

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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TASK ORDER FORM

Date/Start Date: March 1, 2016
Consultant Name: EOA, Inc.
Contract: Countywide Water Pollution Prevention Program Technical Support – On-Call Contracts
Task Order No.: EOA-03
Task Order Name: Municipal Stormwater NPDES Permit Compliance Assistance
Scope of Work: General Technical Support, Subcommittee Support, Training, Trash, Mercury & PCBs. See attached scope of work.
Deliverables: See attached scope of work
Budgeted Cost: Per attached budget, not to exceed \$464,480
Completion Date: June 30, 2016

The parties indicated herein agree to execute this Task Order per the scope indicated above. No payment will be made for any work performed prior to the execution of this Task Order. Unless otherwise indicated, receipt of this executed Task Order is your Notice to Proceed with the work specified herein.

C/CAG

EOA, Inc.

Sandy Wong
Executive Director

Date

Date

Technical Support to C/CAG from EOA

TASK 1 – GENERAL SUPPORT FOR PROGRAM MANAGER

For Task 1, General Support for Program Manager, the following sections describe EOA's understanding of the task and approach, our project team roles and expertise, and the scope-of-work (including subtask deliverables and budgets).

UNDERSTANDING AND APPROACH

For 20+ years EOA has been assisting the Program Manager with overall Countywide Program planning and budgeting and to facilitate the Technical Advisory Committee (TAC) and the more recently reconvened Stormwater Committee. EOA has also assisted with implementation of many compliance activities under the MRP that are managed at the regional level via joint funding and/or participating with other countywide stormwater programs. These efforts are often coordinated through the Bay Area Stormwater Management Agencies Association (BASMAA), a 501(c)(3) non-profit organization. For more than a decade EOA staff has routinely attended BASMAA Board of Directors meetings and BASMAA's various committees (most of which are generally held at EOA's offices) and provided a leadership role in developing and implementing many projects at the regional level.

EOA's project manager will continue to serve as a central point of contact to the Program Manager and will also remain available to assist member agency staff, by providing support and answering questions directly or by referring issues to the EOA specialist in the relevant topic area.

We recommend that C/CAG consider holding a combined Stormwater Committee and NPDES Technical Advisory Committee (TAC) meeting once per year in the spring to discuss lessons learned in the previous fiscal year and planning for the upcoming fiscal year. The savings that would be associated with combining these annual meetings are not reflected in the cost estimates below.

PROJECT TEAM ROLES AND EXPERTISE

Jon Konnan, P.E. will serve as the task leader for General Support for Program Manager as part of continuing his overall role as EOA's project manager for providing municipal stormwater permit compliance support to C/CAG. Jon has extensive experience assisting the Countywide Program and San Francisco Bay Area municipal agencies with all facets of stormwater permit compliance. Jon will be assisted by other EOA staff as appropriate (e.g., component leaders providing presentations on priority topics at Stormwater Committee and NPDES TAC meetings). EOA does not plan to use subcontractors for this task.

SCOPE-OF-WORK

Subtask descriptions, deliverables and budgets for Task 1, General Support, are described below and in Tables 1.1 through 1.6. Table 1.7 provides a cost estimate for subtasks described in the RFP and included in the scope-of-work. Subtask schedules are included in Table 1.8.

SUBTASK 1.1: GENERAL SUPPORT

EOA will provide general support to assist C/CAG's Program Manager in running the Countywide Program. Further details regarding this subtask's description, deliverables, and budget are provided below in Table 1.1.

Technical Support to C/CAG from EOA

Table 1.1 General Support Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will provide general support to assist C/CAG's Program Manager in running the Countywide Program, including planning budgets, scheduling committee/subcommittee meetings, strategic planning for regional vs. countywide projects, ensuring that permit compliance dates and deliverables are met, and other types of general technical support. This task includes on-call assistance to municipal staff members by responding to their emails and telephone calls.	<ul style="list-style-type: none"> • General technical and regulatory support to C/CAG's Program Manager. • On-call communications with municipal staff. • Overall project management including preparation of invoices detailing the work completed each month by subtask. 	\$19,792
2016-17			\$39,584
2017-18			\$39,584

SUBTASK 1.2: STORMWATER COMMITTEE SUPPORT

EOA will support to the Program Manager in facilitating C/CAG's Stormwater Committee (which generally meets bimonthly), including assistance in preparing agenda and minutes and providing presentations. EOA will also assist the Program Manager to facilitate an annual meeting of the Countywide Program's Stormwater Committee permit implementation workgroup. This workgroup generally focuses on providing guidance from higher-level municipal staff on implementation of priority permit provisions including trash controls, Green Infrastructure, and mercury and PCBs controls and associated compliance issues. Further details regarding this subtask's description, deliverables, and budget are provided below in Table 1.2.

Table 1.2. Stormwater Committee Support Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	Provide support to the Program Manager for facilitating C/CAG's Stormwater Committee, including assistance in preparing agenda and minutes and providing presentations. Assume support of six meetings per year, with presentations provided by EOA at two of those meetings on high priority topics such as trash controls, mercury/PCBs controls, and Green Infrastructure. EOA will also assist the Program Manager to facilitate an annual meeting of the Countywide Program's Stormwater Committee permit implementation workgroup.	<ul style="list-style-type: none"> • Assistance with agenda and minutes and participation in three Stormwater Committee meetings. • Presentation provided at one meeting. • Assistance with agenda and participation in one meeting of the Stormwater Committee permit implementation workgroup. 	\$12,724
2016-17	Provide support to the Program Manager for facilitating C/CAG's Stormwater Committee, including assistance in preparing agenda and minutes and providing presentations. Assume support of six meetings per year, with presentations provided by EOA at two of those meetings on high priority topics such as trash controls, mercury/PCBs controls, and Green Infrastructure. EOA will also assist the Program Manager to facilitate an annual meeting of the Countywide Program's Stormwater Committee permit implementation workgroup.	<ul style="list-style-type: none"> • Assistance with agenda and minutes and participation in six Stormwater Committee meetings. • Presentation provided at two meetings. • Assistance with agenda and participation in one meeting of the Stormwater Committee permit implementation workgroup. 	\$22,216
2017-18			\$22,216

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SUBTASK 1.3: NPDES TAC SUPPORT

EOA will provide support to the Program Manager for C/CAG's NPDES Technical Advisory Committee (TAC) including assistance in preparing agenda and minutes and providing presentations, as well as preparing a monthly digest of subcommittee meeting summaries and list of upcoming meetings/trainings. As part of this task, EOA will prepare a MRP compliance check-in table each quarter that summarizes MRP compliance tasks that member agencies should have completed the previous quarter and tasks that need to be completed during the upcoming quarter. As in the past this table should be included in the TAC agenda package. Further details regarding this subtask's description, deliverables, and budget are provided below in Table 1.3.

Table 1.3. NPDES TAC Support Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	Provide support to the Program Manager for facilitating C/CAG's NPDES TAC, including assistance in preparing agenda and minutes and providing presentations. Assume support of four meetings per year, with presentations provided by EOA at two of those meetings on high priority topics such as trash controls, mercury/PCBs controls, and Green Infrastructure. EOA will also prepare by the third week of each month a monthly digest that summarizes the schedule for upcoming meetings and trainings and compiles summaries of the previous month's subcommittee and workgroup meetings.	<ul style="list-style-type: none"> Assistance with agenda and minutes and participation in two NPDES TAC meetings. Two MRP compliance check-in tables, including initial set-up for MRP 2.0. EOA to provide a presentation at one meeting. Six monthly digests. 	\$15,100
2016-17			\$22,216
2017-18			\$22,216

SUBTASK 1.4: BASMAA ACTIVITIES SUPPORT

EOA will provide support to the Program Manager regarding BASMAA activities and generally assist the Program Manager with coordination between BASMAA and Countywide Program activities. This will include support for monthly Board of Directors (BOD) meetings, including review and comment on agenda items, and attendance at meetings. Further details regarding this subtask's description, deliverables, and budget are provided below in Table 1.4.

Table 1.4. BASMAA Activities Support Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will provide support to the Program Manager in regard to BASMAA activities and coordination with Countywide Program activities, including Board of Directors (BOD) meetings.	<ul style="list-style-type: none"> Review and comment on agenda packages and participation in monthly BASMAA BOD meetings. 	\$9,896
2016-17			\$19,792
2017-18			\$19,792

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SUBTASK 1.5: BASMAA REGIONAL PROJECTS PLANNING SUPPORT

EOA will provide support to the Program Manager in planning for and supporting implementation of BASMAA regional projects, including preparation of budget projections, coordinating C/CAG's role and tracking C/CAG's budget share of all BASMAA projects to which C/CAG is a participant, and participating in review of and comment on BASMAA documents, including annual reporting materials. Further details regarding this subtask's description, deliverables, and budget are provided below in Table 1.5. Please note that budget for C/CAG's share of BASMAA regional projects is not included.

Table 1.5. BASMAA Regional Project Planning Support Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will assist the Program Manager in planning for and supporting implementation of BASMAA regional projects.	<ul style="list-style-type: none"> Preparation of budget projections. Coordinating C/CAG's role and tracking C/CAG's budget share of all BASMAA projects to which C/CAG is a participant. Participating in review of and comment on BASMAA documents, including Annual Reporting materials. 	\$2,474
2016-17			\$4,948
2017-18			\$4,948

SUBTASK 1.6: COORDINATION AND INTEGRATION

This subtask addresses the need for general support activities not covered by other subtasks, many of which are related to optimizing coordination and integration among all permit compliance related activities performed by C/CAG staff and its consultants. As needed, EOA will coordinate with the Program Manager and other C/CAG municipal stormwater permit compliance consultants via meetings, conferences calls and emails. As directed by the Program Manager, EOA will also perform peer reviews of selected draft documents prepared by other permit compliance support consultants (e.g., documents related to public outreach strategic planning, green infrastructure planning, and Reasonable Assurance Analysis). In addition, EOA will work with the Program Manager to annually revise EOA's tasks and budgets. This subtask also includes budget for EOA to provide other types of miscellaneous support (e.g., working with the San Carlos mayor, addressing issues at the Bransten Road site, and providing support related to developing a countywide Stormwater Resource Plan including providing San Mateo County GIS datasets to other consultants). Further details regarding this subtask's description, deliverables, and budget are provided below in Table 1.6.

Table 1.6. Coordination and Integration Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will conduct general support tasks including activities related to optimizing coordination and integration among all permit compliance related activities performed by C/CAG staff and its consultants.	<ul style="list-style-type: none"> Coordination with the Program Manager and other C/CAG municipal stormwater permit compliance consultants via meetings, conferences calls and emails. As directed by the Program Manager, peer reviews of selected draft documents prepared by other permit compliance support consultants. Annual revisions of EOA's tasks and budgets. Other types of miscellaneous support. 	\$10,032
2016-17			\$12,556
2017-18			\$12,556

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COST ESTIMATE AND SCHEDULE

The estimated costs for completion of Task 1, General Support, subtasks outlined in this scope-of-work are included in Table 1.7, consistent with the guidelines in the RFP. The schedule for completion of Task 1 subtasks is included in Table 1.8. The schedule is based on our current understanding of MRP 2.0 requirements and member agency needs. EOA will work closely with the Program Manager to review and (as necessary) modify the schedule prior to initiating subtasks, to ensure that both compliance and internal schedules are achieved.

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Table 1.7. Estimated Costs for Completion of Task 1 (General Support for Program Manager) Subtasks.

	EOA Staff Position											EOA Expenses	Budget
	Principle	Manager III	Manager II	Manager I	Senior III	Senior II	Senior I	Associate II	Associate I	Technician	Clerical		
	Hourly Rate:	\$215	\$202	\$199	\$197	\$181	\$160	\$144	\$134	\$109	\$88		
FY 2015/16 (Second Half)													
61.01 General Support	0	96	0	0	0	0	0	0	0	0	0	\$400	\$19,792
61.02 Stormwater Committee Support	0	62	0	0	0	0	0	0	0	0	0	\$200	\$12,724
61.03 NPDES TAC Support	0	60	0	0	0	0	0	20	0	0	0	\$300	\$15,100
61.04 BASMAA Activities Support	0	48	0	0	0	0	0	0	0	0	0	\$200	\$9,896
61.05 BASMAA Regional Projects Planning Support	0	12	0	0	0	0	0	0	0	0	0	\$50	\$2,474
61.06 Coordination and Integration	0	36	0	0	0	16	0	0	0	0	0	\$200	\$10,032
	0	314	0	0	0	16	0	20	0	0	0	\$1,350	\$70,018
FY 2016/17													
71.01 General Support	0	192	0	0	0	0	0	0	0	0	0	\$800	\$39,584
71.02 Stormwater Committee Support	0	108	0	0	0	0	0	0	0	0	0	\$400	\$22,216
71.03 NPDES TAC Support	0	108	0	0	0	0	0	0	0	0	0	\$400	\$22,216
71.04 BASMAA Activities Support	0	96	0	0	0	0	0	0	0	0	0	\$400	\$19,792
71.05 BASMAA Regional Projects Planning Support	0	24	0	0	0	0	0	0	0	0	0	\$100	\$4,948
71.06 Coordination and Integration	0	48	0	0	0	16	0	0	0	0	0	\$300	\$12,556
	0	576	0	0	0	16	0	0	0	0	0	\$2,400	\$121,312
FY 2017/18													
81.01 General Support	0	192	0	0	0	0	0	0	0	0	0	\$800	\$39,584
81.02 Stormwater Committee Support	0	108	0	0	0	0	0	0	0	0	0	\$400	\$22,216
81.03 NPDES TAC Support	0	108	0	0	0	0	0	0	0	0	0	\$400	\$22,216
81.04 BASMAA Activities Support	0	96	0	0	0	0	0	0	0	0	0	\$400	\$19,792
81.05 BASMAA Regional Projects Planning Support	0	24	0	0	0	0	0	0	0	0	0	\$100	\$4,948
81.06 Coordination and Integration	0	48	0	0	0	16	0	0	0	0	0	\$300	\$12,556
	0	576	0	0	0	16	0	0	0	0	0	\$2,400	\$121,312

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Table 1.8. Schedule for Completing Task 1 (General Support) Subtasks and Deliverables (Symbolized As White Dots).

