

## Scope of Services

### TASK 0.0 PROJECT MANAGEMENT

#### 0.1 Project Administration

- Prepare monthly progress reports to be submitted with each monthly invoice.

### TASK 1.0 KICK-OFF & CHARTERING

#### 1.1 Kick-Off & Chartering Workshop

- Plan, organize and conduct one kick-off and chartering workshop to:
  - (1) Establish roles and responsibilities
  - (2) Review data needs
  - (3) Review scope, schedule and deliverables
  - (4) Discuss the basics about charters and determine what a RWIRP would look like based on the Working Group's objectives.

*Deliverable: Workshop agenda and materials. A finalized charter based on input received in the workshop to be included in the RWIRP.*

### TASK 2.0 DATA COMPILATION AND ANALYSIS

#### 2.1 Data Request

- Prepare a data request log to track data sets requested from participating agencies and the County as required.
- Maintain data request log as items are provided or new items are identified.

#### 2.2 General Data Review

- Review available local plans and strategies including but not limited to:
  - (1) Master Water Plans
  - (2) Urban Water Management Plans
  - (3) Local Hazard Mitigation Plans

#### 2.3 Applicable Emergency Infrastructure and Agreements Evaluation

- Review existing infrastructure and agreements to identify data gaps; analyze applicable emergency authorizations and water purveyor authorities and prepare a summary of applicable emergency infrastructure and agreements.
- Compare jurisdictional rights, responsibilities and expected roles for local agencies in the context for emergency mutual aid with consideration of litigation outcomes, Groundwater Sustainability Agencies, and other legal conditions.

#### 2.4 Water Supply Reliability Vulnerabilities Evaluation

- Gather data to define reliability vulnerabilities as related to relevant authorities

- Create matrix to identify and evaluate high and low probabilities versus impact associated to reliability vulnerabilities.

## **2.5 Existing Data Compilation and Analysis Memorandum**

- Prepare draft deliverable to summarize the analysis of existing agreements, vulnerabilities and prioritization methodologies. The Final RWIRP will incorporate comments from working group sessions on this draft deliverable.

*Deliverable: Existing Data Compilation and Analysis Memorandum*

## **TASK 3.0 VULNERABILITIES & OPPORTUNITIES PRIORITIZATION**

### **3.1 Existing Agreements, Vulnerabilities and Prioritization Methodologies Workshop**

- Conduct one (1) three-hour project working group workshop to: provide updates on project progress; present interim results; obtain feedback; and review draft and final deliverables. It is anticipated that the workshop will include review of an Existing Data Compilation and Analysis Memorandum including a summary of existing agreements, draft vulnerability and opportunities evaluation criteria and a vulnerabilities evaluation matrix. The Work Group will adjust the agreements summary as needed and will determine how to evaluate high and low probabilities versus impact associated to reliability vulnerabilities and opportunities.

*Deliverable: Workshop agenda and materials. Finalized sections based on input received in the workshop to be included in the RWIRP.*

### **3.2 Vulnerabilities Prioritization Workshop**

- Conduct one (1) three-hour project working group workshop to: provide updates on project progress; present interim results; obtain feedback; and review draft and final deliverables. It is anticipated that the workshop will include ranking reliability vulnerabilities based on the methodology established in the Existing Agreements, Vulnerabilities and Prioritization Methodologies Workshop.

*Deliverable: Workshop agenda and materials. Finalized sections based on input received in the workshop to be included in the RWIRP.*

### **3.3 Opportunities Prioritization Workshop**

- Conduct one (1) three-hour project working group workshop to: provide updates on project progress; present interim results; obtain feedback; and review draft and final deliverables. It is anticipated that the workshop will include reviewing draft opportunities to address vulnerabilities and ranking opportunities based on the methodology established in the Existing Agreements, Vulnerabilities and Prioritization Methodologies Workshop and the results of the Vulnerabilities Prioritization Workshop.

*Deliverable: Workshop agenda and materials. Finalized sections based on input received in the workshop to be included in the RWIRP.*

## **TASK 4.0 DRAFT REGIONAL WATER INFRASTRUCTURE RESILIENCY PLAN**

### **4.1 Draft Regional Water Infrastructure Resiliency Plan**

- Incorporate working group input/comments/feedback on previously submitted deliverables.
- Prepare Draft Regional Water Infrastructure Resiliency Plan.

***Deliverable: Draft Regional Water Infrastructure Resiliency Plan***

## **TASK 5.0 TERM SHEETS & AGREEMENTS**

### **5.1 Annotated Agreements List & Terms Sheet**

- Prepare an annotated list of potential agreements based on the recommendations summarized in the RWIRP.
- Prepare annotated list of key use terms for emergency/mutual aid agreements, including but not limited to the following topics:
  - (1) Regulatory Approvals
  - (2) Rights, roles, and responsibilities
  - (3) Quantity, Quality and Pressure requirements
  - (4) Compensation
  - (5) Liability and Risk

***Deliverable: Annotated Agreement List & Terms Sheet***

### **5.2 Agreements Workshop**

- Conduct one (1) three-hour project working group workshop to: provide updates on project progress; present interim results; obtain feedback; and review draft and final deliverables. Lead working group session focused on developing conceptual agreements and infrastructure opportunities. Evaluate and prioritize implementation opportunities. It is anticipated that the workshop will include reviewing draft term sheets and agreement templates to begin development of agreements for highest priority opportunities.

### **5.3 Detailed Term Sheets and Draft Agreement(s)**

- Within the budget provided and remaining, WSC will work with the County and stakeholders to prepare detailed term sheets and draft agreement(s) for the agencies involved to coordinate effectively during short- and long-term emergency conditions. It is assumed that draft final agreements could be developed after this task, but that effort to finalize agreements, will likely exceed the scope and fee covered in this proposal.

***Deliverable: Detailed Agreement(s)***

## **TASK 6.0 FINAL REGIONAL WATER INFRASTRUCTURE RESILIENCY PLAN**

### **6.1 Final Regional Water Infrastructure Resiliency Plan**

- Incorporate working group input/comments/feedback on previously submitted deliverables.
- Prepare Final Regional Water Infrastructure Resiliency Plan.

***Deliverable: Final Regional Water Infrastructure Resiliency Plan***