

Status Report #3 from the Technical Oversight Panel to the CALWMC

October 9, 2015

Summary statement

The consultant team that ToP is overseeing is currently completing **Task #1**. : At the conclusion of this task, the consultants will present the CRD with the following:

- Kick-off meeting minutes - **done**
- Technical Memo #1 (TM#1) and accompanying presentation materials, detailing design criteria, cost unit rates and analysis methodology and criteria for the evaluation of the Option Sets. – **draft** to be submitted to October 14, 2014 CALWMC meeting
- Updated detailed project schedule – **partially complete**

ToP has reviewed the first draft of the TM#1 provided by the consultants October 8, 2015 and will provide comments on the second draft for October 14, 2015. The second draft of TM#1 will be issued to the CALWMC October 14, 2015 for approval. TM#1 will be finalized by the consultants once the final ToP comments have been received. The final TM#1 will be issued to the CALWMC November 4, 2015. (It is expected that this final version will not differ substantively from the final draft version.)

The reviews of the TM#1 were not coordinated as the detailed schedule was incomplete. The critical path schedule will be updated and detailed to include consultant draft submission date, ToP review period, consultant resubmission timeline, ToP final review date, consultant final submission date to CALWMC for all future technical memos including TM#2, TM#3, TM#4. Public meetings, consultant and ToP meetings, CALWMC meetings and approvals will be integrated into the detailed critical path schedule.

All teleconference meetings in this period have been open to the public.

ToP members have not been paid which is becoming a concern, and there is an issue with the USA work visa for the Florida advisor. CRD is working on resolving the paperwork issues. We expect payments to be resolved in time for the face to face meeting October 22, 2015.

Recommended action for this period

1. Updated Detailed Critical Path Project Schedule

A draft critical path schedule was prepared by CRD with input from the consultant team and was reviewed by TOP. This critical path schedule will be more detailed with input from the consultant team and a summary critical path schedule will be available to the CALWMC after October 14, 2015. This schedule indicates the critical path between all deliverables, reviews, meetings and approvals required for this planning phase of the work. Impacts on the funding schedule, if any, will be highlighted. The key dates agreed are as follows: TM#1 final to CALWMC November 4, TM#2 final to CALWMC November 23, TM#3 final to CALWMC (Dec. 2, 2015? tbc) for CALWMC decision making on approval of sites and systems to recommend to CRD Board, TM#4 final to CALWMC (Jan 11, 2016? tbc) for basis of funding submissions. There is still work to be done on the critical path schedule.

To keep the team on track, ToP recommends that CRD issue a 'three week rolling' updated version of the schedule to the consultant team and to the Technical Oversight Panel every Monday.

2. Organization chart

A draft organization chart was prepared by CRD, reviewed by TOP, and will be issued to the team for review during the teleconference October 13, 2015. This chart will keep all team members on track with reporting, communication and delivery requirements. This chart indicates roles, reporting and contractual relationships between: CALWMC members, CRD staff, Eastside and Westside Group member, TOP members, all consultant key individuals, and others.

3. Technical Memo #1

The draft TM#1 submitted by the consultant team was reviewed by ToP and discussed in a teleconference October 6, 2015. The revised draft TM#1 was issued October 8, 2015 by the consultants and will be reviewed by ToP members in the teleconference October 13, 2015 with comments due October 16, 2015. The final TM#1 will be submitted by the consultants to the CALWMC November 4, 2015. The ToP review of the draft TM#1 memo included comments on the flow assumptions, the bypass assumptions on alternative membrane systems, the planning horizon, the flow source, and watershed connection, references to Stantec study, regulatory standards and proposed standards, value analysis of reuse and recycle and recharge options, and detailed comments on the costing section especially around life cycle cost analysis.

ToP recommends that the CALWMC accept the draft TM#1 as submitted, and confirms that the final TM#1 will be delivered by the consultants November 4, 2015. There should be no substantive changes between draft TM#1 and final TM#1.

To ensure the highest level of accuracy and reliability of the costing assumptions for this large and complex project, ToP recommends that the consultant team engage or assign an estimator dedicated to this phase of the work with expertise in life cycle costing, project delivery method impacts and large infrastructure projects.

To ensure the accuracy of the assumptions ToP recommends that CRD provide water supply projections.

4. Technical Memo #2

The consultant team is ready to proceed with the work required in TM#2. At the conclusion of TM#2, the consultants will present the CRD with the following:

- Technical Memo #2, detailing the finalized option sets that will form the basis for the costing and the financial analysis, to be completed in Task 3. TM#2 will include general site and system characterizations, operational strategies descriptions of treatment processes including influent and effluent, water quality and quantity, residuals treatment/management, flow scenarios and growth, phasing, performance targets, and approvals requirements.
- Presentation Materials

To maintain the schedule, ToP recommends that the consultants be instructed by CALWMC to proceed with developing draft Technical Memo #2 while completing the final TM#1

5. Final Deliverable, Technical Memo #4 Table of Contents

The consultants and TOP will work together to determine the Final Technical Memo #4 content to support the eventual funding and rezoning requirements of the project. The draft outline of the content will be provided to the CALWMC for comment.

To get ahead of the content requirements for the final report, ToP recommends that CRD provide any metrics, cost base timelines or other formatting information that will be required by funding agencies or zoning authorities that can reasonably be incorporated into TM#4 (under the original terms of reference) to ensure that the format of the information in TM#4 is the most useful format for the CRD

6. Public Sector Canvas

A preliminary meeting with interested vendors and project delivery agents is being set up for October 23, 2015 with TOP and the consultant team. CRD is organizing a 'go to' style meeting and receiving technical information packages from interested parties now. The objective is to gain a good understanding of all systems options and delivery options available at this time. The objective is to respond to those that have expressed interest. Active solicitation of proposals will occur later during the implementation phase.

ToP asks the CALWMC to forward contact information of all interested vendor parties who have approached the CALWMC.