Management (IRWM) Disadvantaged Community Involvement Program Tulare-Kern Funding Area

June 8, 2018

This Proposal has been prepared for work associated with the Needs Assessment for the Proposition 1 Integrated Regional Water Management (IRWM) Disadvantaged Community (DAC) Involvement Program, and covers the effort by Provost & Pritchard and our sub-consultant Houston Engineering, Inc. This Scope of Work is an attachment to the Agreement for Project Management Services between the County of Tulare and Provost & Pritchard Consulting Group entered into by the parties on the _____ day of _____ 2018.

Project Description

The Proposition 1 Disadvantaged Community Involvement Grant Program provides funding for one collaborative project between the seven IRWM Regions within the Tulare-Kern Funding Area. The Tulare-Kern Funding Area is in the southern end of the San Joaquin Valley. It is bounded by the crest of the Sierra Nevada to the east, the crest of the Tehachapi Mountains to the south, and the crest of the Coast Range to the West. Previous studies within this funding area have identified approximately 353 DACs, of which 201 are severely disadvantaged.

The Tulare-Kern DAC Involvement project consists of four Activities, including: Grant Administration, DAC Engagement and Education Program, Needs Assessment, and Project Development. This project will address the water-related needs of the Tulare-Kern Funding area which include: water supply, water quality, cost of water, community engagement.

The County of Tulare received funding from the Department of Water Resources (DWR) to conduct a Needs Assessment as part of the DAC Involvement Program. The objectives of the Needs Assessment will be to:

- Provide a better understanding of the water management needs of Disadvantaged Communities (DACs) in the Funding Area; and
- Help direct resources and inform funding for both the Project Development Activities and the DAC Engagement and Education Program activities.

This scope of services describes the work to be performed by Provost & Pritchard on the Needs Assessment for the Tulare-Kern IRWM Funding Area.

Scope of Services

Our proposed scope of work for the Needs Assessment is described below.

The Preliminary Needs Assessment (Phase I) will be conducted in approximately 6-8 months. Based on the Phase I activities and deliverables, additional tasks will be recommended. This Proposal reflects the Phase I activities. Phase I is intended to provide a fully functional database and web portal. Phase II would enhance it for the Final Needs Assessment.

Task 1 – Develop Framework for Database and Web Portal

Task 1 activities will establish the framework for the database and the web portal, including initial data gathering efforts.

1. Clearly define Disadvantaged Community for the purpose of the IRWM groups, and what will be shown in the database
 - a. Must be measurable and repeatable so periodic updates can reevaluate the DAC status of communities
2. Identify DAC boundaries using respective County LAFCo boundaries and local knowledge when the community does not have “official” boundaries
 - a. Default boundaries will be from current Tulare County database or 2014 TLB Study
 - b. Define criteria for private well communities
 - i. Identify rules to define limits of private well communities (i.e. certain number of adjacent parcels)
3. Collect Community Data (DWR DAC Mapping Tool, US Census ACS 2012-2016)
 - a. Community Name
 - b. County
 - c. IRWM Region
 - d. Population
 - e. Median Household Income (MHI)
4. Determine preliminary classification of DAC status based on DWR/American Community Survey data
5. Clearly define key constituents to be included in community reports and preset evaluation tools
6. Create preliminary community report framework for PAC input
7. Develop demonstration product of web portal framework for PAC input
 - a. Community data to be included; additional data to be developed in Task 2

Task 2 – Develop Database and Web Portal

This task will include development of the database and web portal by compiling data and developing a web-based map and data interface to view data.

1. Gather publicly available data
 - a. Tulare Lake Basin DAC Water Study data
 - b. Number of Service Connections (Safe Drinking Water Information System [SDWIS])
 - c. Source(s) of Drinking Water Supply (SDWIS)
 - d. Estimated Number of Public Wells (SDWIS, GAMA)
 - e. Drinking Water Quality (SDWIS)
 - i. Consider Raw Water vs. Delivered Water quality
 - f. Drinking Water Quality Violations (Yes/No) (SDWIS)

- g. Private Well Locations (as available from Counties/IRWMs/GAMA)
 - i. PAC input may be requested to confirm the validity of the data and location information
 - h. Groundwater Levels (Regional DWR data, California Water Library)
 - i. Regional groundwater contours will be included in the context of a map
 - i. Wastewater Treatment Facility (WWTF) (Yes/No) (California Integrated Water Quality System [CIWQS])
 - j. WWTF Capacity (CIWQS)
 - k. WWTF Compliance Issues (Yes/No) (CIWQS)
2. Conduct Remove/Private Community Research (map study)
 3. Collect MHI information based on Community Income Surveys (as available, provided by others)
 4. Update community reports
 - a. Describe each community with system information (water, wastewater)
 - b. Fill gaps with local knowledge and community outreach (provided by others)
 5. Create web-based map and data interface with themes of interest
 - a. Basin Setting (communities in context with regional public spatial data)
 - b. Community Issues That Need Solutions (multiple sub themes)
 - i. Key constituents with violations
 - ii. Infrastructure issues
 - c. Analysis of data (story maps, graphing tools)

