

Amendment # 5
Contract No. W2676
South Bay Cities Council of Governments (SBCCOG)

Scope of Work

Description:

Through this amendment, West Basin Municipal Water District (West Basin) is adding additional Scope of Work items and budget to the current Conservation Partnership Agreement No. W2676.

West Basin is modifying the current Cash for Kitchens Task 3, and adding a new project task for a program called, Disadvantaged Communities (DAC) Water-Energy Savings Program, along with additional budget.

Cash for Kitchens

The Cash for Kitchens Program has evolved over time and in order to have consistency and full district coverage, West Basin is in the process of hiring an experienced water-energy vendor to conduct the kitchen surveys throughout all of West Basin's service area. West Basin staff has met with the SBCCOG staff on several occasions to discuss the changes to this program.

Instead of conducting surveys, the SBCCOG will instead promote the program, coordinate with the new vendor, assist customers through the rebate process, and implement the other tasks shown below under Modified Task 3.

SBCCOG Project Tasks

Cash for Kitchens – Current Task 3

- The current task budget is \$40,950
- The current task is for the SBCCOG to conduct 75 kitchen surveys

Cash for Kitchens – Modified Task 3

- Keep the current budget the same at \$40,950
- Distribute small devices to 86 prior survey sites
- Photo Management for small device agreements (ensure installation)
- Post Inspection of 8 sites for grant
- **Marketing**
 - Distribute flyers/materials at outreach events and other channels
 - Connect leads to new consultants for survey
 - Coordinate marketing efforts with city departments and representatives
- **Rebate Assistance / Processing**
 - Customer service to process all 55 large device rebates available
 - Provide device recommendations to eligible customers
 - Call possible site visits to confirm needs (i.e., lbs. of ice for ice machines and number compartments for food steamers)
 - Receive all necessary documentation to process rebate with no issues (copy of water bill, receipt, and any signatures needed)
 - Confirm large device installation for all sites

The current task hours are 525 hours at \$78 per hour for a total of \$40,950, this amount will remain the same.

Disadvantaged Communities (DAC) Water-Energy Savings Program

In 2017, West Basin received a grant from the Department of Water Resources (DWR) for a water-energy savings program. West Basin is currently in the process of hiring a consultant who will assist West Basin with conducting 500 indoor residential energy-water surveys, distributing 500 indoor kits and promoting 714 high-efficiency clothes washer rebates.

Through this amendment, West Basin will add the following scope and budget to obtain support from the SBCCOG for this project.

SBCCOG Project Tasks

Program Administration

- Monthly tracking list / invoice
- Take initial customer calls and develop an interest list
- Provide list to consultant to schedule indoor residential surveys
- Database all the completed surveys forms
- Conduct water-energy savings comparison between old and new devices

Marketing/Outreach

- Identify local non-profit and community groups and present program and coordinate with new consultant
- Distribute flyers/materials
- Connect leads to new consultant for surveys
- Promote program to the SBCCOG Steering Committee and sub-committees and to other elected officials
- Assist West Basin with providing residents with an additional 200 indoor conservation kits.

Rebate Assistance / Photo Management

- Provide customer service and assist residents with applying for washer rebate
- Photo Verification / Management – Request, obtain and record device installations photos from residents for all installed devices

Budget: West Basin will add \$39,000 (500 hours at \$78 per hour) of DWR grant funding to the current Scope of Work amount of \$168,980, for a total amount of \$207,980. This will be amendment # 5 to the original contract # W2676, bringing the new total amount to \$687,209.

Conclusion

In conclusion, West Basin has a great partnership with the SBCCOG and the SBCCOG does a great job in promoting and providing customer / administrative support for West Basin's programs.

West Basin looks forward to working together with the SBCCOG staff and the new vendors in order to successfully implement all the projects.