

## **Torrance Water Contract**

### **EXHIBIT A-1: SCOPE OF SERVICES**

The South Bay Cities of Governments (SBCCOG) through the South Bay Environmental Services Center (SBESC) will provide Torrance with marketing, promotional, educational, event registration, program performance, community outreach, and related support services for the implementation of residential, commercial, industrial, institutional (CII) conservation programs. The SBCCOG will also serve as a resource center for various water conservation, rebate and incentive programs offered by the City. Specific programs the SBCCOG will support include, but are not limited to, the following:

1. Provide public workshops with water conservation content directed toward various customer sectors.
2. Provide facilitation of Educational conservation programs.
3. Assist with Water Efficient Landscape workshops for both residential and CII sector
4. Provide information on rebate, incentive demonstration and pilot programs for business, institutional, and residential customers.
5. Assist with Special City events, environmental fairs, and related community outreach activities.
6. Provide information on landscape and outdoor conservation programs.
7. Assist with registration and program promotional services for City sponsored Conservation programs.
8. Assist and/or provide conservation training for the restaurant / commercial Sector, including the Cash for Kitchens program.
9. Assist, as mutually agreed upon, with other existing or new conservation programs that are in place during the Term of the agreement.

## EXHIBIT A-2

### SCOPE OF SERVICES FOR CASH FOR KITCHENS PROGRAM

July 1, 2017 – June 30, 2018

The goal of the Program is to improve overall water-use efficiency by visiting commercial food facilities, providing water audits, distributing water-efficient devices provided by the City of Torrance, assisting with training, providing post-visit reports, and following-up to ensure devices were installed. South Bay Cities Council of Governments (SBCCOG) through the South Bay Environmental Services Center (SBESC) will provide Torrance with all documentation associated with the above activities.

#### SBCCOG TASKS

##### I. Market Program, Coordinate and Perform Audits, Conduct Follow-up Visits, and Coordinate Training

###### A. Audits & Visits

The SBCCOG will target 10 new commercial kitchens between July 1, 2017 and June 30, 2018. The SBCCOG will promote the program using its contacts and make appointments for new site visits. Follow up visits will also be conducted to ensure installation of devices. As part of this effort, the SBCCOG will also coordinate with the Southern California Gas Company's Commercial Service Technician Program or 3<sup>rd</sup> party vendor, CB&I. Site visits will vary depending on the size of the kitchen and staff and include audit and presentation of recommendations, devices, collateral/training materials.

###### Administer Program:

- Perform outreach and marketing activities for the program
- Schedule 10 new Cash for Kitchens (CFK) visits and provide Torrance with a tracking list of site visits
- Coordinate visits with Southern California Gas Company (SoCalGas) and potentially coordinate with Southern California Edison (SCE) staff, as well. When SoCalGas cannot attend a meeting, ensure all information for follow up visit is provided to SoCalGas.
- Perform the kitchen facility audit
- Distribute educational materials
- Distribute water-efficiency devices, provided by the City of Torrance, to replace qualifying equipment. Devices replaced through a prior program and still in working order will not be retrofitted. Potential items include:
  - pre-rinse spray valves
  - faucet aerators
  - flow restrictors
- Provide customer with information about major equipment upgrades, such as ice machines and dishwashers. Provide information on rebate incentives available through the Metropolitan Water District (MWD), SoCalGas, and SCE
- Provide recommendations on investing in equipment upgrades including on-bill financing

- Perform 10 follow-up site visits at locations that have already participated in CFK and provide Torrance with a tracking list of follow-up site visits
  - Document equipment distributed and equipment installed

## B. Coordinate Trainings

SBCCOG staff will determine if management at a commercial kitchen would like a longer training session for their staff and provide Torrance staff with this information. SBCCOG will then schedule the training session.

### Coordinate Training Sessions:

- Offer one training session per year
- Coordinate date/time for each training with kitchen owner/manager/staff, Torrance staff, and SoCalGas staff (SCE staff potentially)

**EXHIBIT B**

**COMPENSATION SCHEDULE**

**SBCCOG CONSERVATION SERVICES**

July 1, 2017 – June 30, 2018

Task	Description	Unit Cost	Total Cost
Task 1	For the one-year period, provide water conservation programs and serve as a resource center on an as requested basis for the Public Works Department, Water Operations Division (see Scope of Work A-1).	1.0000	\$19,750.00
Task 2	For the one-year period, provide water assessments at commercial kitchens in Torrance; also provide follow up assessments to ensure water saving devices have been installed; conduct one training session at an identified commercial kitchen for kitchen staff (see Scope of Work A-2).	1.0000	\$6,500,00
PURCHASE ORDER TOTAL			<u>\$ 26,250.00</u>