

AMENDMENT NO. 1
to
PROFESSIONAL SERVICES AGREEMENT NO. W2676
between
WEST BASIN MUNICIPAL WATER DISTRICT
and
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
for
WATER EFFICIENCY PROGRAMS PARTNERSHIP

As of March 30, 2017, the West Basin Municipal Water District, herein "DISTRICT", and South Bay Council of Governments, herein "CONSULTANT", agree as follows:

SECTION 1 - PURPOSE

The DISTRICT retained CONSULTANT to furnish consulting services under Agreement W2676 dated September 1, 2016, hereinafter called "Original Agreement". The parties desire to modify the Original Agreement to reflect mended services.

SECTION 2 - CONTINUED SERVICES OF CONSULTANT

Section 21 is added to the Original Agreement to read:

"SECTION 21 CONTINUED SERVICES OF CONSULTANT

The CONSULTANT shall perform the additional consulting services for the Water Efficiency Programs as requested by the DISTRICT and as further defined in the attached revised Scope of Work (Exhibit "B"). This revised Scope of Work replaces the original scope of work, contained in Exhibit "A" of the Original Agreement, in its entirety. This scope change does not result in a change to the value of this Agreement.

SECTION 3 - OTHER

Except as provided herein, the Original Agreement is affirmed.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date of the latest signature below.

APPROVED:

West Basin Municipal Water District

By: _____ Date _____
David L. Shull, Procurement Officer

APPROVED AS TO FORM:

By: _____ Date _____
Lemieux and O'Neill, District Counsel

APPROVED:

CONSULTANT

By: _____ Date _____

Name & Title: _____
(please print)

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EXHIBIT "B"

Exhibit B



Water-Efficiency Program Partnership between West Basin Municipal Water District and the South Bay Cities Council of Governments

"SCOPE OF WORK"

September 1, 2016 – August 31, 2017
(MID-YEAR REVISION - March 28, 2017)

This "Scope of Work" (SOW) covers the programs and activities that the South Bay Environmental Services Center (SBESC), a program of the South Bay Cities Council of Governments (SBCCOG), will conduct in support of the West Basin Municipal Water District's (West Basin) Water Reliability Program (WR) for a 12-month period, commencing on September 1, 2016 through August 31, 2017. The total Agreement amount will not exceed **\$179,500**.

The SOW tasks include education, coordination, and implementation of West Basin's WR Programs, as shown below. With West Basin's prior approval, this agreement can allow for the addition, removal, or substitution of programs in the event that the timing or budgetary process for a specific task makes its implementation infeasible during the duration of this agreement. If programs are added or substituted, the total not-to-exceed amounts will not exceed the Board approved contractual amount of this agreement.

On February 8, 2017, West Basin and the SBCCOG staff met to discuss the programs listed in this Scope of Work and mutually agreed to make adjustments and modifications; which here-in are highlighted in yellow.

This SOW includes activities for the following categories:

1. Educational Outreach Support	\$72,000 (\$6,000/month)
a. Exhibit events	
b. Kiosk	
c. Media/Web/E-mail	
d. On-Going outreach	
2. Support for Workshops & Events	\$59,255
a. Educational Classes (min 12 / max 24)	
b. Assist with 3 Smart Sprinkler Controller Events	
c. Assist with 5 Rain Barrel Distribution Events	
d. Assist with 5 Greywater Classes	
e. Assist with Water Harvest Event	
3. Water Reliability Program	\$3,620
a. WR presentations	
b. Obtain WR support cards	
4. Administer Cash for Kitchens Program	\$ 34,275
5. Provide Translation Services	\$ 2,600
6. Assist with Car Wash Program	\$ 3,250
7. Green Building Pledge	\$ 4,500
Total	\$179,500

Billing Instructions for SOW

The tasks for the Educational Outreach Support category will be billed on a pro-rated monthly basis (\$6,000 per month) and all invoices will include the following: a summary of activities (by Director Division), copies of receipts, a year-to-date tracking of budgets and labor hours, copies of articles or press releases, sign-in sheets, photos and any other back-up that supports the deliverables on the invoice. **Also, the SBESC will include in its monthly reports the number of people reached at each event and the total estimated number reached.** The tasks associated with categories 2-6 above will be billed monthly based on a time and materials basis as work is completed. Task 7 Green Building Pledge amount will be billed as a one-time amount (\$4,500) on September 2016 invoice.