Task 3 – Additional Data Collection (Optional Items)

This task includes some items that were suggested at the May 2018 PAC meeting, separated as optional items to confirm whether or not the PAC wants to include these in the Needs Assessment. The Needs Assessment may include the information listed below for select communities, where additional site assessments and community reviews are conducted as part of the DAC Engagement and Education Program (DACEEP). This information may also be requested as part of the applications for Project Development funding.

1. Gather Additional Data Sets and Integrate into Web Portal
 - a. Capacity of Wells (as available from DACEEP Surveys)
 - b. Capacity of Surface Water Supplies (as available from DACEEP Surveys)
 - c. Metered Systems (as available from DACEEP Surveys)
 - d. Well Depth (as available from GSA efforts)
 - e. Water Rates (as available from Counties and DACEEP Surveys)
 - f. Sewer Rates (as available from Counties and DACEEP Surveys)
 - g. Private Well Locations (based on Well Completion Reports and/or GSA Efforts)
 - h. Private Well Depth and Water Quality (as available, provided by others)
 - i. No Confidential Data will be Collected or Included
 - i. WWTF Issues or Insufficiencies (Cause of Violations)
 - j. Type of Wastewater System (WDRs, RWQCB)
 - k. Storm Water Facility Information (Yes/No, Responsible Entity) (as available from DACEEP Surveys and Counties)
 - l. Project Development and/or Funding Status (Funding Agencies; Local Knowledge)
 - i. Communities with successful solutions completed
 - ii. Communities with funding in process
 - m. System Expenses and Revenues (as available from DACEEP Surveys)

Task 4 – Complete Preliminary Needs Assessment

This task includes preparing a Preliminary Needs Assessment, based on the database and web evaluation tools, to inform Project Development criteria and activities. This will include reviewing, updating, and refining the data that has been collected and developing web-based evaluation tools. The Preliminary Needs Assessment will be a summary memorandum with tables, charts and maps illustrating key issues that are identified. Tables and maps will be provided by IRWM region. The Preliminary Needs Assessment will include recommendations for next steps, to be reviewed with the PAC.

This task also includes coordination with the DAC Engagement and Education Program activities and other regional efforts related to IRWM and SGMA.

Task 5 – Ongoing Maintenance and Updates

This task includes ongoing maintenance, updates and refinement for duration of project, including updates from the DACEEP and Project Development activities.

A Final Needs Assessment will be provided toward the end of the DAC Involvement Program to summarize, by IRWM region:

1. Number of DACs
2. Water Supply and/or Water Quality issues and needs identified
3. Other issues and needs identified
4. Recommendations for next steps

Deliverables:

- Meeting Materials for Status Updates
- Community Report Framework
- Web Demonstration Product
- Web Portal
- Community Reports
- Preliminary Needs Assessment
- Final Needs Assessment

FEES

Pursuant to our Agreement for Project Management Services, the work will be billed on a time and material basis, as authorized per this Task Order. For budgeting purposes, our fees will be \$292,000. These fees will be invoiced monthly as they are accrued. Reimbursable expenses will be invoiced in addition to professional fees and are included in the estimated fees above. If it appears we will need to exceed the fees above, we will notify you in writing before we do so, and will provide a revised estimate. We will not continue work beyond the initial budget without additional authorization.

Task	Fee
1 – Develop Framework for Database and Web Portal	\$ 40,000
2 – Develop Database and Web Portal	\$102,000
3 – Additional Data Collection and Integration (Optional Items)	
Capacity of Wells and Surface Water Supplies	\$6,000
Well Depth	\$9,000
Metered Systems	\$6,300
Water Rates	\$6,600
Sewer Rates	\$6,600
Private Well Locations	\$10,000
Private Well Depth and Water Quality	\$8,500
WWTP Issues	\$7,200
Type of WW System	\$6,600
Storm Water Facility Information	\$6,600
Project Development and Funding Status	\$6,600
System Expenses and Revenues	\$12,000
4 – Complete Preliminary Needs Assessment	\$ 30,000
5 – Ongoing Maintenance and Updates	\$ 28,000
Phase I Total	\$292,000
Phase II Activities to be Determined	<i>TBD</i>
Total Phase I and Phase II	TBD (\$350,000 maximum)

SCHEDULE

Once we receive an executed copy of this Task Order and are authorized to proceed, Work would commence.

