

SECOND AMENDMENT TO AGREEMENT

Tulare County Agreement Number 28482 is amended on _____ day of _____ 2018, between the COUNTY OF TULARE, referred to as COUNTY, and Provost & Pritchard Consulting Group, a California Corporation, referred to as CONSULTANT, with reference to the following:

- A. WHEREAS, Tulare County has submitted a Proposal to the Department of Water Resources for the Tulare Kern Funding Region in an amount not to exceed \$3,400,000 to implement a Disadvantaged Community Integrated Regional Water Management Involvement Program.
- B. WHEREAS, on February 13, 2018 Tulare County Agreement No. 28454 with the California Department of Water Resources was executed in the amount of \$3.4 million for the Disadvantaged Community Integrated Regional Water Management Involvement Program for the Tulare/Kern Funding Region.
- C. WHEREAS, on February 27, 2018 Tulare County Resolution 2018-0121 was adopted forming the Project Advisory Committee to identify and prioritize the Program's activities.
- D. WHEREAS, on February 27, 2018 Tulare County Agreement No. 28482 with Provost and Pritchard Consulting Group was executed in the amount of \$343,000 for project management services.
- E. WHEREAS, on June 15, 2018 the Project Advisory Committee made a recommendation to the Tulare County Board of Supervisors to task Provost and Pritchard Consulting Group to perform the activities associated with the Needs Assessment Task.
- F. WHEREAS, on July 31, 2018 an Amendment to the Tulare County Agreement No. 28482 with Provost and Pritchard Consulting Group was executed, adding the amount of \$635,000 for project management services and activities associated with the Needs Assessment Task.
- G. WHEREAS, on August 30, 2018 the Project Advisory Committee made a recommendation to the Tulare County Board of Supervisors to task Provost and Pritchard Consulting Group to perform additional activities associated with the Needs Assessment Task.
- H. WHEREAS, on August 30, 2018 the Project Advisory Committee made a recommendation to the Tulare County Board of Supervisors to task Self-Help Enterprises, as a subconsultant to Provost & Pritchard Consulting Group, to perform the activities associated with the DAC Engagement and Education Program.
- I. WHEREAS, on October 18, 2018 the Project Advisory Committee made a recommendation to the Tulare County Board of Supervisors to task Self-Help Enterprises, as a subconsultant to Provost & Pritchard Consulting Group, to perform additional activities associated with the DAC Engagement and Education Program.

ACCORDINGLY, IT IS AGREED:

1. Effective _____, 2018, EXHIBIT A and EXHIBIT B of Tulare County Agreement No. 28482 are hereby substituted with the EXHIBIT A and EXHIBIT B dated October 2018 and attached hereto.
2. Except as amended above, all other terms and conditions of said agreement shall remain in full force and effect.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

COUNTY OF TULARE

Date: _____

BY _____
Chairman, Board of Supervisors

ATTEST: Jason T. Britt
County Administrative Officer/
Clerk of the Board of Supervisors

By: _____
Deputy Clerk

PROVOST & PRITCHARD
CONSULTING GROUP

Date: _____

BY _____

Title _____

Date: _____

BY _____

Title _____

Exhibit A – October 2018

Scope of Work

Phase PM: Project Management

Provost & Pritchard will provide project management services to assist the County with the Grant Administration Activity.

Provost & Pritchard will be responsible for coordination among the various project activities. We will communicate regularly with the project team as defined by the County, track activity progress and schedule, receive deliverables associated with each task, and conduct project team coordination meetings.

Project Management activities include:

- Coordination of project work tasks, schedule, and deliverables between tasks
- Coordination and participation in project team meetings (up to 30 meetings)
- Attend Project Advisory Committee (PAC) meetings
- Project team invoice coordination and submittal to the County
- Quarterly report preparation

PM Deliverables:

- Project Team Coordination Meeting Write-Ups
- Quarterly Progress Updates

Phase REP: Final Report

Provost & Pritchard will produce a Final Report in conformance with the requirements for reporting outlined in the DWR Agreement. A Final Report outline will be drafted early in the project, so there is a common understanding of the desired outcome from each task.

