

Scope of Services

Fiscal Year 2018-2019

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Scope of Services

Services described in this document are limited to those that will be conducted in Fiscal Year (FY) 2018-2019. A summary cross referencing scope tasks to MRP provisions is provided below.

Task	Related MRP Provisions
Task 5. Green Infrastructure (GI) Planning	C.3
Sub-Task 5.1 Countywide approach to assist member agencies in developing Green Infrastructure Plans	C.3.j
a) Support ongoing GI Committee	C.3.j.i
c) Finalize guidelines, standard specifications, and design details for coordination/consistency with the updated C.3 Technical Guide	C.3.j.i.(2)(e) C.3.j.i.(2)(f)
d) Develop model plan update materials (<i>OPTIONAL TASK</i>)	C.3.j.i.(2)(h) C.3.j.i.(2)(i)
e) Develop 2020 and 2030 C.3 regulated new and redevelopment projections	C.3.j.i.(2)(c)
Sub-Task 5.2 Support education and outreach materials	C.3.j.i (4)
Sub-Task 5.4 Assist member agencies in identifying targets for impervious surface to be retrofitted by 2020, 2030, and 2040	C.3.j.i.(2)(c)
Sub-Task 5.6. C/CAG, BASMAA, and team coordination	C.3.j.i.(2)(g)
Task 9. Mercury & PCBs Load Reduction	C.11 and C.12
Sub-Task 9.6 Develop initial phase of a reasonable assurance analysis to demonstrate how the County will collectively achieve the load reductions for mercury and PCBs required via GI	C.11.b, C.11.d, C.12.b, C.12.d

Task	Related MRP Provisions
Sub-Task 9.7 Assist customizing the regional building demolition management program and assessment methods	C.12.f
Sub-Task 9.9 C/CAG, BASMAA, and Team coordination	C.3.j.i.(2)(g)
Sub-Task 9.10 MRP reissuance support	C.20

Task 5. Green Infrastructure (GI) Planning

Sub-Task 5.1 Countywide approach to assist member agencies in developing GI Plans

a) Support ongoing GI Committee

The LWA team will provide staff support for GI Committee of member agency representatives. GI Committee meetings are expected to continue through June 2019. This work effort will include coordinating with C/CAG to prepare agendas; hosting WebEx meetings for remote attendance; preparing draft and final meeting summaries, developing PowerPoint presentations, handouts to supplement presentations; and providing draft and final work products as agenda attachments.

Deliverables

- Draft and final agendas, meeting summaries, presentations, work products, work schedules and other materials for GI Committee meetings (assumed 4 meetings between July 2018 and June 2019).
- Presentation to the Stormwater Committee regarding GI Plan efforts.

b) Support development of frameworks or work plans for GI Planning

This Sub-Task is completed.

c) Finalize guidelines, standard specifications, and design details for coordination/consistency with the updated C.3 Technical Guide

The final drafts of the two guides that the LWA team is responsible for, the *Policy and Overview Guide* and the *Sustainable Streets Guide* will be completed in FY 17-18. The *C.3 Regulated Projects Guide*, being prepared by EOA, is not expected to be completed until late FY 17-18 or early in FY 18-19. Final coordination between all the *GreenSuite* documents will need to occur after the draft *C.3 Regulated Projects Technical Guide* is complete.

The following steps are expected to occur in FY 18-19, in order for the LWA team to prepare the final versions of the *Policy and Overview Guide* and *Sustainable Streets Guide* and associated technical resource appendices (including technical specifications and details). These, with the other *GreenSuite* guides, can then be used by member agencies to meet the MRP GI Plan requirements for the 2019 Annual Report:

1. The LWA team will revise the *Policy and Overview* and *Sustainable Streets* guides based on discussions with C/CAG staff and EOA as EOA finalizes the draft *C.3 Regulated Projects Technical Guide*.
2. The full final draft *GreenSuite* will be provided to the GI Committee for final review and comment.
3. Once comments are received from the GI Committee, the final copies of the two guides and associated technical resource appendices will be prepared.