1. Educational Outreach Support of West Basin's WR Programs

The SBESC will help communicate West Basin's WR Program to the public through its outreach efforts and existing communication channels. **The goal is 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.

Activities

A. Exhibit Events – SBESC will inform the community about West Basin's Water Reliability Programs over a 12-month period at the various exhibit events it attends.

- SBESC will outreach for West Basin at a minimum of 100 exhibit events. The SBCCOG staff and volunteers will take digital photos at the events and provide them to West Basin. These photos will provide visual examples of the work conducted by the SBESC.

B. Kiosk - SBESC will be responsible for promoting West Basin's WR Program at the two current Kiosks; one located at the Promenade on the Peninsula and the other at the California Small Business Development Center (hosted by El Camino College). SBESC will provide photos and a list of items that are contained in the Kiosk and will coordinate with West Basin to keep the materials updated. SBESC will also research other locations that may have Kiosks and provide additional promotional opportunities.

C. Media/Web/E-mail –SBESC will disseminate WR Program information through its existing communications options, including but not limited to its web site, e-mail blasts, facebook, twitter, and other social media. SBESC communications such as its monthly newsletter will also be used. At a minimum, the SBESC will conduct the following number of activities:

- Communicate WR Program at a minimum of one article per SBESC e-Newsletter and also promote in 30 e-mail blasts.

D. On-Going Activities

- SBCCOG staff will provide the SBCCOG Board of Directors, City Managers and others at the SBCCOG Committee meetings with regular updates on West Basin's

water-efficiency programs and WR efforts. (SBESC will track and document these efforts in the monthly invoicing and reporting);

- Cities - SBESC will communicate WR to its cities through its contacts and committees;
- Chambers of Commerce –SBESC will provide West Basin’s WR 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 the L.A. County unincorporated areas covered by the SBCCOG service area;
- Education Center –SBESC will keep West Basin’s display up-to-date at its office/education center, with current and relevant West Basin information;
- Train 100% of the SBCCOG volunteers on West Basin’s WR & water-efficiency programs, and also invite West Basin staff to attend and participate; and
- SBESC will provide West Basin with a schedule of its outreach events, at the very least, on a monthly basis, or as updates occur. This will assist West Basin staff with scheduling loads and avoid event conflicts.

WEST BASIN TASKS

- Continue to coordinate with SBESC to ensure they have adequate supplies of West Basin’s most updated WR Program information and literature.
- Provide input on newsletter topics.
- West Basin will provide SBESC with a schedule of its outreach events, at the very least, on a monthly basis, or as updates occur. This will keep the SBCCOG staff informed and updated on West Basin’s conservation and outreach events.

2. Support of Workshops and Events (Tasks A - E)

All informational documents related to events/activities that SBESC is responsible for supporting (such as flyers) will be reviewed by SBESC prior to distribution to help ensure details are correct and that there is consistency in deployment between the organizations.

A. Educational Classes: California Friendly Landscape Training Classes (CFLT), Turf Removal (TR) and Hands-on-Workshops (HOW’s)

The SBESC will assist in promoting a minimum of twelve (12) and a maximum of twenty-four (24) CFLT landscape classes, TR and/or HOWs (a combination of either for a total of 24) to cities throughout the South Bay and L.A. County unincorporated areas.

The CFLT and TR classes are being funded by the Metropolitan Water District (MWD). West Basin will work with MWD to schedule classes and secure a trainer for each class. In order to hold a class, MWD’s minimum class size requirement is 20 people; however, SBESC cannot guarantee or be held responsible for the minimum class size. Also for Fiscal Year 2016-17, MWD has developed a Spanish and Chinese version of its CFLT class. West Basin will work with MWD and the SBESC to implement a few of these classes, but stay within the 24 total number of classes and HOWs.

