

Grant Scope of Work

EXHIBIT A - 1 (Standard Agreement)

WORK TO BE PERFORMED

A. BACKGROUND AND GOALS

Urban runoff is the biggest contributor to water pollution according to recent studies. In order to reduce nonpoint sources of pollution, stakeholders must first identify which pollutants to target and narrow down possible sources.

Water quality data in the Malibu Creek Watershed, especially upper watershed, is incomplete and uncoordinated. The cities of Calabasas, Agoura Hills, Westlake Village, and Malibu, along with Los Angeles County (collectively called the Watershed Management Committee, (WMC) and the Las Virgenes Municipal Water District (LVMWD) seek to implement a monitoring program based on the 1999 draft Malibu Creek Watershed Monitoring Program (Monitoring Program). The draft Monitoring Program was produced by members from the Los Angeles Regional Water Quality Control Board (RWQCB), State Department of Parks and Recreation, City of Calabasas, LVMWD, Heal the Bay, City of Malibu, and University of Southern California's California Sea Grant staff. The final Monitoring Program will incorporate recommendations from stakeholder groups, coordinate with the RWQCB to address Total Maximum Daily Load (TMDL) data needs and assessments from previously gathered data. Such a broad approach will provide conclusive data, eliminate redundancies, and provide cohesiveness to make the best use of limited funds.

To address scrutiny of data gathered, the Monitoring Program will provide quality State Certified, U.S. Environmental Protection Agency (USEPA) method water chemistry and bioassessment data that accurately reflects conditions of the receiving waters. This program seeks to include tests that have been too expensive for other monitoring programs to conduct, but are nonetheless critical to understanding waterbody conditions and possible causes of impairments. Water quality impairments throughout the watershed, highly impaired corresponding beaches and lagoon, and growing areas of development create the need for monitoring and reduction of nonpoint sources of pollution. The Malibu Creek Watershed is currently listed for over twenty (20) impairments throughout the watershed. The WMC and LVMWD will identify problem areas, validate impairments, and assess other environmental/watershed indicators such as fish muscle tissue samples and toxicity testing.

B. WORK TO BE PERFORMED

The Contractor shall be responsible for the performance of the work as set forth herein below and for the preparation of products and a final report as specified in this Exhibit. The Contractor's Project Representative shall promptly notify the State Water Resources Control Board's (SWRCB) Project Representative of events or proposed changes that could affect the scope, budget, or schedule of work performed under this Agreement.

Task 1. Project Administration

- 1.1 Provide all technical and administrative services as needed for Agreement completion; review all work performed; and coordinate budgeting and scheduling to assure that the Agreement is completed within budget, on schedule, and in accordance with approved procedures, applicable laws, and regulations.
- 1.2 Ensure that the Agreement requirements are met through completion of quarterly progress reports submitted to the SWRCB's Project Representative by the tenth (10th) of the month following the end of the calendar quarter (March, June, September, and December) and through regular communication with the SWRCB's Project Representative. The progress reports shall describe activities undertaken and accomplishments of each task during the quarter, milestones achieved, and any problems encountered in the performance of the work under this Agreement. The description of activities and accomplishments of each task during the quarter shall be in sufficient detail to provide a basis for payment of invoices and shall be translated into percent of task work completed for the purpose of calculating invoice amounts.
- 1.3 Disclosure Requirements - Include the following disclosure statement in any document, written report, or brochure prepared in whole or in part pursuant to this Agreement:

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"Funding for this project has been provided in full or in part through an Agreement with the State Water Resources Control Board (SWRCB) pursuant to the Costa-Machado Water Act of 2000 (Proposition 13) and any amendments thereto for the implementation of California's Nonpoint Source Pollution Control Program. The contents of this document do not necessarily reflect the views and policies of the SWRCB, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

The Contractor shall include in each of its subcontracts for work under this Agreement a provision that incorporates the requirements stated within this subtask.