#	Task	FY 15-16						FY 16-17												FY 17-18						FY 18-19									
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018		
1.1	General Support																																		
1.2	Stormwater Committee Support																																		
1.3	NPDES TAC Support
1.4	BASMAA Activities Support
1.5	BASMAA Regional Projects Planning Support																																		
1.6	Coordination and Integration																																		

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TASK 2 – SUBCOMMITTEE SUPPORT

For Task 2, Subcommittee Support, the following sections describe EOA’s understanding of the task and approach, our project team roles and expertise, and the scope-of-work (including subtask deliverables and budgets).

UNDERSTANDING AND APPROACH

EOA has extensive experience supporting Bay Area countywide municipal stormwater program committees that focus on specific MRP compliance areas. The overall goal is to provide regular forums for engagement with member agency staff on key permit implementation issues. Since the early 1990s, EOA has assisted with staffing and facilitating most of the Countywide Program’s various technical subcommittees and workgroups that address “core” permit requirements including municipal operations, new and redevelopment, industrial and commercial site controls, illicit discharge detection and elimination, construction site control, pesticide toxicity control, copper control, and conditionally exempted discharges. Typical services have included planning and facilitating subcommittee/workgroup meetings, including working with chairs to develop agendas and discussion materials, participating in meetings, developing and giving presentations on technical and regulatory information, and preparing meeting summaries. For the SCVURPPP, EOA has provided program management services and staffing since 1996, including staffing and facilitating the SCVURPPP Management Committee and its various ad-hoc committees which, similar to SMCWPPP subcommittees, address “core” permit requirements. EOA has also helped staff and facilitate many of ACCWP’s committees and technical subcommittees since the early 1990s.

The Countywide Program’s subcommittees are generally chaired by a staff from one of the member agencies who volunteered for the position. EOA understands the importance of and has extensive experience in working with subcommittee chairs to develop meeting agendas so that the meetings will address the most critical aspects of MRP compliance from the municipal staff viewpoint.

Permittees will require a higher level of support and guidance during the early part of the reissued permit term to understand and comply with new or revised requirements in the recently reissued permit. EOA therefore recommends that subcommittee meetings initially focus on providing guidance to municipal staff regarding important changes in the reissued permit and implications for member agency compliance activities.

PROJECT TEAM ROLES AND EXPERTISE

Subcommittee coordination will be provided by EOA staff members with specific expertise in the topic areas associated with each subcommittee, with oversight from Jon Konnan, the task leader for General Support for the Program Manager. The EOA lead for each subcommittee is described below with each corresponding subtask description. EOA does not plan to use subcontractors for this task.

SCOPE-OF-WORK

Descriptions, deliverables and budgets for Task 2 (Subcommittee Support) subtasks are described below and in Tables 2.1 through 2.6. Table 2.7 provides a cost estimate for subtasks described in the RFP and included in the scope-of-work, and the subtask schedules are included in Table 2.8.

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SUBTASK 2.1: MUNICIPAL MAINTENANCE SUBCOMMITTEE

EOA will facilitate and provide staff support to quarterly meetings of the Countywide Program’s Municipal Maintenance Subcommittee, with a focus on compliance with MRP Provisions C.2 (Municipal Operations), C.7.a (Storm Drain Inlet Marking), and C.10 (Trash Controls). Municipal Maintenance Subcommittee meetings are typically one hour held over lunchtime. A large portion of the meeting time is dedicated to information sharing. This is the most important aspect for this committee. Municipal maintenance staff from the various municipal agencies in San Mateo County can ask questions, share problems and solutions, discuss issues and provide important information and feedback at the meeting.

Task 8.5 (Full Trash Capture Device Operation and Maintenance Program) of EOA’s scope of work includes the work to finalize the model full trash capture device O&M verification program documents in the second half of 2015-16. In the following FYs, the Municipal Maintenance Subcommittee will be the primary forum for discussing issues and perspectives of member agency staff on inspection and maintenance frequencies, field forms and data tracking mechanisms.

Kristin Kerr, P.E., will continue to serve as EOA’s lead for facilitation of the Municipal Maintenance Subcommittee and related work under this subtask. Kristin has extensive experience with facilitating this subcommittee for the Countywide Program and similar committees for stormwater programs in other Bay Area counties (e.g., Santa Clara).

Further details regarding this subtask’s description, deliverables, and budgets are provided below in Table 2.1.

Table 2.1 Municipal Maintenance Subcommittee Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate quarterly Municipal Maintenance Subcommittee meetings, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the Subcommittee via email (e.g., training opportunities external to the Countywide Program), and maintain the Subcommittee contact list. EOA staff will also participate on behalf of C/CAG’s member agencies in BASMAA’s Municipal Operations committee. In addition, EOA will prepare the content for the section of the Countywide Annual Report that addresses MRP Provision C.2.	<ul style="list-style-type: none"> Participation in quarterly Municipal Maintenance Subcommittee meetings, meeting agendas, other meeting materials, and meeting summaries. On-call communications with municipal staff, periodic communications to the Subcommittee of pertinent information, and updates to the Subcommittee contact list. Participation on behalf of C/CAG’s member agencies in BASMAA’s Municipal Operations committee. Countywide Annual Report content for the section addressing MRP Provision C.2. 	\$8,956
2016-17			\$16,220
2017-18			\$16,220

SUBTASK 2.2: NEW DEVELOPMENT SUBCOMMITTEE

EOA will facilitate and provide staff support to quarterly meetings of the Countywide Program’s New Development Subcommittee, with a focus on compliance with MRP Provisions C.3 (New Development), C.6 (Construction), and C.13.a (Architectural Copper). New Development and Construction Subcommittee (NDS) meetings are typically two hours on the 2nd Tuesday of the month. Attendees are generally Permittee staff from planning, building, engineering and public works departments from the

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various municipal agencies in San Mateo County. Guidance documents, checklists and other information related to development projects and updates on countywide and regional activities are the typical items on the agenda. The meetings provide opportunities for member agency staff to ask questions, share problems and solutions, discuss issues and provide important information and feedback among themselves.

Peter Schultze-Allen will continue to serve as EOA’s lead for facilitation of the NDS and related work under this subtask. Jill Bicknell, P.E., will work closely with Peter on this task to bring in her extensive experience in implementation of Provision C.3 requirements. Kristin Kerr, P.E. will also provide technical assistance on Construction topics and as lead for the Municipal Maintenance Subcommittee will coordinate on GI maintenance issues. Peter has extensive experience with facilitating this subcommittee for the Countywide Program and similar committees for stormwater programs in other Bay Area counties (e.g., Santa Clara and Alameda). As a former City of Emeryville staff person, he understands the needs of municipal staff and the internal processes of municipal governments. He attends the BASMAA Development Committee and Biotreatment Soil Specification Work Group meetings and shares information from those meetings with member agencies at the NDS meeting.

Further details regarding the description, deliverables and budgets for this subtask are provided below in Table 2.2.

Table 2.2 New Development Subcommittee Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate quarterly NDS meetings, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the NDS via email (e.g., training opportunities external to the Countywide Program), and maintain the NDS contact list. EOA staff will also participate on behalf of C/CAG’s member agencies in BASMAA’s Development Committee and other pertinent Committee and Work Group meetings. In addition, EOA will prepare the content for the section of the Countywide Annual Report that addresses MRP Provisions C.3, C.6 and C.13.a. EOA will update the C.3 Technical Guidance manual with revisions as appropriate with MRP 2.0 requirements. EOA will update Development Project Review Checklists, Biotreatment Soil specification information and guidance, print copies of the C.6 inspection forms and other materials as needed to assist the Permittees. EOA will submit the annual report to the County Mosquito Abatement District on behalf of the Permittees. Updates to the Program website on the development pages will be submitted to the Program webmaster.	<ul style="list-style-type: none"> Participation in quarterly NDS meetings, meeting agendas, other meeting materials, and meeting summaries. On-call communications with municipal staff, periodic communications to the NDS of pertinent information, and updates to the NDS contact list. Participation on behalf of C/CAG’s member agencies in BASMAA’s Development Committee. 	\$40,566
2016-17			\$68,222
2017-18		<ul style="list-style-type: none"> Countywide Annual Report content for the section addressing MRP Provision C.3, C.6 and C.13.a. Review of member agency annual reports as needed. Printing of Construction Inspection Forms for Permittees Revisions to development guidance documents and materials as needed Biotreatment Soil Specification updates (coordinated with BASMAA and customized for SMCWPPP as needed). Annual Report to the County Mosquito Abatement District (submitted each year by September 30th.) Updates to the Program New Development Website each month 	\$64,636

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SUBTASK 2.3: COMMERCIAL/INDUSTRIAL/ILLICIT DISCHARGE SUBCOMMITTEE

EOA will facilitate and provide staff support to quarterly meetings of the Countywide Program's Commercial / Industrial/ Illicit Discharge (CII) Subcommittee, with a focus on compliance with MRP Provisions C.4 (Industrial and Commercial Site Controls), C.5 (Illicit Discharge Detection and Elimination), C.13.b and c (Copper Controls) and C.15 (Exempted and Conditionally Exempted Discharges).

In San Mateo County there is a Memorandum of Agreement (MOA) between most cities and San Mateo County Environmental Health (CEH) for CEH to conduct stormwater inspections of businesses on the city's behalf. Facilitating the CII Subcommittee therefore requires working closely with the lead stormwater staff from CEH. The CII Subcommittee provides an important forum for communication among the CEH and individual cities on the inspection program. As part of this task, EOA will provide support for updating the MOAs to clarify the commitments and timelines involved, including work with staff from CEH and the relevant cities to develop an updated MOA template.

A portion of the CII meeting time is dedicated to general information sharing. Municipal staff from the various municipal agencies in San Mateo County can ask questions, share problems and solutions, discuss issues and provide important information and feedback among themselves.

A Business Inspector list and Illicit Discharge contact list that reside on the Countywide Program's website should be periodically updated. A mobile business enforcement action table also resides on the CII section of the member's only portion of the Countywide Program's website, allowing agencies in the county to share enforcement actions taken on mobile businesses. EOA assisted the CII Subcommittee in developing this strategy to help meet MRP requirements for reducing pollutant discharges from mobile businesses. The mobile business enforcement action table should also be periodically updated.

Only minor changes were made to MRP Provisions C.4, C.5, C.13.b and c, and C.15 when the permit was recently reissued.¹ Therefore we do not see a need for developing new guidance materials or field forms related to compliance with this provision. We anticipate that the CII Subcommittee will request minor revisions to current inspection forms, data tracking tables, the Business Inspection Plan (BIP) template, and/or Enforcement Response Plan (ERP) template.

The most important change to CII-related MRP provisions with the permit reissuance was to the Provision C.5.e (Control of Mobile Sources) reporting requirements. EOA has already worked with the CII Subcommittee to develop a BMP brochure for mobile cleaner businesses, a web-based method to share enforcement actions on mobile businesses, and outreach to mobile cleaner businesses through social media (i.e., Facebook post). We anticipate that the CII Subcommittee will request additional assistance with developing improved mobile business inventories, conducting additional outreach to mobile businesses, and/or developing BMPs for additional types of mobile businesses. Any outreach to mobile businesses should be conducted in close coordination with SMCWPPP's PIP Subcommittee.

Kristin Kerr, P.E., will continue to serve as EOA's lead for facilitation of the CII Subcommittee and related work under this subtask. Kristin has extensive experience with facilitating this subcommittee for the Countywide Program and similar committees for stormwater programs in other Bay Area counties (e.g., Santa Clara and Alameda). Further details regarding this subtask's description, deliverables, and budgets are provided below in Table 2.3.

¹With the exception that requirements related to potable water discharges were deleted from MRP Provision C.15. These requirements are now in a recently adopted statewide general NPDES permit and therefore will no longer be under the purview of the Countywide Program.

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Table 2.3 CII Subcommittee Subtask Descriptions, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate quarterly CII Subcommittee meetings, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the CII Subcommittee via email (e.g., training opportunities external to the Countywide Program), and maintain the CII Subcommittee contact list. EOA will also prepare the content for the section of the Countywide Annual Report that addresses MRP Provisions C.4, C.5, C.13.b and c., and C.15. In addition, EOA will periodically provide the webmaster with the information needed to update the Business Inspector list and Illicit Discharge contact lists that reside on the Countywide Program’s website and the mobile business enforcement action table on the CII section of the member’s only portion of the website. EOA will also work with the CII Subcommittee to make minor revisions to current inspection forms, data tracking tables, the BIP template, and/or the ERP template, and to develop improved mobile business inventories, conduct additional outreach to mobile businesses, and/or develop BMPs for additional types of mobile businesses.	<ul style="list-style-type: none"> Participation in quarterly CII Subcommittee meetings, meeting agendas, other meeting materials, and meeting summaries. On-call communications with municipal staff, periodic communications to the CII Subcommittee of pertinent information, and updates to the CII Subcommittee contact list. 	\$20,300
2016-17			<ul style="list-style-type: none"> Countywide Annual Report content for the section addressing MRP Provisions C.4, C.5, C.13.b and c., and C.15. Periodic information needed to update the Business Inspector list, Illicit Discharge contact list, and the mobile business enforcement action table.
2017-18		<ul style="list-style-type: none"> Minor revisions to current inspection forms, data tracking tables, the BIP template, and/or the ERP template. Improved mobile business inventories, additional outreach to mobile businesses (in coordination with SMCWPPP’s PIP Subcommittee), and/or BMPs for additional types of mobile businesses. Updated template for MOAs between CEH and cities and related support. 	\$25,176

SUBTASK 2.4: TRASH SUBCOMMITTEE

EOA will facilitate and provide staff support quarterly meetings of the Countywide Program’s Trash Subcommittee, which are intended to provide a forum for sharing information among member agencies related to trash reduction in San Mateo County and discuss compliance activities required by the MRP. As the Subcommittee Coordinator, EOA will develop and distribute meeting agendas, prepare meeting materials as needed, participate in the meetings, and prepare and distribute meeting summaries. As part of meeting facilitation, EOA staff will update Subcommittee members on regional and countywide projects/tasks and solicit input and perspectives from members on key decision points. Subcommittee meetings will also serve as the key forum to discuss trash-related issues related to MRP 2.0 compliance, in particular load reduction calculations and reporting requirements.