West Basin will also schedule and coordinate the HOW workshops. The tasks are shown below.

SBESC TASKS

- Promote every CFLT, TR Class and HOW via all SBESC communication channels;
- Strive for an attendance of 20-50 participants per class and take class reservations by phone and online reservation system;
- SBESC will attend each CFLT, TR and HOW in the SBCCOG's geographical area and provide the following:
 - Coordinate healthy snacks for each class.
 - In order to comply with the green and sustainable practices of each city, SBCCOG staff will try to use "green" and recyclable products and try to eliminate the use of packaging at the events.
- Conduct sign-in registration on day of each CFLT class and HOW and provide West Basin with a copy of the sign-in sheet;
- Database the registrants and provide West Basin with the spreadsheet; and
- Promote all West Basin programs at classes and HOWs.
Note: For the areas outside of the SBCCOG service area, but within West Basin (such as Culver City, West Hollywood, Malibu, and Topanga), SBESC will provide the following services: take RSVP's, provide energy outreach materials to West Basin, send out class reminder e-mails, develop a RSVP electronic database and assist with ordering the refreshments (but not pay for food).

WEST BASIN TASKS

- Work with the Board to select cities and locations to hold the classes;
- Will secure locations and coordinate with site contacts;
- Work with local water purveyors and cities to send flyers to high residential water users and invite them to the class;
- Provide instructor for classes and training materials;
- Strive to provide SBESC with event/workshop flyer no later than one month prior to event;
- Develop a flyer and door hanger advertisements to promote the classes; and
- West Basin will be responsible for locating and acquiring the sites for the CFLT's, TR and HOWs, developing the promotional flyer and arranging the site.

B. Coordinate Smart Sprinkler Controller Exchange Events

West Basin is seeking the assistance of SBESC to coordinate and implement up to three free "Smart" Sprinkler Controller Exchange events. The events will target residents throughout the West Basin service area and allow residents to exchange their old inefficient sprinkler controller for a new "smart" controller. Residents will also be provided free training at the event by the controller manufacturer. The tasks will entail the following:

- Work closely with West Basin in the implementation of this task;
- Coordinate with West Basin's selected manufacturer to provide the correct amount and type of controllers at the day of the event;
- As part of Task 1 of this agreement, assist with promoting the events to the public through all communication channels;
- Maintain online and phone registration and day of event registration;
- Provide assistance to registered participants at the events (i.e. assistance with completing registration forms);

- Provide one staff member and several volunteers to assist with the various duties associated with these events; and
- Enter the customer information from the registration forms into a database and provide to West Basin, along with the forms.

WEST BASIN TASKS

- Supervise events and work closely with SBESC and the controller manufacturers in order to implement successful events;
- Provide a contact list of all the key partners to SBESC to assist with coordination and implementation of the tasks;
- Work with the irrigation equipment supply houses and controller manufacturers to obtain controller pricing and purchase equipment;
- Provide the registration forms and a database template; and
- Arrange for the storage of the devices that are exchanged.

C. Assist with Rain Barrel Distribution Events

The SBESC will assist West Basin with coordinating five Rain Barrel Distribution Events and will provide a minimum of one SBCCOG staff person at the event to handle the participation forms. West Basin will provide non-profit groups and volunteers at each event. The SBESC will instruct and direct several of the volunteers to assist with the registration forms. West Basin staff will direct and assign the volunteers with traffic control and loading duties. The SBESC will conduct the following in coordination with West Basin:

SBESC TASKS

- Take RSVP's prior to the event and send out reminder notices;
- Attend the event and handle the registration process;
- Work with West Basin's non-profit Community-Based Organization (CBO) volunteers;
- Coordinate with the various partners and vendors;
- Provide healthy snacks and refreshments for volunteers at the events; and
- Sign guests in and develop a sign-in list and database to provide to West Basin.

WEST BASIN TASKS

- Work closely with the SBESC to coordinate distribution events;
- Provide the non-profit CBO volunteers for each event;
- Schedule the event dates and secure the event locations; and
- Procure the rain barrels and have them delivered to the event site.