- 1.4 The Contractor shall notify the SWRCB's Project Representative at least ten (10) working days prior to any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by SWRCB representatives.
- 1.5 Complete a one (1)-page Contract Summary Form (form to be provided by the SWRCB) within three (3) months of the Agreement execution.
- 1.6 Award subcontract(s) to appropriate organization(s) to perform tasks as outlined in this Agreement. Document steps taken in soliciting and awarding the subcontract and submit them to the SWRCB's Project Representative for review prior to subcontract award. Provide SWRCB's Project Representative with a copy of the awarded subcontract. Document all subcontractor activities and expenditures in progress reports.
- 1.7 Every six (6) months during the term of this Agreement, the Contractor shall develop and submit to their assigned SWRCB Program Analyst expenditure/invoice projections to enable funding to be available for payment of invoices.
- 1.8 At the completion of this project and prior to final payment, the Contractor's Project Representative shall fill out and provide a survey form to the SWRCB's Project Representative.

Task Deliverables: 1.2 Progress Reports, 1.5 Contract Summary Form, 1.6 Subcontractor Documentation, 1.7 Expenditure/Invoice Projections, 1.8 Project Survey Form

Task 2. California Environmental Quality Act Documentation and Permits

- 2.1 No work that is subject to California Environmental Quality Act (CEQA) shall proceed under this Agreement until documents that satisfy the CEQA process are received by the SWRCB's Project Representative.
- 2.2 Secure all required permits for project work. No work that is subject to permitting shall proceed under this Agreement until documents that satisfy the permitting process(es) are received by the SWRCB's Project Representative.

Task Deliverables: 2.1 CEQA Documentation, 2.2 Permits

Task 3. Quality Assurance Project Plan

- 3.1 Prepare and maintain a Quality Assurance Project Plan (QAPP). The QAPP shall be approved by the RWQCB or SWRCB Quality Assurance officer prior to implementation of any sampling or monitoring activities. No monitoring shall occur prior to QAPP approval. Any costs related to monitoring data collected prior to and not supported by the approved QAPP will not be reimbursed.

Task Deliverables: 3.1 Approved and Signed QAPP

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Task 4. Project Assessment and Evaluation Plan

- 4.1 Submit to the SWRCB's Project Representative a Project Assessment and Evaluation Plan that does all of the following:
- a. Identifies the nonpoint source or sources of pollution to be prevented or reduced by the project.
 - b. Describes the baseline water quality or quality of the environment to be addressed.
 - c. Describes the manner in which the project will be effective in preventing or reducing pollution and in demonstrating the desired environmental results.

Task Deliverables: 4.1 Project Assessment and Evaluation Plan

Task 5. Technical Advisory Committee

The Technical Advisory Committee (TAC) will provide a framework for project management through teamwork. In the initial phase, the TAC will appoint a full-time Watershed Monitoring Coordinator to lead this project. Once installed, the Watershed Monitoring Coordinator will use the TAC meetings to keep all project participants involved as the project progresses.

- 5.1 Utilize the members of the Malibu Creek Watershed Advisory Council (MCWAC), such as Los Angeles County, LVMWD, and Los Angeles RWQCB, to participate/serve on the TAC. The SWRCB's Project Representative will also be invited to serve on the TAC.
- 5.2 Establish the roles and responsibilities of the TAC and submit to the SWRCB's Project Representative.
- 5.3 Conduct quarterly/monthly/biannual meetings depending on the stage of the project to update the TAC on findings, ensure coordination with other monitoring agencies, and collect data from other monitoring programs. Prepare meeting agendas and minutes.

Task Deliverables: 5.1 List of TAC members, 5.2 Roles and Responsibilities of the TAC, 5.3 Meeting Agendas and Minutes

Task 6. Monitoring Program

The Monitoring Program will play an integral role in providing a road map to obtaining critical data needed to refine watershed TMDLs and validate impairments. The Monitoring Program will address data collection with the intent to assess baseline conditions for urbanized areas as well as ambient conditions.

