

# SCOPE OF WORK

## 1. PROJECT DESCRIPTION

The purpose of this project is to prepare engineering designs (60% complete), consult on environmental permits, and complete California Environmental Quality Act (CEQA) review, pursuant to the conversion of a 4.3-acre wastewater storage basin adjacent to City of San Leandro's Water Pollution Control Plant to an integrated treatment wetland, habitat enhancement, and sea level rise adaptation project. A secondary objective is to develop a shoreline resiliency and tidal marsh restoration vision for the surrounding area, in the City of San Leandro, Alameda County (Proposed Project).

Completion of this phase of the Proposed Project from between July 2018 and March 2021 will permit the City of San Leandro (Grantee) to pursue implementation funds from local and grant sources. The Grantee intends on pursuing implementation funds in parallel with the design and permitting phases described here. Pending the results of this project, in terms of achieving wastewater treatment and shoreline resiliency objectives, the Grantee may scale this project to nearby lands and this project is anticipated to serve as a project-scale implementation of a novel treatment wetland that can be applied throughout the region and state.

## 2. SCOPE OF WORK

### 2.1. Task 1: Project Management

#### Subtask 1.1 SFBRA Contracting

The Grantee will coordinate with the San Francisco Estuary Partnership (SFEP) grant manager assigned to this project (Heidi Nutters) to ensure the Grantee has prepared the requisite documents to enter into agreement with the San Francisco Bay Restoration Authority (SFBRA). This project work plan and accompanying documents shall be used as the basis of a grant agreement and Resolution for review by the San Leandro City Council.

#### Subtask 1.2 Subcontractor Selection and Oversight

The Grantee shall submit subcontractor qualifications and draft contract review to SFEP and SFBRA for review and approval prior to execution. The contract shall describe the scope of work and the products expected from each subcontractor. In the progress reports, the Grantee shall document all subcontractor activities, invoices, deliverables completed, progress, issues and proposed resolutions.

#### Subtask 1.3 Reporting and SFBRA Coordination

The Grantee shall submit monthly status reports to its assigned manager to ensure the SFEP and SFBRA are aware of the status of the project; that changes in the work plan, schedule and budget are reported promptly; and that the project is being carried out consistent with the requirements and guidelines established for the Measure AA grant program. Bi-annual Progress Reports shall be prepared, including invoices, subcontractor documentation, and description of overall project status and milestone performance.

#### Subtask 1.4 Project Close-Out

Upon completion of project milestones and City Council approval of the CEQA document for this proposed project, final reports and project deliverables shall be compiled to facilitate project close-out by the Grantee and SFBRA, according to protocols to be determined at a later date.

Task Deliverables: grant agreement package (project work plan, acknowledgement plan, schedule, and budget); monthly status reports and bi-annual Progress Reports, including invoices, and subcontract documentation; final project deliverables and close-out documentation

## **2.2. Task 2: Planning and Design**

### Subtask 1.1 Phase 1: Treatment Wetland Planning and Design

Technical and regulatory advisors, contract engineers, and public stakeholders shall be consulted to inform the design of an integrated treatment wetland, habitat enhancement, and sea level rise adaptation project. Conceptual designs shall be developed through input from stakeholders and advisors, as well as through targeted outreach to key stakeholders and the general public at the Resilient San Leandro event, on October 13, 2018. A contract engineer and supporting specialists shall be secured to develop engineering designs.

This subtask includes the development of site-specific surveys and technical evaluations (i.e. hazardous materials, biology, air quality, and cultural resources) necessary to complete CEQA and initiate permitting processes with all relevant agencies.

At a minimum, this phase of the Project is expected to result in engineering designs for the treatment wetland and associated habitat improvement/sea level rise adaptation features at a 60% completion level. At this phase of the Proposed Project, it is not assured that permitting hurdles shall be faced that will require more complicated permitting and design challenges. Yet the Grantee is confident CEQA documentation and review can be completed and agency consultation can be initiated, based on 60% engineering designs.

It is the goal, however, to achieve a higher level of completion, to permit the solicitation of implementation funds and completion of the permitting process.

### Subtask 1.2 Phase 2: Shoreline Resiliency Vision and Conceptual Plan

This sub-task involves collaboration with surrounding landowners to develop a long-term vision and plan for a comprehensive shoreline resiliency and tidal marsh restoration project. As a means to initiate a longer-term shoreline resiliency and restoration element, for the purposes of improved shoreline ecology and infrastructure protection, community stakeholders and surrounding landowners (Oakland International Airport/Port of Oakland & East Bay Regional Parks District) shall be engaged to address options for enhancing shoreline resiliency and tidal marsh restoration.

Following implementation of the Phase 1 treatment wetland, San Leandro hopes to facilitate the planning, design, fundraising and implementation of a larger shoreline resiliency and tidal marsh restoration effort to protect critical infrastructure, enhance ecological resources, and improve water quality. This sub-task shall serve to initiate that process.