D. Coordinate 5 Greywater Workshops

The SBESC will assist in promoting, registration / database, tabling and providing refreshments for 5 Greywater Workshops throughout West Basin's service area in the South Bay and L.A. County unincorporated areas.

West Basin will work with SBESC to schedule the workshops and West Basin will secure a trainer for each class. West Basin and SBESC will strive to get at least 20 RSVP's per class.

SBESC TASKS

- Promote every Greywater Workshop via all SBESC communication channels;
- Strive for an attendance of 20-50 participants per class and take class reservations by phone and online reservation system;
- The SBESC will attend each Greywater Workshop in the SBCCOG's geographical area and provide the following:
 - Coordinate healthy snacks for each class.
 - In order to comply with the green and sustainable practices of each city, the SBCCOG staff will try to use "green" and recyclable products and try to eliminate the use of packaging at the events.
- Conduct sign-in registration on day of each class and provide West Basin with a copy of the sign-in sheet; and
- Database the registrants and provide West Basin with the spreadsheet
- Promote all West Basin programs at classes..

Note: For the areas outside of the SBCCOG service area, but within West Basin (such as Culver City, West Hollywood, Malibu and Topanga), the SBESC will provide the following services: take RSVP's, provide energy outreach materials to West Basin, send out class reminder e-mails, develop a RSVP electronic database and assist with ordering the refreshments (but not pay for food).

WEST BASIN TASKS

- Work with the Board to select cities and locations to hold the classes;
- Will secure locations and coordinate with site contacts;
- Work with local water purveyors and cities to send flyers to high residential water users and invite them to the class;
- Provide instructor for classes and training materials;
- Develop a flyer to promote the Greywater classes;
- Strive to provide SBESC with event/workshop flyer no later than one month prior to event.

E. Assist with Water Harvest

The SBESC will assist West Basin with its Annual Water Harvest Event. The SBESC will promote the event through all the SBESC's channels of communication, including a minimum of three e-blasts per month for the two months prior to the Water Harvest Event.

SBESC TASKS

- Provide one SBCCOG employee and 12-20 volunteers to work the event from 8: 00 A.M. to 3:00 P.M. (this includes set-up and break-down time);
- Coordinate an orientation meeting with all the volunteers prior to the Water Harvest Event; the date/time of the orientation will depend on the availability of the volunteers;
- Manage all volunteer assignments, schedules and responsibilities;
- Develop a check-in / check-out procedure to verify hours worked for all volunteers;
- West Basin will provide the SBESC with a "Volunteer Booth." A SBCCOG employee will staff the booth and manage all volunteer assignments during the hours of the event;

- Schedule a weekly check-in meeting with Water Harvest lead one month prior to Water Harvest Event; and
- Assist and receive instruction from West Basin's Water Harvest Lead.

WEST BASIN TASKS

- West Basin will lead and direct the SBESC Water Harvest staff member.

3. Water Reliability Outreach (Task A – C)

This program was mutually revised in March 2017 by West Basin and the South Bay COG. West Basin is currently re-evaluating and transitioning this program.

The goal of this Activity is to garner broad public support for West Basin's Water Reliability Program, and component programs, by the following actions:

SBESC TASKS

A. Secure Presentations

- The SBESC will schedule up to 6 Water Reliability related presentations to various organizations or groups, that may include the SBCCOG Legislative Committee, Infrastructure Working Group and SBCCOG Board meetings, dependent on the availability of West Basin staff. Presentations should be a minimum of 20 minutes with 15 attendees; (West Basin will provide the SBESC with the target groups to contact)
- SBESC will share prospects list and provide brief rationale for West Basin review prior to scheduling presentations;
- SBESC will notify West Basin as far ahead as possible, but with a minimum of one-week, prior to each presentation date. This will assist West Basin with determining West Basin staff availability and attendance and whether West Basin will conduct the presentation;
- SBESC will provide a scheduling form for booked presentations, noting any necessary equipment or important information, such as expected attendees (names and titles);
- SBESC will also provide a status email the day before or day of the presentation with a final list of attendees, noting any VIPs or agenda updates, if not already in the scheduling form; and
- SBESC will follow-up with a request for signed support cards and/or letters of support from the presentation; and provide status updates in its reporting.

