



**County Administrative
Office
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: May 5, 2020-REVISED

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
CONTACT PERSON: Denise England PHONE: 559-636-5005		

SUBJECT: Amend an Agreement with Provost and Pritchard

REQUEST(S):

That the Board of Supervisors:

1. Approve an Amendment to Tulare County Agreement No. 28482 with Provost and Pritchard to increase the amount from \$1,725,566 to \$1,885,356 to include additional work for the Needs Assessment, Disadvantaged Community Education and Outreach Program, and Disadvantaged Community Project Development tasks; and
2. Authorize the Chairman to sign the agreement.

SUMMARY:

On October 10, 2017 your Board adopted Resolution 2017-0864 approving the submittal of a proposal to the California Department of Water Resources (DWR) for grant funding to implement the Tulare-Kern Disadvantaged Community (DAC) Integrated Regional Water Management (IRWM) Involvement Program. The proposal included five activities aimed at improving DAC involvement and engagement with regional IRWM Planning efforts. All activities except for Facilitation Services were funded.

On February 13, 2018 Tulare County Agreement No. 28454 was executed in the amount of \$3.4 million with DWR for funding the DAC IRWM Involvement program for the Tulare-Kern Funding Area. The Agreement includes four activities aimed at improving DAC involvement and engagement with regional IRWM planning efforts. These activities include a Needs Assessment, Disadvantaged Community Education and Outreach, Project Management, and Project Development. The DWR provided direct funding for facilitation through May 2019. Additional funding

SUBJECT: Amend an Agreement with Provost and Pritchard

DATE: May 5, 2020

from the grant administration task was used to continue facilitation services through the end of the grant term.

On February 27, 2018 your Board adopted Resolution No. 2018-0121 creating the Project Advisory Committee. The Project Advisory Committee is comprised of DAC and IRWM representatives. The seven IRWM groups in the Tulare-Kern Funding Region appointed representatives to the Project Advisory Committee. Each IRWM group appointed an IRWM member, a DAC Representative, and alternates for each seat. The Project Advisory Committee also has a seat for Tribal representation. Various avenues were pursued to fill that seat, however none were successful. The Tule River Tribe participated in several Project Advisory Committee meetings and were successful in funding a project through the Program. The Project Advisory Committee is tasked with identifying and prioritizing tasks associated with the grant activities to best involve DACs in the IRWM planning process.

The Needs Assessment was based on the 2012 DAC Study database. Provost and Pritchard augmented the database with new data sets and Houston Engineering developed an online tool. The online tool offers an opportunity for IRWM groups to identify communities with similar needs, run reports, and find DAC projects to include in their planning efforts.

The DAC Education and Outreach activity includes an inventory of existing education and outreach materials, development of new materials and tools for DAC involvement, and an assessment of the usefulness of those material and tools through the life of the grant program. Self Help Enterprises is the lead on these activities. A drinking water survey, sewer survey, and septic system survey tool was developed and used to gain additional information about communities' needs.

The Project Advisory Committee has held a number of meetings and is on schedule to complete all grant activities. At their June 13, 2019, August 15, 2019, and October 17, 2019 meetings, the Project Advisory Committee approved 25 projects. These projects include funding for the 2019 Round 1 IRWM Implementation applications, project development, and project implementation. At their January 16, 2020 meeting, the Project Advisory Committee approved an additional project for the Kern Region.

On February 27, 2018, your Board adopted Resolution No. 2018-0122 approving Tulare County Agreement No. 28482 with Provost and Pritchard in the amount of \$343,000 for Project Management services for the DAC IRWM Involvement Program. These services include producing meeting materials, reporting, translation services, coordinating Project Advisory Committee meetings, as well as, managing any additional sub-consultants.

On July 31, 2018, your Board adopted Resolution No. 2018-0658 approving Tulare County Agreement No. 28482-A in the amount of \$635,000 to augment the scope of the agreement to include the Needs Assessment Tasks.

SUBJECT: Amend an Agreement with Provost and Pritchard

DATE: May 5, 2020

On December 4, 2018, your Board adopted Resolution No. 2018-0941 approving Tulare County Agreement No. 28482-B in the amount of \$915,300 to include the Disadvantaged Community Education and Outreach activities.

On November 19, 2019, your Board adopted Resolution No. 2019-1003 approving Tulare County Agreement No. 28482-C in the amount of \$1,725,566 to include Project Development Activities.

With the additional sub-tasks approved by the Project Advisory Committee, it is necessary to amend the agreement in order to include these activities in the budget and task descriptions.

