

AMENDMENT NO. 1 TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF MANHATTAN BEACH, THE CITY OF TORRANCE, THE CITY OF REDONDO BEACH, THE
CITY OF HERMOSA BEACH, AND THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

REGARDING THE ADMINISTRATION AND COST SHARING FOR COORDINATION AND
IMPLEMENTATION OF THE COORDINATED INTEGRATED MONITORING PROGRAM (CIMP)
FOR THE BEACH CITIES WATERSHED MANAGEMENT GROUP

This First Amendment ("Amendment No. 1") to that certain Memorandum of Understanding (MOU) by and between the CITY OF MANHATTAN BEACH, a California municipal corporation, the CITY OF TORRANCE, a California municipal corporation, the CITY OF REDONDO BEACH, a chartered municipal corporation, the CITY OF HERMOSA BEACH, a California municipal corporation, and THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT (LACFCD), a body corporate and politic, collectively known as the "PARTIES" or individually as "PARTY", is hereby entered into as of July 1, 2020 ("Effective Date").

WITNESSETH

WHEREAS, on April 12, 2016 the PARTIES entered into an MOU to cooperatively fund CIMP coordination and CIMP implementation and to coordinate the payment and performance of CIMP coordination and reporting services and CIMP monitoring and reporting services; and

WHEREAS, the term of the MOU was extended for two additional years by the unanimous written concurrence of all PARTIES and will expire on December 28, 2020 unless hereby amended; and

WHEREAS, the MS4 Permit became effective on December 28, 2012, and requires that the LACFCD, the County of Los Angeles, and 84 of the 88 cities (excluding Avalon, Long Beach, Palmdale, and Lancaster) within Los Angeles County comply with the prescribed elements of the MS4 Permit until the next MS4 Permit becomes effective; and

WHEREAS, next MS4 Permit, anticipated to be adopted by the Los Angeles Regional Water Quality Control Board (REGIONAL BOARD), may require that the PARTIES prepare and submit a revised CIMP for review and approval by the REGIONAL BOARD; and

WHEREAS, the next MS4 Permit may require that the PARTIES continue with the existing CIMP Implementation until a revised CIMP has been approved by the REGIONAL BOARD; and

WHEREAS, the PARTIES now desire to amend the MOU to add additional services to the Scope of Services, authorize increased costs, and extend the term.

C2016-027

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the PARTIES, and of the promises contained in this MOU, the PARTIES agree as follows:

Section 1. Section 5 of the MOU is hereby revised to extend the term of the MOU through December 31, 2023 with the option to further extend the term in increments of one calendar year at a time, up to two additional years, by unanimous written concurrence of all PARTIES. If the MOU term is further extended, the total annual cost to the PARTIES under this MOU for each extension year shall not exceed Fiscal Year 2022-2023 costs as estimated in Table 1 of Exhibit A, adjusted April to April by the Consumer Price Index, Urban Wage Earners and Clerical Workers' for Los Angeles County per cost of living adjustment. Upon unanimous written concurrence of all PARTIES, the term of the MOU shall be automatically extended.

Section 2. The Parties acknowledge and agree that the funds previously paid to the CITY OF MANHATTAN BEACH pursuant to Section 8.a of the MOU have resulted in a surplus (the "Account Surplus"). Commencing with the invoice of July 1, 2020, each Party shall be credited a percentage share of the Account Surplus towards payment of that invoice and all future invoices for services performed pursuant to this MOU, until the Account Surplus is eliminated. The percentage share for calculating each City Party's credit shall be that set forth in Table 2 of Exhibit A as the "% of Total CIMP Area", less a proportionate share of the 5% to be paid to LACFCD.

Section 3. EXHIBIT A to the MOU (Beach Cities Watershed Funding Contributions for CIMP Implementation and Coordination), is hereby replaced by EXHIBIT A to this Amendment No. 1.

Section 4. EXHIBIT B to the MOU (Beach Cities Watershed Management Group Responsible Agencies' Representatives), is hereby replaced by EXHIBIT B to this Amendment No. 1

Section 5. EXHIBIT C to the MOU (CIMP Implementation Scope of Services), is hereby amended to add the Scope of Services attached to this Amendment No.1 as EXHIBIT C

Section 6. EXHIBIT D to the MOU (CIMP Coordination Scope of Services) is hereby replaced by EXHIBIT D to this Amendment No. 1.