Final Report activities will include

- Project Coordination
 - Develop reporting needs for each task
 - Determine data mapping needs
 - Coordinate with other tasks and activities to provide cohesive project report
 - Prepare Final Report outline
- Prepare Final Report
 - Summarize tasks performed and deliverables completed
 - Collect and coordinate project reporting information from other tasks
 - Prepare recommendations for future DAC involvement activities
 - Prepare draft report
 - Prepare and finalize report

REP Deliverables:

- Draft Final Report Outline
- Draft Final Report
- Final Report

Phase TS: Translation Services

Third party facilitation is being provided through the DWR's Facilitation Support Services program and will provide facilitation of meetings of the Project Advisory Committee (PAC). The selected facilitator does not provide translation services. Meeting agenda and handouts will be translated to Spanish, and in-meeting verbal translation (Spanish) will be provided, as needed. Translation services will be provided for up to 15 meetings. Provost & Pritchard may subcontract for this service.

TS Deliverables:

- Meeting materials in Spanish

Phase: Proposal

Provost & Pritchard assisted the County in the development of the proposal to DWR, including:

- Participating in regional workgroup meetings
- Preparing meeting materials
- Utilization of conference room for workgroup meetings
- Coordination between various stakeholders involved in the workgroup
- Preparation of draft proposal, scope, budget, and schedule
- Assistance with "roadshow" presentation materials for the various IRWMs
- Assistance with DWR questions and requests

Proposal Deliverables:

- Prop 1 DAC IRWM Involvement Proposal

Phase NAS: Needs Assessment

Provost & Pritchard will prepare a Needs Assessment, including a database of DACs in the funding area and a web portal. The Needs Assessment will provide a better understanding of the water management needs of DACs in the funding area.

Needs Assessment activities include:

- Develop Framework for Database and Web Portal
 - Clearly define Disadvantaged Community for the purpose of the IRWM groups, and what will be shown in the database
 - Must be measurable and repeatable so periodic updates can reevaluate the DAC status of communities
 - Identify DAC boundaries using respective County LAFCo boundaries and local knowledge when the community does not have "official" boundaries
 - Default boundaries will be from current Tulare County database or 2014 TLB Study
 - Define criteria for private well communities
 - Identify rules to define limits of private well communities (i.e. certain number of adjacent parcels)
 - Collect Community Data (DWR DAC Mapping Tool, US Census ACS 2012-2016)
 - Community Name
 - County

- IRWM Region
 - Population
 - Median Household Income (MHI)
 - Determine preliminary classification of DAC status based on DWR/American Community Survey data
 - Clearly define key constituents to be included in community reports and preset evaluation tools
 - Create preliminary community report framework for PAC input
 - Develop demonstration product of web portal framework for PAC input
 - Community data to be included; additional data to be developed in Task 2
 - Prepare coordination plan for data collection efforts
- Develop Database and Web Portal
 - Gather publicly available data
 - Tulare Lake Basin DAC Water Study data
 - Number of Service Connections (Safe Drinking Water Information System [SDWIS])
 - Source(s) of Drinking Water Supply (SDWIS)
 - Estimated Number of Public Wells (SDWIS, GAMA)
 - Drinking Water Quality (SDWIS)
 - Consider Raw Water vs. Delivered Water quality
 - Drinking Water Quality Violations (Yes/No) (SDWIS)
 - Private Well Locations (as available from Counties/IRWMs/GAMA)
 - PAC input may be requested to confirm the validity of the data and location information
 - Groundwater Levels (Regional DWR data, California Water Library)
 - Regional groundwater contours will be included in the context of a map
 - Wastewater Treatment Facility (WWTF) (Yes/No) (California Integrated Water Quality System [CIWQS])
 - WWTF Capacity (CIWQS)
 - WWTF Compliance Issues (Yes/No) (CIWQS)
 - Conduct Remove/Private Community Research (map study)
 - Collect MHI information based on Community Income Surveys (as available, provided by others)
 - Update community reports
 - Describe each community with system information (water, wastewater)
 - Fill gaps with local knowledge and community outreach (provided by others)
 - Create web-based map and data interface with themes of interest
 - Basin Setting (communities in context with regional public spatial data)
 - Community Issues That Need Solutions (multiple sub themes)
 - Key constituents with violations
 - Infrastructure issues
 - Analysis of data (story maps, graphing tools)
- Additional Data Collection and Integration
 - Gather Additional Data Sets and Integrate into Web Portal
 - Capacity of Wells (as available from DACEEP Surveys)
 - Capacity of Surface Water Supplies (drinking water supply) (as available from DACEEP Surveys)
 - Systems with Metered Water Services (as available from DACEEP Surveys)
 - Well Construction Depth (as available from GSA efforts)
 - Include sanitary seal depth, if available
 - Water Rates (as available from Counties and DACEEP Surveys)
 - Sewer Rates (as available from Counties and DACEEP Surveys)