FISCAL IMPACT/FINANCING:

The \$159,790 increase will be reimbursed through the Prop 1 DAC IRWM Involvement grant and is included in the FY 2020 Budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Plan includes an initiative to provide for the safety and security of the public, which includes the goal of providing an adequate and safe water supply.

ADMINISTRATIVE SIGN-OFF:

Denise England

Denise England
Water Resources Director

cc: County Administrative Office

Attachment(s)
Amendment

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF AMEND AN)
AGREEMENT WITH PROVOST AND) Resolution No. _____
PRITCHARD) Agreement No. _____
)
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved an Amendment to Tulare County Agreement No. 28482 with Provost and Pritchard to increase the amount from \$1,725,566 to \$1,885,356 to include additional work for the Needs Assessment, Disadvantaged Community Education and Outreach Program, and Disadvantaged Community Project Development tasks; and
2. Authorized the Chairman to sign the agreement.

AMENDMENT TO AGREEMENT

Tulare County Agreement Number 28482 is amended on _____ day of _____ 2020, between the COUNTY OF TULARE, referred to as COUNTY, and Provost & Pritchard Engineering Group, Inc., a California Corporation dba Provost & Pritchard Consulting Group, 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 (Exhibit A - Activity 1).
- 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.
- F. WHEREAS, on July 31, 2018 an Amendment to the Tulare County Agreement No. 28482 with Provost and Pritchard Consulting Group was executed in the amount of \$635,000 for project management services and activities associated with the Needs Assessment (Exhibit A - Activity 1 and Activity 3).
- 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.

- J. WHEREAS, on December 4, 2018 an Amendment to the Tulare County Agreement No. 28482 with Provost and Pritchard Consulting Group was executed in the amount of \$1,095,210 for project management services, activities associated with the DAC Engagement and Education Program, and activities associated with the Needs Assessment (Exhibit A - Activity 1, 2, and 3).
- K. WHEREAS, on March 28, 2019, June 13, 2019, August 15, 2019, and October 17, 2019 the Project Advisory Committee made a recommendation to the Tulare County Board of Supervisors to task Provost & Pritchard Consulting Group to perform activities associated with the Project Development Task (Exhibit A - Activity 4).
- L. WHEREAS, on November 19, 2019 an Amendment to the Tulare County Agreement No. 28482 with Provost and Pritchard Consulting Group was executed in the amount of \$1,725,566 to include Activity 4 Project Development.
- M. WHEREAS, on January 16, 2020 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 Activity 2 DAC Engagement and Education Program.
- N. WHEREAS, on January 16, 2020 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 Activity 3 Needs Assessment.
- O. WHEREAS, on January 16, 2020 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 Activity 4 Project Development.

ACCORDINGLY, IT IS AGREED:

1. Effective _____, 2020, EXHIBIT A and EXHIBIT B of Tulare County Agreement No. 28482 are hereby substituted with the EXHIBIT A and EXHIBIT B dated **January 2020** and attached hereto, which amend tasks included in Activity 2 DAC Engagement and Education and Activity 3 Needs Assessment.
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

Approved as to Form:
COUNTY COUNSEL

By: _____
Deputy
Matter No. 20191620

PROVOST & PRITCHARD
ENGINEERING GROUP, INC.

Date: _____

BY _____
Title _____

[Pursuant to Corporations Code section 313, County policy requires that contracts with a Corporation be signed by both (1) the chairman of the Board of Directors, the president or any vice-president (or another officer having general, operational responsibilities), and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer (or another officer having recordkeeping or financial responsibilities), unless the contract is accompanied by a certified copy of a resolution of the corporation's Board of Directors authorizing the execution of the contract. Similarly, pursuant to California Corporations Code section 17703.01, County policy requires that contracts with a Limited Liability Company be signed by at least two managers, unless the contract is accompanied by a certified copy of the articles of organization stating that the LLC is managed by only one manager.]