Section 7. Except as specifically amended by this Amendment No. 1, all other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the PARTIES hereto have caused this Amendment No. 1 to be executed by their duly authorized representatives and affixed as of the date of signature of the PARTIES:

[SIGNATURE PAGES FOLLOW]

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

By: 
FOR MARK PESTRELLA, Chief Engineer

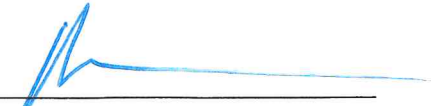
Date: 12/28/20

APPROVED AS TO FORM:

RODRIGO A. CASTRO-SILVA
Acting County Counsel


By: Mark Ganai
Deputy

CITY OF MANHATTAN BEACH

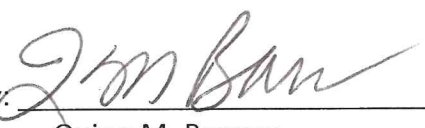
By: 
Bruce Moe
City Manager

Date: 3-4-21

ATTEST:

By:  3/2/2021
Liz Tamura
City Clerk

APPROVED AS TO FORM:

By: 
Quinn M. Barrow
City Attorney

CITY OF TORRANCE

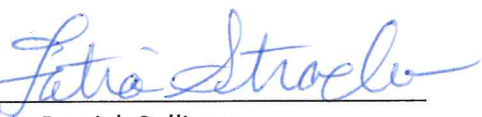
By: 
Patrick J. Furey
Mayor

Date: 12/17/2020


ATTEST:

By: 
Rebecca Poirier
City Clerk

APPROVED AS TO FORM:

By: 
Patrick Sullivan
City Attorney

CITY OF REDONDO BEACH

By: 
Bill Brand
Mayor

Date: 1-20-21

ATTEST:

By: 
Eleanor Manzano
City Clerk

APPROVED AS TO FORM:

By: 
Michael W. Webb
City Attorney

CITY OF HERMOSA BEACH

By: 
Justin Massey
Mayor

Date: 1/27/2021

ATTEST:

By: 
Eduardo Sarmiento
City Clerk

APPROVED AS TO FORM:

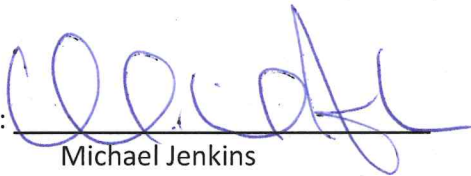
By: 
Michael Jenkins
City Attorney

EXHIBIT A
Beach Cities Watershed
Funding Contributions for CIMP Implementation and Coordination

Table 1. CIMP Implementation and Coordination Total Costs

Task #^(a)	Description	FY 20/21 Cost	FY 21/22 Cost	FY 22/23 Cost
1	Project Management, Communications, Meetings	\$48,504	\$48,504	\$48,504
2	Health and Safety Plan/Traffic Control Plan/Permits	\$10,296	\$12,132	\$0
3	Receiving Water Monitoring	\$80,324	\$80,324	\$110,324
4	Stormwater Outfall Monitoring	\$67,692	\$67,692	\$73,692
5	Non-Stormwater Outfall Monitoring	\$36,420	\$36,420	\$66,940
6	Data Assessment and Reporting	\$69,378	\$69,378	\$91,462
7 ^(b)	CIMP Coordination	\$99,190	\$96,900 ^(c)	\$99,790 ^(c)
CIMP Implementation Subtotal		\$411,804	\$411,350	\$490,712
Administrative Cost^(d)		\$45,298	\$45,249	\$53,978
Contingency Factor		1.1	1.1	1.1
CIMP Implementation Total Cost		\$498,283	\$497,734	\$593,762
LACFCD Allocation (5%)^(e)		\$24,914	\$24,887	\$29,688
Total Cost (to be distributed among remaining agencies)^{(f)(g)}		\$473,369	\$472,847	\$564,073

- (a) Except where noted, "Task #" refers to the CIMP Implementation Consultant's scope of work.
- (b) CIMP Coordination costs based on Task 7 of the executed contract between The City of Manhattan Beach and McGowan Consulting.
- (c) Costs may increase annually by CPI, subject to written agreement by all parties to this MOU.
- (d) Administrative costs are 10% of the CIMP Implementation Subtotal
- (e) LACFCD allocation is 5% of the CIMP Implementation Total Cost
- (f) Total Cost to be distributed among remaining agencies includes CIMP Implementation Total Cost less LACFCD allocation
- (g) Remaining agencies include the Cities of Manhattan Beach, Redondo Beach, Hermosa Beach, and Torrance

Table 2. Distributed Total Costs^(a)

Participating Agency	Area		Distributed Total Cost		
	Total CIMP Area	% of Total CIMP Area	FY2021	FY2122	FY2223
City of Redondo Beach	3,831	25.2%	\$119,289	\$119,157	\$142,147
City of Manhattan Beach	2,428	15.9%	\$75,266	\$75,183	\$89,688
City of Hermosa Beach	832	5.5%	\$26,035	\$26,007	\$31,024
City of Torrance	8,126	53.4%	\$252,035	\$252,500	\$301,215
LACFCD ^(b)	N/A	N/A	\$24,914	\$24,887	\$29,688
Total	15,217	100%	\$498,283	\$497,734	\$593,762

^(a) Distributed Total Cost is based on percentage of CIMP area and includes CIMP Implementation Total Cost (including contingency and administration) less LACFCD for all agencies except LACFCD.