- 6.1 Develop a summary of existing data from such groups as Heal the Bay, LVMWD, and Resource Conservation District for the Santa Monica Mountains, and determine data gaps.
- 6.2 Choose sites, verify non-duplication of monitoring efforts, and incorporate other groups such as Heal the Bay and LVMWD monitoring program data. Sites will be selected to include numerous land uses as well, as a minimum of one "pristine" site to determine natural background conditions.
- 6.3 Review Malibu Creek Watershed TMDLs and Clean Water Act section 303(d) listing to provide basis for monitoring program parameters.
- 6.4 Coordinate with the RWQCB to update the Monitoring Program to support critical data needs to aid in TMDL refinement and implementation strategies.

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- 6.5 Visit sites chosen in Task 6.2 to ensure accessibility and true representation of site selection criteria.
- 6.6 Obtain permission to access sites (i.e., obtain signed Landowner Agreements to allow access to their property), if needed.
- 6.7 Collect and review monitoring plans from other agencies and organizations such as LVMWD, Heal the Bay, and Resource Conservation District for the Santa Monica Mountains to ensure consistency between programs. Meet with SWRCB's Clean Water Team to ensure consistency and data quality. Also review SWRCB's Surface Water Ambient Monitoring Program (SWAMP) at <http://www.swrcb.ca.gov/swamp/index.html> and the USEPA's Elements of a State Water Monitoring and Assessment Program at <http://www.epa.gov/owow/monitoring/elements/>.
- 6.8 Distribute the Monitoring Program to TAC for review.
- 6.9 Review comments received and finalize the Monitoring Program.

Task Deliverables: 6.1 Summary of Existing Data and Data Gaps, 6.6 Signed Landowner Access Agreements, if needed, 6.9 Final Monitoring Program

Task 7. Monitoring

The implementation of the Monitoring Program will establish existing baseline conditions and provide information on probable sources of impairments. Baseline monitoring of 303(d) listed impairments and other creek health indicators will be monitored for approximately a year and a half. Baseline monitoring will include water chemistry, acute and chronic toxicity testing, bioassessments, metals testing in fish tissue, and a hydrology and geomorphology assessment.

- 7.1 Identify any needs for training before any sampling occurs, and train the Watershed Monitoring Coordinator and interns to collect samples and data according to the final Monitoring Program (Task 6).
- 7.2 Collect samples for water chemistry analysis, record field observations, photo-document and report water quality indicators as outlined in the final Monitoring Program and the QAPP.
- 7.3 Conduct acute and chronic toxicity tests to complement evaluating the health of waterbodies as described in the final Monitoring Program.
- 7.4 Conduct bio-assessments to evaluate diversity and abundance of species as outlined in the final Monitoring Program and the QAPP.
- 7.5 Analyze fish tissues for metals as outlined in the final Monitoring Program and the QAPP.
- 7.6 Seek technical assistance from water resource professionals, such as hydrologists and geomorphologists, as needed to support the goals of the final Monitoring Program (Task 6).

Task Deliverables: 7.1 Training Certification/ Proof of Training and Attendance List

Task 8. "Hot Spot" Testing

After analyzing the first year's baseline data, "Hot Spots" will be identified for further extensive testing. "Hot Spots," determined by recurring high levels of pollutants, will be monitored more intensely once first year baseline monitoring has determined these sites. "Hot Spot" testing is the next step to identifying the sources of biological and ecological degradation.