Exhibit A – May 2020

Scope of Work

Activity 1 Grant Administration

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

Activity 2 Disadvantaged Community Engagement and Education

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) IRWM 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
- 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. Survey may also be distributed at key community meetings/events or water board meetings proposed in Task 3 and could be completed by phone if needed.
- Meet with IRWM regions to review results of Assessment of Present DAC Engagement; Seek information and recommendations.
 - Schedule meetings with representatives 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.
- 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 and submit 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
- Review Community Needs Assessment Survey Responses and Prepare Draft and Final Summary Reports
 - Review Survey Responses
 - Prepare Draft and Final Summary Reports
- Gather Additional Data Sets
 - Develop a Survey Tool or Tools. Work with 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
 - Prepare survey tool and report outline. The survey tool is intended to determine the condition of septic systems in selected communities that do not have a community sewer system.
 - Conduct surveys on the conditions of septic systems in the following communities:
 - Five Points, Fresno County
 - Allensworth, Tulare County
 - Hardwick, Kings County
 - Athal, Doney Street, Choate Street and Mettler, Kern County
 - Input data collected and prepare final reports. The final reports will summarize the findings of the septic surveys, other data available related to the septic systems, possible interest in community systems, and potential next steps.

- 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.

- Community and Tribal Engagement Outreach
 - Develop DAC outreach plan to provide awareness and education regarding IRWM and the DAC Involvement Program.
 - Work with Tulare County and other relevant stakeholders (e.g. IRWM representatives, DWR's Tribal Liaison, others) to develop a Tribal engagement plan.
 - 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
- Conduct Regional Community Meetings and Tribal Consultations to inform tribal representatives about IRWM planning, the DAC Involvement Program for the Tulare-Kern Funding Area, and to share findings of the needs assessment.
 - Prepare draft and final meeting materials
 - Meeting agendas
 - PowerPoint presentation
 - Other necessary handouts
 - Translation of materials
 - Facilitate Community Meetings and Tribal Consultations
 - 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
 - SHE will contract with Resource Media, a nonprofit communications firm to assist with IRWM messaging to DACs.
 - Develop case studies and examples of specific water challenges and management options

- 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.
 - Prepare outline of video content for Tulare County approval prior to proceeding with the video series.
 - Prepare video series.
- 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
- TKDACI Roadshow
 - Work with County of Tulare to plan, organize and conduct at least one and up to two (2) County Board of Supervisors presentations in each participating county (Fresno, Kings and Kern). County staff will be notified of these presentations and encouraged to attend.
 - Work with County of Tulare and Provost & Pritchard to schedule meetings, develop an agenda and meeting material. The presentation will include an overview of the TKDACI program, Needs Assessment, and a demonstration of the Community Water Assessment Tool for the Tulare-Kern Prop 1 Funding Area.
 - When possible, provide updates to the Tulare Lake Basin IRWM Coordinating Group during their bi-monthly meetings.

- 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 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.
 - 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.
- Contribute to the draft and final TKFA DACIP Report to DWR
 - Review, edit and or draft specific sections of the report to DWR.
 - Review and address project manager, County of Tulare, PAC and DWR feedback, comments and or questions.
- 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 two (2) 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 and coordination with DWR
 - Call(s) with DWR
 - 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
 - Submit and present draft and final recommendations to the PAC
- Provide Technical Assistance

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 / Tulare Basin IRWM coordination meetings
 - Project development activities
- 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
 - Conduct up to two (2) pre-application and grant application workshops/training prior to the Prop 1 IRWM Round 2 solicitation
 - 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
- TKFA Activities

This task includes working with IRWM regions to improve DAC and Tribal representation on Advisory Committees, Board and/or interested party lists and hosting a “Future of IRWM” summit.

 - Update DAC contact list for each IRWM
 - Assist with identifying DAC and Tribal leaders to serve on Advisory Committees, Boards or update Interested Parties lists
 - Plan, Organize and Host a “Future of IRWM” Summit. IRWM region leads, DAC and tribal representatives, Counties, and other interested parties in the Tulare-Kern Funding Area. Workshop and discussion topics are to be determined, but may include: Overview of

IRWM; Needs assessment findings and program recommendations; How IRWM and SGMA intersect; How DAC representatives can serve on IRWM region advisory committees.

- Prepare meeting notices
- Outreach to DWR, DACs, Tribes, Counties, IRWM region representatives and encourage participation at forum
- Prepare Summit materials
- Prepare draft and final Summit Summary Report

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
- Community Needs Assessment Survey Responses Analysis
- Income Survey Summary
- Septic System Surveys
- Draft and Final Community Needs Summary Reports
- Bilingual Communication and Educational Tools
- Draft Content for Video Series
- Final Educational Video Series
- Tribal Engagement Plan and Engagement Summary Report
- Roadshow Summary Report
- 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 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
- Funding Summary of Project Development Activities
- Final Project Development Documents
- 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
- Summit Materials and PowerPoint Presentations
- Draft and Final Summit Summary Report

Activity 3 Needs Assessment

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)
- Houston Engineering, Inc. will develop a 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
- Transition of Web Application to County of Tulare
 - Coordination between Provost & Pritchard, Houston Engineering, and the County of Tulare to facilitate the transfer of the web application to the County system.
 - Address issues related to the transfer of the web application.
 - Prepare maintenance manual for ongoing maintenance and updates to the web application.
 - Assist with updates necessary once the web application is publicly accessible.