### Subtask 2.3 Signage and Acknowledgement

The Project site is located adjacent to and is clearly visible from the Bay Trail. Pursuant to the Acknowledgement Plan for this project, signage shall be placed adjacent to the Bay Trail and the Proposed Project site to educate the public regarding the history, science, and expected benefits of the Project, as well as the role of Measure AA and the SFBRA in implementing this project. Draft signage designs shall be submitted to SFEP and SFBRA for review and approval.

Following implementation of the project, public access will be available through scheduled tours with WPCP staff. Public tours are expected to receive interest from school groups, wastewater industry representatives, and others interested in green infrastructure. In addition to signage, acknowledgement of the role of the SFBRA and Measure AA funds in this project shall be communicated heavily, as described in the Acknowledgement Plan (Section 6).

Task Deliverables: minutes of meetings to stakeholders, the public and agencies; conceptual designs for public presentation; preliminary designs for agency and advisor review; engineering designs; draft and final signage plans; installed signage; social media and outreach plan

### **2.3. Task 3: Permitting Agency Consultation**

Pursuant to this sub-task, the Grantee shall conduct early outreach to the range of regulatory agencies with a nexus to this project:

- San Francisco Bay Regional Water Quality Control Board (Regional Board)
- Alameda County Mosquito Abatement District
- Bay Conservation Development Commission (BCDC)
- CA Department of Fish and Wildlife (CDFW)
- Army Corps of Engineers (ACOE)
- US Fish and Wildlife Service (FWS)
- Bay Area Air Quality Management District (BAAQMD)

The design and permitting Project phase funded under this grant is expected to close following certification of the CEQA document and prior to completion of all permitting processes. However, informal consultation shall be completed with all listed agencies, with the goal of developing a strong sense of expectations from regulatory agencies as CEQA documentation is completed. Where possible, formal permitting processes shall be initiated and documentation shall be developed during the course of this grant period.

Some consultation has begun already with the Regional Board and it is anticipated the Bay Restoration Regulatory Integration Team (BRRIT) shall be utilized to streamline the regulatory engagement processes, to the extent possible.

Task Deliverables: Memorandums shall be developed during the course of informal consultations with each permitting agency. Additional documentation pursuant to these consultations may be prepared and shall be reported upon thorough status updates and Progress Reports.

### **2.4. Task 4: CEQA Documentation, Comments, and City Council Approval**

This Project involves planning and design of a discretionary activity by a public agency and is considered a non-exempt project subject to CEQA. Consistent with the CEQA process undertaken for the Oro Loma project (State Clearinghouse #2013112070), an Initial Study (IS) / Mitigated Negative Declaration (MND) shall be prepared in compliance with Public Resources Code Section 21000 et seq., CEQA of 1970 (as amended), and Title 14, Chapter 3 of the California Administrative Code. In accordance with the CEQA Guidelines, California Code of Regulations Title 14, Chapter 3, Section 15070, a MND shall be prepared if either: A) There is no substantial evidence that the project will have a significant effect; or B) Where there may be a potentially significant effect, revisions to the project would avoid or mitigate the effects to a point where clearly no significant effects would occur. The proposed Project is expected to satisfy this criteria.

Preparation of the IS/MND, with the City as the designated Lead Agency, is expected to take place over 4-6 months following completion of final engineering designs. Public comment, review, and City Council approval is expected over the course of an additional 4-6 months. Efforts will be made to engage environmental and community groups early on to address and avoid opposition and potential mitigation needs, which could impose 6-18 months in delay if not adequately addressed. For reference, the Oro Loma Ecotone Levee project faced no opposition and the IS/MND was completed well within this proposed timeline.

The City will be asked to certify the IS/MND following the public comment period and commit to funding the Project in cooperation with external funders, which may include the request for additional Measure AA funds or other public grant funding.

Task Deliverables: Initial Study, Draft Mitigated Negative Declaration, supporting technical surveys and reports, Final Mitigated Negative Declaration, certification and resolution, if needed

### 3. SCHEDULE

The Grantee agrees to submit all scheduled project deliverables in accordance with the schedule set forth in this agreement. In the event the Grantee anticipates any delay in the project schedule, the grant manager shall be notified in writing prior to the scheduled due date of that task or deliverable.

In the event the project cannot be completed prior to the completion date of the Grant Agreement, the Grantee shall request an extension in writing, providing justification for the extension and a revised schedule of completion.

Table 1 provides an overview of the proposed schedule and task deliverables. Please refer to attached schedule/Gantt chart for details of anticipated start and end dates of all tasks and sub-tasks (Appendix A).

