

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 2 UNDER TASK ORDER 2,
FOR GENERAL TECHNICAL SUPPORT FOR
WATER USE EFFICIENCY PROGRAM ACTIVITIES
AGENDA ITEM: 10**

Meeting Date: 08-14-03

Summary: This resolution would authorize the Director, or designee, to execute a work assignment under an existing contract with CH2M Hill, for general technical support related to the California Bay Delta Authority Water Use Efficiency (WUE) program element.

Recommended Action: Adopt Resolution 03-08-51.

Staff Recommendation: Staff recommends the Authority adopt the attached resolution approving the proposed scope of work for technical support for water use efficiency facilitation.

Background

The focus of the Bay-Delta Water Use Efficiency program is to support local water conservation and recycling projects that can contribute to the Bay-Delta solution. The implementing agencies, including the California Department of Water Resources, the State Water Resources Control Board, and the U.S. Bureau of Reclamation provide financial support through grants and loans and technical support through technical assistance programs. The California Bay-Delta Authority provides oversight and coordination to the implementing agencies. To assure the public of high water use efficiency, the implementing agencies are investing in scientifically-based performance measures including quantifiable objectives for agriculture. Efforts to establish appropriate water measurement and urban water conservation certification are integral parts of these assurances. This proposed Work Assignment to an existing contract with CH2M Hill would engage CH2M Hill to perform general technical support services related to the following activities:

- Technical Support for Appropriate Measurement
- Certification Technical Support
- Develop Methodology for Comprehensive WUE Evaluation

Fiscal Information

Funding Source: WUE General Fund

Term: FY 2003-2004

Total Amount: Not to exceed \$300,000.00

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List of Attachments

Proposed Scope of Work

Contact

Name: Tom Gohring

Phone: (916) 445-0936

CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-51

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE WORK ASSIGNMENT 2 UNDER TASK ORDER 2, FOR GENERAL TECHNICAL SUPPORT FOR WATER USE EFFICIENCY PROGRAM ACTIVITIES

WHEREAS, the Department of Water Resources, CALFED Bay-Delta Program, executed Contract No. 4600002623 with CH2M Hill, to provide planning, environmental analysis, scientific, and technical services for oversight and coordination related to the Bay-Delta Program; and

WHEREAS, the Authority is statutorily authorized to conduct oversight and coordination related to the Bay-Delta Program; and

WHEREAS, the Authority will consider accepting assignment of Contract No. 4600002623 from the Department of Water Resources; and

WHEREAS, the CALFED Programmatic Record of Decision (ROD) established that the goal of the Water Use Efficiency Program is to accelerate the implementation of cost-effective actions to conserve and recycle water throughout the State; and

WHEREAS, the ROD directed the implementing agencies to develop a consensus definition of appropriate water use measurement and draft legislation requiring appropriate measurement of all water use in California; and

WHEREAS, the ROD directed the implementing agencies to prepare a comprehensive evaluation of the performance of Bay-Delta Water Use Efficiency programs by December 2004; and

WHEREAS, the ROD directed the implementing agencies to implement a process for certification of water suppliers' compliance with the terms of the California Urban Water Conservation Council's Memorandum of Understanding, including implementation of best management practices for urban water conservation; and

WHEREAS, the California Bay-Delta Authority Act directs the Authority to provide oversight and coordination to the implementing agencies in implementing the Bay-Delta Water Use Efficiency Program;

NOW, THEREFORE, BE IT RESOLVED that the California Bay-Delta Authority

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authorizes the Director, or his designee, to execute the Work Assignment 2, Task Order 2, under Contract No. 4600002623 (CH2M Hill), for general technical support for water use efficiency program activities, as described generally in the attached proposed scope of work for an amount not to exceed \$300,000.00, subject to appropriation of adequate funds.

CERTIFICATION

The undersigned Assistant to the California Bay-Delta Authority does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Bay-Delta Authority held on August 14, 2003.

Dated:

Heidi Rooks

Assistant to the California Bay-Delta Authority

Attachment 1
General Technical Support for WUE
Work Assignment 2 - Task Order 2
Proposed Scope of Work

1. Task Description

The following task descriptions are consistent with those in Task Order 2. This Work Assignment provides detailed work specifications to the Task Order listed above for Contract no. 4600002623.

2. General Scope of Work

Subtask 2f – Contract Administration

The Contractor shall administer this Work Assignment in accordance with the terms specified in Contract no. 4600002623. Contract administration shall include developing agreements, processing invoices, and managing the flow of work with the sub-consultants necessary to complete the Subtasks described herein.

Subtask 2g – Technical Support for Appropriate Measurement

Diverse stakeholder groups recognize the importance of appropriate measurement of water deliveries. Measurement will provide better information on statewide and regional water use, enable water purveyors to charge for water according to the amount used, allow water users to demonstrate the effects of efficiency measures, and facilitate water transfers. Per the ROD, the implementing agencies have initiated a public process to add greater definition to the concept of appropriate measurement. These existing technical groups are expected to develop draft definitions of appropriate agricultural and urban water use measurement by July 2003.

Authority staff will draft legislation requiring appropriate measurement of water use in California consistent with the following ROD directive:

“At the completion of this stakeholder/technical process, CALFED Agencies will work with the California State Legislature to develop legislation for introduction and

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enactment in the 2003 legislative session requiring the appropriate measurement of all water uses in the State of California.” – ROD page 63

The Contractor shall analyze the costs, benefits, and impacts of the draft legislation. To accomplish this, the Contractor shall have a working knowledge of the definition of appropriate measurement developed during early-2003. The Contractor will also be expected to attend and contribute to meetings of the Measurement Ad Hoc Group.