NAS Deliverables:

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

Activity 4 Project Development

Phase PD1: Athal Mutual Water Company – Waterline Replacement and Meter Project

Prepare technical documentation for the Athal Waterline Replacement and Meter Project that is required for the preparation of the Implementation Grant Application that will be jointly prepared with other Kern IRWM Group participants. The documentation will include review of the project design, analysis of the project benefits, cost estimation and work plan development.

PD1 Deliverables:

- IRWM Implementation Application

Phase PD2: Rainbird Valley Mutual Water Company – Weldon Regional Water Project

Prepare technical documentation for the Weldon Regional Water Project that is required for the preparation of the Implementation Grant Application that will be jointly prepared with other Kern IRWM Group participants. The documentation will include a hydrogeology review of the well site, analysis of the project benefits, cost estimation, and work plan development.

PD2 Deliverables:

- IRWM Implementation Application

Phase PD3: Lemon Cove Sanitary District – Test Wells Pump Test

The project is comprised of four tasks:

- Johnson Drilling Co. will conduct a 15-day pump test, including rental fee for the pumps, installation of discharge pipe, rental fee for 2 generators, setting and pulling pumps, and 15 days of pump testing, including labor and materials.
- Ken Schmidt and Associates will conduct a Hydrogeological Analysis of the pump test results for water quality and quantity. Provide input on the pump test procedures. Maintain a semilog plot of the pumping rates. Collect water samples at the end of the pumping period. Make recovery measurements for the first day of recovery period, receive updates for the rest of the two-week recovery period, and plot the water level recovery. Determine the long-term yield of each well and prepare a letter report on the pump test results.
- Incorporation of the results and analysis into the design plans. Prepare updated Design Plans.
- Project coordination, administration and reporting support.

PD3 Deliverables:

- Pump Test Results Letter Report
- Design Plans

Phase PD4: Richgrove Community Services District – Water Well & Storage Tank Project

Update the Construction Documents for the Richgrove CSD Water Well and Storage Tank Project. General tasks associated with the effort to update the Construction Documents include the following:

- Update utility research
- Perform a limited amount of ground penetrating radar investigation at the Labor Camp property
- Update/confirm property ownership along alignment
- Update/confirm required property purchases and easements
- Update applications for railroad crossings
- Update applications for encroachment permits
- Update equipment identification to current products and regulatory requirements

- Update electrical design and electrical service applications (Rose Sing and Associates)
- Update geotechnical review
- Update Plans to reflect current conditions and design
- Update Specifications to reflect current conditions, design, and standard of practice
- Update Owner and Regulatory Agency (DDW) review

PD4 Deliverables:

- Construction Documents (Plans, Specifications, and Cost Estimate)

Phase PD5: City of Lindsay – Disinfection Byproduct Mitigation Project

- Prepare a project feasibility study for the City of Lindsay Water Treatment Plant (WTP) and distribution system improvements for the mitigation of Disinfection Byproducts.
- Present the project to the City Council for approval of the project in concept.
- Submit the project to the Kaweah IRWM Group to include on the project list for future implementation funding.
- Prepare and submit IRWM Round 2 grant application for implementation funding for preparation of design documents, environmental documents (CEQA) and construction/implementation.

PD5 Deliverables:

- Feasibility Study
- IRWM Round 2 Implementation Grant Application (Project Information Form)

Phase PD6: Buttonwillow County Water District – Well No. 5 Equipping and Pipeline

The project consists of final design of the well equipment and transmission pipeline and related facilities. Specific tasks include Survey and Utility Investigation, Easement Preparation, Well Pump Design, Electrical Design and PG&E Coordination (Pezzoni Engineering), Well Equipment and Transmission Pipeline Final Design (Landmark Surveying & Engineering), Permitting (CEQA), Project Management, IRWM Grant Application Preparation and coordination with the IRWM group.