^(b) LACFCD allocation is 5% of the CIMP Implementation Total Cost (including contingency and administration).

EXHIBIT B

BEACH CITIES WATERSHED MANAGEMENT GROUP
Responsible Agencies' Representatives

1	City of Redondo Beach Department of Public Works, Engineering Division 415 Diamond Street Redondo Beach, CA 90266	Geraldine Trivedi E-mail: Geraldine.Trivedi@redondo.org Phone: (310) 318-0661 x2036 Fax: (310) 374-4828
2	City of Hermosa Beach Department of Public Works 1315 Valley Drive Hermosa Beach, CA 90254	Doug Krauss E-mail: dkrauss@hermosabch.org Phone: (310) 318-0603 Fax: (310) 372-6186
3	City of Manhattan Beach Department of Public Works 1400 Highland Avenue Manhattan Beach, CA 90266	Shawn Igoe E-mail: sigoe@citymb.info Phone: (310) 802-5315 Fax: (310) 802-5314
4	City of Torrance Department of Public Works 20500 Madronna Avenue Torrance, CA 90503	John C. Dettle, P.E. E-mail: jdettle@TorranceCA.gov Phone: (310) 618-3059 Fax: (310) 781-6902
5	Los Angeles County Flood Control District Department of Public Works Storm Water Quality Division, 11 th Floor 900 South Fremont Avenue Alhambra, CA 91803	Paul Alva E-mail: palva@dpw.lacounty.gov Phone: (626) 458-4325

EXHIBIT C
BEACH CITIES WATERSHED MANAGEMENT GROUP
CIMP IMPLEMENTATION SCOPE OF SERVICES

EXHIBIT D
BEACH CITIES WATERSHED MANAGEMENT GROUP
CIMP COORDINATION SCOPE OF SERVICES

Date: March 10, 2020
To: Shawn Igoe, City of Manhattan Beach
From: Geosyntec Consultants
Subject: Beach Cities CIMP Implementation
Proposed Scope and Budget for Extended Implementation
2020-2025

This proposal was prepared for the City of Manhattan Beach by Geosyntec Consultants (Geosyntec) in support of the Beach Cities Watershed Management Group Coordinated Integrated Monitoring Program (CIMP).

The focus of this letter proposal is to present a scope of work and budget for Geosyntec to conduct CIMP Implementation for the following Reporting Years:

- Year 5 (July 1 2020 – June 30 2021)
- Year 6 (July 1 2021 – June 30 2022)
- Year 7 (July 1 2022 – June 30 2023)
- Year 8 (July 1 2023 – June 30 2024)
- Year 9 (July 1 2024 – June 30 2025)

It is understood that Year 8 and Year 9 are optional at this time, to be conducted only following approval by the City of Manhattan Beach.

SCOPE OF WORK

Task 1: Project Management and Permitting

As under the existing CIMP Implementation contract, the Geosyntec Team will provide project management services so that work deliverables are provided on or ahead of schedule and within budget. Subtasks will include the following:

- Monthly Meetings: The Geosyntec Team will prepare for and attend monthly meetings of the Beach Cities WMG. For monthly meetings, Geosyntec will provide presentations and/or other relevant material, as requested. For cost saving

purposes, some meetings will be attended via telephone call, unless otherwise requested.

- Other Meetings: The Geosyntec Team will attend, participate in, and/or support the Beach Cities WMG in meetings with other watershed management program groups, Regional Board staff, City Councils, County staff, stakeholders, and/or other consultants as necessary to deliver the Project.
- Permitting and Traffic Control: The Geosyntec Team will obtain the necessary permits for access to the various sampling locations. Based on the CIMP, it is anticipated that one encroachment/access Permit from the Los Angeles County Flood Control District (LACFCD) will be required for monitoring at various outfalls. As with previous years, permitting and access requirements are expected to be minimal. Geosyntec will coordinate with respective cities to confirm that appropriate protocol is adhered to when sampling at locations within that city.
- Health and Safety Planning: The Site Health and Safety Plan (SHSP), which is already in place and being implemented under current CIMP monitoring efforts, will continue to be implemented under this proposed scope as a “living” document, to be updated as often as is necessary to provide the most helpful and accurate information for field personnel. The Geosyntec Project Manager, who is also the Geosyntec Los Angeles Health and Safety Coordinator, will confirm that field personnel communicate any and health and safety related issues directly to him so that the SHSP can be amended promptly.
- Additional Project Management: The Geosyntec Team will perform project management duties, including regular communication with the City on the state of the scope, schedule, and budget; coordination of the Project Team, WMG, and Watershed Coordination Consultant; and organization of Team coordination calls. For cost control purposes, the Geosyntec project manager will track earned value relative to budget spent on a weekly basis throughout the Project duration to confirm that the Project stays on schedule and budget and that deviations are identified, communicated, and mitigated early.