This proposal assumes that the County of Tulare will support the Needs Assessment effort by providing available database information, and that the County and the PAC will provide timely review of draft deliverables and input requested.

A detailed schedule of activities is attached, with summary of task completion dates below. Dates are dependent on timely execution of the Agreement.

Task	Anticipated PAC Review Schedule
1 – Develop Framework for Database and Web Portal	August 2018
2 – Develop Database and Web Portal	October 2018
3 – Additional Data Collection (Optional Items)	May 2019
4 – Complete Preliminary Needs Assessment	January 2019
5 – Ongoing Maintenance and Updates	June 2020

ADDITIONAL SERVICES

The following services are not included in this proposal, however these and others can be provided at additional cost, upon request.

- Prepare Phase II scope for additional tools or enhancements to the web portal, based on input received throughout Phase I.
- Outreach Efforts (assumed to be included in DACEEP)
- Conduct Community Surveys to Gather Additional Data (assumed to be included in DACEEP)

We look forward to working with you on this project. If our proposal is acceptable, please return an executed Task Order to our office.

Sincerely Yours,

Provost & Pritchard Consulting Group



Michael Taylor, RCE 39961
Corporate Secretary



Maija Madec, RCE 79709
Project Manager

Terms and Conditions Accepted:

By County of Tulare

Signature

Signature

Printed Name

Printed Name

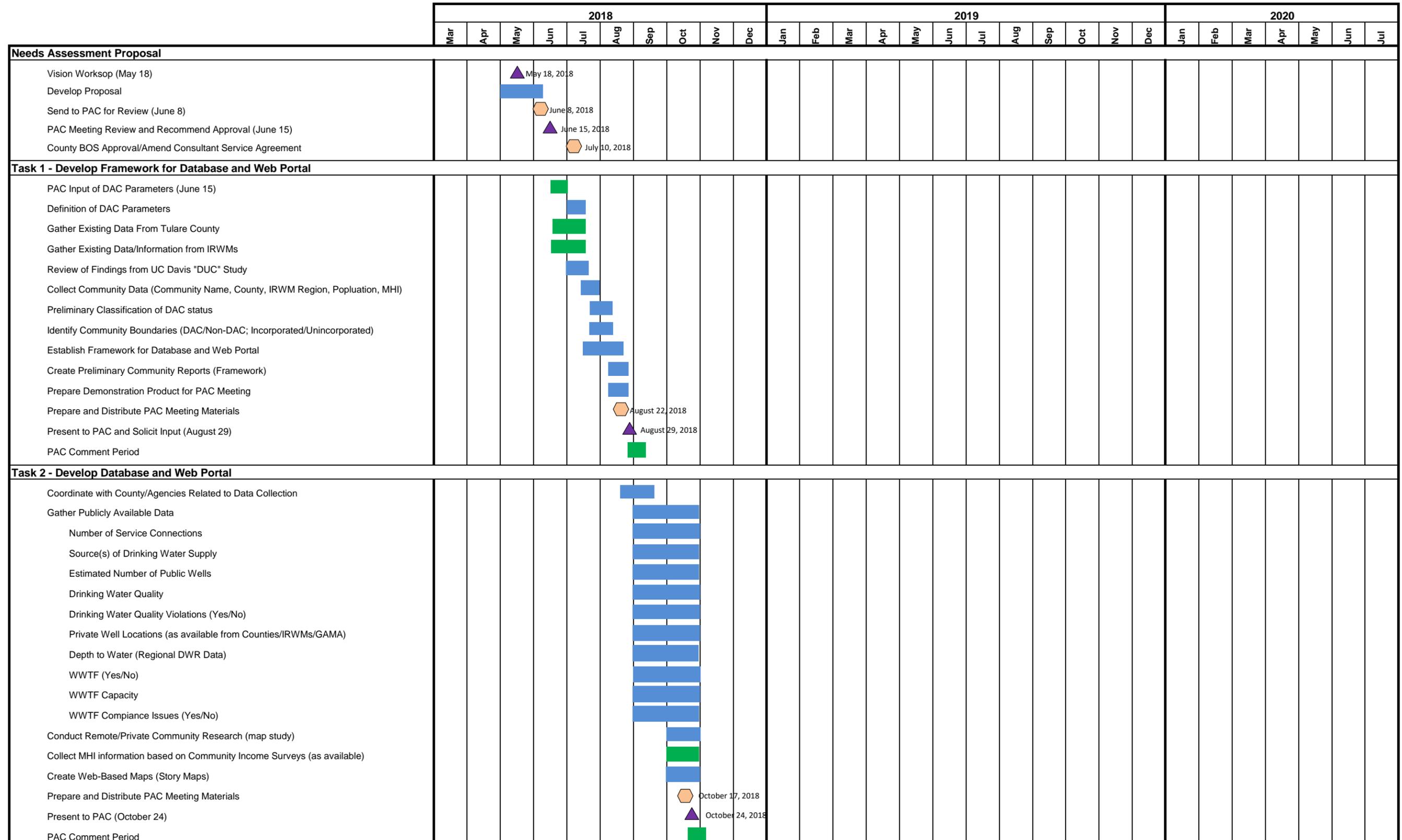
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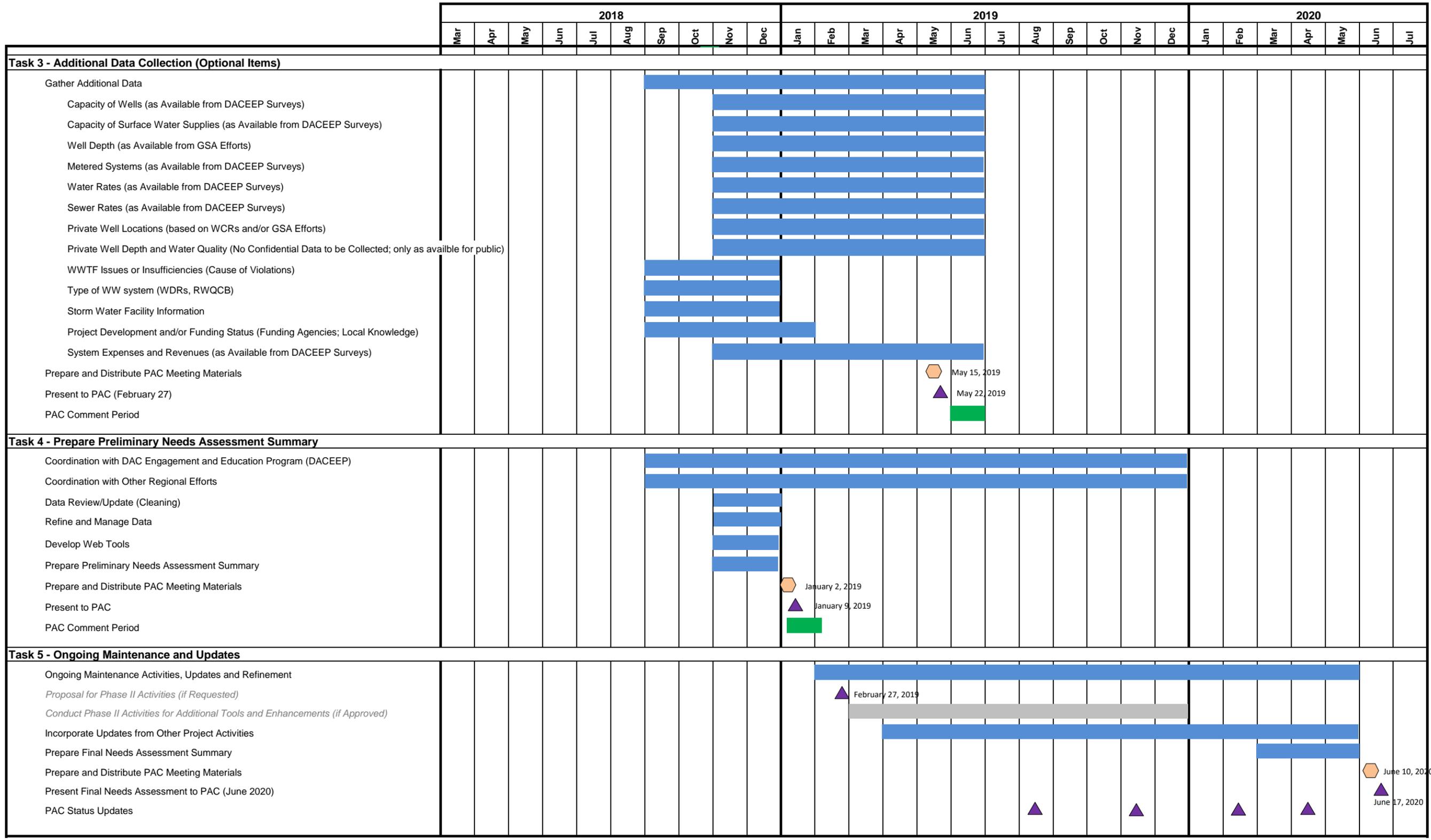
Date

Title

Date

Tulare-Kern DAC Involvement Program Needs Assessment Proposed Project Schedule





 PAC Meetings
  Submittal Due Date
  P&P Team
  PAC or County Review