Table 1. Deliverables and estimated schedule, by task

TASK	TASK TITLE	DELIVERABLE	ESTIMATED COMPLETION DATES
1	Project Management		03/31/21
1.1	SFBRA Contracting	Work plan, Resolution, Acknowledgement Plan	Quarterly throughout the contract term
1.2	Subcontractor Selection and Oversight	Requests for Disbursement Copies of Subcontracts	01/07/19
1.3	Reporting and SFBRA Coordination	monthly status reports and bi-annual Progress Reports	03/31/21
1.4	Project Close-Out	project deliverables and sign-offs	01/21/21
2	Planning & Design		02/21/20
2.2	Phase 1 - Treatment wetland design (60%)	conceptual and 60% final engineering designs (treatment wetlands and associated mechanical, electrical and plumbing specifications); minutes for stakeholder meetings and technical advisor meetings	02/21/20
2.3	Phase 2 - Area shoreline planning	conceptual graphics and memorandum	11/05/19
2.4	Signage and acknowledgement	signage design and installed signs	06/14/19
3	Permitting Agency Consultation		08/19/19
3.1	Regional Water Board	memorandum of permitting process and preliminary agreements	06/06/19
3.2	Mosquito Abatement District	memorandum	05/16/19
3.3	Bay Conservation Development Commission	memorandum	06/28/19
3.4	Dept. Fish and Wildlife	memorandum	07/22/19
3.5	Army Corps of Engineers	memorandum	07/22/19
3.6	US Fish and Wildlife Service	memorandum	07/22/19
3.7	BAAQMD	memorandum	08/19/19

TASK	TASK TITLE	DELIVERABLE	ESTIMATED COMPLETION DATES
4	CEQA IS/MND		10/20/20
4.1	Prepare Initial Study/MND	Initial Study, Draft Mitigated Negative Declaration, supporting technical surveys and reports	06/16/20
4.2	Final Mitigated Negative Declaration	Final Mitigated Negative Declaration	08/25/20
4.3	City Council Certification/ Approval of Project	certification and resolution, if needed	10/20/20

## 4. BUDGET OVERVIEW

Table 2 summarizes the budget for each task. Refer to Appendix B, *Budget and Schedule Detail*, for a complete estimated schedule and budget.

Table 2. Budget Summary, by task

TASK	TASK TITLE	COASTAL CONSERVANCY GRANT	GRANTEE MATCH (IF REQUIRED IN GRANT AGREEMENT)	TOTAL BUDGET
1	Project Management	\$28,940	\$16,580	\$45,520
2	Planning & Design	\$445,004	\$21,747	\$466,751
3	Permitting Agency Consultation	\$12,642	\$2,937	\$15,579
4	CEQA/City Council Approval	\$52,340	\$16,654	\$68,994
	Indirect Costs*	\$0	\$11,584	\$11,584
<b>TOTAL</b>		<b>\$538,926</b>	<b>\$69,502</b>	<b>\$608,428</b>

\* City departments contribute approximately 20% of operating budget towards City general funds. This amount shall not be sought for reimbursement yet may be reflected in grantee match reporting.

## 5. BUDGET DETAIL

### 5.1. Labor Rates

City of San Leandro labor represents the majority of matching funds for this grant. San Leandro will not seek reimbursement for City labor, yet aims to track and report City labor expenditures associated with this project. Hourly rates for staff involved in this project are provided in Table 3. Task-specific allocation of Grantee labor and subcontractor expenses are provided in Appendix B, *Budget and Schedule Detail*.

Table 3. City of San Leandro staff hourly labor rates

Position	Hourly Rate (salary + benefits)
Water Pollution Control Manager	\$104.33
Administrative Analyst II	\$95.77
Public Works Services Director	\$150.40

### 5.2. Other Direct Costs

The City of San Leandro anticipates some direct costs associated with mileage, printing and supplies yet cannot accurately estimate these costs, which are expected to be minor and shall be borne by the Grantee.

### 5.3. Travel Costs

The Grantee does not anticipate reimbursement for travel expenses.

#### **5.4. Indirect Costs**

Departments in the City of San Leandro contribute approximately 20% of their budget towards what amounts to City overhead expenses. The Grantee shall not seek reimbursement for this amount but intends to reflect this amount towards a matching contribution, associated with staff labor.

#### **5.5. Subcontractor Costs**

Subcontractors for this project include project management support, engineers, and technical specialists. Informed estimated of subcontractor costs are reflected in Appendix A, *Budget and Schedule Detail*.

The sole confirmed subcontractor for this project is Ian Wren, who shall serve in a project management support and technical consultant role. As described in Appendix A, over the 2.5 year duration of this project, approximately \$100k shall be designated for these capacities. The remainder of the grant award shall be used for external consultants, for the preparation of engineering designs, completion of CEQA, technical surveys and input (e.g. ecology, hazardous materials, air quality and cultural resources). It is estimated that at a minimum, this grant will support engineering plan development to the 60% completion level, completion of CEQA documentation, and preliminary permit consultation.

### **6. PLAN FOR ACKNOWLEDGMENT**

The Grantee assures that the SFBRA and Measure AA funding shall be heavily acknowledged in all signage, news releases, contacts with the media, and social media/website postings associated with this project. The Grantee shall work with the grant manager for this project to ensure use of appropriate logos. When the logo is used in signage and written materials, the grant manager shall be provided the opportunity to review and comment on materials prior to release or posting.

In mid-2019, the Grantee intends on posting physical signs adjacent to the Bay Trail in the vicinity of the Proposed Project site. This will likely include a rendering of the project, narrative description and acknowledgement of project partners. Draft versions of such signage shall be presented to the grant manager and other appropriate reviewers for comment and authorization.