SCOPE OF THE PROJECT

[Water System Name]

Project No. [Project Number]

The following are examples of Scope of the Project tasks. Each project is unique so the tasks included in the Scope of the Project must be specific to the proposed planning study. Add or Remove Task(s) as needed. Please include a detailed description for each task.

Task No.	Scope of the Project
1	**Project Evaluation & Pre-design Engineering** **a.** Analyze all available alternatives and recommend the best option or combination of options to address the ranked problem. **b.** Identify water treatment or blending options and system improvements needed to facilitate meeting water quality standards and system water demands. **c.** Prepare Preliminary Engineering Report.
2	**Hydrogeological/Geotechnical Investigation & Site Surveying** **a.** Perform geotechnical and/or hydrogeological investigation. Describe type and purpose of any investigation. **b.** Identify feasible locations to drill test wells. **c.** Prepare geotechnical and/or hydrogeological investigation report for the site to assist with evaluation of project. (Note: Any report must be completed by a California licensed geologist, engineer, and/or hydrogeologist.) **d.** Perform required land surveying
3	**Consolidation Study** – evaluate the feasibility of consolidation of potable water systems and facilities within a five (5) mile radius of the water system. Examples of tasks to be performed include: **a.** Initiate contact with possible consolidation candidates; **b.** Evaluate of cost of construction and benefit; **c.** Prepare preliminary agreements/commitments to participate in consolidation of facilities; **d.** Prepare draft water service agreements including transfer of water rights to restructured water system; **e.** Evaluate organization or restructured water system; **f.** Evaluate Local Agency Formation Commission (LAFCO) requirements and coordination; Payment of LAFCO fee. **g.** Prepare agreements authorizing to act on the behalf of the participating water system if such consolidation project is part of project. **h.** Evaluate and complete requirements for consolidation as presented in CDPH Guidelines for Consolidation Project (Enclosure 13), contingent on consolidation selected as project.
4	**Water Rate Study**

5	**Engineering Report** **a.** Prepare and submit an engineering report to include summary of alternatives evaluated, selection of preferred alternative and proposed construction project, basis of design, conceptual design, and opinion of probable construction cost for the selected construction project
6	**Drilling of Test Well(s)** **a.** Describe purpose of test well(s), indicate number of test well(s) to be drilled, depth of test well(s), water quality sampling, pump testing, test well log(s), etc. **b.** Prepare design for test well. **c.** Prepare a complete set of bid solicitation and construction contract documents for the test well(s). **d.** Prepare test well report summarizing findings. **e.** Ensure Labor Compliance requirements are met for SDWSRF funding (see Enclosure 9).
7	**Water Treatment Pilot Study** **a.** Describe purpose of pilot study and type of treatment being pursued; **b.** Identify number of pilot studies to be completed and treatment technologies being evaluated. **c.** Perform pilot study of proposed treatment. **d.** Prepare pilot study report summarizing findings.
8	**CEQA/NEPA** **a.** Review project for possible CEQA Exemptions. **b.** Prepare required environmental documents. **c.** Prepare CEQA Documents for selected construction project to ensure compliance with CEQA and other State and Federal environmental requirements.
9	**TMF Assessment** **a.** Prepare TMF assessment based on the CDPH approved project identified from preliminary engineering; **b.** Prepare all supporting documentation necessary to fulfill and complete requirements outlined in CDPH TMF Assessment Form for Community Water Systems.
10	**Plans and Specifications** **a.** Conduct final design of selected construction project **b.** Develop the construction plans, specifications, and detailed cost breakdown for the selected construction project.
11	**Miscellaneous Items to Proceed to Construction** **a.** Determine value of any property, easements, or right of way necessary to pursue the selected construction project. (see enclosure 14c) **Note: Actual purchase cost is ONLY reimbursable under SDWSRF Construction Funds.**

PROJECT BUDGET SHEET

[Water System Name]

Project No. [Project Number]

Task No.	Scope of the Project	Cost ($)
1	Project Evaluation & Pre-design Engineering	
2	Hydrogeological/Geotechnical Investigation & Site Surveying	
3	Consolidation Study	
4	Water Rate Study	
5	Engineering Report	
6	Drilling of Test Well(s)	
7	Water Treatment Pilot Study	
8	CEQA/NEPA	
9	TMF Assessment	
10	Plans and Specifications	
11	Miscellaneous Items to Proceed to Construction	
	Total	

PROJECT SCHEDULE FOR PLANNING

[Water System Name]

Project No. [Project Number]

EXPECTED DATES OF COMPLETION

NOTE: The timeframes should be expressed in months from the ANTICIPATED date of execution of a funding agreement, rather than specific dates. The proposed project schedule should incorporate the items listed in the provided scope of the project.

Task No.	Item Description	Expected Time of Completion from the Date of Execution of a Funding Agreement
1	Project Evaluation	____ Months
2	Hydrological/Geotechnical Investigation & Site Surveying	____ Months
3	Consolidation Study	____ Months
4	Water Rate Study	____ Months
5	Drilling of Test Well(s)	____ Months
6	Water Treatment Pilot Study	____ Months
7	Engineering Report	____ Months
8	CEQA (Environmental Documentation)	____ Months
9	TMF Assessment	____ Months
10	Plans and Specifications	____ Months
11	Miscellaneous Items to Proceed to Construction	____ Months