- Private Well Locations (Domestic) (based on Well Completion Reports and/or GSA Efforts)
 - Private Well Depth and Water Quality (as available, provided by others)
 - No Confidential Data will be Collected or Included
 - WWTF Issues or Insufficiencies (Cause of Violations)
 - Type of Wastewater System (WDRs, RWQCB)
 - Storm Water Facility Information (Yes/No, Responsible Entity) (as available from DACEEP Surveys and Counties)
 - Project Development and/or Funding Status (Funding Agencies; Local Knowledge)
 - Communities with successful solutions completed
 - Communities with funding in process
 - Provide link to funding fair website or potential funding sources
 - System Expenses and Revenues (as available from DACEEP Surveys)
- Complete Preliminary Needs Assessment
 - Prepare Preliminary Needs Assessment based on database and web evaluation tools
 - Ongoing Maintenance and Updates
 - Ongoing maintenance, updates and refinement for the duration of the project
 - Include updates from the DACEEP and Project Development activities
 - Prepare Final Needs Assessment
 - Additional Needs Assessment Data Requests
 - Compile and Incorporate Surface Water Rights Information
 - Obtain Water Rights Information Map System file
 - Incorporate Water Rights Data into Need Assessment
 - Review Water Rights Data
 - Develop Story Map showing Surface Water Users
 - Develop and Incorporate Septic Density Evaluation
 - Request Septic Location Information from Counties
 - Incorporate County Septic Information, as available
 - Incorporated DACEEP Survey Information, as available
 - Using data sets such as Rural Residential land use classification, or county address points (if available), identify probable septic communities
 - Evaluate septic density based on property size and/or housing density
 - Present septic density ranges (i.e. < 1 per acre; >1 per acre; >5 per acre)
 - Review of septic density evaluation and compare with private well data and mapping tools

NAS Deliverables:

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

Phase EEP: DAC Engagement and Education Program

Self-Help Enterprises will perform DAC Engagement and Education Program (DACEEP) activities to develop an understanding of community water needs and the IRWM process, and to encourage DAC participation and engagement in IRWM activities.

DAC Engagement and Education Program activities include:

- Assessment of Past and Present DAC Engagement

This task will include the identification of past and present activities relative to DAC engagement in IRWM activities, and support of IRWM funding applications that benefit DACs. This task will also include the development of a DAC Outreach and Engagement Recommendations report.