Chris Sommers will continue to serve as EOA’s lead for facilitation of the Trash Subcommittee and related work under this subtask, with support from experience senior and associate level staff. Chris has extensive experience with facilitating this Subcommittee for the Countywide Program and similar committees for stormwater programs in other Bay Area counties (e.g., Santa Clara and Alameda). For continuity, Chris will also represent the Countywide Program on the BASMAA Trash Committee. Further details regarding the description, deliverables and budgets for this subtask are provided below in Table 2.4.

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Table 2.4. Trash Subcommittee Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate quarterly Trash Subcommittee meetings, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the Trash Subcommittee via email and maintain the Trash Subcommittee contact list. EOA will also prepare the content for the section of the Countywide Annual Report that addresses MRP Provision C.10. In addition, EOA will periodically provide the webmaster with the information needed to update the Countywide Program's website.	<ul style="list-style-type: none"> • Participation in quarterly Trash Subcommittee meetings, meeting agendas, other meeting materials, and meeting summaries. • On-call communications with municipal staff, periodic communications to the Trash Subcommittee of pertinent information, and updates to the Trash Subcommittee contact list. • Countywide Annual Report content for the section addressing MRP Provision C.10. 	\$9,224
2016-17			\$18,448
2017-18			\$18,448

SUBTASK 2.5: WATERSHED ASSESSMENT AND MONITORING SUBCOMMITTEE

EOA will facilitate and provide staff support to biennial meetings of the Countywide Program's Watershed Assessment and Monitoring (WAM) Subcommittee, with a focus on compliance with MRP Provision C.8 (Water Quality Monitoring) and portions of Provisions C.11/12 (Mercury/PCBs Controls). Watershed Assessment and Monitoring Subcommittee meetings are typically two hours in length. A large portion of the meeting time is dedicated to information sharing. This is the most important aspect for this Committee. The complex monitoring requirements of the MRP are described, recent monitoring results are presented (often within the context of historical results), ideas and results for Stressor/Source Identification Projects are discussed, and the relationship between Pollutants of Concern Monitoring and Mercury/PCBs load reduction targets are explored. Interested staff from the various municipal agencies in San Mateo County can ask questions, share problems and solutions, discuss issues and provide important information and feedback among themselves.

Bonnie de Berry will continue to serve as EOA's lead for facilitation of the WAM Subcommittee and related work under this subtask. Bonnie has extensive experience with facilitating this subcommittee for the Countywide Program and similar committees for stormwater programs in other Bay Area counties (e.g., Santa Clara and Alameda).

Further details regarding the description, deliverables and budget for this subtask are provided below in Table 2.5.

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Table 2.5. WAM Subcommittee Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate biennial Water Assessment and Monitoring Subcommittee meetings, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the Subcommittee via email, and maintain the Subcommittee contact list. In addition, EOA will prepare the content for the section of the Countywide Annual Report that addresses MRP Provision C.8. This is typically a very short summary that is expanded upon in the Provision C.8 deliverables that are scoped and budgeted separately (e.g., Urban Creeks and Pollutants of Concern Monitoring Reports).	<ul style="list-style-type: none"> Participation in biennial Watershed Assessment and Monitoring Subcommittee meetings, meeting agendas, other meeting materials, and meeting summaries. On-call communications with municipal staff, periodic communications to the Subcommittee of pertinent information, and updates to the Subcommittee contact list. Countywide Annual Report content for the section addressing MRP Provision C.8. 	\$6,050
2016-17			\$12,100
2017-18			\$12,100

SUBTASK 2.6: PARKS MAINTENANCE AND INTEGRATED PEST MANAGEMENT (IPM) WORKGROUP

EOA will facilitate and provide staff support to twice yearly meetings of the Countywide Program’s Parks Maintenance and IPM (PM&IPM) Workgroup, with a focus on compliance with MRP Provision C.9. This workgroup provides a forum for member agencies to share information related to implementing pesticide toxicity controls. Currently, the Workgroup is mostly attended by parks maintenance staff, and focuses on pest management issues in municipal parks, landscapes and right-of-ways. However, the overall focus of MRP Provision C.9 (Pesticides Toxicity Control) is broader and includes the following requirements:

- Maintain and Implement an IPM Policy or Ordinance and Standard Operating Procedures (C.9.a).
- Train Municipal Employees (C.9.b).
- Require Contractors to Implement IPM (C.9.c). It should be noted that MRP 2 includes additional focus on pesticides that are used for structural pest control, e.g., addressing pests such as rodents, ants, and cockroaches in municipal buildings.
- Interface with County Agricultural Commissioners (C.9.d)
- Public Outreach (C.9.e)
- Track and Participate in Relevant Regulatory Processes (C.9.f)
- Evaluate Implementation of Pesticide Source Control Actions (C.9.g)

We recommend broadening the focus of the meetings to provide guidance to municipal staff on meeting all of the requirements in C.9 and the associated reporting needs. The Countywide Program should also encourage municipal staff with broader stormwater permit compliance responsibilities (including annual reporting) to attend these meetings. To reflect the more comprehensive focus, we also recommend changing the name of the workgroup to the Pesticides Toxicity Control Subcommittee. However, EOA recommends that this group focuses more strictly on MRP compliance and reporting and therefore reducing the meeting frequency from the current level of three times a year to twice a year.

Vishakha Atre will continue to serve as EOA’s lead for facilitation of the PM&IPM Workgroup and related work under this subtask. Vishakha has extensive experience with facilitating this subcommittee for the

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Countywide Program and similar committees for stormwater programs in other Bay Area counties (e.g., Santa Clara and Alameda).

Further details regarding the description, deliverables and budgets for this subtask are provided below in Table 2.6.

Table 2.6. Parks Maintenance and IPM Work Group Subtask Description, Deliverables and Cost Estimate

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate PM&IPM Workgroup meetings twice per year, including working with the chair to develop meeting agendas, prepare meeting materials (e.g., handouts and presentations), participate in the meetings, and prepare meeting summaries that include action items agreed upon during the meeting. Between meetings, EOA will provide on-call assistance to municipal staff members by responding to their emails and telephone calls, communicate pertinent information to the PM&IPM Workgroup via email (e.g., training opportunities external to the Countywide Program), and maintain the PM&IPM Workgroup contact list. EOA staff will also participate on behalf of C/CAG's member agencies in BASMAA's Municipal Operations committee. In addition, EOA will prepare the content for the section of the Countywide Annual Report that addresses MRP Provision C.9.	<ul style="list-style-type: none"> Participation in PM&IPM Workgroup meetings twice per year, meeting agendas, other meeting materials, and meeting summaries. On-call communications with municipal staff, periodic communications to the PM&IPM Workgroup of pertinent information, and updates to the PM&IPM Workgroup contact list. Countywide Annual Report content for the section addressing MRP Provision C.9. 	\$6,028
2016-17			\$14,716
2017-18			\$14,716

SUBTASK 2.7: PUBLIC INFORMATION AND PARTICIPATION SUBCOMMITTEE

Facilitating and providing staff support for the Countywide Program's Public Information and Participation (PIP) Subcommittee is described in a proposal that was submitted separately by EOA team member SGA, Inc. EOA will work closely with SGA to coordinate PIP activities with the activities of all of the Countywide Program's other committees, subcommittees and workgroups.

SUBTASK COST ESTIMATE AND SCHEDULE

The estimated costs for completion of Subcommittee Support subtasks outlined in this scope-of-work are included in Table 2.7, consistent with the guidelines in the RFP. The schedule for completion of these subtasks is included in Table 2.8. The schedule is based on our current understanding of MRP 2.0 requirements and member agency needs. EOA will work closely with SMCWPPP to review and (as necessary) modify the schedule prior to initiating subtasks, to ensure that both compliance and internal schedules are achieved.

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Table 2.7. Estimated Costs for Completion of Subcommittee Support Subtasks.

	EOA Staff Position											EOA Expenses	Budget
	Principle	Manager III	Manager II	Manager I	Senior III	Senior II	Senior I	Associate II	Associate I	Technician	Clerical		
	Hourly Rate:	\$215	\$202	\$199	\$197	\$181	\$160	\$144	\$134	\$109	\$88		
FY 2015/16 (Second Half)													
62.01 Municipal Maintenance Subcommittee	0	0	44	0	0	0	0	0	0	0	0	\$200	\$8,956
62.02 New Development & Construction Subcommittee	0	34	12	0	0	148	0	30	0	0	24	\$2,050	\$40,566
62.03 Commercial/Industrial/Illicit Discharges Subcommittee	0	0	100	0	0	0	0	0	0	0	0	\$400	\$20,300
62.04 Trash Subcommittee	0	16	0	0	32	0	0	0	0	0	0	\$200	\$9,224
62.05 Watershed Assessment and Monitoring Subcommittee	0	8	0	22	0	0	0	0	0	0	0	\$100	\$6,050
62.06 Parks Maintenance and IPM (PM&IPM) Workgroup	0	4	0	0	0	32	0	0	0	0	0	\$100	\$6,028
	0	62	156	22	32	180	0	30	0	0	24	\$3,050	\$91,124
FY 2016/17													
72.01 Municipal Maintenance Subcommittee	0	0	80	0	0	0	0	0	0	0	0	\$300	\$16,220
72.02 New Development & Construction Subcommittee	0	64	4	0	0	288	0	22	0	0	28	\$3,650	\$68,222
72.03 Commercial/Industrial/Illicit Discharges Subcommittee	0	0	124	0	0	0	0	0	0	0	0	\$500	\$25,176
72.04 Trash Subcommittee	0	32	0	0	64	0	0	0	0	0	0	\$400	\$18,448
72.05 Watershed Assessment and Monitoring Subcommittee	0	16	0	44	0	0	0	0	0	0	0	\$200	\$12,100
72.06 Parks Maintenance and IPM (PM&IPM) Workgroup	0	8	0	0	0	80	0	0	0	0	0	\$300	\$14,716
	0	120	208	44	64	368	0	22	0	0	28	\$5,350	\$154,882
FY 2017/18													
82.01 Municipal Maintenance Subcommittee	0	0	80	0	0	0	0	0	0	0	0	\$300	\$16,220
82.02 New Development & Construction Subcommittee	0	56	4	0	0	276	0	22	0	0	28	\$3,600	\$64,636
82.03 Commercial/Industrial/Illicit Discharges Subcommittee	0	0	124	0	0	0	0	0	0	0	0	\$500	\$25,176
82.04 Trash Subcommittee	0	32	0	0	64	0	0	0	0	0	0	\$400	\$18,448
82.05 Watershed Assessment and Monitoring Subcommittee	0	16	0	44	0	0	0	0	0	0	0	\$200	\$12,100
82.06 Parks Maintenance and IPM (PM&IPM) Workgroup	0	8	0	0	0	80	0	0	0	0	0	\$300	\$14,716
	0	112	208	44	64	356	0	22	0	0	28	\$5,300	\$151,296

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Table 2.8. Schedule for Completing Subcommittee Support Subtasks.

#	Task	FY 15-16						FY 16-17												FY 17-18						FY 18-19								
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	
2.1	Municipal Maintenance Subcommittee	■		■				■		■			■		■					■		■			■		■						■	
2.2	New Development and Construction Subcommittee		■			■			■		■			■			■			■			■			■			■				■	
2.3	Commercial/Industrial/Illicit Discharge Subcommittee			■								■										■												
2.4	Trash Subcommittee			■								■										■												
2.5	Watershed Assessment and Monitoring Subcommittee			■								■										■												
2.6	Parks Maintenance and Integrated Pest Management (IPM) Workgroup					■																■												

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TASK 3 – TRAINING

For Task 3, Training, the following sections describe EOA's understanding of the task and approach, our project team roles and expertise, and the scope-of-work (including subtask deliverables and budgets).

UNDERSTANDING AND APPROACH

EOA has planned and facilitated numerous successful technical and educational training workshops for the Countywide Program and other Bay Area clients over the past two decades. The workshops have covered the full range of municipal stormwater permit compliance topics. Through our extensive experience, EOA has developed well-established procedures for training workshop planning and implementation and a thorough understanding of municipal staff's training needs. Objectives for training include assisting member agencies to meet specific MRP requirements, educating municipal staff on new requirements in the reissued permit, informing staff about Countywide Program policies, procedures or findings, and providing orientation or refresher trainings, especially in light of inevitable municipal staff turnover.

EOA will work with the appropriate subcommittees to plan and implement a training program with a schedule that is tied to MRP compliance priorities. Typical training workshop tasks include: develop and complete a workshop registration list, draft and final workshop flyer and agenda, coordinate the workshop location and arrange for food catering services, arrange for outside speakers, prepare workshop materials (e.g., folders with various handouts including evaluation forms), facilitate and staff the workshop, prepare presentations and give them at the workshop, prepare a summary of the completed evaluation forms, prepare certificates of completion for participants fulfilling continuing education requirements, and submit workshop materials (e.g., presentations and evaluation summaries) for posting on the Countywide Program's website.

Based on EOA's experience working with subcommittees to plan training workshops, it is essential to leverage efforts from individual member agency representatives and the workshop facilitation approach may be adapted based on member agency staff availability. Thus EOA staff's familiarity with the individual agencies in San Mateo County and their representatives helps us to optimize the cost-effectiveness of training workshops.