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- 8.1 Evaluate first year's baseline monitoring results to identify "Hot Spots," which are sites warranting further testing. Prepare first-year annual report (baseline) including baseline monitoring and "Hot Spots."
- 8.2 Present first-year annual report (baseline) in conjunction with a TAC meeting to receive public comments. Summary of comments from the TAC will be included in the meeting minutes from Task 5.3.
- 8.3 Develop an expanded monitoring plan for each identified "Hot Spot," based on observed pollutant concentrations, contributing land uses, and other pertinent factors at each location. Positive fish tissue analysis may identify areas of concern for metals testing in the water column, and high nutrients results may give cause for pesticide testing. Also, bioassessments and toxicity tests are just the first step to determine if there is a problem ordinarily not detected from monitoring a limited number of parameters.
- 8.4 Develop an appendix to the final Monitoring Program to incorporate the identified "Hot Spot" monitoring needs.
- 8.5 Distribute "Hot Spot" testing appendix to the TAC for review and comment.
- 8.6 Incorporate comments and complete the final "Hot Spot" testing appendix to the final Monitoring Program.
- 8.7 Conduct "Hot Spot" Testing in addition to the second year of baseline monitoring and prepare second-year annual report (Hot Spot).
- 8.8 Present second-year annual report (Hot Spot) in conjunction with a TAC meeting to receive public comments.

Task Deliverables: 8.1 First-year Annual Report (Baseline), 8.6 "Hot Spot" Monitoring Appendix, 8.8 Second-year Annual Report (Hot Spot)

Task 9. Database

The purpose of this task is to create and implement a database with the capability to store, retrieve, and web-post all water quality data generated by this project.

- 9.1 Create and maintain a water quality test results database that is compatible with Geographic Information System and systems used to post data on website(s), such as Microsoft Access.
- 9.2 Input data from watershed-wide monitoring activities, as outlined in tasks 7 and 8, and continue to update database monthly throughout the course of this project.

Task Deliverables: 9.1 Electronic Copy of Database File

Task 10. Assessment of Data Collected

The purpose of this task is to generate a report summarizing the findings of the monitoring activities and recommendations for watershed improvements based on those findings.

- 10.1 Compile and analyze first-year annual report (Baseline) (Task 8.1), second-year annual report (Hot Spot) (Task 8.8), and any additional baseline data collected.
- 10.2 Develop the Malibu Creek Watershed Monitoring Report to include pollution prevention recommendations such as restoration projects, additional urban runoff reduction ordinances, and educational programs to address impairments. The Malibu Creek Watershed Monitoring Report will incorporate findings from the first-year baseline report in Task 8.1 and the second-year "Hot Spot" report in Task 8.8.

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- 10.3 Develop a matrix to assist in evaluating the project's completeness and success in achieving the three (3) requirements stated in Project Assessment and Evaluation Plan.

Task Deliverables: 10.2 Malibu Creek Watershed Monitoring Report, 10.3 Program Evaluation Matrix

Task 11. Outreach

Outreach provides a critical linkage between obtaining the technical water quality data gathered from monitoring and "Hot Spot" testing and moving forward to address creek impairments identified. Findings and recommendations will be presented to stakeholders such as the MCWAC, City Councils; and the Los Angeles County Board of Supervisors. Water quality data will be posted via website to allow easy access for the public and interested agencies.

- 11.1 Present the final Malibu Creek Watershed Monitoring Report to the MCWAC, the Malibu Creek Watershed Cities' respective City Councils and the Los Angeles County Board of Supervisors. Prepare staff reports and coordinate with the above agencies to present at their meetings.
- 11.2 For participation in public meetings, such as City Council meetings, submit meeting notification to local media including local newspapers, newsletters, cable stations, and websites, at least thirty (30) days in advance of scheduled meeting.
- 11.3 Coordinate with Santa Monica Bay Restoration Commission and/or MCWAC to regularly post the data on their websites (www.malibuwatershed.org, <http://www.santamonibay.org/site/monitoring/layout/monitoring.jsp>)

Task Deliverables: 11.1 List of Meetings, Copy of Meeting Minutes, List of Attendees, and Copy of Meeting Agendas, 11.2 Copy of Meeting Notifications, 11.3 Print out of webpage(s) containing Monitoring Data