Deliverables

- Full final drafts of the *Policy and Overview* and *Sustainable Streets* guides and associated technical resource appendices based on coordination with preparation of the draft *C.3 Regulated Projects Guide* by EOA.
- Final digital, Acrobat PDF, versions of the two guides and associated technical resource appendices.
- Presentation to the Stormwater Committee regarding the GreenSuite.
- Participate in one new and redevelopment workshop for an agenda item regarding the GreenSuite.

d) Develop model plan update materials (Optional Task)

The LWA team produced a model plan language report with suggested revision language in FY 16-17.

In FY 18-19 for the LWA team, if requested, would provide as needed support to member agencies as they prepare their plan updates.

Deliverables

- Support to member agencies as they prepare their plan updates.

e) Develop 2020 and 2030 C.3 regulated new and redevelopment projections

In FY17-18 the LWA team worked with the GI Committee to finalize estimates of residential and commercial redevelopment at the traffic analysis zone (TAZ) scale for 2040 using a series of transportation and land use planning analyses—the “C/CAG method” of estimating new and redevelopment. These estimates were then incorporated into the watershed modeling efforts to isolate and robustly establish mercury and PCBs load reductions that would be derived from each redevelopment scenario.

During FY 18-19, the 2020 and 2030 C.3 estimates for regulated project land areas will be developed and derived from the existing 2040 projections already completed for C/CAG member agencies. The LWA team will use documented methods for estimating the percentage of 2040 growth that could occur in the two interim development periods (2010-2020 and 2020-2030).

The LWA team will work to get concurrence from C/CAG staff and the GI Committee regarding the methodology to be used in estimating the 2020 and 2030 interim land area projections. Once the draft projections are prepared, GI Committee members will have the opportunity to comment on the projections for their communities. This would be done using the traffic analysis zone (TAZ) geography that is familiar to member agency staff, the geography that was used in their review of the 2040 C/CAG estimate. Once reviewed by member agencies, the LWA team would distribute the TAZ-based development land area estimates to the subwatershed level for use in the RAA and member agencies’ GI Plans.

Deliverables

Draft and final tabular summaries of 2020 and 2030 areas expected to go undergo redevelopment.

Sub-Task 5.2 Support education and outreach materials

The LWA team will use its knowledge, presentation, and graphic skills gained from their involvement in green streets, complete streets, and sustainable and green streets planning and design projects, which have included extensive public outreach. This background will help us to provide support to C/CAG, and its member agencies, in educating the public, agency staff, and elected officials on GI and LID planning, policy, design, and implementation. Examples of the wide

range of potential work products that the LWA team can produce or contribute to in support of countywide and local GI planning efforts, include the preparation of:

- Model PowerPoint presentations on GI related topics
- Model handouts or presentation boards on specific topics or a series of coordinated educational booklets or flyers
- Presentation or handout text or graphic components
- Case studies and summaries of research results
- Individual tables, diagrams, 3D or other graphics which could include:
 - Photos of example GI installations
 - 3D Isometrics
 - Computer generated photo simulations
 - Hand drawn perspectives, sketches or vignettes
 - Plan view drawings and diagrams
 - AutoCAD drawings
 - Flow charts of methods or processes

Under this task, C/CAG, and its member agencies, identify specific tasks for the LWA team to complete that take advantage of our experience in preparing graphics that convey complex spatial relationships or topics in an intuitive manner that a broad range of audiences can grasp, other materials that can support C/CAG countywide education and outreach efforts, and model documents/materials that could be prepared to support the focused GI Plan-related work that member agencies may be undertaking in FY 18-19.

The budget for this task is based on an anticipated level of effort that may be needed to support C/CAG over the course of GI planning in FY 18-19. No work would be undertaken in the task without prior approval from C/CAG.

The GI Committee will be informed of this potential support for their local efforts at the beginning of FY 18-19, and CD+A can work with C/CAG and the GI Committee members to define materials that may be desired.

Deliverable

- Draft and final educational and outreach materials (slides for PowerPoint presentations, individual or coordinated series of handouts, individual graphics, etc.), as directed and approved by C/CAG staff.
- Final materials based on feedback from C/CAG staff and its consultants, and GI Committee members, as appropriate.