In addition to the standard training workshop format of speakers giving power point presentations, EOA has incorporated videos, field trips, hands-on training, inspection scenarios for group exercises, plan review for group exercises, and product vendors into past trainings. Our planning and development of training opportunities starts with a strong knowledge of our target audience. For example, we understand that municipal maintenance staff responds best to training involving field exercises. Construction site inspectors and staff performing activities related to Integrated Pest Management (IPM) desire trainings that provide continuing education hours required for certifications. Most workshops have focused on training municipal staff, but some have targeted other audiences, such as builders and development consultants.

We also understand that conventional trainings with PowerPoint presentations are a relatively low cost way to provide materials for staff that could not attend the trainings or staff that will use the materials to train others in their municipality. However, in the past we have balanced that need with cost savings of providing informal trainings in the field without formal presentations. For example, a well-received approach that we utilized recently was organizing field visits to several corporation yards in San Mateo County to discuss Corporation Yard BMPs required by MRP Provision C.2.f.

EOA utilizes evaluation forms at all of our workshops to identify opportunities to improve future workshops and focus them on topics that are identified as priority by municipal staff. In addition to evaluation forms, EOA may utilize "before" and "after" quizzes to gauge if important topics were effectively communicated to workshop attendees.

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PROJECT TEAM ROLES AND EXPERTISE

Kristin Kerr, P.E. will serve as the overall task leader for the Training task. Kristin has extensive experience assisting the Countywide Program and San Francisco Bay Area municipal agencies with all facets of training workshops. The EOA lead for each training program is described below with each corresponding subtask description. EOA does not plan to use subcontractors for this task.

SCOPE-OF-WORK

Subtask descriptions, deliverables, and budgets for Task 3 (Training) are described below and in Tables 3.1 through 3.5. Table 3.6 provides a cost estimate for subtasks described in the RFP and included in the scope-of-work. Subtask schedules are included in Table 3.7.

SUBTASK 3.1: BUSINESS INSPECTION AND ILLICIT DISCHARGE TRAINING PROGRAM

EOA will work with the Commercial, Industrial and Illicit Discharge (CII) Subcommittee to plan and implement a business inspection and illicit discharge training program with a schedule that is tied to MRP compliance priorities. The MRP Provision C.4.e requires focused training for industrial and commercial site inspectors and illicit discharge detection and elimination (IDDE) inspectors annually. At a minimum, the inspection training must cover the following topics within the 5-year permit term:

- Urban runoff pollution prevention;
- Inspection procedures;
- Business Inspection Plan (BIP);
- Enforcement Response Plan (ERP);
- IDDE; and
- Appropriate BMPs to be used a different industrial and commercial facilities.

SMCWPPP provided a template for the BIP and ERP to municipalities with the adoption of the 2009 MRP. Municipalities could use the template and revise according to their specific municipal procedures, businesses and enforcement tools. Since each municipalities' BIP and ERP are specific to their jurisdiction it would be difficult to provide a Program training for these topics. EOA has provided guidance material to the CII Subcommittee on how to meet the annual training requirements as self-training and document this for Annual Reporting. Other ideas on how to incorporate these topics into a Program training would be to provide the municipal specific BIPs and ERPs to workshop attendees for review during the lunch break or incorporate these documents into a group exercise that requires attendees to review the documents and compare content to other municipalities.

For the past several years the SMCWPPP budget has allowed for a training workshop every two years and a smaller budget for training tasks during the other years to assist municipalities meet the annual MRP training requirements. In the past EOA has used this budget for such activities as developing the self-training materials, holding a small roundtable IDDE training and updating the *How to Conduct Stormwater Inspections* guidance document.

There were minor changes to MRP Provision C.4, C.5 and relevant sections of C.13 and C.15. Therefore the regulatory context will continue to play a secondary role at trainings. The focus of the trainings will be on inspection procedures and BMPs with the incorporation of BIPs and ERPs. Municipal staff also request workshop topics related to the State Industrial Stormwater General Permit. SMCWPPP is a CWEA approved training organization, therefore municipal inspectors can receive continuing education hours needed to keep certifications current.

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The SMCWPPP Water Utility Work Group has been discontinued since requirements for potable water discharges from water utilities were removed from the reissued MRP. MRP permittees that are water utilities must now seek coverage under the State Drinking Water Systems Discharges to Waters of the U.S. General Permit. While these discharges to the storm drain system or receiving waters are no longer a priority for SMCWPPP, EOA has the expertise and knowledge to provide training or support if needed in the future.

Table 3.1. Business Inspection and Illicit Discharge Training Description, Deliverables and Cost Estimate

FISCAL YEAR	TASK DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate a CII training workshop.	<ul style="list-style-type: none"> • Workshop location coordinated; • Workshop registration; • Draft and final workshop flyer and agenda; • Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes); • Food catering services; • Staffing of the workshop; • Presentations by EOA staff and outside speakers; • Certificates of completion for participants fulfilling continuing education requirements (if needed). • Summary of the completed evaluation forms and/or quizzes; and • Workshop materials submitted for posting on the Countywide Program's website. 	\$13,420
2016-17	EOA will work with the CII Subcommittee to identify and implement focused training activities.	<ul style="list-style-type: none"> • Typical deliverables would include guidance documents, outreach materials, or inspector roundtable meetings. 	\$6,868
2017-18	EOA will facilitate a CII training workshop.	<ul style="list-style-type: none"> • Workshop location coordinated; • Workshop registration; • Draft and final workshop flyer and agenda; • Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes); • Food catering services; • Staffing of the workshop; • Presentations by EOA staff and outside speakers; • Certificates of completion for participants fulfilling continuing education requirements (if needed). • Summary of the completed evaluation forms and/or quizzes; and • Workshop materials submitted for posting on the Countywide Program's website. 	\$13,420

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SUBTASK 3.2: NEW/REDEVELOPMENT AND CONSTRUCTION SITE MANAGEMENT TRAINING PROGRAM

MRP 2.0 expands the focus of Provision C.3 by including GI Planning requirements in Provision C.3.j and by linking it to implementation of GI in both private and public areas in Provisions C.10, C.11 and C.12 to reduce pollutant loading in the SF Bay. There are several opportunities that Permittees often have to retrofit existing areas within the public right of way and convert existing gray infrastructure to LID drainage systems. Municipalities that have development occurring in their jurisdiction can leverage private development projects that have requirements for public improvements on their parcel frontages. Additionally municipal projects such as those included in Capital Improvement Programs (CIP) can be modified to include GI. MRP 2.0 frames this as a challenge to Permittees to avoid “Missed Opportunities” and so the goals of Task 3.2 are to assist municipal staff and other stakeholders in meeting that challenge and complying with all aspects of the development provisions of the permit.

This challenge will require a significant new training effort that integrates guidance and knowledge across several disciplines and multiple departments of municipal agencies. EOA will work with the New Development Subcommittee (NDS), the proposed new GI TAC and the Municipal Maintenance Subcommittee to design a training program that meets those needs. EOA will provide the annual workshops for C.3 and C.6 training. EOA will develop new training content for the new C.3 and C.6 requirements in MRP 2.0 such as on pervious paving systems, third-party inspections of vaults, and construction on high-priority projects with sloped sites. The permit requires that municipal staff receive training to achieve permit compliance and also to keep up to date on the State Construction General Permit (CGP) requirements for construction sites. Provision C.13.a also requires that municipal staff be aware of architectural copper best management practices in development projects in order to educate installers and operators.

EOA will provide trainings for municipal planning, building, engineering and maintenance staff covering the development and retrofit of public and private projects, including topics such as:

- Design review of LID systems (C.3)
- Inspection of LID systems during construction (C.3)
- Inspection and enforcement of construction phase controls with site visits and vendor demonstrations (C.6 and the State CGP)
- Inspection of LID systems at the completion of construction and on-going (C.3.h)
- Requirements for third-party inspections of vault-based systems (C.3.h)
- Architectural copper issues (C.13.a)
- Example projects and case studies
- Parks, landscaping and urban forestry opportunities for LID
- New technologies for LID and GI
- Avoiding missed opportunities for the installation of GI in the public right-of-way, including prioritization criteria and guidance on review of CIP projects.

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Table 3.2. New/Redevelopment and Construction Training Description, Deliverables and Cost Estimate.

FISCAL YEAR	TASK DESCRIPTION	DELIVERABLE(S)	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate an annual C.3 LID training workshop and a separate C.6 construction training workshop.	<ul style="list-style-type: none"> Workshop location coordinated; Workshop registration; Draft and final workshop flyer and agenda; Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes); Food catering services; Staffing of the workshop; Presentations by EOA staff and outside speakers; Certificates of completion for participants fulfilling continuing education requirements (if needed). Summary of the completed evaluation forms and/or quizzes; and Workshop materials submitted for posting on the Countywide Program's website. 	\$40,464
2016-17			\$40,464
2017-18			\$40,464

SUBTASK 3.3: TRASH LOAD REDUCTION TRAINING PROGRAM

EOA will work with the Trash Control Subcommittee and Municipal Maintenance Subcommittee, as appropriate, to plan and implement a trash load reduction training program with a schedule that is tied to MRP compliance priorities. The MRP Provision C.10.b contains new requirements for the inspection and maintenance of full trash capture devices and on-land visual assessments of trash generation areas. EOA staff has conducted trainings on these topics in the past however the new and more specific requirements in MRP 2.0 may require more focused training for municipal staff. Descriptions, deliverables and cost estimates for trainings related to Trash Load Reductions are described in Table 3.3.

Table 3.3. Trash Load Reduction Training Program Description, Deliverables and Cost Estimate.

FISCAL YEAR	TASK DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate training for trash load reduction calculations and trash-specific annual reporting. EOA will also facilitate a full trash capture device O&M training.	<ul style="list-style-type: none"> Workshop location coordinated; Workshop registration; Draft and final workshop flyer and agenda; Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes); Food catering services; Staffing of the workshop; Presentations by EOA staff and outside speakers; Certificates of completion for participants fulfilling continuing education requirements (if needed). Summary of the completed evaluation forms and/or quizzes; and Workshop materials submitted for posting on the Countywide Program's website. 	\$20,996
2016-17	EOA will facilitate an on-land visual trash assessment training.		\$10,016
2017-18	EOA will facilitate a full trash capture device O&M training.		\$14,548

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SUBTASK 3.4: MERCURY AND PCBs TRAINING PROGRAM

If deemed necessary, EOA will work with the WAM Subcommittee to plan and implement a mercury and PCBs training program with a schedule that is tied to MRP compliance priorities. Potential topics would include mercury and PCBs load reduction requirements and management of building materials during demolitions. For the purposes of this scope of work we are assuming one workshop in FY 2016/17 and one workshop in FY 2017/18. Descriptions, deliverables and cost estimates are described in Table 3.4.

Table 3.4. Mercury and PCBs Training Description, Deliverables and Cost Estimate.

FISCAL YEAR	TASK DESCRIPTION	DELIVERABLES	COST ESTIMATE
2016-17	If needed, EOA will plan and facilitate an annual mercury and PCBs-related training workshop.	<ul style="list-style-type: none"> Workshop location coordinated; Workshop registration; Draft and final workshop flyer and agenda; Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes); Food catering services; Staffing of the workshop; Presentations by EOA staff and outside speakers; Certificates of completion for participants fulfilling continuing education requirements (if needed). Summary of the completed evaluation forms and/or quizzes; and Workshop materials submitted for posting on the Countywide Program's website. 	\$19,160
2017-18			\$19,160

SUBTASK 3.5: PESTICIDE TOXICITY REDUCTION TRAINING PROGRAM

EOA will work with the Parks Maintenance and IPM (integrated pest management) Subcommittee to plan and implement a pesticide toxicity reduction training program with a schedule that is tied to MRP compliance priorities. The MRP Provision C.9.b requires municipal employees who, within the scope of their duties, apply or use pesticides are trained in IPM practices and the permittee's IPM policy, ordinance and/or standard operating procedures. Currently, the trainings are mostly attended by parks maintenance staff, and focuses on pest management issues in municipal parks, landscapes and right-of-ways. Due to the additional focus in the reissued MRP on pesticides that are used for structural pest control, it is important that the trainings also focus on pest issues encountered in the maintenance of municipal buildings (e.g., rodents, ants, cockroaches etc.).

In the past EOA has held separate trainings specifically for municipal staff involved with structural pest control in an attempt to get them more involved in the program. To avoid holding separate trainings the focus in the future will be to outreach to these municipal staff to have them attend the annual trainings.

There is typically excellent turn out at training workshops by the municipal Parks Maintenance staff because they must have continuing education credits to maintain their pesticide applicator license. SMCWPPP has been able to offer these continuing education credits at past trainings due to our excellent relationship with the San Mateo County Agricultural Weights and Measures representatives. This also assists with meeting MRP Provision C.9.d requirement to maintain communications with county agricultural commissioners.

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EOA has organized workshops in the past with guest speakers from vendors, local pest control contractors implementing IPM, and the UC Cooperative Extension. Future workshops will include topics such as pesticides and water quality, new IPM techniques for pest control, information on alternatives to pesticides of concern and respirator regulatory refresher and online pesticide use reporting.

EOA is proposing to maintain the annual training workshops that have been budgeted by SMCWPPP in the past. Subtask descriptions and associated deliverables by Fiscal Year are further described in Table 3.5 below.

Table 3.5. Pesticide Toxicity Reduction Training Description, Deliverables and Cost Estimate.

FISCAL YEAR	TASK DESCRIPTION	DELIVERABLE(S)	COST ESTIMATE
2015-16 (2ND HALF)	EOA will facilitate a Pesticide-related training workshop.	<ul style="list-style-type: none"> Workshop location coordinated; Workshop registration; Draft and final workshop flyer and agenda; Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes); Food catering services; Staffing of the workshop; Presentations by EOA staff and outside speakers; Certificates of completion for participants fulfilling continuing education requirements (if needed). Summary of the completed evaluation forms and/or quizzes; and Workshop materials submitted for posting on the Countywide Program's website. 	\$11,276
2016-17			\$11,276
2017-18			\$11,276

COST ESTIMATE AND SCHEDULE

The estimated costs for completion of subtasks outlined in this scope-of-work are included in Table 3.6, consistent with the guidelines in the RFP. The schedule for completion of Task 3 (Trainings) subtasks is included in Table 3.7. The schedule is based on our current understanding of MRP 2.0 requirements and member agency needs. EOA will work closely with the Program Manager to review and (as necessary) modify the schedule prior to initiating subtasks, to ensure that both compliance and internal schedules are achieved.

