

**Conservation Program Partnership between  
West Basin Municipal Water District and South Bay Cities Council of Governments**

**SCOPE OF WORK (Draft)**

**Partnership Overview**

In 2006, West Basin Municipal Water District (West Basin or District) partnered with the South Bay Cities Council of Governments (SBCCOG) and the South Bay Energy Savings Center (SBESC) to promote West Basin's water conservation programs. This unique partnership has allowed the South Bay Energy Savings Center to promote the District's water conservation programs along with Edison and the Gas Company's energy efficiency programs. In addition, this partnership has allowed the SBESC to market the District's water conservation programs widely and effectively by utilizing well established communication and outreach channels.

West Basin will continue its partnership with the SBCCOG/SBESC with a new 1-year agreement that will begin on July 1, 2008 and end on June 30, 2009, and have discussions for an additional follow-up 2-year agreement.

This "Scope of Work" (SOW) covers the programs and activities that the SBESC will conduct on behalf of West Basin for Fiscal Year 2008-09, which commences on July 1, 2008 and ends on June 30, 2009.

For this FY 2008-09 (Year 1) SOW, West Basin has allocated a total amount not-to-exceed **\$125,000**.

**Scope of Work Tasks**

The tasks include SBESC promotion, coordination, and implementation of the major categories listed below. Flexibility is built into this agreement to allow for the addition, removal, or substitution of programs. If the timing or budgetary process for one specific task makes its implementation infeasible during the duration of this agreement, West Basin and the SBCCOG can agree to substitute additional or revised program(s) for that task.

This SOW includes activities for the following categories:

- |   |                          |
|---|--------------------------|
| 1. General Promotion of West Basin programs | \$54,000 (\$4,500/month) |
| 2. Assistance with Classes and Training     | \$21,000                 |
| 3. Administering Water Savings Programs     | \$50,000                 |

Each of these general program categories includes one or more specific programs at this time. Additional programs may be substituted or added by mutual agreement of both parties.

**Billing**

The tasks for the General Promotion category will be billed on a prorated monthly basis (\$4,500 per month) and include summary of activities. The tasks of the second and third categories will be billed on a monthly basis based on the activities of the previous month. For the second and third categories, a more detailed accounting of accomplishments will be provided and actual costs to SBESC will be billed.

Specific programs include:

**A. General Promotion of West Basin Programs (\$54,000)**

The South Bay Energy Savings Center will promote West Basin and its water conservation programs to the public through its outreach efforts and existing communication channels.

- Exhibit Events – The SBESC will promote West Basin throughout the year at the various exhibit events it attends.
  - The SBESC will promote West Basin at a minimum of 30 exhibit events
- Media / Web / E-mail – The SBESC will disseminate West Basin program information through its existing communications options, including but not limited to its web site and e-mail blasts. SBCCOG communications such as its quarterly newsletter will also be used. At a minimum, the SBESC will conduct the following number of activities:
  - 4 Newsletter articles
  - 4 E-mail blasts
- Cities – The SBESC will promote West Basin’s programs to its member cities through its contacts and committees. More in-depth information about West Basin’s programs will be provided to the Green Task Force which is a SBCCOG committee. Additionally, updates on West Basin programs will be provided to the SBCCOG Board of Directors, City Managers and at other SBCCOG committee meetings.
- SBESC staff will attend City Council and Town Hall Meetings at least once per year and when requested by West Basin.
- Chambers of Commerce – The SBESC will provide West Basin program information, as it relates to businesses, to the various Chambers.
- Other Organizational Contacts – The SBESC will also provide West Basin information to its various contacts, including federal and state government representatives, and to other public agencies.
- Education Center – The SBESC will include a West Basin display in its office education center, with material about the work and programs of West Basin.
- Volunteers – In the coming year, the SBESC will promote water conservation by using a newly created volunteer program to maximize outreach into the community.

**B. Assistance with Classes, Training and Outreach (up to \$21,000)**

**1. Ocean-Friendly Garden Program**

The SBESC will assist in promoting and coordinating 5 Ocean-Friendly Garden landscape classes to cities throughout the South Bay located within West Basin’s service area.

**SBESC TASKS**

- Work with West Basin staff to select locations and schedule classes.
- Ensure a minimum attendance of 30 participants per class and take class reservations by phone and by on-line reservation system.
- Coordinate a continental breakfast or light lunch for each class (depending on time of class).
- Promote classes via SBESC communication channels as described above

- Conduct sign-in registration on day of each class.
- Promote Energy Programs at classes.

#### **WEST BASIN TASKS**

- Work with its Board of Directors to select cities and locations to hold the classes.
- Work with its local water purveyors and cities to send letters to high residential water users to invite them to the class.
- Provide instructor for classes and training materials.
- Develop a flyer and newspaper advertisements to promote the Ocean-Friendly Garden Classes.
- Work with its other partner, the Surfrider Foundation, to assist with promoting the classes to the Surfrider membership.