Sub-Task 5.4 Assist member agencies in identifying targets for impervious surface to be retrofitted by 2020, 2030, and 2040

The RAA will identify the amount of areas treated with GI to meet the 2020, 2030, and 2040 milestones. The LWA team will utilize these results to identify targets for impervious surfaces to be retrofitted with GI by 2020, 2030, and 2040. These results will be summarized for each subwatershed and jurisdiction in the County to support internal planning and prioritization of implementation.

Deliverables

- Technical memorandum summarizing targets for retrofit of impervious surfaces with GI by milestone.

Sub-Task 5.6 C/CAG, BASMAA, and team coordination

The LWA team will coordinate with C/CAG and BASMAA, attending meetings and participating in regional workgroups focused on C.3, C.11 and C.12 compliance efforts such as tracking measures, accounting for load reductions; information regarding GI planning, such as: development of guidelines, standard specifications, and design details; alternate sizing criteria for treatment and hydromodification; and other related information that may be developed through BASMAA activities during this fiscal year. The LWA team will provide briefings and advise to the C/CAG Program Manager, Stormwater and Technical Advisory Committees on the regional approaches.

Deliverables

- Participate in bi-weekly team coordination calls.
- Participate in quarterly cross consultant team coordination calls.
- As needed participate in BASMAA Development Committee meetings.

Task 9. Mercury & PCBs Load Reduction

Sub-Task 9.6 Develop final phase of a Reasonable Assurance Analysis to demonstrate how the County will collectively achieve the load reductions for mercury and PCBs required via GI

At the completion of FY 2017/18, the LWA team will have completed major tasks associated with the RAA, including:

- Modeling of baseline loads of PCBs and mercury to the Bay from watersheds throughout the County.
- Separation of loads responsible under the MRP, and other loads associated with unpermitted (e.g., open space) and permitted (e.g., Caltrans, Industrial General Permit, other NPDES permits) sources.
- Determination of load reduction goals to meet TMDL waste load allocations, and the portion of load reductions to be achieved through implementation of GI,
- Modeling and optimization of GI to meet pollutant reduction goals within each jurisdiction and countywide.
- Production of cost-effective curves demonstrating necessary GI and relative costs to meet load reduction goals.
- Maps demonstrating relative amount of GI to be implemented within each jurisdiction and subwatershed.
- Tables for each jurisdiction reporting the type and amount of GI to be implemented within each subwatershed.
- Development of a web-based visualization tool to provide C/CAG access and review of results.
- C/CAG approval of the results of the RAA for the 2040 final milestone.
- Meetings with the Regional Water Quality Control Board to discuss and obtain early buy-in on the approaches and results above.

Depending on the outcomes of the review of results by C/CAG and the Regional Water Quality Control Board, the LWA team will perform up to two additional model scenarios, including

production of results via cost-effectiveness curves, maps, and tables described above; and the incorporation of results within the web-based visualization tool.

In addition to the above results demonstrating final compliance in 2040, C/CAG will need to report interim progress of GI implementation to meet 2020 and 2030 interim milestones. The LWA team will work closely with C/CAG to identify a methodology for estimating the amount of GI to be implemented by these interim milestones. This methodology will consider rates of new and redevelopment and associated LID, in addition to other GI projects C/CAG member agencies are willing to plan to demonstrate progress over time. For example, C/CAG may choose to assume a standard percentage (relative to the 2040 goal) of GI implementation or PCBs load reduction countywide. Once assumptions are made regarding GI implementation, the RAA system will be used to produce associated maps and tables consistent with the those reported for the final 2040 scenario.

To support the 2018 Annual Report and GI planning, the LWA team will prepare an interim report that documents the data used and a full description of models and model input used in the RAA to establish the relationship between GI and PCBs load reduction.

Upon C/CAG approval of the results of the RAA for the 2020, 2030, and 2040 schedule milestones, the LWA team will prepare a report that documents all efforts and results described above.

Deliverables

- PowerPoint presentation and web-based visualization tool including results of the RAA outlining goals for GI for 2020, 2030, and 2040. These results will serve as the primary source to support early efforts of GI Plans.
- Up to three meetings with the Regional Water Board to discuss the RAA approach and results.
- Interim report for inclusion in the 2018 Annual Report.
- Draft and final report documenting the approach and results of the RAA.

