

SCOPE OF WORK – CVIRWMP V5

The consultant shall conduct the work to be completed in three phases, with each phase including project and program management tasks that include but are not limited to:

- Periodic reporting on the scope, cost and schedule status of the project to the contract manager and Coordination Team,
- Support for invoices of consultant team and any other consultants included in the program

Phase I is the development of processes, plans and implementation that will yield collaborative, multi-stakeholder input as the basis for the Plan. It includes Tasks 1 and 2.

Task 1: Preparation

- Gather, review and summarize planning documents and studies that are available to serve as background and foundation documents for the CVIRWMP,
- Review the CVRWGM RAP submittal and provide comments. If needed, further refine the CVIRWMP regional description and planning framework, and
- Provide meeting and workshop support, as needed.
- **Deliverable:** Preliminary issues identification paper

Task 2: Issue Identification and resolution

This task includes Plan elements as well as stakeholder and public outreach. The CVRWGM envisions development of processes that will further expand outreach opportunities to entities named in Section 3 of the RAP submittal.

2 (a) Issue Identification

- Identify key water management issues related to IRWMP development,
- Develop and document with the CVRWGM Plan goals, objectives and priorities
- Develop and implement a process to integrate project and programs into the integrated planning process
- Provide meeting and workshop support, as needed
- **Deliverable:** Draft Work Plan containing goals and objectives

2 (b) Outreach and Communication Planning and Support

- Develop and implement processes for stakeholder outreach and communications, with special focus on DACs, Tribes and the environmental community,
- Provide a comprehensive data management and information outreach process to distribute and manage information for stakeholders and the public
- Provide formal and informal materials needed to address broad and targeted outreach needs
- Provide meeting and workshop support, as needed.
- **Deliverable:** Final Work Plan
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Phase II will result in a completed IRWMP for the Coachella Valley Water Management Region. It includes Tasks 3 and 4.

Task 3: IRWMP Projects

- Develop process for collection and assessment of potential projects from CVRWGMG and the stakeholders
- Develop process for technical analysis and project evaluation,
- Develop project selection approach, methodology and process,
- Develop proposed draft and final project list for review
- Determine overall IRWM Plan benefits through project integration and implementation, and
- Provide meeting and workshop support, as needed.
- **Deliverable:** Completed project list

Task 4: Plan Preparation

- Propose Plan preparation, review and approval process
- Prepare draft of Plan for review and stakeholder comment,
- Validate that Plan meets state priorities,
- Prepare final plan, consistent with DWR guidelines and CVRWGMG needs,
- Prepare a highlights/brochure document that showcases and communicates Plan benefits and essentials to a lay audience,
- Identify steps for evaluation and measurement of Plan success, and
- Provide meeting and workshop support, as needed.
- **Deliverable:** Completed Plan

Phase III will be activated to take advantage of planning grant opportunities under Proposition 84. It includes Task 5.

Task 5: Grant Application

- Monitor DWR program status and funding
- Develop a draft and final application for Proposition 84 planning grant
- Provide meeting and workshop support, as needed.
- **Deliverable:** Planning grant application