B. Obtain Support Cards

- SBESC will strive to obtain 300 support cards from all outreach events for the contract year;

WEST BASIN TASKS

- West Basin will provide the SBESC with support cards that are in the color "green". This will help West Basin identify the cards obtained by the SBESC;
- West Basin will communicate current outreach goals monthly so that SBESC, West Basin and other West Basin consultants are in alignment; and

- West Basin will review potential organizations or individuals and aim to provide a response within 3 business days.

4. Administer Cash for Kitchens Program

The goals of this Program task have changed considerably. In February 2017, West Basin was notified by the Department of Water Resources (DWR) that it was successful in its grant application and was awarded funding for a direct install program, focusing on the installation of air-cooled ice machines.

Due to the new grant, beginning on February 28, 2017 (after West Basin Board approval) the role of the SBESC will change to the following:

SBESC TASKS

Coordinate and Perform Audits

SBESC will now specifically target 75 institutional facilities with food service and /or kitchen operations on-site, including hospitals, schools, community centers, government buildings, and others that would benefit from increasing the efficiency of their existing equipment and also from the financial assistance offered through West Basin's new direct installation of devices and education provided through the future program.

SBESC will conduct the following tasks:

A. Administer Program:

a) Outreach and Marketing Activities

- Coordinate with local entities such as cities, other utilities, and chambers of commerce. The new target group are institutional facilities, such as schools, hospitals, community centers, government buildings, etc. (Please check with West Basin regarding qualifying sites)
- Distribute materials through a variety of channels such as targeted emails, newsletters, and in-person marketing
- Contact institutions with kitchen facilities through various methods to explain the program components and benefits.

b) Scheduling Site Surveys

- Set an appointment for 75 site surveys and follow-up with a phone call prior to the survey
- Share survey schedule via email/online database with West Basin Project Manager, SoCalGas and/or SoCal Edison supervisors
- Add survey information to Program Database, update customer tracking sheet

c) Site Survey: Water-Use Audit (See Appendix A – Audit Form)

- Gather the site's water, gas, and electric device & appliance information using the West Basin-provided Survey Checklist, including information about the following:
 - Water
 - Auditor will test & inspect faucets, valves, and water-using appliances to determine flow rates, observe leaks, and assess operating conditions.
 - Identify, document and photograph any ice-machines on the premises.
 - Gas

- Gas Company Technician (if available) will check all gas equipment for operating conditions, compare with rebate-eligible devices, and offer any additional assistance possible
 - Electric
 - Edison Technician (if available) will gather electrical equipment information for recommending rebates and/or device replacements
- d) Site Survey: Report Presentation to Management
- Compile all audit information into a report
 - Either print a copy of the report on-site (using “mobile office”), or provide and NCR copy and meet with the facility manager or owner to go over report findings (10 – 15 minutes):
 - Point out any leaks encountered
 - Discuss rebate availability for kitchen equipment at the facility; provide materials or web address for rebate applications from MWD, Gas Company, or Edison
 - Provide recommendations for small equipment retrofits (flow restrictors, pre-rinse spray valves, faucet aerators)
 - Distribute educational materials (“Every Drop Counts” poster) and children place mat
 - Notify manager / owner of their eligibility for free installations of Air-Cooled Ice Machines, Pre-Rinse Spray Valves, and/or Faucet Flow Restrictor Valves
 - Obtain Water Reliability Support Card
- e) Administrative Tasks Following Visit
- Update the Program Tracking Sheet, identifying the following:
 - Date and location of visit
 - Facility contact information (Name, position, phone number, email)
 - Existing devices eligible for MWD, SoCalGas, or Edison rebates (type & quantity)
 - Send ice machine photos to West Basin Program Manager

WEST BASIN TASKS

Collateral Materials and Devices

- West Basin will provide a revised Audit form (see Appendix A);
- West Basin will provide a flyer that discusses West Basin’s future direct install grant program.

