

Agreement # XXXX

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

SCOPE OF WORK

Partnership Overview

In 2006, West Basin Municipal Water District (West Basin) partnered with the South Bay Cities Council of Governments (SBCCOG) to promote West Basin's water conservation programs using their South Bay Environmental Services Center (SBESC) Program. This beneficial and unique partnership has allowed the SBESC to promote West Basin's water conservation programs widely and effectively by utilizing well established communication and outreach channels.

This "Scope of Work" (SOW) covers the programs and activities that the SBCCOG will conduct on behalf of West Basin for Fiscal Year 2009-10, commencing on July 15, 2009 until June 30, 2010. The total Agreement amount will not exceed **\$127,000**.

Scope of Work Tasks

The SOW tasks include promotion, coordination, and implementation of West Basin's programs, as shown below. Flexibility has been 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 revise the program or substitute an additional program for that task.

This SOW includes activities for the following categories:

1. General Promotion of West Basin programs	\$ 60,000 (\$5,000/month)
a. WR 2020 Presentation Outreach	
2. Assistance with Classes, Training and Outreach	\$ 21,000
a. Ocean-Friendly Garden Classes	
b. Coordinate one Workshop	
c. Smart Landscape Expo	
3. Administer Water Savings Program	\$ 27,000
a. Cash for Kitchens Program	
4. Special Equipment Program	\$ 9,000
5. Special Projects	\$ 10,000
6. Quarterly Report to the West Basin Board of Directors	<u>\$ 0</u>
Total	\$127,000

Billing

The tasks for the General Promotion category will be billed on a prorated monthly basis (\$5,000 per month) and all invoices will include a summary of activities. The tasks associated with categories 2-5 above will be billed monthly based on a time and materials basis as work is completed.

1. General Promotion of West Basin Programs (\$60,000)

The SBESC will promote West Basin and its water conservation programs to the public through its outreach efforts and existing communication channels. **All efforts will be made to equally conduct program activities in each of West Basin's five electoral divisions in the South Bay.** SBESC will track all activities utilizing an Excel Spreadsheet that is separated by each Director's division.

Quantifiable Promotional Activities

- **Exhibit Events** – SBESC will promote West Basin throughout Fiscal Year 2009-10 (July 15, 2009 – June 30, 2010) at the various exhibit events it attends.
 - The SBESC will promote West Basin at a minimum of 48 city exhibit events.
- **WR 2020** – The SBESC will coordinate with their contacts and arrange for 30 one-hour WR 2020 Presentations. West Basin staff will conduct the presentations.
- **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:
 - 12 Newsletter articles and 12 E-mail blasts
- **Green Task Force Committee Meetings** – The SBESC will provide the Green Task Force Committee members with conservation program information and updates on a monthly basis.

Non-Quantifiable On-Going Activities

- West Basin will train all the SBESC volunteers on West Basin's current conservation programs and West Basin's new WR 2020 Program and have the volunteers discuss the program and seek WR 2020 support cards at all outreach events.
- SBESC will arrange for a West Basin briefing during training for all new incoming city council members that are part of the SBCCOG.
- SBESC staff will provide the SBCCOG Board of Directors, city managers and others at the SBCCOG committee meetings with regular updates on West Basin's conservation programs and outreach efforts.
- SBESC staff will attend City Council/Town Hall Meetings, as requested by West Basin.
- Cities- SBESC will promote West Basin's programs to its member cities through its contacts and committees.
- Chambers of Commerce – The SBESC will provide West Basin's program information, as it relates to businesses, to the South Bay Chamber of Commerce and all other chambers of commerce located within West Basin's service area; including any future L.A. County Unincorporated areas that become part of the SBESC service area.
- Other Contacts – The SBESC will also provide information concerning West Basin's programs to its various contacts, including federal and state government representatives, and to other public agencies.

- SBESC will forward West Basin’s electronic newsletters on a quarterly basis to all the contacts in its database.
- Education Center – The SBESC will update West Basin’s display at its office/education center, with current and relevant West Basin information.

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

a. Ocean-Friendly Garden Program

The SBESC will assist in promoting and coordinating 12 Ocean-Friendly Garden landscape classes to cities throughout the South Bay and any future LA County unincorporated areas that become part of the SBESC service area 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 online reservation system.
- Coordinate a light breakfast or light lunch for each class (depending on time of class).
- Promote every class via SBESC communication channels as described above.
- Conduct sign-in registration on day of each class.
- Promote Environmental Programs at classes.

WEST BASIN TASKS

- Work with Board of Directors to select cities and locations to hold the classes.
- Work with 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 door hanger advertisements to promote the Ocean-Friendly Garden classes.
- Work with other partners, the Surfrider Foundation, to assist with promoting the classes to the Surfrider membership.

b. Coordinate a West Basin Water Use Efficiency Workshop regarding AB 1881 Mandatory Landscape Ordinance for Cities

SBESC TASKS

- Coordinate and hold one workshop. West Basin will notify and work with the SBESC on coordinating the AB1881 Workshop.
- Take class reservations by phone and by online reservation system.
- Promote workshop through established SBESC channels using West Basin’s marketing materials.
- Provide breakfast or light lunch for workshop (depending on time of day).

WEST BASIN TASKS

- Provide program and contact information to the SBESC for workshop.
- Provide appropriate materials and information for presentation at the workshop.
- Provide instructor and workshop module.

c. Promotion of a Smart Landscape “Expo” (2010)

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

- Take Expo reservations by phone and online reservation system.
- Conduct sign-in registration at Expo.
- Exhibit at event and promote water, energy and environmental programs.

WEST BASIN TASKS

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

3. Administer Water Savings Program (up to \$27,000)**a. Cash for Kitchens (up to \$27,000)**

The goals of this Pilot Program are:

- Visit large to medium facilities and provide audits and training to improve their water use efficiency.
- Through audits and training sessions, sign-up a minimum of 10 sites for more significant equipment changes such as connectionless food steamers, ice machines, high-efficiency clothes washers, and high-efficiency toilets.

SBESC TASKSAudits & Tools

Conduct **26** audits of food service facilities to provide the customers with a quick summary of water and energy saving recommendations. The audit will include a review, analysis, and

documentation of water usage with regards to the following equipment:

- Faucets, steamers, ice-machines, dishwashers, spray valves, evaporative coolers, high-efficiency toilets and clothes washers.

Training Sessions

- Perform **34** 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.
- Provide devices (supplied by West Basin) for immediate implementation of recommendations such as minor leak repair, faucet aerators, and pre-rinse spray head replacement. Potential distribution of devices at the time of the audit includes 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), Southern California Edison and Southern California Gas Company so that facilities can, on their own with technical assistance from SBESC, take advantage of them.
- Provide recommendations on long-term changes including investment in equipment upgrades.

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.

Training Sessions

- Provide training or program updates (as needed) to SBESC staff that will be providing training programs to food facilities.

Training Manual and other Materials

- Provide copies as needed to SBESC.