Task 1 Deliverables

- Material for up to twelve Beach Cities WMG meetings per year, as requested.
- Material for up to two additional meetings per year, as requested.
- An updated HASP, as requested.

TASK 2: REVISED CIMP PER NEW MS4 PERMIT

With the anticipated release of a new MS4 Permit in Fall 2020, CIMP modifications will be necessary to incorporate changes set forth in the new Permit. It is assumed that CIMP revisions will begin in Year 1 (2020-2021), the revised CIMP will be finalized and submitted to the Regional Board in Year 2 (2021-2022), and the revised CIMP will begin to be implemented in Year 3 (2022-2023).

CIMP revisions may include the following:

- Removing/adding pollutants required to be monitored;
- Modifying analysis methods to meet new reporting limits (RLs);
- Updating sample figures;
- Altering monitoring frequencies; and
- Revising reporting requirements.

Costs for revising the CIMP are only present for Years 5 (2020-2021) and 6 (2021-2022), since it is assumed the CIMP will be finalized prior to the end of Year 6. As a result of the CIMP revisions, the implementation approach for Tasks 3 - 6 (herein) will be altered starting in Year 7 and continuing through Year 9. Details of these changes are set forth in the task descriptions below.

Task 2 Deliverables

- Draft and Draft Final CIMP, revised based on Beach Cities WMG comments.
- One Final CIMP, revised based on Regional Board comments.

TASK 3: RECEIVING WATER MONITORING

Geosyntec will continue to conduct Receiving Water Monitoring per the approved Beach Cities CIMP. For Year 5 (2020-2021) and Year 6 (2021-2022), this means sampling in accordance with the currently established means and methods in the CIMP, including:

- Near-shore receiving water monitoring at sites RW-BCEG-01 and RW-BCEG-02; and
- Santa Monica Bay Bacteria TMDL Shoreline Monitoring. This will include weekly monitoring for fecal indicator bacteria (FIB) consistent with the SMBBB TMDL, conducted at seven (7) coordinated shoreline monitoring locations. Sampling will continue to be conducted on Monday mornings. Additional accelerated monitoring will be conducted on subsequent days when triggered in

response to exceedance of the single-sample bacteria objectives, as described in the SMBBB TMDL Coordinated Shoreline Monitoring Plan (CSMP). Bacterial parameters analyzed will include Total Coliform, Fecal Coliform, and Enterococcus.

Beginning in Year 7 (2022-2023), the following changes are anticipated to impact receiving water monitoring:

- Reporting Levels (RLs) for all sampled parameters will be significantly reduced, resulting in an increased laboratory fee;
- The “core monitoring constituents” required to be sampled will be required for the first three events of the year, rather than just the first. This will result in a significantly higher laboratory fee; and
- Toxicity sampling will require the use of three different test species for the first year. Following this, the most sensitive species can be used. This too will result in a higher laboratory fee.

Although there is the possibility that the number of SMBBB monitoring locations is reduced based on the proposed changes to the SMBBB TMDL, this change has not been accounted for at this time.

Task 3 Deliverables

No Task 3 deliverables, as reporting is handled under Task 6.

TASK 4: STORMWATER OUTFALL MONITORING

Geosyntec will continue to conduct Stormwater Outfall Monitoring per the approved Beach Cities CIMP. As with receiving water monitoring, Year 5 (2020-2021) and Year 6 (2021-2022) will be sampled in accordance with the currently established means and methods in the CIMP. This will include:

- Sampling at outfalls OF-BCEG-1, OF-BCEG-2, OF-BCEG-6, and OF-BCEG-7 in Year 5; and
- Sampling at outfalls OF-BCEG-4a, OF-BCEG-5, and OF-BCEG-7 in Year 6.

Beginning in Year 7 (2022-2023), the following changes are anticipated to impact outfall monitoring:

- Reporting Levels (RLs) for all sampled parameters will be significantly reduced, resulting in an increased laboratory fee; and
- The increase to required receiving water sampling constituents will likely result in a larger number of required outfall sampling constituents. This will result in a significantly higher laboratory fee;

Task 4 Deliverables

No Task 4 deliverables, as reporting is handled under Task 6.