- Review IRWM Plans and Stakeholder Lists and Develop DAC Participation Summary
 - Review all seven (7) IRMW plans
 - Review stakeholders or interested parties' lists
 - Review projects lists
 - Review other resources (if needed/as applicable)
 - Identify DACs that are actively participating in their IRWM region (e.g. regularly attending IRWM meetings, currently serving on advisory committee and/or governing board)
 - Identify DACs that are not actively participating in their IRWM region (e.g. listed as interested parties but have been inactive for a long period of time)
 - Identify DACs that have never participated in their IRWM region (e.g. communities located within the IRWM region who have not contacted the IRWM group)
 - Identify DACs that have obtained IRWM funding
- Meet with IRWM regions to review results of Assessment of Present DAC Engagement; Seek information and recommendations.
 - Schedule meetings with representatives of each of the IRWM regions, present findings and seek feedback. Feedback obtained during these meetings will inform the assessment and development of tailored DAC engagement and outreach recommendations for each of the seven IRWM regions.
- Develop and Distribute Survey Tool
 - Develop survey tool to gauge DAC knowledge of IRWM planning, possible participation barriers (if any) and/or interest in participating in IRWM activities.
 - Distribute survey via email or mail to DAC representatives or other stakeholders as appropriate. Attend key board meetings in order to increase DAC response/participation. If possible, the survey may also be distributed at key community meetings/events or water board meetings as proposed in the community meetings and outreach task, and could be completed by phone if needed.
- Prepare DAC Outreach and Engagement Recommendations Report
 - Review DAC participation summary, survey responses, summarize findings and develop recommendations.
 - Seek and incorporate feedback provided by the IRWM regions.
 - Prepare draft and final report.

- Community Water Needs Assessment

This task will include assisting with community level data requests and verification to support the Needs Assessment.

- Compile and Verify Needs Assessment Data
 - Compile non-confidential information from private well sampling and sounding previously conducted by Self-Help Enterprises
 - Compile information from income surveys previously conducted by Self-Help Enterprises
 - Review and update community reports developed through the Needs Assessment
- Gather Additional Data Sets
 - Develop a Survey Tool or Tools. Work with the Provost & Pritchard and Tulare County to develop survey tool(s) needed to gather additional data sets. Additional data sets may include:
 - Capacity of Wells
 - Capacity of Surface Water Supplies
 - Systems with Metered Water Services
 - Water Rates
 - Sewer Rates
 - Private Well Depth and Water Quality
 - Storm Water Facilities
 - Distribution of Surveys
 - Surveys will be emailed or mailed whenever possible. Surveys may be conducted in person during appropriate community meetings and/or workshops with DAC representatives or other stakeholders as appropriate and by phone if needed.
 - Data Entry
 - Enter paper and phone survey responses onto Online Survey Tool
 - Review Survey Responses and Prepare Draft and Final Summary Reports
 - Review Survey Responses
 - Prepare Draft and Final Summary Reports
- Collect Information on Communities Relying on Individual Septic Systems
 - Identify communities
 - Update survey tool
 - Conduct surveys on the conditions of septic systems in up to four (4) communities
 - Input data collected and prepare final reports

- Community Outreach and Education

This task will include conducting community outreach and education activities in order to inform DAC representatives about IRWM planning; the DAC Involvement Program for the Tulare-Kern funding area; present the findings of the preliminary needs assessment; and to support the distribution of survey(s) associated with Tasks 1 and 2. At least one (1) regional community meeting within each of the regional water management areas for each of the proposed topics referenced above will be conducted. Up to three (3) meetings can be held within IRWM regions that have large planning areas.

- Community Outreach
 - Develop a DAC outreach plan and DAC contacts list
 - Prepare meeting notices (e.g. Flyers, Posters, Media Advisories, Social Media Messages, etc.)
 - Conduct Community Outreach. Outreach methods may include:
 - Posting meeting notices and posters at key community locations, (e.g. local stores, churches, community centers or water district offices)
 - Door-to-door
 - Media interviews and social media
 - Attending key water board and/or community meetings/events
 - Providing meeting notices to local water systems, schools and community organizations

- Conduct Regional Community Meetings
 - Prepare draft and final meeting materials
 - Meeting agenda
 - PowerPoint presentation
 - Other necessary handouts
 - Translation of materials
 - Facilitate Community Meetings
 - Meeting facilitator or facilitators
 - Translation
 - Transcribers
 - Prepare Meeting Summaries and Respond to any Necessary Meeting Follow-Up Tasks

- Develop Bilingual (English and Spanish) Communication and Educational Tools/Resources
 - Develop fact sheets and brochures for the funding area
 - Develop fact sheets and brochures for each of the seven IRWM regions.
 - Determine different DAC audiences and IRWM subjects requiring new tools
 - Develop materials for different DAC audiences/other IRWM subjects
 - Develop case studies and examples of specific water challenges and management options
 - Coordinate with the IRWM regions and DACs to identify and document IRWM successful multi-benefit projects that have addressed specific DAC water management challenges. Develop at least two (2) case studies.