The costs, benefits, and impacts that are estimated through these analyses shall be categorized as local (agricultural sector and urban sector) and statewide. These results shall be summarized in a Technical Memorandum.

Subtask 2h – Certification Technical Support

The ROD directed the implementing agencies to develop a process for certifying urban water supplier compliance with the California Urban Water Conservation Council’s (CUWCC) Memorandum of Understanding as follows:

“CALFED Agencies will implement a process for certification of water suppliers’ compliance with the terms of the urban MOU, including implementation of best management practices for urban water conservation. CALFED Agencies will support ongoing efforts of the California Urban Water Conservation Council to address this issue.” – ROD page 62

The CUWCC Memorandum of Understanding is posted on the world wide web page at: <http://www.cuwcc.org/memorandum.lasso>).

During 2002, the implementing agencies developed a draft Framework for Certifying Urban Best Management Practices (BMPs) consistent with the ROD. The draft Framework was reviewed and approved through consensus of the WUE Sub-Committee. The draft Framework was reviewed by the BDPAC. The BDPAC advised the implementing agencies revise the draft Framework (refer to BDPAC minutes of September 2002 at <http://www.calwater.ca.gov>).

The Authority staff will work with stakeholders to appropriately revise the Framework during late-2003. The Contractor shall analyze the costs, benefits, and impacts of the revised Framework. To accomplish this, the Contractor shall have a working knowledge of the draft Certification Framework developed during early-2003. The Contractor will also be expected to attend and contribute to meetings of the Certification Ad Hoc Group.

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The costs, benefits, and impacts that are estimated through these analyses shall be categorized as local and statewide. These results shall be summarized in a Technical Memorandum.

Subtask 2i – Develop Methodology for Comprehensive WUE Evaluation

The ROD directed the implementing agencies prepare a Comprehensive Evaluation of the CALFED's Water Use Efficiency program. The Authority and other implementing agencies will conduct this evaluation consistent with the following ROD directive:

“In addition to the annual evaluations of program progress, by December of 2004 CALFED Agencies will conduct a comprehensive evaluation of the Program's first 4 years, and will make appropriate additional State and Federal investments and actions to assure continued aggressive implementation of water use efficiency measures in the State.” - ROD page 62

The Evaluation will be a rigorous technical analysis and include a “look back” estimate of water conservation costs and performance in California during the first four years of CALFED implementation. The Evaluation will also include a “look forward” projection of water conservation costs and performance expected in California by 2030.

The purpose of this Subtask is to assist the implementing agencies in selecting an appropriate method for completing the Comprehensive Evaluation. Under the direction of the Authority's Task Coordinator, the Contractor shall develop no less than three options for preparing the Comprehensive Evaluation. The description of each option shall include data and existing analytical tools required and a description and justification of the need to develop new analytical tools, if any.

The contractor shall develop a process to rate these options and work with the Comprehensive Evaluation Ad Hoc Work Group to rate the options. The Authority Task Coordinator will propose a preferred option to the Ad Hoc Work Group. The Contractor shall present the advantages and disadvantages of the staff proposal to the Ad Hoc Work Group.

The results of this work, including the advantages and disadvantages of the staff-proposed evaluation option shall be presented in a Technical Memorandum.

3. *Deliverables*

Deliverables and corresponding schedule for this Work Assignment is presented in Table 2 (attached).

This Work Assignment includes the production of documents which may include technical memoranda, memoranda, reports, and surveys. For every document listed in Table 2 (deliverables), the Contractor shall provide the following interim deliverables in the listed sequence:

- Outline
- Preliminary Draft
- Final Draft
- Final Document

The Contractor shall incorporate review comments from the CALFED Program Manager on each of these interim deliverables and obtain approval from the CALFED Program Manager for each step of this sequence.

4. Representative

Authority Program Manager
Tom Gohring
California Bay-Delta Authority
650 Capitol Mall, 5th Floor
Sacramento, California 95814
(916) 445-0936

5. Term

The term of this work assignment shall be 1 year, commencing July 1, 2003.

6. Payment

The maximum amount payable under this work assignment is \$300,000.00.

Table 1			
Task Order 2, Work Assignment 2: General Technical Support for Water Use Efficiency			
Schedule of Deliverables			
Subtask	Time Estimate	Deliverables	
2f	Contract Administration	7/1/2003 through 6/30/2004	None
2g	Technical Support for Appropriate Measurement	Draft Due 9/1/03; Final Due 1/1/04	Technical Memorandum describing the data, method, analysis, and outcome of this task. Data and outcome shall be described in a narrative and summarized in tables and graphs. Contractor shall provide the complete document in Adobe Acrobat format and 10 hard copies. Narrative shall also be provided in MS Word format. Tables and graphs shall also be provided in MS Excel format.
2h	Certification Tech. Support	Draft Due 10/1/03; Final Due 4/1/04	Technical Memorandum describing the data, method, analysis, and outcome of this task. Data and outcome shall be described in a narrative and summarized in tables and graphs. Contractor shall provide the complete document in Adobe Acrobat format and 10 hard copies. Narrative shall also be provided in MS Word format. Tables and graphs shall also be provided in MS Excel format.
2i	Develop Methodology for Comprehensive WUE Evaluation	Draft Due 8/1/03; Final Due 11/1/03	Technical Memorandum describing at least 4 options and the preferred method (as proposed by the Authority's Task Coordinator) for completing the Comprehensive WUE Evaluation. Description of methods should include data and existing analytical tools required and a description and justification of the need to develop new analytical tools, if any. Contractor shall provide the complete document in Adobe Acrobat format and 10 hard copies. Narrative shall also be provided in MS Word format. Tables and graphs shall also be provided in MS Excel format.