TASK 5: NON-STORMWATER OUTFALL MONITORING

Non-stormwater outfall monitoring will continue to be implemented per the Beach Cities CIMP during Year 5 and Year 6. This sampling will include two sample events per year at the two outfalls currently monitored.

Beginning in Year 7, the following changes are anticipated to be made to the Non-Stormwater Outfall Monitoring Program:

- A re-screening of all Beach City-Owned outfalls will be conducted by the Geosyntec Team, in order to evaluate where significant non-stormwater discharges are occurring. This screening is assumed to be necessary in the Dominguez Channel Watershed only, since all known major outfalls in the SMB Watershed are diverted or otherwise do not discharge.
- Sampling will increase to four times per year, in accordance with the new Permit.
- As with stormwater outfall sampling, laboratory analyses coupled with the number of constituents required to be sampled are expected to increase.

Task 5 Deliverables

- A technical memorandum summarizing screening results.
- Post-event sampling memoranda (two per year) summarizing the results of the non-stormwater monitoring.
- Annual updates of the MS4 Outfall GIS database.

TASK 6: DATA ASSESSMENT AND REPORTING

Geosyntec will continue with all necessary data assessment and reporting to help the Beach Cities comply with the MS4 Permit and their CIMP. Specific items covered under this task include:

- SMBBB TMDL Shoreline Monitoring reporting, including weekly, monthly, and annual submittals;
- Sample event summaries, including laboratory analyses, QA/QC results, rainfall/runoff analyses, etc;
- Semi-Annual data submission, in compliance with requirements specific in the Permit. This assessment will continue to include data from outside agencies, including City of Los Angeles and County of Los Angeles; and
- Annual Integrated Monitoring Compliance Report, for inclusion in the WMG's Annual Report. (Beginning in Year 7, it is assumed that this report will be required twice per year.)

Task 6 Deliverables

- 52 weekly SMBBB TMDL shoreline monitoring data submittals, per year.
- 12 monthly SMBBB TMDL shoreline monitoring data submittals, per year.
- Two Semi-Annual Data Reports, per year.
- Integrated Monitoring Compliance Reports, as required, each including submittal of a draft and final version.

SCOPE ASSUMPTIONS:

General

- All memoranda and reports, unless otherwise specified, include one round of review from the Beach Cities WMG, with consolidated electronic comments provided to Geosyntec to be incorporated into the final version.

Receiving Water Monitoring

- Two (2) near-shore receiving water monitoring sites are assumed to be monitored during three (3) wet-weather events, per year.
- Two (2) wet-weather aquatic toxicity samples are assumed per year at each selected near-shore receiving water monitoring location.
- No toxicity identification evaluations (TIEs) are assumed at this time, based on results to-date.
- Boat captain will be responsible for assessing open ocean water conditions to guard the safety of Geosyntec Team personnel prior to mobilization from the harbor.

- SMBBB TMDL Shoreline Monitoring is assumed at seven (7) sample locations. Labor includes site observations at sample locations as well as eight (8) storm drain outfalls. Collection includes use of a 4x4 vehicle and a trained technician based on City requirements for access and driving on City beach property. No weekend or holiday surcharges are included in the cost proposal.
- A total of sixteen (16) repeat sample events are assumed for the SMBBB TMDL Shoreline Monitoring per year.
- No additional permitting is assumed to be required for receiving water monitoring.

Stormwater Outfall Monitoring

- Up to four (4) outfalls are assumed to be monitored during three (3) wet-weather events, per year.
- No wet-weather aquatic toxicity samples or TIE analyses are assumed at this time, based on results to-date.
- Traffic control from California Barricade is assumed at two locations (OF-BCEG-5, and OF-BCEG-6). Other traffic control is assumed to be minor (i.e., not requiring lane closure), and will be provided by the Geosyntec Team.
- A LACFCD encroachment/access permit is assumed to be necessary for monitoring. The fee for this permit is assumed to be waived.

Non-Stormwater Outfall Monitoring

- Two (2) outfalls are assumed to require monitoring twice per year due significant non-stormwater discharges.
- No dry-weather aquatic toxicity samples are assumed at this time.
- Traffic control by California Barricade is assumed to not be required for non-stormwater outfall monitoring.

SCHEDULE

The proposed scope of work covers five full monitoring years, from July 1, 2020 through June 30, 2025. It is understood that the last two years of this proposal are optional extensions.

BUDGET

Geosyntec's cost estimate for the above-described CIMP Implementation is provided in the following table. A detailed cost breakdown is available upon request.

