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**PHASE 2
MITIGATION MONITORING & REPORTING SERVICES
FOR THE
PRE-CONSTRUCTION & CONSTRUCTION PHASE
OF THE MONTEREY PIPELINE PROJECT**

INTRODUCTION

Denise Duffy & Associates, Inc. (DD&A) is pleased to present this proposal to provide continued mitigation monitoring and compliance services for Phase 2 of the Monterey Pipeline Project (“Project”) in accordance with the requirements of the Mitigation Monitoring & Reporting Programs (“MMRPs”) for the Project. DD&A has prepared this scope of work in response to a request from the Monterey Peninsula Water Management District (“MPWMD”). This scope of work specifically covers continued work in Phase 2, as described below.

PROJECT UNDERSTANDING

DD&A is proposing to provide continuation of environmental monitoring and compliance services to MPWMD. DD&A’s experience having prepared the underlying environmental documentation for the Pure Water Monterey/Groundwater Replenishment (“PWM/GWR”) Project and the Addendum for the Monterey Pipeline and Hilby Avenue Pump Station projects, as well as our work during Phase 1 and our extensive mitigation compliance experience makes DD&A uniquely qualified to manage the mitigation monitoring and reporting for this Project.

As defined below, DD&A’s responsibilities would include:

- Periodic site visits during construction activities to document compliance with monitoring requirements through December 2017;
- Overview and management of mitigation monitoring & reporting responsibilities, including maintaining a detailed record of compliance status during the pre-construction and construction phase of project;
- Coordination with local agencies;
- Preparation of compliance memoranda summarizing monitoring activities and mitigation compliance; and
- On-going coordination with MPWMD and California-American Water (Cal-Am).

As part of Phase 2, DD&A would be responsible for providing on-going mitigation monitoring and reporting services and additional long-term monitoring throughout the duration of construction. DD&A will provide on-going coordination with the MPWMD and Cal-Am (“Project Proponent”) and their technical sub-consultants. DD&A will continue to review the technical material submitted by the Project Proponent and/or their technical sub-consultants to verify that the material adequately

addresses the requirements identified in the MMRP. In Phase 1, DD&A developed and maintained a Mitigation Tracking Matrix and record keeping protocol to ensure that a comprehensive administrative record was retained. All material submitted on behalf of the Project Proponent will continue to be incorporated into the Mitigation Tracking Matrix. In addition, DD&A will continue to coordinate regular conference calls with relevant stakeholders to discuss project status and assign tasks in order to meet project deadlines. DD&A will continue to take an equally active approach to providing clear and concise actionable status information to MPWMD.

WORK TASKS UNDER PHASE 1

Phase 1 was intended to include project initiation and the development of MMRP documentation protocol, as well as weekly meetings and review of required MMRP work products from CalAm and its contractors. During the course of Phase 1, additional services beyond the initial assumptions were required to complete compliance document review and in anticipation of construction initiation. Phase 1 Work Tasks 1 through 5 are described below. Phase 1 tasks performed required additional DD&A efforts and services (see the attached budget table).¹

Phase 1 Task 1: Project Initiation - This task included documentation of existing information and reports, development of a complete reference list, and coordination with MPWMD staff on the early start up tasks for the project. In addition, DD&A prepared a Mitigation Tracking Matrix. The Mitigation Tracking Matrix has been and will continue to be used for the purposes of monitoring and documenting compliance with the various mitigation measures identified in the MMRP, and will be maintained throughout the duration of the project as part of Phase 2 tasks.

Phase 1 Task 2: Early Compliance Coordination - DD&A facilitated weekly calls to ensure compliance efforts during the start of construction and coordinated monitoring efforts to determine if all requirements were being met on a weekly basis through the initial phase of construction. DD&A reported on the production of work products during this task, as well as also established and managed weekly meeting follow up with MMRP, CalAm contractors and participants as needed for reporting and clarification on MMRP items.

Phase 1 Task 3: Data Management & Documentation Review - DD&A maintained the Mitigation Tracking Matrix developed as part of Task 1. This included compiling monitoring logs, as well as documenting material submitted on behalf of the Project Proponent. DD&A has also prepared compliance memoranda to document compliance with the requirements of the applicable mitigation measures. Compliance memoranda prepared in Phase 1 include:

- AQ-1 Construction Fugitive Dust Control Plan
- BT-1a Employee Education Program
- BT-1a Storm Water Pollution Prevention Plan
- CR-2a Archaeological Monitoring Plan
- EN-1 Construction Equipment Efficiency Plan

¹ The attached budget includes additional line item for the additional services conducted under Phase 1 for the requested tasks above during the initiation phase of the contract. These services are for additional document management, compliance and initiation of early tasks, particularly for the multiple revisions and review of plans submitted and services for coordination during tasks under Phase 1 effort.

- HH-2a Environmental Database Report
- HH-2b Health and Safety Plan
- HH-2c Materials and Dewatering Disposal Plan
- PS-3 Construction Waste Reduction and Recycling Plan

Phase 1 Task 4: Meetings - DD&A has coordinated and participated in regular conference calls and meetings with the project team as described above in Phase 1. Phase 2 meetings will continue as periodic conference calls for check in, approximately every two weeks, as well as meetings or calls to address issues as they arise.

Phase 1 Task 5: Project Management - DD&A provided project management services throughout the initiation phase of the project.

SCOPE OF WORK FOR PHASE 2

Phase 2 of the contract will finalize the initiation and planning documentation and provide compliance management, field monitoring and post-construction documentation through the end of 2017².