Technical Support to C/CAG from EOA

Table 3.6. Estimated Costs for Completion of Task 3 (Training) Subtasks and Deliverables.

	EOA Staff Position											EOA Expenses	Budget
	Principle	Manager III	Manager II	Manager I	Senior III	Senior II	Senior I	Associate II	Associate I	Technician	Clerical		
	Hourly Rate:	\$215	\$202	\$199	\$197	\$181	\$160	\$144	\$134	\$109	\$88		
FY 2015/16 (Second Half)													
63.01 CII Training Workshop	0	0	36	0	0	0	0	24	0	0	16	\$2,000	\$13,420
63.02 New/Redevelopment and Construction Training	0	32	40	0	0	112	0	0	0	0	48	\$5,000	\$40,464
63.03 Trash Load Reduction Training	0	16	36	0	24	0	0	24	0	0	16	\$2,000	\$20,996
63.04 Pesticide Toxicity Reduction Training Program	0	8	0	0	0	32	0	0	8	16	4	\$2,000	\$11,276
	0	56	112	0	24	144	0	48	8	16	84	\$11,000	\$86,156
FY 2016/17													
73.01 CII Focused Training	0	0	32	0	0	0	0	0	0	0	0	\$500	\$6,868
73.02 New/Redevelopment and Construction Training	0	32	40	0	0	112	0	0	0	0	48	\$5,000	\$40,464
73.03 Trash Load Reduction Training	0	8	0	0	0	0	0	40	0	0	16	\$2,000	\$10,016
73.04 Mercury and PCBs Training	0	40	0	0	0	40	0	20	0	0	0	\$2,000	\$19,160
73.05 Pesticide Toxicity Reduction Training Program	0	8	0	0	0	32	0	0	8	16	4	\$2,000	\$11,276
	0	88	72	0	0	184	0	60	8	16	68	\$11,500	\$87,784
FY 2017/18													
83.01 CII Training Workshop	0	0	36	0	0	0	0	24	0	0	16	\$2,000	\$13,420
83.02 New/Redevelopment and Construction Training	0	32	40	0	0	112	0	0	0	0	48	\$5,000	\$40,464
83.03 Trash Load Reduction Training	0	0	36	0	24	0	0	0	0	0	16	\$2,000	\$14,548
83.04 Mercury and PCBs Training	0	40	0	0	0	40	0	20	0	0	0	\$2,000	\$19,160
83.05 Pesticide Toxicity Reduction Training Program	0	8	0	0	0	32	0	0	8	16	4	\$2,000	\$11,276
	0	80	112	0	24	184	0	44	8	16	84	\$13,000	\$98,868

Technical Support to C/CAG from EOA

Table 3.7 Schedule for Completing Training Subtasks and Deliverables.

#	Task	FY 15-16						FY 16-17										FY 17-18						FY 18-19										
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	
3.1	Business Inspection and Illicit Discharge Training Program																																	
3.2	New/Redevelopment and Construction Site Management Training Program																																	
3.3	Trash Load Reduction Training Program																																	
3.4	Mercury and PCBs Training Program																																	
3.5	Pesticide Toxicity Reduction Training Program																																	

Technical Support to C/CAG from EOA

TASK 4 – ANNUAL REPORTING

For Task 4, Annual Reporting, the following sections describe EOA’s understanding of the task and approach, our project team roles and expertise, and the scope-of-work (including subtask deliverables and budgets).

UNDERSTANDING AND APPROACH

A key service that EOA has provided to the Countywide Program and other Bay Area municipal stormwater programs over the past two decades is assistance with annual compliance reporting. This has included the preparation of countywide program annual reports and, for individual municipal annual reports, developing guidance and templates, conducting preparation workshops, reviewing agency draft reports, and compiling and submitting reports to the Regional Water Board in compliance with the MRP. EOA has been instrumental in helping reduce the number of Notice of Violations issued to San Mateo County member agencies through our various training and guidance efforts, and especially via reviewing and commenting on individual draft municipal annual reports.

Member agencies are required to annually report on progress towards trash load reduction goals. EOA’s technical support to member agencies on this aspect of annual reporting is scoped and budgeted for separately under the Trash Load Reduction task. In addition, review of the trash control sections of member agency annual reports is covered under the Trash Load Reduction task.

PROJECT TEAM ROLES AND EXPERTISE

Jon Konnan, P.E. will serve as the task leader for Annual Reporting as part of continuing his overall role as EOA’s project manager for providing municipal stormwater permit compliance support to C/CAG. Jon has extensive experience assisting the Countywide Program and San Francisco Bay Area municipal agencies with all facets of stormwater permit compliance, including annual reporting. Jon will be assisted by other EOA staff as appropriate.

It should be noted that providing the services in Subtasks 4.2 (Annual Report Guidance), 4.3 (Annual Report Training) and 4.4 (Review Draft Permittee Annual Reports) requires a thorough understanding of the various “core” permit requirements including municipal operations, new and redevelopment, industrial and commercial site controls, illicit discharge detection and elimination, construction site control, pesticide toxicity control, copper control, and conditionally exempted discharges. EOA is particularly well qualified to provide these annual reporting services given our extensive experience and broad expertise in all municipal stormwater permit compliance areas, and thorough familiarity with the MRP.

SCOPE-OF-WORK

Subtask descriptions, deliverables, and budgets for Task 4 (Annual Reporting) are described below and in Tables 4.1 through 4.5. Table 4.6 provides a cost estimate for subtasks described in the RFP and included in the scope-of-work, and the subtask schedules are included in Table 4.7.

SUBTASK 4.1: COUNTYWIDE PROGRAM ANNUAL REPORT

EOA will prepare the Countywide Program’s Annual Report, which documents all activities performed by the Countywide Program during the year on behalf of member agencies. EOA will develop a draft report annually by mid-August for C/CAG and member agency review and comment and final report for submittal by the annual September 30 due date in the MRP. Further details regarding this subtask’s description, deliverables, and budgets are provided below in Table 4.1.

Technical Support to C/CAG from EOA

Table 4.1. Countywide Program Annual Reporting Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2016-17	EOA will prepare the Countywide Program's Annual Report. The budget for this task assumes that all of the content for the Annual Report will be prepared under Task 2 (Subcommittee Support), and that this subtask will consist of obtaining, compiling and formatting that information, preparing standard report features such as a table of contents and executive summary, and facilitating the review process.	<ul style="list-style-type: none"> Draft of the Countywide Program's 2016 Annual Report by mid-August and final report for submittal by September 30. 	\$9,096
2017-18		<ul style="list-style-type: none"> Draft of the Countywide Program's 2017 Annual Report by mid-August and final report for submittal by September 30. 	\$9,096

SUBTASK 4.2: ANNUAL REPORT GUIDANCE

EOA will develop an annual report guidance package for member agencies to use in preparing their own annual reports. The package will include a version of the BASMAA Annual Report form customized and annotated with guidance for San Mateo County municipalities, a model certification statement and cover letter, and a memorandum that explains all of the facets of the annual reporting process and summarizes essential dates and milestones. This task does not include developing the public outreach parts of the customized Annual Report form since it is assumed SGA will conduct that work. Further details regarding this subtask's description, deliverables, and budgets are provided below in Table 4.2.

Table 4.2. Annual Reporting Guidance Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2016-17	EOA and SGA will develop an annual report guidance package including a customized and annotated annual report form, a model certification statement and cover letter, and a memorandum that explains all of the facets of the annual reporting process and summarizes essential dates and milestones.	<ul style="list-style-type: none"> Annual report guidance package for electronic submittal to member agencies and posting on Countywide Program website, annually by mid-July. 	\$6,384
2017-18			\$6,384

SUBTASK 4.3: ANNUAL REPORTING TRAINING

EOA will plan and facilitate the annual reporting training workshop. The annual report guidance package (Subtask 4.2) should be finalized and submitted to member agencies and posted on the Countywide Program website by the date of annual report training, which will be scheduled for a date no later than the end of July. Further details regarding this subtask's description, deliverables, and budgets are provided below in Table 4.3.

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Table 4.3. Annual Report Training Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2016-17	EOA will facilitate the annual reporting training workshop.	<ul style="list-style-type: none"> Workshop location coordinated; Workshop registration; Draft and final workshop flyer and agenda; Workshop materials (e.g., folders with various handouts including evaluation forms and/or quizzes); Food catering services; Staffing of the workshop; Presentations by EOA staff and outside speakers; Certificates of completion for participants fulfilling continuing education requirements (if needed). Summary of the completed evaluation forms and/or quizzes; and Workshop materials submitted for posting on the Countywide Program's website. 	\$19,656
2017-18			\$19,656

SUBTASK 4.4: REVIEW DRAFT PERMITTEE ANNUAL REPORTS

EOA will review and comment on draft member agency annual reports prior to submittal of final reports to the Regional Water Board. Member agencies will be required to submit a draft of their annual report to EOA by a certain date (TBD) in order to be guaranteed of the review, but EOA will make every effort to review and comment on draft reports that are submitted late. We assume that the planned review period will be approximately the first two weeks of September each year. Based on our past experience, we are assuming for budgeting purposes that we will review and comment on draft reports from essentially every San Mateo County Permittee. This task does not include review of the public outreach sections of each member agency's annual report since it is assumed that SGA will review perform that work. Further details regarding this subtask's description, deliverables, and budgets are provided below in Table 4.4.

Table 4.4. Permittee Annual Report Review Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2016-17	EOA and SGA will review and comment on draft member agency annual reports prior to submittal of final reports to the Regional Water Board.	<ul style="list-style-type: none"> Review and comment on Permittee draft Annual Reports during the first two weeks of September. 	\$10,456
2017-18			\$10,456

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SUBTASK 4.5: SUBMIT PERMITTEE ANNUAL REPORTS

EOA will obtain and submit Permittee annual reports to the Regional Water Board. Further details regarding this subtask's description, deliverables, and budgets are provided below in Table 4.5.

Table 4.5. Permittee Annual Report Submittal Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2016-17	EOA will electronically obtain available Annual Reports from San Mateo County Permittees and upload to the Regional Water Board's FTP site. EOA will print a hard copy of each Annual Report and deliver to the Regional Water Board's offices in Oakland.	<ul style="list-style-type: none">Available annual reports submitted electronically to Regional Water Board by September 30 each year. Hard copies submitted by October 15.	\$2,500
2017-18			\$2,500

COST ESTIMATE AND SCHEDULE

The estimated costs for completion of Task 4 (Annual Reporting) subtasks outlined in this scope-of-work are included in Table 4.6, consistent with the guidelines in the RFP. The schedule for completion of Task 1 subtasks is included in Table 4.7. The schedule is based on our current understanding of MRP 2.0 requirements and member agency needs. EOA will work closely with the Program Manager to review and (as necessary) modify the schedule prior to initiating subtasks, to ensure that both compliance and internal schedules are satisfied.

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Table 4.6. Estimated Costs for Completion of Task 4 (Annual Reporting) Subtasks and Deliverables.

	EOA Staff Position											EOA Expenses	Budget
	Principle	Manager III	Manager II	Manager I	Senior III	Senior II	Senior I	Associate II	Associate I	Technician	Clerical		
Hourly Rate:	\$215	\$202	\$199	\$197	\$181	\$160	\$144	\$134	\$109	\$88	\$65		
FY 2016/17													
74.01 Countywide Program Annual Report	0	8	0	0	0	12	0	40	0	0	0	\$200	\$9,096
74.02 Annual Report Guidance	0	8	8	0	4	8	0	8	0	0	0	\$100	\$6,384
74.03 Annual Reporting Training	0	16	24	0	0	32	0	0	32	0	16	\$2,000	\$19,656
74.04 Review Draft Permittee Annual Reports	0	16	16	0	0	24	0	0	0	0	0	\$200	\$10,456
74.05 Submit Permittee Annual Reports	0	4	0	0	0	0	0	8	0	0	8	\$100	\$2,500
	0	52	48	0	4	76	0	56	32	0	24	\$2,600	\$48,092
FY 2017/18													
84.01 Countywide Program Annual Report	0	8	0	0	0	12	0	40	0	0	0	\$200	\$9,096
84.02 Annual Report Guidance	0	8	8	0	4	8	0	8	0	0	0	\$100	\$6,384
84.03 Annual Reporting Training	0	16	24	0	0	32	0	0	32	0	16	\$2,000	\$19,656
84.04 Review Draft Permittee Annual Reports	0	16	16	0	0	24	0	0	0	0	0	\$200	\$10,456
84.05 Submit Permittee Annual Reports	0	4	0	0	0	0	0	8	0	0	8	\$100	\$2,500
	0	52	48	0	4	76	0	56	32	0	24	2600	\$48,092

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Table 4.7. Schedule for Completing Annual Reporting Subtasks and Deliverables (Symbolized As White Dots).

#	Task	FY 15-16						FY 16-17												FY 17-18						FY 18-19							
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018
4.1	Program Annual Report Preparation							•	•												•	•											•
4.2	Develop Guidance for Permittee							•													•												•
4.3	Training for Member Agencies																																
4.4	Review Permittees Annual Reports																																
4.5	Compile Permittees Annual Reports																																

TASK 8 – TRASH LOAD REDUCTION

The following section describes the EOA project team's understanding of the Trash Load Reduction task, our approach to conducting this task, our project team member roles and expertise, and the scope-of-work (including subtask deliverables and budgets).