Sub-Task 9.7 Assist customizing the regional PCBs Building Demolition Management Program and assessment methods

The LWA team will coordinate with the BASMAA regional project underway to assist municipalities by developing a model program to address PCBs loads in runoff resulting from demolition projects. The LWA team will provide a liaison to the regional project to representing C/CAG member agencies and providing updates and guidance to C/CAG staff and member agencies on the impact of the regional approaches and program and assisting with the coordination of C/CAG and permittees input to the regional project.

The work on this Sub-Task will include coordination with the work on Sub-Task 9.4, where expected and observed load reductions for institutional BMPs, including the demolition program, will be developed based on available data.

Once the model program materials are finalized and completed (anticipated Summer 2018), the LWA team assist C/CAG customize the tools for its member agencies and develop training. The LWA team recommends providing a pair of training workshop for member agency staff. The first training will be geared toward stormwater program staff and will focus on how the PCBs in demolition materials program should be implemented at the permittee-scale to ensure that it can be translated directly into the source control RAA in Sub-Task 9.4. The second workshop will be geared toward other municipal staff who may more directly interface with project proponents and will focus on what information is required to allow for a project to be incorporated into the PCBs in demolition materials program and ultimately the source control RAA.

Deliverable

- Written and oral summaries for C/CAG on the BASMAA regional project.
- Draft and final presentations for the stormwater program staff and municipal agency staff training sessions.

Sub-Task 9.8 Develop an Assessment Methodology and Data Collection Program to Quantify PCBs Loads Reduced via the Above Program

This task was merged with Task 9.7 to streamline the effort and tracking.

Sub-Task 9.9 C/CAG, BASMAA, and Team Coordination; and Project Management

The LWA team will coordinate with C/CAG and BASMAA, attending meetings and participating in regional workgroups focused on RAA and GI planning efforts. The LWA team will provide briefings and advise to the C/CAG Program Manager, Stormwater and GI Committees on the regional approaches.

Deliverables

- Participate in bi-weekly team coordination calls.
- Participate in quarterly cross consultant team coordination calls.
- As needed participate in BASMAA meetings.

Sub-Task 9.10 MRP reissuance support

The MRP is due to expire December 31, 2020. Based on past reissuance processes, the Regional Water Board will likely commence the drafting process including stakeholder outreach and working sessions approximately two years before the expiration date. The LWA team will provide as needed support to C/CAG during the reissuance on the Mercury and PCBs Load Reduction MRP Provisions. The assistance will be geared toward communicating lessons learned during the MRP 2.0 to inform needed changes to the permit. Work may include: identifying key sections and language for modification; coordinating with other MRP Permittees and BASMAA; developing or contributing to presentations, talking points, white papers; drafting comment letters; and developing summaries and briefings for C/CAG member agencies on proposed changes.

Deliverables

- As directed by C/CAG.

Budget

The proposed budget for the FY 2018-2019 scope of work is provided in the summary table below. The detailed budget is provided in a spreadsheet provided as a separate Excel file, and is broken down by tasks, sub-tasks, and billing rates. Revised rate sheets proposed for the new contract are provided following the budget summary table.

Task	Scope of Work Fiscal Year 2018-19 (12 Months) (July 2018-June 2019)	Task Cost
5	Green Infrastructure Planning	
5.1	Countywide approach to assist member agencies in developing GI Plans	
a	Support ongoing GI Committee	\$ 29,039
c	Finalize guidelines, standard specifications, and design details	\$ 21,026
e	Develop 2020 and 2030 C.3 regulated new and redevelopment projections using the C/CAG method	\$ 7,911
5.2	Support education and outreach materials	\$ 11,794
5.4	Assist member agencies determine retrofit targets	\$ 23,210
5.6	C/CAG, BASMAA, and team coordination	\$ 20,910
9	Mercury and PCBs Load Reduction	
9.6	Develop final phase of a RAA	\$ 157,737
9.7	Assist customizing the regional PCBs Building Demolition Management Program and assessment methods	\$ 16,471
9.9	C/CAG, BASMAA, and team coordination	\$ 22,010
9.10	MRP reissuance support	\$ 3,892
	Total All Tasks	\$ 314,000