Phase 2 Task 6: Data Management & Documentation Review, continued from Phase 1

DD&A will continue to maintain the Mitigation Tracking Matrix compiled during Phase 1 which serves to maintain the record of documentation for MMRP Compliance of the Monterey Pipeline Project. This task also includes continued review and compliance documentation throughout the contract to ensure compliance with MMRP and Plans, as well we management of the database of materials.

Additionally, there are specific memoranda and plans that require completion of compliance documentation for the record. DD&A will complete the preparation of the needed compliance memoranda in ensure consistency and compliance with the MMRP per the Mitigation Tracking Matrix. DD&A will coordinate with MPWMD and the CalAm consulting and contracting team as part of continued work on this task.

Deliverables: Compliance Memoranda, up-to-date Mitigation Tracking Matrix, Database Management Updates

Phase 2 Tasks 7. Periodic Site Visits

DD&A will facilitate periodic on-site management of compliance efforts. These site visits are anticipated to occur on a weekly basis. DD&A will coordinate the different monitoring efforts and determine in real time if all requirements are being met. DD&A will assess monitoring needs and requirements, and ensure staff is available as needed to perform the required work. On-going on-site monitoring is a critical component of ensuring that the applicable mitigation measures have been satisfied in accordance with the requirements of the MMRP. DD&A assumes that the need for on-site staff will vary depending on the phase of the project and specific work activities. It is assumed that during construction a weekly presence would be required to document compliance. As

² Phase 2 is anticipated to begin in December 2016 and last until December 2017. If additional tasks arise outside of the compliance services and regular meetings due to unforeseen circumstances, these items would be billed as an additional task with preauthorization.

requested, DD&A will also conduct pre-construction field visit(s) with the CalAm consultants and project contractor, and/or permitting jurisdictions as needed to confirm project assumptions and work plan, as well as discuss any questions on applicable MMRP requirements.

Phase 2 Task 8: Post-Monitoring & Construction Final Report

As part of this task, DD&A will prepare a detailed Post-Monitoring & Construction Final Report. This plan will document the status of each of the individual mitigation measures, identify whether any additional post-construction monitoring is warranted, and, if necessary, identify additional management actions to ensure that post construction measures are implemented in accordance with the requirements of the MMRP. In addition, the Post-Monitoring & Construction Final Report will also include a detailed summary of the various management actions implemented throughout the duration of project construction.

Deliverables: Post-Monitoring & Construction Final Report

Phase 2 Task 9: Meetings

DD&A has managed meetings during the Phase 1 initiation process on a weekly basis. DD&A will continue to coordinate and participate in regular conference calls and meetings with the project team (assumed every two weeks) and as topics arise on an as-needed basis, to discuss work progress and outstanding issues. Regular conference calls and meetings will cover status of work products, schedule, and progress for construction and monitoring. DD&A will also conduct internal coordination meetings to coordinate activities and discuss ongoing issues, and provide project management services as described below. If additional meetings/conference calls are required, those meetings will be billed on a Time and Material (“T&M”) basis.

Deliverables: Meeting notes

Phase 2 Task 10: Ongoing Project Management

DD&A will provide project management services throughout Phase 2 of the project. DD&A will routinely coordinate with the internal project team and provide monthly progress reports as part of this task. DD&A will attend to all aspects of managing the project, including scheduling resources, handling team communication (both internally and externally), scheduling, responding to requests for information, and preparation of monthly progress reports and conference calls. DD&A’s Project Manager and Financial Manager will also be responsible for administering contracts, reviewing invoices, and monitoring the project budget.

Deliverables: Monthly progress reports, contracts, invoices, and budget items

Attachment A

Budget

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DD&A, Inc.
MPWMD - Pre-and Post- Construction Phase 2
for the Monterey Pipeline Project

Task		Principal	Project Manager	Assoc Planner/Scientist	Asst Planner/Scientist	GIS/Computer Specialist	Admin/Editing	Hours Per Task	Cost per Task	Cost Per Phase
Phase I		-	-	-	-	-	-			
1-6 Add's Services Ph 1	Phase 1 services for additional document management, compliance and initiation of early tasks	14	24	8	24	-	2	72	\$ 9,402	\$ 9,402
Phase 2 -assumes 12 month		-	-	-	-	-	-			
6-Ph 2	Data Management and Document Review	6	48	36	40	6	6	142	\$ 16,106	\$ 68,696
7-Ph 2	Periodic Site Visits	-	36	92	54	-	12	194	\$ 20,024	
8-Ph 2	Post-Monitoring & Construction Final Report	6	24	16	48	6	6	106	\$ 11,542	
9-Ph 2	Meetings	16	36	36	12	-	-	100	\$ 13,112	
10-Ph2	Project Management	4	36	-	16	-	12	68	\$ 7,912	
	Total Hours	46	204	188	194	12	38	682		
	Hourly Rate	\$215.00	\$135.00	\$103.00	\$92.00	\$98.00	\$60.00			
	Total Labor	\$ 9,890	\$ 27,540	\$ 19,364	\$ 17,848	\$ 1,176	\$ 2,280			\$ 78,098
Subconsultants										\$ -
None required										
Expenses										\$ 1,650
Mileage (at current IRS mileage rate)									\$ 900	
Miscellaneous (phone, fax, cellular, postage, courier etc)									\$ 750	
Subtotal										\$ 1,650
Administration Fee										\$ 248
Total Budget										\$ 79,996