PD6 Deliverables:

- Easement Description and Map
- Construction Documents (Plans, Specifications, and Cost Estimate)
- Notice of Exemption
- IRWM Round 2 Implementation Grant Application (Project Information Form)

Phase PD7: Malaga County Water District – Replace Well 3

Prepare preliminary design and prepare CEQA documents for the construction of a new well and appurtenances to replace existing Well No. 3. The existing well would be destroyed in accordance with regulations. Present the project to the Board of Directors for approval. Submit the project to the IRWM for listing as a future project for implementation funding. The deliverable products include 70% Construction Documents, CEQA documents, and a property appraisal. Identification of necessary permits, electrical service modifications, and demolition requirements. Prepare an option agreement to purchase the necessary property.

PD7 Deliverables:

- 70% Construction Documents
- CEQA Documents
- Property Appraisal

Phase PD8: Sultana Community Services District – Sultana and Monson Storm Water Project

- Complete topographic surveys of Sultana, update as necessary those of Monson, and prepare a Draft and Final Feasibility Study to identify the best alternative to mitigate storm water drainage issues. A potential project that may come out of this Feasibility Study could include approximately 14,600 linear feet of storm drain main and associated storm drain catch basin (inlets). Additionally, the collected storm water could be captured and utilized for recharge in one or more future basins as determined through the Feasibility Study.
- Prepare CEQA documents (Initial Study/Mitigated Negative Declaration).
- Grant administration, coordination and reporting.
- This project is currently on the Kings Basin Integrated Regional Water Management Plan project list as Project ID 162 and Kings Basin Storm Water Resources Plan (SWRP) project list. Once project planning is complete, Sultana CSD will provide an updated Project Information Form to the Kings Basin Water Authority.

PD8 Deliverables:

- Draft and Final Feasibility Study including schematic design
- CEQA Documents
- Final Project Completion Summary or Memorandum to the County of Tulare at project completion

Phase PD9: Pixley Public Utility District – Water Main Extension

Prepare a Feasibility Study for a new water main crossing of State Route 99 and the general Park Avenue alignment. Identify existing utilities in the proposed alignment, and identify a proposed route for the new water main. Identify agency coordination and permitting requirements.

PD9 Deliverables:

- Draft and Final Feasibility Study

Phase PD10: Lebec County Water District – Phillips Pressure Zone Expansion

The project consists of design of the water pipeline system to serve the residences in the Phillips Pressure Zone. Specific tasks include survey and utility investigation, pipeline design, plans and specifications, permitting with the County of Kern, and project management.

PD10 Deliverables:

- Draft Plans and Specifications

Exhibit B – May 2020

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 **\$1,885,356**. Reimbursable expenses will be invoiced in addition to professional fees and are included in the estimate above. If it appears that 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	
Activity 1 Grant Administration		
PM Project Management	\$203,000	Approved Feb 27, 2018
REP Final Report	\$85,000	Approved Feb 27, 2018
TS Translation Services	\$15,000	Approved Feb 27, 2018
Proposal	\$40,000	Approved Feb 27, 2018
Activity 1 Subtotal	\$343,000	
Activity 2 DAC Engagement and Education		
EEP Engagement & Education Program	\$416,210	Approved Dec 4, 2018
	\$133,790	Current Amendment
Activity 2 Subtotal	\$550,000	
Activity 3 Needs Assessment		
NAS Needs Assessment	\$336,000	Approved Jul 31, 2018 Amended Dec 4, 2018
	\$14,000	Current Amendment
Activity 3 Subtotal	\$350,000	
Activity 4 Project Development		
PD1 Athal MWC	\$20,000	Approved Nov 19,2019
	-\$6,000	Current Amendment
PD2 Rainbird Valley MWC	\$20,000	Approved Nov 19,2019
	-\$6,000	Current Amendment
PD3 Lemon Cove Sanitary District	\$105,500	Approved Nov 19,2019
PD4 Richgrove CSD	\$97,100	Approved Nov 19,2019
PD5 City of Lindsay	\$70,500	Approved Nov 19,2019
PD6 Buttonwillow CWD	\$60,400	Approved Nov 19,2019
	-\$5,229	Current Amendment
PD7 Malaga CWD	\$90,856	Approved Nov 19,2019
PD8 Sultana CSD	\$142,000	Approved Nov 19,2019
PD9 Pixley PUD	\$24,000	Approved Nov 19,2019
PD10 Lebec CWD	\$29,229	Current Amendment
Activity 4 Subtotal	\$642,356	
Previously Approved Fee	\$1,725,566	
Current Amendment	\$159,790	
Total Fee:	\$1,885,356	