

I. PROJECT SCOPE OF SERVICES

TASK 1: KICK-OFF MEETING/PRELIMINARY WORK

- 1.1 **Background Review.** Review SLVWD's & SVWD's 2015 UWMP, and any other relevant data, reports and documents necessary for preparation of the 2020 UWMP. *It is assumed that data from 2016-2020 for each supply source and demands for each service area will be readily available and provided by the Districts in the same format as shown in the 2015 UWMPs.*
- 1.2 **Kick-off Meeting.** Host a joint meeting with SLVWD and SVWD staff to review the scope of services, develop a detailed work plan and schedule, identify initial data needed to begin work and methods to obtain data, and establish schedule for weekly or biweekly check-in meetings (generally by phone). The meeting will be done via video conference as appropriate.
- 1.3 **Progress Reporting & Coordination.** Attend bi-weekly progress reporting conference calls to track data collection, coordination, and project needs. *The Budget assumes 18 half-hour meetings for a 9-month duration through July 2021.*
- 1.4 **Project Invoicing.** Prepare monthly invoices and progress reports summarizing work completed in the preceding month. *The Budget assumes work for a 9-month duration through July 2021.*

TASK 2: DEMAND PROJECTIONS

- 2.1 **Demand Projections.** Using the following information, develop water demand projections in five-year increments from 2020 through 2040.
 - 2.1.1 **Demographic Analysis.** Demographic data (e.g. population, housing unit and employment projections, etc.) from general plans for the County of Santa Cruz and the 2020 U.S. census, etc.
 - 2.1.2 **Water Use Analysis.** Historical and current water production data and consumption data by user class (single-family residential, multifamily residential, commercial, institutional, dedicated irrigation, fire and other). Trends in water use reduction at the district since 2000 should be analyzed and factored into the demand projection update. *It is assumed that data from 2000-2020 for each supply source and demands for each service area will be readily available and provided by the Districts in the same format as shown in the 2015 UWMPs.*
 - 2.1.3 **Passive Water Savings Analysis.** Data to estimate impacts of the current and future water use efficiency standards, as well as the impact of on-going behavioral modification/social norming programs.
 - 2.1.4 **Conservation Program Water Savings Analysis.** Historical and current water savings estimates from on-going conservation and water use efficiency programs.
 - 2.1.5 **Economic Impacts Analysis.** Economic information including historical, current and projected rates in regard to elasticity impacts.
 - 2.1.6 Any other information necessary or beneficial for this task. *It is assumed that the demand projection methodologies from the 2015 UWMPs will be adapted and updated based on observed variances from assumptions observed since 2015.*
- 2.2 **Demand Meetings.** In conjunction with SLVWD and SVWD staff, present the draft water demand projections to SLVWD and SVWD Board of Directors and public either at joint or individual meetings (via video conference).
- 2.3 **Revised Demands Meetings.** Incorporate required changes to the demand projections based on Board of Directors feedback and present a revised version of the demand projections (if necessary). Solicit comments from the Boards and public and finalize the corresponding chapters of the 2020 UWMP.

TASK 3: WATER SHORTAGE CONTINGENCY PLAN

- 3.1 **Supply Reliability and WSCP Chapters.** Working with SLVWD and SVWD staff and using information supplied by the Districts' hydrogeologist consultants, draft the chapters of the 2020 UWMP related to water supply reliability and water shortage contingency planning. The new Water Shortage Demand Assessment (WSDA) procedures necessary for completing subsequent annual water shortage assessment reports must be included. *It is assumed that supply reliability estimate methodologies will be adapted and updated based on observed variances from assumptions observed since 2015 and that reports developed by Nicholas M. Johnson, Ph.D., R.G., C.Hg. can remain to be used for SLVWD's reliability methodology.*
- 3.2 **WSCP Meetings.** In conjunction with SLVWD and SVWD staff, present draft information to the Boards and the public. Make any necessary adjustments/revisions and finalize these chapters. Attend all meetings via video conference.

TASK 4: COMPLETE DRAFT OF 2020 UWMP

- 4.1 **Draft Report Preparation.** Identify any remaining data needs and draft the remaining required chapters of the 2020 UWMP and the supporting sections of the plan (e.g., table of contents, list of tables & figures, acronyms & abbreviations, references, appendices, etc.), as well as the climate change impacts to supply, and the checklist developed by DWR to assist them with their review. (note: SLVWD and SVWD staff may take remaining the chapters to the Boards for feedback as they are developed. However, it is not anticipated that consultant will need to attend.) *It is assumed that an Administrative Draft will be submitted and reviewed with staff in a staff review meeting described in Task 4.3. A revised Draft will be provided to the Board of Directors.*
- 4.2 **UWMP Notification Coordination.** Send electronic notification of Urban Water Management Plan Review and Amendment Period to local water agencies and other public agencies designated by SLVWD and SVWD staff, at least 60 days prior to public hearing.
- 4.3 **Draft Review Meetings.** Present an administrative draft of the 2020 UWMP to staff for review. Present a revised draft of the complete 2020 UWMP to the SLVWD and SVWD Board and the public for review. Attend all meetings via video conference. Make final revisions to the plan.

TASK 5: COMPLETE FINAL 2020 UWMP

- 5.1 **Final Draft Report Preparation.** Incorporating all Board of Directors feedback on the draft UWMP from Task 4.3, complete final draft of UWMP.
- 5.2 **Public Hearing Meeting.** In conjunction with SLVWD and SVWD staff, present the final draft to the Board(s) and the public at a public hearing. After the public hearing the Districts' Board(s) will consider final adoption of this plan. Attend all meeting(s) via video conference.
- 5.3 **Final UWMP.** Address comments from Task 5.2 and prepare Final UWMP. Provide SLVWD and SVWD with digital copies in Pdf (fully indexed) and Word formats, and (4) bound copies of the final adopted 2020 UWMP by July 1, 2021. The consultant will assure that electronic versions of the plan meet the specifications of section 508 of the rehabilitation act and be fully available to people with disabilities.

TASK 6: PLAN SUBMITTAL

- 6.1 **Final UWMP DWR Submittal & Coordination.** Following adoption of the 2020 UWMP, submit the plan electronically as required/requested by the DWR by the July 1, 2021 submittal date for both agencies.

TASK 7: CORRECTIONS

- 7.1 **Corrections Contingency.** Make any corrections identified as necessary by DWR after adoption. Provide digital and bound copy of the final report. *Consultant assumes the corrections required by DWR will be*

minor, will not require re-adoption of the UWMP, and will be addressed with errata sheets. Consultant will provide the Districts with an estimated level of effort to address DWR's comments. Consultant will develop corrections as directed by the Districts to perform work on a time and materials basis up to the not to exceed budget shown in the Proposed Total Cost and Fee Schedules section within this proposal.