- Educational Water Management Tours
 - Conduct up to two (2) educational tours. Educational tours will focus on both the “what” (integrated water management, including water sources, uses, users, movement of water and challenges) and the “how” (how the IRWM program work and examples of successful projects).
 - Determine tour sites (DACs, IRWM members districts/projects and other locations).
 - Prepare tour promotional materials (e.g. invitation, posters, media advisories, social media messages, etc.).
 - Prepare other tour materials
 - Agenda

- Site profiles
 - Other informational handouts
 - Provide translation
 - Conduct community outreach to secure diverse participation in the tours
- Develop Bilingual (English and Spanish) Educational Video Series
 - SHE will hire and work with a filmmaker/consultant to develop a short video series on Integrated Regional Water Management, what it is, and specific regional water/DAC challenges and opportunities.

- Coordination with Project Advisory Committee

This task will include all coordination activities related to the Project Advisory Committee.

- Prepare Progress Reports for the PAC
 - Prepare progress reports and/or PowerPoint Presentations.
- PAC Meetings
 - Attend up to Six (6) PAC meetings.
- Provide translation services at PAC meetings, if necessary. Translation services may be provided by SHE staff and/or its consultants.

- Program Administration

This task includes the drafting of the DACEEP proposal for Phase One and amendments for Phases Two and Three, plus implementing all program administration activities.

- DAC Education and Engagement Proposal
 - Prepare draft and final Phase One DACEEP proposal.
 - Prepare draft and final Phase Two DACEEP recommendations and amendment.
 - Prepare draft and final Phase Three DACEEP recommendations and amendment.
 - Present proposals to project manager, the County of Tulare and PAC, obtain feedback, make necessary revisions and submit final proposal/amendment.
- Project Team Coordination
 - Participate in necessary coordination meetings, conference calls or email correspondence.
- Invoices and Backup Documentation
 - Prepare and submit invoices, backup documentation and all necessary draft and final required reports.

- Develop Individual DAC Engagement and Outreach Recommendations for IRWM Regions

This task includes reviewing findings of Phase One and Phase Two DAC participation assessment and feedback obtained by the IRWM regions to develop individual DAC engagement and outreach recommendations for each of the seven IRWM regions.

- Develop draft and final tailored DAC engagement and outreach recommendations for each of the seven IRWM regions.

- Review findings of Phase One and Phase Two DAC participation in IRWM assessment and feedback obtained by the IRWM regions
 - Schedule additional meetings with IRWM regions, as needed
 - Prepare draft and final DAC engagement and outreach recommendations
 - Present draft to IRWM regions, obtain feedback, make necessary revisions and submit final recommendations.
- Develop IRWM Participation Recommendations for DACs and SDACs that are outside of an IRWM Region

This task includes reconvening the “white areas working group”, a group of IRWM representatives, DAC representatives and other interested parties, tasked with identifying and discussing approaches to extend coverage to communities outside of an IRWM region, review current circumstances, previously identified recommendations and develop new recommendations.