Task	Year 5 (2020-2021)	Year 6 (2021-2022)	Year 7 (2022-2023)	Year 8 (2023-2024)	Year 9 (2024-2025)
Task 1 – Project Management	\$48,504	\$48,504	\$48,504	\$48,504	\$48,504
Task 2 – Revised CIMP	\$10,296	\$12,132	-	-	-
Task 3 – Receiving Water Monitoring	\$80,324	\$80,324	\$110,324	\$96,324	\$96,324
Task 4 – Stormwater Outfall Monitoring	\$67,692	\$67,692	\$73,692	\$73,692	\$73,692
Task 5 – Non-Stormwater Outfall Monitoring	\$36,420	\$36,420	\$66,940	\$56,900	\$56,900
Task 6 – Data Assessment and Reporting	\$69,378	\$69,378	\$91,462	\$91,462	\$91,462
Total Per Year	\$313,226	\$314,450	\$390,922	\$366,882	\$366,882
Total (Year 5 – Year 7)	\$1,017,987				
Total (Year 5 – Year 9)	\$1,751,752				

EXHIBIT D
BEACH CITIES WATERSHED MANAGEMENT GROUP
CIMP COORDINATION SCOPE OF SERVICES

April 1, 2020

Stephanie Katsouleas, P.E., Director of Public Works
Shawn Igoe, Utilities Division Manager
City of Manhattan Beach
3621 Bell Avenue
Manhattan Beach, CA 90266

RE: PROPOSAL FOR BEACH CITIES WMG COORDINATION SERVICES

Dear Ms. Katsouleas and Mr. Igoe:

McGowan Consulting, LLC, is pleased to provide this proposal to the City of Manhattan Beach (City) to coordinate and implement watershed activities for the Beach Cities Watershed Management Group (WMG).

McGowan Consulting provides environmental consulting services focused on stormwater quality and watershed protection to municipalities in the south Santa Monica Bay. Our two senior staff members have more than 25 years of combined experience in municipal stormwater consulting. We are adept at tracking and coordinating joint activities and in synthesizing complex technical and regulatory issues into cogent analysis on which clients can rely for decision-making and policy setting. McGowan Consulting has been providing these watershed coordination services to the Beach Cities WMG for the past five years and we have an in-depth understanding of the particular needs and technical challenges faced by this group and the watershed area it manages.

The Scope and Cost of Services in this proposal have been developed to provide support to the Beach Cities WMG based on the proposed tasks and needed services discussed with and previously approved by the representatives of the Beach Cities WMG. Given that the schedule for adopting the 5th term MS4 Permit has been delayed with a revised target of Fall 2020, the representatives understand that the proposed scope of services and budgets for FY2122 and FY2223 are estimated based on our best professional judgement. CIMP Coordination Services are identified and authorized as Task 7 in the Beach Cities CIMP Memorandum of Understanding (CIMP MOU), and accordingly this Scope of Services is organized into Tasks 7.1 through 7.9.

Excluded from this Scope of Services is effort to carry out the Beach Cities CIMP Implementation scope of work, i.e., Tasks 1 through 6 of the Beach Cities CIMP MOU, including preparation of the Integrated Monitoring Compliance Report, which is contracted separately by the City with the CIMP Implementation Consultant on behalf of the Beach Cities WMG.

Scope of Services

This Scope of Services provides for McGowan Consulting to serve as the Coordinated Integrated Monitoring Program (CIMP) Coordination Consultant for the Beach Cities WMG for fiscal years 2020-21(FY2021), 2021-22 (FY2122), and 2022-23 (FY2223). The scope and assumptions for Tasks 7.1 through 7.9 are outlined below.

Task 7.1 Meeting Planning, Agendas and Minutes

Plan, revise and distribute the Beach Cities WMG agendas and minutes for monthly meetings. Arrange for guest speakers as needed. A level of effort of four (4) hours per month is assumed based on previous experience.

Task 7.2 Meeting Preparation, Attendance, Coordination

Prepare materials for information, discussion and decision-making at the Beach Cities WMG meetings. Attend and coordinate the meetings, take notes during the meeting for documentation in the minutes, and follow up on action items from each meeting. A level of effort of eight (8) hours per month is assumed based on one staff person attending in-person and running the meeting with a second staff person calling in and taking notes during the meeting.

Task 7.3 WMG Coordination Activities

Project management, planning and scheduling of group activities. As directed by the Beach Cities WMG, provide support to the group in carrying out required activities, including maintaining an up-to-date schedule of WMG implementation activities, milestones and deadlines, and other as-needed assistance. In FY2223 additional effort is provided to amend the CIMP MOU for approval by the Beach Cities WMG governing boards prior to its expiration.