### **2. Commercial/Industrial Incentive Program**

#### **SBESC TASKS**

- Coordinate and hold one workshop targeting cooling tower maintenance/chemical companies with a minimum of 10 appropriate attendees.
- Take class reservations by phone and by on-line reservation system.
- Promote workshops through established channels using West Basin's marketing materials.
- Provide breakfast or light lunch for each workshop (depending on time of day).

#### **WEST BASIN TASKS**

- Provide contact information to the SBESC for the various companies.
- Provide appropriate materials and information for presentation at the workshop.

### **3. Promotion of a Smart Gardening "Expo" (2009)**

The SBESC will assist in promoting the Expo through their various communication channels. West Basin will seek partners among water agencies, irrigation equipment manufacturers, environmental groups, nurseries, landscape contractors and green building organizations to hold an exhibition and education event that ties together all elements of water efficient landscaping.

#### **SBESC TASKS**

- Assist with developing program concepts and themes.
- Develop a minimum list of 10 participating vendors and solicit their participation.
- Take Expo reservations by phone and by on-line reservation system.
- Conduct sign-in registration at Expo.
- In coordination with West Basin coordinate 3 training classes throughout the day in partnership with the groups that can provide landscape training.
- Promote Energy Programs.
- Ensure a minimum of 200 attendees at the Expo.

## WEST BASIN TASKS

- Work closely with the SBESC to coordinate the “Smart” Gardening Expo.
- Provide location, tables, and other required infrastructure for the Expo.
- Promote the Expo to licensed landscape contractors, water efficient equipment manufactures, businesses, native plant nurseries, residents, and others.
- Promote Expo via newspapers, flyers and other communication channels.

### 4. Program Substitution

If the 5 “Ocean-Friendly” workshops cannot be implemented, then West Basin will have the SBESC coordinate 5 California Friendly Landscape Workshops in coordination with West Basin and MWD. Other classes or workshops (program substitution) can also be included in the Scope of Work with West Basin approval.

## C. Administer Water Savings Programs

### 1. Food Facility Program (up to \$50,000)

The goals of this Pilot Program are to:

- Visit 50 large to medium facilities and provide audits and training to improve their water use efficiency. (Some sites have previously been visited through the Southern California Gas/California Urban Water Conservation Council Rinse and Save Program administered from August 2002 through December 2006. Data collected can be used for this program.)
- Through audits and training sessions, encourage a minimum of 10 sites to sign on for more significant equipment changes.

## SBESC Tasks

### Audits & Tools

- Conduct 50 audits of food service facilities to provide the customers with a quick summary of water saving and energy saving recommendations. Through the audit, all aspects that affect the amount of water used in the kitchen will be checked and information documented in regards to the following:
  - Faucets
  - Steamers
  - Ice-Machines
  - Dishwashers
  - Spray Valves
  - Evaporative Coolers
- Provide devices for immediate implementation of recommendations such as minor leak repair, aerator and pre-rinse spray head replacement. Potential installations at the time of the audit

include Waterbrooms, Pre-Rinse Spray Valves, faucet aerators, and flow restrictors. Any devices replaced through a prior program will not be retrofitted.

- For audit recommendations that may include major equipment upgrades, such as ice machines and dishwashers, provide information on rebate incentives available through the Metropolitan Water District (MWD) as well as the energy and natural gas utilities, Southern California Edison (SCE) and Southern California Gas (SCG) respectively so that facilities can, on their own with technical assistance from SBESC, take advantage of them.
- Provide recommendations to long-term changes including investment in equipment upgrades.

#### Training Sessions

- Perform 40 education sessions - Either in conjunction with an audit, or as a separate visit, provide training to food service workers on water saving techniques, using bilingual trainers where appropriate.

#### Development of Training Manual and other Materials

- Work with WBMWD to:
  - Develop materials to assist management in training staff to operate equipment in an efficient way on a consistent basis.
  - Assist with production of bi-lingual materials to impact the target audience effectively.
  - Provide a utility tracking schedule template for the facility

### **WEST BASIN TASKS**

#### Audits & Tools

- Provide contact information for large food facilities identified through the West Basin Conservation Master Plan database as well as the Rinse and Spray program database.
- Work with trade allies in the area to target customers ready to purchase new equipment.
- Provide equipment to SBESC to be used during audits for immediate implementation of recommendations such as minor leak repair, aerator and pre-rinse spray head replacement.
- Provide up to \$2500 to purchase tools for staff to conduct the audits as needed. These tools can include a laptop or other data collecting devices and software if needed. All purchased tools will be the property of West Basin and must be returned at completion of program or West Basin request.

#### Training Sessions

- Provide training to SBESC staff who will be providing training programs to food facilities.

#### Development of Training Manual and other Materials

- Working with SBESC and its other partners, provide water savings content and coordinate energy content for the training manual and other materials.

- Provide graphic design services to design the manual and other materials.
  - Print the manual and other materials.
  - Provide copies as needed to SBESC.
2. Other water savings programs - As identified and by mutual agreement.

DRAFT