UNDERSTANDING AND APPROACH

The development and implementation of stormwater trash control programs is a high priority component in the reissued MRP (i.e., MRP 2.0). These programs are designed to significantly reduce trash and litter discharged from municipal stormwater systems and protect local creeks and San Francisco Bay. Under the MRP 2.0, SMCWPPP Permittees are required to achieve challenging trash reduction goals (i.e., 60%, 70% and 80%) over an aggressive timeframe. With EOA's assistance and guidance, SMCWPPP Permittees to-date have successfully complied with the MRP's trash control requirements and are poised to reach these goals during MRP 2.0. EOA staff has provided technical support that has enabled the effective and cost-efficient implementation of trash control measures and effectiveness assessment programs designed to demonstrate progress towards reduction goals.

Through our continued support during MRP 1.0, the EOA project team has formed a clear understanding of C/CAG member agency needs and priorities related to trash load reduction tasks. At a core level, member agencies are primarily focused on addressing and achieving trash load reduction goals through the cost-effective implementation of control measures, resulting in improved water quality and the quality of life in San Mateo County. To achieve this objective, EOA will continue assisting SMCWPPP with ongoing tasks conducted in previous years under the oversight of the Trash Committee - a forum to share information on trash controls among member agencies, present approaches to compliance with trash reduction goals, and coordinate the implementation of MRP required studies and projects. These tasks will include providing assistance on updating and implementing long-term Trash Reduction Plans, including trash generation maps; identifying optimal locations for trash full capture devices; developing and implementing trash assessment strategies, including the mapping of full capture treatment areas and conducting on-land visual trash assessments for C/CAG member agencies; finalizing the SMCWPPP *Model Operation and Maintenance Verification Program* for full capture devices; and calculating and reporting trash load reductions to the SFRWQCB in compliance with MRP 2.0. Additionally, the EOA project team will continue supporting the Litter Work Group, a group of member agency representatives focused on reducing the stormwater impacts of illegal dumping and inadequate waste management practices in the County.

The EOA project team approach to conducting these tasks is to coordinate directly with C/CAG member agencies, adjust our efforts accordingly based on their needs, and provide the technical and regulatory services necessary to allow member agencies to achieve compliance with MRP 2.0 requirements. Working closely with each member agency to provide unmatched guidance and perspective allows our team to best help member agencies achieve their objectives and remain in compliance with MRP requirements.

PROJECT TEAM ROLES AND EXPERTISE

Over the last 15 years, the EOA project team has become the leading consulting firm in the Bay Area on stormwater trash management and assessment, and has provided leadership at the state and national level for this important issue. Over the past five years, EOA led the development of baseline trash generation rates for all MRP stormwater Permittees, which spawned the development of SMCWPPP member agency specific trash generation maps. Additionally, EOA developed the framework for the trash reduction accounting system that is cited in MRP 2.0, and assisted all C/CAG member agencies in developing and implementing trash management and assessment strategies, including those that use EOA's *On-land Trash Visual Assessment Protocol* as a method to demonstrate trash load reductions. We have also assisted individual municipalities throughout the Bay Area by conducting full capture system

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cost-benefit analyses and identifying feasible locations for these devices with the greatest trash load reduction benefit. EOA has unparalleled experience in testing receiving water monitoring protocols and designing efficient and scientifically sound long-term water quality monitoring programs.

Chris Sommers, the current trash load reduction coordinator for SMCWPPP, will continue as the task leader for the trash load reduction task. Chris has over 15 years of consulting and project management experience, with a focus on stormwater management, NPDES permitting, program effectiveness evaluation, water quality monitoring, TMDL implementation, and trash/litter management. Chris is the leader in the State of California on stormwater trash and litter management and assessment, and is supported by a number of highly experienced senior and associate level staff at EOA (e.g., John Fusco and Nick Zigler), all with invaluable knowledge of SMCWPPP member agency needs and experience in designing and implementing trash management and assessment strategies in San Mateo County.

SCOPE-OF-WORK

EOA will conduct the following subtasks:

- Long-Term Trash Load Reduction Plan Support
- Litter Workgroup Coordination and Task Implementation
- Trash Load Reduction Assessment Program Management
- Trash Hot Spot Cleanup Tracking And Reporting
- Full Trash Capture Device Operation And Maintenance Program Development/Support
- Annual Reporting Assistance

Subtask descriptions, deliverables, and budgets for this task are described below and in Tables 8.1 through 8.6. Table 8.7 provides a cost estimate for subtasks described in the RFP and included in the scope-of-work, and the subtask schedules are included in Table 8.8.

SUBTASK 8.1: LONG-TERM TRASH LOAD REDUCTION PLAN SUPPORT

Since 2010, EOA has successfully provided cost-effective technical guidance on long-term trash load reduction planning, including the identification of high trash generation areas and trash management strategies. The project team has provided mapping services to C/CAG member agencies in an effort to illustrate and calculate trash baseline generation, the extent of trash management areas, creek and shoreline hot spots, and full capture device treatment areas. EOA has efficiently constructed and managed the SMCWPPP Trash Geographical Information System (GIS) on behalf of all member agencies.

EOA will continue providing guidance on long-term trash planning, including trash mapping and data management services, and revisions to trash generation, full capture system, and hot spot GIS data layers during the MRP 2.0 permit term. Subtask descriptions, associated deliverables and estimated costs by fiscal year are further described in Table 8.1.

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Table 8.1. Long-term Trash Load Reduction Plan Support Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	<ul style="list-style-type: none"> ● Guidance on Trash Management Strategies - Provide on-call guidance on long-term plan implementation and perspectives on optimization of control actions for trash management via conference calls and meetings with C/CAG member agencies. ● Maintain GIS Data Layers and Mapping - Provide guidance on revisions to baseline trash generation map data layers and revise trash generation rates and jurisdictional areas based on direction from C/CAG member agencies. Baseline generation rate changes must be submitted to the SFBRWQCB by September 30, 2016. 	<ul style="list-style-type: none"> ● On-call guidance and participation in meetings/calls to discuss long-term plan implementation, provide perspectives on control actions for trash management, and discuss assessment results and other pertinent topics. ● Updated/Revised trash generation and full capture system maps and GIS data layers in preparation for FY 15-16 and subsequent Annual Report submittals. 	\$18,640
2016-17			\$41,320
2017-18			\$41,320

SUBTASK 8.2: LITTER WORKGROUP

In 2013 the EOA project team assisted SMCWPPP in the development of the Litter Work Group, which is intended to provide a forum for sharing trash management information among member agencies, solid waste haulers, county recycling and waste management program staff, and other stakeholders. After coordinating two successful roundtable workshops in 2014 and 2015 and a number of Work Group meetings, EOA developed a FY 15-16 Work Plan for the Litter Work Group which includes the high priority subtasks included in this scope of work.

Through this subtask EOA will continue to coordinate and facilitate Litter Work Group meetings, develop annual work plans, conduct annual roundtable workshops, and implement high priority tasks outlined in future work plans recommended by the SMCWPPP Trash Committee and approved by the Technical Advisory Committee. Subtask descriptions and associated deliverables by fiscal year are further described in Table 8.2.

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Table 8.2. Litter Work Group Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	<ul style="list-style-type: none"> ● Litter Work Group Coordination - EOA will facilitate up to two San Mateo Litter Work Group meetings. As part of this coordinator role, EOA will develop and distribute meeting agendas, prepare meeting materials as needed, participate in meetings, and prepare and distribute meeting summaries. ● Mapping of Public and Private Container Overages and On-land Illegal Dumping - EOA will collect data from hauler staff and each requesting Program member agency and produce maps in GIS and PDF formats of waste container overages at businesses and homes, and publically-owned/maintained containers in San Mateo County. To the extent possible, illegal dumping incidents on public property will also be mapped. Mapping of these data will allow for better targeting and tracking of potential "Right Size, Right Service" outreach efforts, modifications to service levels of public containers, focused illegal dumping prevention actions, and comparisons to trash generation levels depicted on existing member agency trash generation maps. ● Recommendations for a School and Adopt-a-block Outreach Program - EOA will coordinate with the PIP Subcommittee to investigate options for a litter-focused county-wide school outreach effort that includes a consistent message across different sectors. This will include investigating existing programs in the City of Oakland and the City of San Mateo as model "Adopt-A-Block" litter reduction efforts. Branding and logos will be developed that can also be used for litter prevention efforts targeting businesses. 	<ul style="list-style-type: none"> ● Facilitation of Litter Work Group meetings, including preparation of meeting agendas, agenda support materials and meeting summaries. ● Maps of waste container overages at businesses and homes, overages at publically-owned/maintained containers, and illegal dumping incidents on public property in San Mateo County in GIS and PDF formats. ● Countywide branding and logos to be used for litter prevention efforts. ● Memorandum that includes recommendations for school outreach programs and adopt-a-block campaigns in San Mateo County. 	\$29,598
2016-17	<ul style="list-style-type: none"> ● Litter Work Group Coordination - EOA will facilitate four San Mateo Litter Work Group meetings each fiscal year. As part of this coordinator role, EOA will develop and distribute meeting agendas, prepare meeting materials as needed, participate in meetings, and prepare and distribute meeting summaries. ● Annual Work Plan Development - EOA will coordinate with the Litter Work Group on the identification of high priority tasks that should be conducted by SMCWPPP in FY 16-17 and 17-18. The Draft Work Plan will be distributed to the Trash Committee for review and recommended to the SMCWPPP Technical Advisory Committee for approval. With the exception of the Roundtable Workshop included below, no additional tasks that may be identified as Work Plans are included in this Scope of Work. 	<ul style="list-style-type: none"> ● Facilitation of Litter Work Group meetings, including preparation of meeting agendas, agenda support materials and meeting summaries. ● Draft and Final FY 16-17 and 17-18 Work Plans for Litter Work Group Tasks. 	\$34,548
2017-18	<ul style="list-style-type: none"> ● Annual Roundtable Workshop - EOA will plan and facilitate an annual workshop in FY 16-17 and 17-18 with input from the Litter Work Group. The goal of the workshop will be to collectively identify opportunities to reduce the contributions of litter generated from hauler-associated sources (e.g., transporting garbage/recyclables and overflowing containers) or other sources (e.g., illegal dumping) to the storm drainage system. EOA will assist in the coordination and planning of the workshop, including developing and coordinating workshop planning meetings that will include Permittees and hauler representatives and other interested parties, preparing workshop agendas and materials (e.g., presentations), identifying and confirming workshop speakers, and documenting action items and next steps. 	<ul style="list-style-type: none"> ● Coordination of Annual Roundtable Workshop, including preparation of announcements, agendas, presentations, and associated materials. 	\$34,548

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SUBTASK 8.3: TRASH LOAD REDUCTION ASSESSMENT PROGRAM

The EOA project team will assist C/CAG member agencies with subtask 8.3 by continuing to implement and manage the SMCWPPP Trash Load Reduction Assessment Program developed by EOA in FY 2013-14. The Assessment Program is consistent with MRP 2.0 requirements and includes the use of the *On-land Visual Trash Assessment Protocol* developed by EOA and designed to assess the levels of trash that are generated onto streets that may enter the stormwater conveyance system. The on-land assessment method provides a method by which Permittees can demonstrate progress towards trash load reduction goals included in the MRP. SMCWPPP embraced the protocol in its 2014 *Pilot Trash Load Reduction Assessment Strategy* submitted to the Water Board with member agency Long-term Trash Load Reduction Plans.

Through implementation of this subtask, EOA will continue to manage the SMCWPPP trash load reduction assessment program, which entails annually selecting on-land visual assessment sites, conducting trash assessments at the frequencies described in MRP 2.0 (or equivalent), implementing appropriate quality assurance and control procedures, and managing assessment data via the SMCWPPP on-land visual assessment database. Subtask descriptions and associated deliverables by fiscal year are further described in Table 8.3 below.

Table 8.3. Trash Load Reduction Assessment Program Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	<p>On-land Visual Assessment and Data Management - Coordinate the SMCWPPP trash load reduction assessment program including the selection of on-land assessment sites and implementation of assessments during dry and wet seasons (to the extent possible) at frequencies outlined in the MRP 2.0 Factsheet. Assessment sites will be located in high priority trash management areas identified by member agencies. EOA will annually conduct on-land visual assessments and manage the associated data in the SMCWPPP on-land visual assessment database developed by EOA. EOA will attempt to use trained interns to conduct these assessments to reduce per-assessment costs. Additionally, EOA will coordinate with member agencies on all assessments and compile assessment data collected by member agencies into the SMCWPPP database system.</p>	<ul style="list-style-type: none"> • Completion of on-land visual assessments at the following levels: <ul style="list-style-type: none"> • FY 15-16 - 500 • FY 16-17 - 1,000 • FY 17-18 - 1,000 • FY 18-19 - 200 • Assessment results and populated SMCWPPP On-land Assessment Database. • On-going technical support on assessments and associated data. 	\$64,460
2016-17			\$136,980
2017-18			\$136,980

SUBTASK 8.4: TRASH HOT SPOT CLEANUP TRACKING AND REPORTING

MRP 2.0 requires Permittees to annually remove trash to a level of “no visual impact” from a minimal number of trash hot spots in creeks and shorelines within their jurisdictions. Additionally, Permittees are required to record the volumes of trash removed from these hot spots. During MRP 1.0, the EOA project team assisted Permittees in selecting and reporting hot spot locations to the SFBRWQCB, provided guidance on collecting and reporting trash cleanup data, and managed these data (i.e., trash volumes, types and sources) via the SMCWPPP trash hot spot database on behalf of all C/CAG member agencies. Through implementation of this subtask, EOA will continue to provide guidance to member agencies on hot spot selection, manage the data collected by member agencies during hot spot cleanups, and develop standardized reporting formats populated with historical and current hot spot data for each member agency to satisfy annual reporting requirements. Subtask descriptions and associated deliverables by fiscal year are further described in Table 8.4 below.