Task 7.4 Support for Adaptive Management

Since a second Adaptive Management Report including re-run of the RAA and revision of the EWMP is required for submittal by June 2021, effort in this task for FY2021 is to finalize an MOU for EWMP/RAA Update, to review and comment on deliverables provided by the EWMP Consultant, and to provide supporting information as-needed. Also in FY2021, a Time Schedule Order (TSO) request is anticipated to be needed to obtain a time extension prior to the final wet weather Santa Monica Bay Beaches Bacteria TMDL deadline of July 15, 2021. The TSO request will be prepared by McGowan Consulting in coordination with the Beach Cities WMG for submittal to the Regional Board by April 15, 2021 (90 days prior to the final TMDL deadline). Effort during FY2122 will include support for responding to comments from Regional Board staff on the revised EWMP/RAA, and possible presentations to the Regional Board. This effort may also include further negotiations with Regional Board staff on the TSO. Increased allocation in FY22-23 is provided to account for new EWMP Implementation support following EWMP approval and to prepare notifications as-needed to the Regional Board for minor EWMP revisions to reflect progress on the Beach Cities WMG implementation actions.

Task 7.5 CIMP Review & Support

Provide technical and regulatory review of data and reports prepared by CIMP Implementation Consultant, including: semi-annual data reports, microbial source tracking deliverables, and periodic

memos. During FY2021 this will also include review and comment on the revised CIMP as prepared by CIMP Implementation Consultant to conform to the requirements in the next Regional Permit. In FY2122 this may also include assistance in responding to Regional Board comments on the revised CIMP.

Task 7.6 Develop & Manage Joint Outreach

Development of joint public outreach materials utilizing contract services for graphic layout and illustration. Management of ongoing website content and hosting utilizing contracted services from the Environmental Services Center staff of the South Bay COG. In FY2021, effort is anticipated to include: the finalization of the South Bay Rainwater Harvesting Guide, development of revised webpage content and layout for the existing Environmentally Friendly Landscaping, Gardening and Pest Control webpages, and development of new South Bay Rainwater Harvesting webpage content/layout including the development of a QR code to be incorporated into existing print outreach materials. In FY2122, this effort is anticipated to include the development of short narrative pieces on rainwater harvesting to be distributed via existing digital networks. In FY2122 and FY2223, the effort is anticipated to include aligning outreach efforts to address new MS4 Permit objectives such as including the development of metrics to track Outreach Program effectiveness. Where possible outreach efforts will leverage work done through the South Santa Monica Bay WASC.

Subcontracted work to be performed by staff of the South Bay Cities Council of Governments (COG) will include continued website hosting, preparation of website analytics for annual reporting, and updating the webpages with additional content as directed by McGowan Consulting. Subcontracted work to be performed by Christine Barnicki/Desktop Design during FY2021 will include completion of the South Bay Rainwater Harvesting Guide based on comments provided by the Beach Cities WMG. Other graphic design/layout assistance may be needed for short narrative pieces and/or a new outreach piece following adoption of the Regional MS4 Permit.

As in previous years, it is assumed that McGowan Consulting's level of effort and supporting subcontracted services for joint outreach will be offset by 50% through combined work for the Peninsula WMG.

Task 7.7 Permit/Region-wide Coordination

Participation in Los Angeles region-wide WMG Coordination and Regional Board meetings and workshops on behalf of the Beach Cities WMG. During FY2021 this task includes an allocation of time to represent the WMG and participate in Los Angeles region-wide WMG Coordination and Permit negotiation meetings, Regional Board meetings and workshops assuming two (2) Regional Board meetings or workshops plus three (3) Region-wide WMG coordination calls with effort cost-shared between Beach Cities WMG and Peninsula WMG. Additional time is also included for meeting preparation and/or preparation of brief statements of testimony but excludes preparation of formal visual presentations for Regional Board meetings. During FY2122 and FY2223 the effort will be utilized to coordinate as needed with other WMGs and permittees in implementing the new Regional Permit requirements for CIMPs and WMPs, which may include participating in meetings to negotiate revisions to the annual reporting templates.

Task 7.8 Regional Project Funding Assistance

Assistance aligning joint projects for funding opportunities as directed by the Beach Cities WMG, such as assistance with: presentations to South Bay WASC or submittal of a joint project into the SCW online project module for scoring or for technical resources funding; representation at South Bay Steering Committee meetings of the Greater Los Angeles Integrated Regional Water Management Program (IRWMP) for the final round of Prop 1 IRWM; and coordination between the Beach Cities WMG and other entities such as Industrial sites on potential joint regional projects. Note that the allocation of effort in this task is not sufficient to prepare a full grant proposal.