- Reconvene white areas working group
 - Contact previous members/recruit new members (e.g. DACs in white areas, IRWM regions)
 - Schedule kick off meeting/conference call
 - Facilitate up to three (3) conference calls or in-person meetings with the white areas working group
 - Prepare meeting materials/notes
 - Prepare draft and final recommendations
 - Review what other IRWM regions around the state have done to facilitate DAC participation
 - Determine relevant options for the Tulare-Kern Funding Area (TKFA)
 - Present options to white areas working group and obtain feedback
 - Gauge interest by DACs in participating in IRWM and identify IRWM groups that are willing to incorporate DACs into their boundaries
 - Outreach to DACs
 - Outreach to IRWMs
 - Outreach to other water interests
 - Develop outreach summary and recommendations
- Provide Technical Assistance/Assist DACs to Prepare Funding Applications

This task includes assisting DACs to complete project information forms/getting project(s) on an IRWM list and the distribution and completion of TKFA DACIP Project Development Applications.

 - Distribute and complete TKFA DACIP Project Development Applications
 - Attend water board/community meetings
 - Assistance with up to 20 TKFA DACIP Project Development Applications
 - Assist DACs to complete project information forms and get project(s) on an IRWM list
 - Identify DAC projects
 - Assist with up to 12 project information forms
 - Attend IRWM meetings

- Conduct Pre-Application and Grant Application Workshops or Trainings

This task includes conducting pre-application and grant application workshops/trainings prior to each of the two proposed Prop 1 IRWM funding solicitation rounds and facilitating DAC participation at DWR meetings/workshops with the funding area.

- Conduct up to four (4) pre-application and grant application workshops/trainings prior to each of the proposed Prop 1 IRWM solicitation rounds
 - Outreach to DACs
 - Prepare workshop/training materials and PowerPoint presentations
- Facilitate DAC participation at DWR meetings/workshops within the funding area
 - Notify/encourage DACs to participate in DWR meetings/workshops with the funding area
 - Attend DWR meetings/workshops with the funding area

EEP Deliverables:

- DAC Participation Summary (Data Tables)
- Survey Tool – DAC Understanding of IRWM
- Summary of Feedback Provided by IRWM Regions
- Draft and Final DAC Outreach and Engagement Recommendations Report
- Survey Tools – Additional Data Sets
- Water Sampling and Sounding Summary Results
- Income Survey Summary
- Septic System Surveys
- Draft and Final Community Needs Summary Reports
- Meeting Materials
- Outreach Summary Report
- Community Meetings Summary Report
- Bilingual Communication and Educational Tools
- Draft Content for Video Series
- Final Educational Video Series
- Quarterly Reports and Associated PowerPoint Presentations
- Draft and Final Phase One DACEEP Proposal and associated PowerPoint Presentations
- Draft and Final Phase Two DACEEP Amendment and associated PowerPoint Presentations
- Draft and Final Phase Three DACEEP Amendment and associated PowerPoint Presentations
- Draft and Final Individual DAC Engagement and Outreach Recommendations for each of the Seven (7) IRWM Regions
- Meeting Summaries from White Areas Working Group
- Draft and Final Participation Options and Recommendations for White Area DACs and SDACs
- Summary of Distribution of TKFA DACIP Project Development Applications
- Submitted TKFA DACIP Project Development Applications
- Submitted Project Information Forms
- Workshop/Training Materials and PowerPoint Presentations
- Summary of DAC Participation at DWR Meetings/Workshops
- Invoices and Associated Backup Documentation
- Recommendations for Phase 2
- Additional Required Reports

Exhibit B – October 2018

Budget

Provost & Pritchard Consulting Group and its subconsultants will perform the services in this Scope of Work on a time and materials basis, in accordance with our Standard Fee Schedule in effect at the time services are rendered. These fees will be invoiced monthly as they are accrued. The total fees **\$1,095,210**. Reimbursable expenses will be invoiced in addition to professional fees and are included in the estimate above. If it appears we will need to exceed the fee budget, we will notify you in writing before we do so, and will provide a revised estimate for review and authorization. We will not continue work beyond the approved budget without additional authorization.

Budget	
Phase	Estimated Fee
Phase PM	\$203,000
Phase REP	\$85,000
Phase TS	\$15,000
Phase Proposal	\$40,000
Phase NAS	\$336,000
Phase EEP	\$416,210
Total Fee:	\$1,095,210