Task 12. Draft and Final Project Report

- 12.1 Prepare a draft project report that includes the results of the tasks listed above. The report shall include the following narrative sections:
- a. A brief introduction including a statement of purpose, the scope of the project, and a description of the approach and techniques used during the project.
 - b. A list of the task deliverables previously submitted as outlined in the Schedule of Deliverable Due Dates.
 - c. Any additional information that is deemed appropriate by the Contractor's Project Representative.
 - d. Indicate whether the purposes of the project have been met. Include information collected in accordance with the project monitoring and reporting ("assessment and evaluation") plan, including a determination of the effectiveness of the best management practices or management measures implemented as part of the project in preventing or reducing nonpoint source pollution.
- 12.2 Submit three (3) copies of the draft project report to the SWRCB's Project Representative for review and comment.
- 12.3 Prepare a final project report that addresses, to the extent feasible, comments made by the SWRCB's Project Representative on the draft project report. Submit one (1) reproducible master and two (2) copies of the final project report to the SWRCB's Project Representative for review and acceptance.

Task Deliverables: 12.2 Draft Project Report, 12.3 Final Project Report

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C. SCHEDULE OF DELIVERABLE DUE DATES

| TASK | SUB-TASK | DELIVERABLE | DUE DATE |
|-----------|---|---|---------------------------------------|
| 1 | PROJECT ADMINISTRATION | | |
| | 1.2 | Progress Reports | 4/10/04 and quarterly thereafter |
| | 1.5 | Contract Summary Form | 03/01/04 |
| | 1.6 | Subcontractor Documentation | 4/10/04 and quarterly thereafter |
| | 1.7 | Expenditure/Invoice Projections | 6/15/04 and every 6 months thereafter |
| | 1.8 | Project Survey Form | 02/15/06 |
| 2 | CALIFORNIA ENVIRONMENTAL QUALITY ACT DOCUMENTATION AND PERMITS | | |
| | 2.1 | CEQA Documentation | 4/01/04 |
| | 2.2 | Permits | 4/01/04 |
| 3 | QUALITY ASSURANCE PROJECT PLAN | | |
| | 3.1 | Approved and Signed QAPP | 03/01/04 |
| 4 | PROJECT ASSESSMENT AND EVALUATION PLAN | | |
| | 4.1 | Project Assessment and Evaluation Plan | 3/15/04 |
| 5 | TECHNICAL ADVISORY COMMITTEE | | |
| | 5.1 | List of TAC Members | 2/01/04 |
| | 5.2 | Roles and Responsibilities of the TAC | 2/15/04 |
| | 5.3 | Meeting Agendas and Minutes | 2/01/04 and quarterly thereafter |
| 6 | MONITORING PROGRAM | | |
| | 6.1 | Summary of Existing Data and Data Gaps | 3/15/04 |
| | 6.6 | Signed Landowner Access Agreements, if needed | 4/01/04 |
| | 6.9 | Final Monitoring Program | 4/01/04 |
| 7 | MONITORING | | |
| | 7.1 | Training Certification/ Proof of Training and Attendance List | 5/01/04 |
| 8 | "HOT SPOT" TESTING | | |
| | 8.1 | First-year Annual Report (Baseline) | 3/15/05 |
| | 8.6 | "Hot Spot" Monitoring Appendix | 4/01/05 |
| | 8.8 | Second-year Annual Report (Hot Spot) | 1/15/06 |
| 9 | DATABASE | | |
| | 9.1 | Electronic Copy of Database File | 1/15/06 |
| 10 | ASSESSMENT OF DATA COLLECTED | | |
| | 10.2 | Malibu Creek Watershed Monitoring Report | 1/15/06 |
| | 10.3 | Program Evaluation Matrix | 2/01/06 |
| 11 | OUTREACH | | |
| | 11.1 | List of Meetings, Copies of Meeting Minutes, List of Attendees, and Copy of Meeting Agendas | 4/01/04 and quarterly thereafter |
| | 11.2 | Copy of Meeting Notification | 4/01/04 and quarterly thereafter |
| | 11.3 | Print-Out of Webpage(s) containing Monitoring Data | 2/01/06 |
| 12 | DRAFT AND FINAL PROJECT REPORT | | |
| | 12.2 | Draft Project Report | 2/01/06 |
| | 12.3 | Final Project Report | 3/01/06 |