Task 7.9 Watershed Annual Report

Preparation of the Beach Cities WMG Watershed Annual Report. This subtask also includes review and comment on the Integrated Monitoring Compliance Report (IMCR) prepared by the CIMP Implementation Consultant for incorporation into the Watershed Annual Report. During FY2021 a level of effort is assumed consistent with previous efforts under the 2012 LA MS4 Permit. An increased effort is assumed for FY2122 and FY2223 to account for new reporting requirements and forms as required following adoption of the Regional MS4 Permit.

Cost of Services

McGowan Consulting will conduct the work effort as outlined in the above Scope of Services during the period from July 2020 through June 2023 for an amount not to exceed **\$295,880** as detailed in the attached Budget Table and Rate Schedule. Labor rates for FY2021 are shown in the attached Rate Schedule include automobile mileage, parking fees, and routine printing and copying; labor rates for FY2122 and FY2223 will be adjusted annually based on increases in the Consumer Price Index for the Los Angeles area as calculated by the U.S. Department of Labor – Bureau of Labor Statistics. Other direct costs chargeable to the project may include: subcontracted graphic design, illustration, website design and hosting services; translation services; report reproduction and binding; courier services; and other direct project costs not specifically included in labor rates. An allocation for other direct costs such as for subcontracted graphic design, website updates and hosting services is included as a separate line item in the Budget Table.

McGowan Consulting will adhere to the Scope of Services and inform City staff and Beach Cities WMG representatives of changing requirements and emerging issues as part of regular communication. In order to provide a measure of flexibility to best meet the needs of the Beach Cities WMG, it is understood that reallocation of level-of-effort and cost between tasks and subtasks and if necessary between fiscal years may occur so long as the total contract amount is not exceeded. It is the nature of regulatory and monitoring-driven programs to be subject to uncertainty such as unforeseen technical issues, new regulatory requirements, or regulatory enforcement action. If it becomes necessary to provide additional consulting services to meet the needs of the Beach Cities WMG and at City of Manhattan Beach staff's direction, McGowan Consulting will submit an authorization request for a change to the Scope and Cost of Services.

Please do not hesitate to contact me if you have any questions or require additional information or clarification regarding this proposal. Thank you for the opportunity and privilege of continuing to provide watershed coordination services for the City of Manhattan Beach and the Beach Cities Watershed Management Group.

Sincerely,

A handwritten signature in black ink that reads "Kathleen McGowan". The signature is written in a cursive style with a large initial 'K'.

Kathleen C. McGowan, P.E., ENV SP
Principal/Owner
McGowan Consulting, LLC

Attachments:

Budget Table
Rate Schedule

Budget Table – Beach Cities Watershed Coordination Services							
Task	Description	FY20-21		FY21-22		FY22-23	
		Labor Hours	Estimated Cost	Labor Hours	Estimated Cost	Labor Hours	Estimated Cost
7.1	WMG Meeting Agendas and Minutes	48	\$6,960	48	\$7,200	48	\$7,440
7.2	WMG Meeting Preparation and Attendance/Chairing	96	\$14,400	96	\$14,880	96	\$15,360
7.3	WMG Coordination Activities	50	\$7,250	50	\$7,500	60	\$9,300
7.4	Adaptive Management	120	\$18,000	60	\$9,300	70	\$11,200
7.5	CIMP Review & Support	30	\$4,500	30	\$4,650	30	\$4,800
7.6	Develop & Manage Joint Outreach*	50	\$7,250	60	\$9,000	60	\$9,300
7.7	Permit/Region-wide Coordination*	60	\$9,000	60	\$9,300	40	\$6,400
7.8	Regional Project Funding Assistance	44	\$6,600	44	\$6,820	44	\$7,040
7.9	Watershed Annual Report	124	\$17,980	140	\$21,000	140	\$21,700
Other Direct Costs							
<i>Includes subcontracted website hosting by SBCCOG and graphic design and layout for outreach materials*</i>			\$7,250		\$7,250		\$7,250
Total All Tasks + Other Direct Costs		622	\$99,190	588	\$96,900	588	\$99,790
Grand Total: July 2020 through June 2023		\$295,880					

*Indicates tasks that incorporate cost/labor savings due to work performed in common for two watershed groups

McGowan Consulting, LLC

Labor Rates

Fiscal Year 2020-2021¹

Professional/Staff Rates

Principal	\$167 per hour
Sr. Scientist	\$138 per hour
Staff Scientist	\$60 per hour

Expenses

Labor rates include: automobile mileage within greater Los Angeles and Orange County area, parking, routine printing and copying

Other direct costs chargeable to the project include: graphic layout and illustration, webpage design and hosting, translation services, report reproduction and binding, courier services, blueprint services, graphics services, project-specific publications, and any other direct project costs not included in the labor rates.

¹ Labor rates to be adjusted annually based on increases in the Consumer Price Index for the Los Angeles area as calculated by the U.S. Department of Labor Bureau of Labor Statistics