5. Provide Translation Services

West Basin has estimated 40 hours in this contract for assistance with translation services. If needed, West Basin will instruct SBESC to translate materials during the contract year. The SBESC will obtain West Basin approval prior to translating any materials. West Basin will review and provide final approvals for all translation materials prior to them being finalized and created and/or printed.

6. Ocean-Safe Car Wash Program

West Basin has allocated 50 hours in this contract for assistance with West Basin’s Car Wash Program. The car wash companies that West Basin will partner with must be “green” environmental, recycle their water, etc. Also, new “waterless” auto detail car washes that perform work in the South Bay can qualify to sign-up for West Basin’s Ocean Safe Car Wash Program. SBESC will assist West Basin by conducting the following:

- Contacting and visiting Car Washes in West Basin's service area to provide water efficiency incentive information and to enroll the car wash in West Basin's Car Wash Coupon Program;
- Maintain, re-enroll and keep current car wash participant coupons current, and the
- SBESC will strive to sign-up two new car washes into the program.

7. Green Building Pledge

- The SBCCOG has proposed a Green Building Pledge Program for contract year 2016-2017, building on the momentum strategies, and contacts developed through the Green Building Challenge.
- This program would provide participants with a list of measures to consider and dedicated staff support for implementation.
- Measures would include participation in direct install, rebate, incentive, pilot, and educational programs offered by the various program participants.
- Program would include outreach to the business community to support water conservation, education and participation in rebate programs
- Partner logos would be included on program flyers, website, newsletter, and promotional materials
- Program would partner with sponsors to provide targeted outreach (e.g. by industry or high usage)
- Opportunity to co-host and speak at program events
- Recognition as program partner at outreach events, including City Council and Commission meetings
- Name/logo on signage and invitation at Green Building Pledge award events;

Board Presentations

The SBESC in coordination with West Basin staff will provide the Board with an interim deliverables briefing mid-way through the year in February 2017 and a year-end recap in July 2017.

APPENDIX A



APPENDIX A1



West Basin MWD - Cash for Kitchens - Institutional Program

Name of Institution		Date	
Address		Phone	
Contact Person		Email	
Survey Checklist	Findings	Free Devices	Current Rebates
FAUCETS			(as of 2/14/17)
Look for leaking faucets		0.5 GPM Flow Restrictors available for FREE to qualifying Institutional Facilities	
How many handwashing sinks? (Test Flow Rate)			
How many pot filling sinks?			
How many produce washing sinks? (Test Flow Rate)			
How many mop sinks?			
Recommendation:			
FOOD STEAMERS			
Connectionless Steamer?			SoCalGas = \$2,500 / compartment
Number of Pans?			Metropolitan Water District = \$485 / compartment
Gas or Electric?			Edison = \$1,850 / compartment
ICE-MACHINES			
Air Cooled or Water Cooled (Look for 2 water lines)		Air Cooled Ice Machines available for FREE to qualifying Institutional Facilities	
Age of Ice Machine (estimate)			Metropolitan Water District = \$1,000
Leaks?			Edison = \$100 - \$500
Existing Ice Machine Dimensions (L x W x H)			
Type of Unit: "Under Counter" or "Ice Making Head"			
(Take a photo of the Ice Machine(s) and email to JeremiahS@westbasin.org with this checklist)			
DISHWASHERS			
Do they wash full loads?			SoCalGas = \$600 / unit
Brand / Model?			Edison = \$600 / unit
SPRAY VALVES			
How many Pre-Rinse Spray Valves?		Low Flow (~1.1 GPM) PRSVs available for FREE to qualifying Institutional Facilities	
Flow Rate(s)?			
How often, and for how long, are they in use?			
Ovens			
Type of Oven(s)?			SoCalGas = \$500 - \$2,000 (depending on type)
Number of Compartments?			Edison = \$750 - \$1,375 (depending on type)

Metropolitan Water District Rebates: www.SocalWaterSmart.com

SoCalGas Rebates: <http://www.fishnick.com/saveenergy/rebates/>

SoCal Edison Rebates: <http://www.fishnick.com/saveenergy/rebates/>