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Table 8.4. Trash Hot Spot Cleanup Tracking and Reporting Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	Trash Hot Spot Cleanup Tracking and Reporting - Each fiscal year, EOA will provide guidance to member agencies, including data collection and load removal calculation tools associated with creek and shoreline cleanup activities. Guidance is intended to maintain the quality and consistency of data collected via cleanup activities by member agencies and allow evaluation of trends over time. EOA will also input all member agency data into the existing Countywide Program cleanup database and manage those data on behalf of all member agencies. Output information from the Countywide Program database will be used by EOA to populate member agencies' trash load reduction annual report forms in relation to cleanups.	<ul style="list-style-type: none"> Annual reporting and data collection guidance on the standardized reporting of trash reductions associated with creek and/or shoreline cleanups. Creek and shoreline hot spot database populated with annual hot spot trash data collected by all member agencies. Annual Report tables populated with hot spot cleanup data for current and previous fiscal years. 	\$ 7,388
2016-17			\$ 14,776
2017-18			\$ 14,776

SUBTASK 8.5: FULL TRASH CAPTURE DEVICE OPERATION AND MAINTENANCE PROGRAM

In FY 14-15 the EOA project team developed a Draft Model Full Capture Device Operations and Maintenance Verification Program to assist C/CAG member agencies in implementing permit-compliant operations and maintenance (O&M) programs for trash full capture devices. The Draft Model O&M program also included Standard Operation Procedures (SOPs) for maintaining both large and small full capture devices. The Model O&M program was placed on hold until MRP 2.0 was adopted. In December 2015, EOA developed a field form template for full trash capture device inspection and maintenance activities to allow C/CAG member agencies to begin tracking O&M activities in compliance with MRP 2.0 requirements.

During the MRP 2.0 Permit term, EOA will finalize the Model O&M program, support member agencies in the development of agency specific O&M verification programs. Under Tasks 2 and 3 of this scope of work, EOA will conduct annual trainings on the program for member agency staff to coordinate MRP 2.0-required inspection and maintenance frequencies and provide a forum for discussing issues and perspectives of member agency staff. Subtask descriptions and associated deliverables by fiscal year are further described in Table 8.5.

Table 8.5. Full Trash Capture Device O&M Program Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	Model Operation and Maintenance Verification Program – EOA will finalize the Model O&M program documents and materials originally developed in draft form in FY 14-15. The model program documents will be consistent with the full capture system maintenance requirements included in the MRP 2.0. EOA will work with the Trash and Municipal Maintenance Committees to finalize the documents.	Final Model Trash Full Capture O&M Verification Program materials, including descriptions of requirements and tracking and reporting tables/tools.	\$ 9,672
2016-17	See Task 2 (Subcommittee Support) and Task 3 (Training)		
2017-18	See Task 2 (Subcommittee Support) and Task 3 (Training)		

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SUBTASK 8.6: ASSIST WITH ANNUAL REPORTING AND LOAD REDUCTION CALCULATIONS

C/CAG member agencies are required to annually report on progress towards trash load reduction goals, and compare their load reductions to-date against these goals in 2016, 2017 and 2019. The lack of demonstration of achievement of goals could result in enforcement by the SFBRWQCB or litigation by third parties. During MRP 1.0, EOA assisted all C/CAG member agencies in successfully demonstrating trash load reductions resulting in determinations of compliance for nearly all San Mateo cities and the County. The accounting system previously utilized has been revised via the adoption of MRP 2.0 so that further guidance and assistance on load reduction accounting during MRP 2.0 is needed.

EOA will provide technical support to all member agencies on annual reporting associated with FYs 15-16 through 17-18. EOA will assist with developing each member agency's trash load reduction section of their Annual Reports by providing guidance to municipalities for completing Annual Report forms and developing load reduction calculations for full capture systems, institutional controls (via on-land assessment results), source control actions, and creek and shoreline cleanup offsets for each member agency. For those municipalities that provide draft Annual Report sections before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget. Subtask descriptions and associated deliverables by Fiscal Year are further described in Table 8.6.

Table 8.6. Trash Load Reduction Annual Reporting Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	Annual Report Assistance - EOA will provide technical support to all member agencies on annual reporting associated with FYs 15-16 through 17-18. EOA will assist with developing each member agency's trash load reduction section of their Annual Reports by providing guidance to municipalities for completing Annual Report forms and developing load reduction calculations for full capture systems, institutional controls (via on-land assessment results), source control actions, and creek and shoreline cleanup offsets. For those municipalities that provide draft Annual Report sections before a certain date (to be determined), EOA will review the forms and provide comments, to the extent feasible within available budget.	<ul style="list-style-type: none"> Updated Countywide Program's guidance to member agencies for completing Trash Load Reduction section of each Annual Report. 	\$22,324
2016-17		<ul style="list-style-type: none"> Draft and final calculations of trash load reductions for each member agency for each fiscal year, and draft annual report sections. 	\$30,080
2017-18		<ul style="list-style-type: none"> Comments on trash control sections of individual municipal Annual Reports as applicable and feasible within available budget. 	\$30,080

COST ESTIMATE AND SCHEDULE

The estimated costs for completion of subtasks outlined in this scope-of-work are included in Table 8.7. The schedule for completion of Task 8 (Trash Load Reduction) subtasks is included in Table 8.8. The schedule is based on our current understanding of MRP 2.0 requirements and member agency needs. EOA will work closely with the Program Manager to review and (as necessary) modify the schedule prior to initiating subtasks, to ensure that both compliance and internal schedules are achieved.

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Table 8.7. Estimated Costs for Completion of Task 8 (Trash Load Reduction) Subtasks.

	EOA Staff Position											EOA Expenses	Budget
	EOA Principle	EOA Manager III	EOA Manager II	EOA Manager I	EOA Senior III	EOA Senior II	EOA Senior I	EOA Associate II	EOA Associate I	EOA Technician	EOA Clerical		
Hourly Rate:	\$215	\$202	\$199	\$197	\$181	\$160	\$144	\$134	\$109	\$88	\$65		
FY 2015/16 (Second Half)													
65.01 Long-Term Trash Load Reduction Plan Support	0	20	0	0	20	0	0	40	40	0	4	\$1,000	\$18,640
65.02 Litter Workgroup Coordination and Task Implementation	0	16	0	0	0	80	0	80	24	0	2	\$100	\$29,598
65.03 Trash Load Reduction Assessment Program Management	0	30	0	0	40	0	0	150	40	150	150	\$3,750	\$64,460
65.04 Trash Hot Spot Cleanup Tracking And Reporting	0	2	0	0	16	0	0	24	8	0	0	\$0	\$7,388
65.05 Full Trash Capture Device O&M Program Development/Support	0	0	16	0	24	0	0	16	0	0	0	\$0	\$9,672
65.06 Annual Reporting Assistance	0	24	0	0	16	0	0	60	60	0	0	\$0	\$22,324
	0	92	16	0	116	80	0	370	172	150	156	\$4,850	\$152,082
FY 2016/17													
75.01 Long-Term Trash Load Reduction Plan Support	0	60	0	0	40	0	0	80	80	0	8	\$2,000	\$41,320
75.02 Litter Workgroup Coordination and Task Implementation	0	64	0	0	0	104	0	0	40	0	8	\$100	\$34,548
75.03 Trash Load Reduction Assessment Program Management	0	60	0	0	40	0	0	300	80	400	400	\$7,500	\$136,980
75.04 Trash Hot Spot Cleanup Tracking And Reporting	0	4	0	0	32	0	0	48	16	0	0	\$0	\$14,776
75.05 Annual Reporting Assistance	0	24	0	0	32	0	0	80	80	0	0	\$0	\$30,080
	0	212	0	0	144	104	0	508	296	400	416	\$9,600	\$257,704
FY 2017/18													
85.01 Long-Term Trash Load Reduction Plan Support	0	60	0	0	40	0	0	80	80	0	8	\$2,000	\$41,320
85.02 Litter Workgroup Coordination and Task Implementation	0	64	0	0	0	104	0	0	40	0	8	\$100	\$34,548
85.03 Trash Load Reduction Assessment Program Management	0	60	0	0	40	0	0	300	80	400	400	\$7,500	\$136,980
85.04 Trash Hot Spot Cleanup Tracking And Reporting	0	4	0	0	32	0	0	48	16	0	0	\$0	\$14,776
85.05 Annual Reporting Assistance	0	24	0	0	32	0	0	80	80	0	0	\$0	\$30,080
	0	212	0	0	144	104	0	508	296	400	416	\$9,600	\$257,704

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Table 8.8. Schedule for Completing Trash Load Reduction Subtasks and Deliverables (Symbolized As White Dots).

#	Task	FY 15-16						FY 16-17						FY 17-18						FY 18-19														
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	
8.1	Long-term Trash Load Reduction Plan Support																																	
8.1.1	Guidance on Trash Management Strategies																																	
8.1.2	Maintaining GIS Data layers and Mapping																																	
8.2	Litter Workgroup																																	
8.2.1	Litter Work Group Coordination																																	
8.2.2	Mapping of Public and Private Container Overages and On-land Illegal Dumping																																	
8.2.3	Recommendations for a School and Adopt-a-block Outreach Program																																	
8.2.4	Annual Work Plan Development																																	
8.2.5	Annual Roundtable Workshop																																	
8.3	Trash Load Reduction Assessment Program																																	
8.4	Trash Hot Spot Cleanup Tracking and Reporting																																	
8.5	Full Trash Capture Device Operation and Maintenance Program																																	
8.6	Assist with Annual Reporting																																	

TASK 9 – MERCURY AND PCBs LOAD REDUCTION

For Task 9, Mercury and PCBs Load Reduction, the following sections describe our understanding of the task and approach, our project team roles and expertise, and the scope-of-work (including subtask deliverables and budgets).

UNDERSTANDING AND APPROACH

With the adoption of MRP 2.0 and the directly enforceable numerically-based load reduction performance criteria, the development and implementation of control programs for mercury and PCBs has become an increasingly high priority component of municipal stormwater management in the Bay Area. The following sections provide detailed information regarding our team's understanding and approach relative to continue assisting C/CAG and its member agencies in implementing programs designed to meet the MRP 2.0 requirements for reducing mercury and PCBs loads per Provisions C.11 and C.12.

For the purposes of this scope of work we are assuming that we will work with C/CAG's member agencies on the various tasks related to mercury and PCBs load reduction via the Countywide Program's WAM Subcommittee. However, at some point in the future it may prove advisable to form one or more separate workgroups to address activities related to these pollutants (e.g., source identification, building materials management during demolition, reasonable assurance analysis).

PROJECT TEAM ROLES AND EXPERTISE

Jon Konnan, P.E. will serve as the task leader for Mercury and PCBs Load Reduction. EOA has extensive experience assisting Bay Area municipalities over the past 15 years to characterize the urban landscape and begin identifying sources and controls for mercury and PCBs. During that time we have conducted numerous projects for SMCWPPP and other countywide stormwater programs. EOA has also taken a lead role coordinating these efforts regionally through the BASMAA Monitoring and Pollutants of Concern (MPC) Committee. EOA led a workgroup of BASMAA and Regional Water Board staff formed during development of the MRP that recently reconvened for its reissuance. EOA has also provided outreach on all mercury/PCBs related work to the Countywide Program's Watershed Assessment and Monitoring Subcommittee, TAC, and Stormwater Committee and solicited feedback and direction from these committees.

Before the adoption of the MRP, EOA led a region-wide project in the early 2000s to survey pollutant concentrations in sediment samples and performed several follow-up case studies for the Countywide Program and SCVURPPP that began to hone in on source areas. EOA also prepared guidance for other Bay Area stormwater programs preparing similar case studies. With the adoption of the MRP in 2009, EOA prepared the application for the Clean Watersheds for a Clean Bay (CW4CB) project, which was funded by a \$5M grant from EPA. EOA manages CW4CB on behalf of BASMAA. CW4CB implemented most of the MRP requirements to evaluate potential control options to reduce mass loadings of PCBs and mercury to San Francisco Bay via pilot projects. Over the next year, EOA will be part of a team preparing the final grant project report for BASMAA, including all of the pilot project summary reports for SMCWPPP and other Bay Area stormwater program.

In addition to CW4CB, EOA has assisted with implementation of other mercury/PCBs control pilot projects required by the MRP. EOA conducted pilot diversions of stormwater to wastewater treatment plants for SMCWPPP and SCVURPPP. EOA also assisted BASMAA to participate as a partner in a grant-funded effort (the PCBs in Caulk Project) to characterize PCBs in building materials in the Bay Area and begin to assess potential controls during building demolition/renovation. Most recently, EOA facilitated a September 30, 2015 workshop sponsored by BASMAA regarding management of PCBs-containing materials and wastes during building demolition.

EOA also assisted all the BASMAA member agencies with the preparation of the 2014 Integrated Monitoring Report (IMR), which summarizes the status of mercury and PCBs TMDL implementation

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activities conducted by the Permittees in compliance with MRP 1.0. The IMR was developed in three parts – A, B and C. Part C of the IMR, PCB and Mercury Load Reduction Planning, began to lay the framework for moving forward with TMDL implementation during MRP 2.0. EOA prepared IMR Part C for both SMCWPPP and SCVURPPP.

SCOPE-OF-WORK

Subtask descriptions, deliverables, and budgets for Task 9, Mercury and PCBs Load Reduction, are described below and in Tables 9.1 through 9.5. Table 9.6 provides a cost estimate for subtasks described in the RFP and included in the scope-of-work, and the subtask schedules are included in Table 9.7.

SUBTASK 9.1: PARTICIPATE IN CLEAN WATERSHEDS FOR A CLEAN BAY

EOA will continue to participate on behalf of C/CAG and its member agencies in the remainder of BASMAA's EPA-funded Clean Watersheds for a Clean Bay (CW4CB) grant program. EOA prepared the successful application for the grant funding, and from the outset of the program has served as the project manager and assisted C/CAG with participation in the program. EOA is therefore particularly well qualified to continue assisting C/CAG and its member agencies participate in the remainder of the project. For the purposes of this scope of work we are assuming that:

- The project monitoring teams will be authorized to perform additional monitoring of selected retrofits (including the Bransten Road project in San Carlos) during the 2015/16 rainy season, including fieldwork early in calendar year 2016.
- The project study design team will be authorized to provide assistance with disseminating the project results as soon as possible (e.g., via presentations, technical memorandums and web sites) with a focus on how the BMP effectiveness evaluation results can inform planning for PCBs load reductions required under MRP 2.
- The project team will meet a total of two more times, one meeting each in spring 2016 and early 2017.
- The project Technical Advisory Committee (TAC) will meet one more time in fall 2016.
- The end date of the project will be extended to April 2017.

Further details regarding this subtask's description, deliverables, and budgets are provided below in Table 9.1.

Table 9.1. CW4CB Participation Subtask Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will continue to participate on behalf of C/CAG and its member agencies in the remainder of BASMAA's EPA-funded CW4CB grant program.	<ul style="list-style-type: none"> • Ongoing tracking and reporting of C/CAG's matching funds contributions. • Helping coordinate additional monitoring at the Bransten Road project. • Reviewing draft early data dissemination and BMP effectiveness information. • Participate in one project team meeting. 	\$8,552
2016-17		<ul style="list-style-type: none"> • Ongoing tracking and reporting of C/CAG's matching funds contributions. • Reviewing draft early data dissemination and BMP effectiveness information. • Participate in one project team meeting. • Participate in one meeting of the project TAC. • Review and prepare comments on the draft project report. 	\$10,168

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SUBTASK 9.2: IDENTIFY MANAGEMENT AREAS AND CONTROL MEASURES

With the adoption of MRP 2, San Mateo County and other Bay Area Permittees will be required to demonstrate implementation of mercury and PCBs control measures in areas where benefits are most likely to accrue (i.e., “focused implementation”). In what may be one of the more challenging requirements in the reissued permit, Provision C.12.a requires Bay-area wide PCBs load reductions of 500 gram/yr by June 30, 2018 and 3 kg/year by June 30, 2020.¹ The portions of these reductions required of San Mateo County Permittees, which are based on relative population, are 60 gram/yr by June 30, 2018 and 370 gram/year by June 30, 2020. The focus of this subtask will be for EOA to assist San Mateo County Permittees to take credit for existing and planned PCBs control measures and, to the extent needed, plan and implement new control measures to achieve these load reductions. This will necessitate continuing the process of identifying which pollutant source areas in San Mateo County provide the greatest opportunities for cost-effectively implementing controls to reduce discharges of mercury and PCBs.²

Taking credit for PCBs loads reductions associated with existing and planned activities such as redevelopment (and associated site abatement and C.3 treatment) and any enhanced stormwater conveyance cleanouts (e.g., channel dredging) in old urban (and especially old industrial) land uses will be a vital part of the strategy to meet these requirements in the most cost-effective manner. EOA will work closely with municipal staff to identify the types and locations of existing and new control measures that will be implemented and associated implementation schedules. The general strategies employed should be informed by feedback from the Countywide Program’s Stormwater Committee and its Permit Implementation Workgroup.

Work that will be conducted under MRP 2 to identify pollutant source areas (Pollutant of Concern Monitoring) is closely related to this subtask. EOA will therefore integrate this subtask with implementation of Provision C.8.f. Implementation of this subtask should also be informed by the Countywide Program’s ongoing coordination of efforts to address mercury and PCBs with other Bay Area countywide stormwater programs through the BASMAA MPC Committee.

Along with mercury and PCBs control watersheds and management areas and control measures, implementation of the assessment/tracking methodology for mercury and PCBs load reduction will be reported with the Countywide Program Annual Reports (including pollutant load reductions associated with public and private Green Infrastructure). It therefore makes sense to include implementation of the tracking in this subtask and report on all of these facets of the mercury and PCBs load reduction program together.

EOA is currently developing the Countywide Program’s forthcoming initial report on mercury and PCBs control measure locations and types and associated updated GIS protocols and layers. This effort is developing or summarizing various essential types of data and information that should be built upon during implementation of this subtask, including the following:

- MRP 2.0 Provision C.12.a requires Permittees to report the monitoring data and other information used to select the watersheds and management areas. Relevant sources of data and information that are being evaluated and summarized include various sediment surveys and associated ancillary data such as historical land use research (e.g., Joint Stormwater Agency Project, SMCWPPP PCBs case studies, SFEI Proposition 13-funded study, and the recent WY2015 PCBs and mercury source area identification project), water sampling conducted by the Regional Monitoring Program, and pilot studies conducted in the Pulgas Creek Pump Station watershed in San Carlos via the grant-funded Clean Watersheds for a Clean Bay project and the Countywide Program.

¹ It is important to note that the latter requirement is distinct from the Provision C.12.c requirement for a 3 kg/year Bay-area wide PCBs load reduction via Green Infrastructure by the year 2040.

² During the term of MRP 2.0, the general assumption will continue to apply that controls measures should be selected to reduce PCBs loads and the ancillary benefits of those measures in reducing mercury loads will be sufficient for addressing mercury.

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- A number of known areas of interest that are potential opportunity areas for PCBs load reduction are being evaluated, including the Pulgas Creek Pump Station drainage in San Carlos, a nearby old industrial area in San Carlos that includes Delta Star and PG&E facilities that may drain to an apparent retention pond in Redwood City, areas where sediment has been dredged from channels in San Carlos, areas along Bay Road and Spring Street in Redwood City where PCBs investigation/cleanup work has recently occurred, and various other areas in San Mateo County with old industrial land uses, especially those areas where elevated PCBs concentrations were detected in sediment samples collected in the past and during the Countywide Program's recent WY2015 PCBs and mercury source area identification project conducted by EOA.
- The status of PCBs source property referrals in San Mateo County is being updated (including follow-up with regulatory agency staff) and recommendations for follow-up will be developed as needed.
- A recommended strategy and associated protocols are being developed to map and characterize existing and future controls that potentially reduce stormwater discharges of mercury and PCBs (e.g., source property referrals, treatment retrofits, pilot Green Street projects, other Green Infrastructure and LID features on private or public lands, full capture trash controls, and sediment removal from storm drain infrastructure such as channel dredging). EOA will work with member agencies and/or regional planning agencies to identify anticipated private parcels that will incorporate onsite stormwater treatment measures during the term of the permit, as well as public projects that will be implemented. Pertinent control measure attributes that should be part of the GIS dataset will be developed and documented. The updated GIS dataset will support Reasonable Assurance Analysis development.
- Approaches are under development for using these types of map-based data when applying accounting methodologies to plan implementation of sufficient control measures to achieve the specified load reduction performance criteria in MRP 2.0.

Further details regarding this subtask's description, deliverables, and budgets are provided below in Table 9.2. The cost estimates do not include implementing control measures or associated monitoring to evaluate pollutant load reductions. However, most types of BMPs will not require site-specific monitoring to estimate their load reductions for the purpose of MRP accounting, and a portion of the budget for compliance with Provision C.8.f (Pollutant of Concern Monitoring) may be dedicated to BMP effectiveness monitoring in future years.

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Table 9.2. PCBs Management Areas and Control Measures Descriptions, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE ¹
2015-16 (2ND HALF)	EOA will assist San Mateo County Permittees to continue to: <ul style="list-style-type: none"> • Identify the watersheds or portions of watersheds (management areas) in which PCBs control measures are currently being implemented and those in which new control measures will be implemented during the term of this permit. • Identify the control measures that are currently being implemented and those that will be implemented in each watershed and management area, including the number, type, and locations and/or frequency (if applicable) of control measures and a description of the contaminated sites referred to the Regional Water Board. 	<ul style="list-style-type: none"> • April 1, 2016 report that details progress toward developing a list of priority PCBs control watersheds and management areas and monitoring data and other information used in developing the selections, and preliminary strategy for meeting June 30, 2018 and June 30, 2020 load reduction requirements. 	\$52,440
2016-17	<ul style="list-style-type: none"> • Develop clear statements of the roles and responsibilities of each participating Permittee for implementation of the control measures. 	<ul style="list-style-type: none"> • Report (submitted with the 2016 Countywide Program Annual Report) on priority PCBs control watersheds and management areas, specific control measures, implementation schedule, and strategy for meeting June 30, 2018 and June 30, 2020 load reduction requirements. 	\$81,000
2017-18	<ul style="list-style-type: none"> • Submit a schedule of control measure implementation, including interim implementation progress milestones (e.g., construction milestones for structural controls or other relevant implementation milestones for structural controls and non-structural BMPs) and a schedule for milestone achievement. • Implement reasonable control measures towards achieving San Mateo County's load reduction performance criteria. • Demonstrate achievement of load reductions using the assessment/tracking methodology described in Subtask 9.4. Beginning with report to be submitted with the 2017 Countywide Program Annual Report, annually report load reductions calculated for all applicable controls and progress towards meeting June 30, 2018 and June 30, 2020 load reduction requirements. 	<ul style="list-style-type: none"> • Report (submitted with the 2017 Countywide Program Annual Report) with updates on priority PCBs control watersheds and management areas, specific control measures, and implementation schedule. • Above report to include updated strategy for and quantitative progress towards meeting June 30, 2018 and June 30, 2020 load reduction requirements. 	\$81,000

¹Note: cost estimates do not include implementing control measures or associated monitoring to evaluate pollutant load reductions.

SUBTASK 9.9: RISK REDUCTION COORDINATION AND REPORTING

MRP 2.0 Provision C.12.h, Implement a Risk Reduction Program, requires Permittees to conduct or cause to be conducted an ongoing risk reduction program with the potential to reach 3,000 individuals annually (Bay Area-wide total for all MRP 2.0 Permittees) who are likely consumers of San Francisco Bay-caught fish. Permittees are required to report on the status of the risk reduction program in each of their Annual Reports, including a brief description of actions taken, an estimate of the number of people reached, and why these people are deemed likely to consume Bay fish.

EOA will assist C/CAG and its member agencies to coordinate and report on efforts to comply with Provision C.12.h. EOA will work with the Program Manager to coordinate related efforts by San Mateo County Environmental Health (CEH) and any related efforts by others in light of the permit requirements. EOA will also compile available related data from CEH and others and use these data to prepare a section of the Countywide Program's Annual Report that addresses the above reporting requirement.

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Further details regarding this subtask’s description, deliverables, and budgets are provided below in Table 9.3.

Table 9.3. Risk Reduction Coordination and Reporting Description, Deliverables and Cost Estimate.

FISCAL YEAR	DESCRIPTION	DELIVERABLES	COST ESTIMATE
2015-16 (2ND HALF)	EOA will assist C/CAG and its member agencies to coordinate and report on efforts to comply with Provision C.12.h. EOA will work with the Program Manager to coordinate related efforts by San Mateo County Environmental Health (CEH) and any related efforts by others in light of the permit requirements. EOA will also compile available related data from CEH and others and use these data to prepare a section of the Countywide Program’s Annual Report that addresses the C.12.h reporting requirement.	<ul style="list-style-type: none"> Coordination with CEH and any other related efforts. 	\$4,108
2016-17		<ul style="list-style-type: none"> Coordination with CEH and any other related efforts. 	\$6,836
2017-18		<ul style="list-style-type: none"> Section of the Countywide Program’s Annual Report that addresses the C.12.h reporting requirement. 	\$6,836

SUBTASK COST ESTIMATE AND SCHEDULE

The estimated costs for completion of Task 9 (Mercury and PCBs Load Reduction) subtasks outlined in this scope-of-work are included in Table 9.6, consistent with the guidelines in the RFP. The schedule for completion of Task 9 subtasks is included in Table 9.7. The schedule is based on our current understanding of MRP 2.0 requirements and member agency needs. EOA will work closely with the Program Manager to review and (as necessary) modify the schedule prior to initiating subtasks, to ensure that both compliance and internal schedules are satisfied.

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Table 9.6. Estimated Costs for Completion of Task 9 (Mercury and PCBs Load Reduction) Subtasks and Deliverables.

	EOA Staff Position											EOA Expenses	Budget
	Principle	Manager III	Manager II	Manager I	Senior III	Senior II	Senior I	Associate II	Associate I	Technician	Clerical		
Hourly Rate:	\$215	\$202	\$199	\$197	\$181	\$160	\$144	\$134	\$109	\$88	\$65		
FY 2015/16 (Second Half)													
66.01 Participate in Clean Watersheds for a Clean Bay	0	16	0	0	0	32	0	0	0	0	0	\$200	\$8,552
66.02 Identify Management Areas and Control Measures	0	80	0	0	0	120	0	120	0	0	0	\$1,000	\$52,440
66.03 Risk Reduction Coordination and Reporting	0	4	0	0	0	20	0	0	0	0	0	\$100	\$4,108
	0	100	0	0	0	172	0	120	0	0	0	\$1,300	\$65,100
FY 2016/17													
76.01 Participate in Clean Watersheds for a Clean Bay	0	24	0	0	0	32	0	0	0	0	0	\$200	\$10,168
76.02 Identify Management Areas and Control Measures	0	100	0	0	0	200	0	200	0	0	0	\$2,000	\$81,000
76.03 Risk Reduction Coordination and Reporting	0	8	0	0	0	32	0	0	0	0	0	\$100	\$6,836
	0	132	0	0	0	264	0	200	0	0	0	\$2,300	\$98,004
FY 2017/18													
86.01 Identify Management Areas and Control Measures	0	100	0	0	0	200	0	200	0	0	0	\$2,000	\$81,000
86.02 Risk Reduction Coordination and Reporting	0	8	0	0	0	32	0	0	0	0	0	\$100	\$6,836
	0	108	0	0	0	232	0	200	0	0	0	\$2,100	\$87,836

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Table 9.7. Schedule for Completing Mercury and PCBs Load Reduction Subtasks and Deliverables (Symbolized As White Dots).

#	Task	FY 15-16						FY 16-17						FY 17-18																		
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	
9.1	Participate in Clean Watersheds for a Clean Bay																															
9.2	Identify Management Areas and Control Measures				•																											
9.9	Risk Reduction Coordination and Reporting																															