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16 May 2018

Mr. Lance Eckhart
Principal Hydrogeologist
Mojave Water Agency
13846 Conference Center Drive
Apple Valley, CA 92307

Subject: Amendment to Contract for Mojave Area IRWMP Drought Round Implementation Grant Administration

Dear Mr. Eckhart:

As requested, Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to submit this proposal to continue Grant Administration Services in connection with the California Department of Water Resources (DWR) Proposition 84 Integrated Regional Water Management (IRWM) Drought Round Implementation Grant to Mojave Water Agency (MWA).

Kennedy/Jenks has been assisting MWA with administration of this grant since March 2015. At the time the original contract was executed it was expected that the grant and all associated projects would be completed by March 2018. As is the nature of construction projects, there have been delays and it has been necessary to extend the grant agreement. This is the current status of the three projects included in the grant:

- MWA CII Turf Removal. This project is basically done, the only work remaining is awaiting DWR payment of the retention invoice and archiving materials.
- Hi-Desert Water District Water Main Replacement. It is anticipated that project construction will be done in June 2018 and the project completion report, the retention invoice, and archiving materials to follow over the next 6 months. Kennedy/Jenks has a separate purchase order with Hi-Desert Water District for management of this project.
- Hesperia Reclaimed Water Distribution Project. This project has experienced significant delays and there is a pending amendment to the grant that will extend the grant through June 2020.

With the grant extended two and a half years, it is also necessary to extend grant administration activities; we propose using the same team that has handled grant administration in the past:

Meredith Clement is in the Kennedy/Jenks Ventura County office and will act as the Project Manager for Kennedy/Jenks. Meredith has been the Project Manager for the Kennedy/Jenks grant administration team for both the Ventura County and Santa Barbara County Proposition 50 and 84 Implementation grants.

Karen Miller, M2 Resource Consulting, Inc., will provide grant administration for the project. Karen's responsibilities will include reviewing materials submitted by the Local Project Sponsor, preparing written comments, tracking any DWR comments, logging and tracking grant deliverables related to the IRWMP Implementation Grant and submitting deliverables to DWR. Ms. Miller has provided on-going grant administration for Mojave Water Agency's current Proposition 84 grant.

Below is the scope of work, schedule and budget for the amendment to the contract.

Scope of Work

Task 1. Grant Kickoff

Task 1 is complete, no changes to scope or budget related to this task are proposed.

Task 2. Development of Web Tool

Task 2 is complete, no changes to scope or budget related to this task are proposed.

Task 3. DWR Drought Grant Project Management and QA/QC

Kennedy/Jenks will provide project management and communication to obtain MWA and Local Project Proponents input during the Drought Grant admin process. Other project management functions include coordination of Kennedy/Jenks staff, review of project status reports, preparation of monthly billings, and other project management duties such as quality assurance/quality control review on a technical and editorial basis.

Kennedy/Jenks will provide QA/QC of the grant admin documents prior to submitting to DWR to ensure that it meets our quality standards and maintains consistency with the grant agreement and guidelines.

Given the current grant project status – the following effort is anticipated:

- MWA CII Turf Removal. Task 3 performed for this project through June 2018.
- Hi-Desert Water District Water Main Replacement. Task 3 performed through December 2018 (Kennedy/Jenks has a separate purchase order with Hi-Desert Water District for management of this project).
- Hesperia Reclaimed Water Distribution Project. Task 3 performed for this project through June 2020.

3a. Project Management

Email communication with the MWA Project Director and the Local Project Proponents is planned to be the primary method of communication for the project. Email communication with the Local Project Proponents will be used to track overall project progress and solicit materials for grant administration.

3b. Project Files

The individual Local Project Proponents will be responsible for providing invoice and progress report input, and all other associated deliverables to the Kennedy/Jenks Team. Kennedy/Jenks will inform MWA when materials are not provided by the Local Project Proponents in a timely manner to ensure that grant requirements will be met within required timeframes.

Kennedy/Jenks will provide initial guidance on what items are due and applicable deadlines and will continue to provide regular communication about these items throughout the term of the grant agreement. On a quarterly basis, Kennedy/Jenks will compile all quarterly deliverables received from the Local Project Proponents.

3c. Responses to DWR

DWR comments on deliverables will be saved to the website and a copy emailed to the appropriate Local Project Proponent. The Deliverables Tracking Database will be revised to include a note about receipt of DWR comments.

3d. Other Assistance to MWA Project Director

This task is for providing up to 40 hours of support to the Project Director for topics not described in items 3a and 3b in years 4 through 6 of the grant agreement. Activities could include assisting with grant amendments, deviation requests, and site visit planning.

Task 3 Deliverables:

Tracking of deliverables to DWR via the Grant Website. Record of DWR comments on progress reports and reimbursement requests.

Task 4. Preparation of DWR Drought Grant Invoice Packages

This task describes the preparation and submittal of the quarterly invoices and quarterly progress reports (collectively known as the invoice package) and for project management during the course of invoice preparation. Quarterly invoice packages will be prepared and submitted starting in the first quarter of 2018 through the second quarter of 2020 (10 total invoice packages).

Preparation of the invoice package consists of several distinct steps:

1. Preparation of quarterly invoice and progress report templates for each Local Project Proponent and notice to the Local Project Proponents that the templates are ready to be populated.
2. Submittal of progress report and invoice materials by the Local Project Proponents via the Grant Website.
3. Review of the materials by Kennedy/Jenks and comments to the Local Project Proponents.

4. Corrections and revisions of invoice package materials by the Local Project Proponents.
5. Creation of the complete DRAFT invoice package.
6. Submittal of DRAFT invoice package to DWR.
7. Review and comment on the invoice package by DWR.
8. Compilation of DWR comments and coordination with Local Project Proponents to address DWR concerns.
9. Coordination with MWA on any significant issues raised by DWR during their review.
10. Correction to the invoice package, signature by MWA Project Director, and submittal of FINAL invoice package to DWR.

As described earlier, the Grant Website will provide the vehicle by which Local Project Proponents submit their invoice and progress report materials. Kennedy/Jenks will review the forms and back-up documentation submitted by the Local Project Proponents for completeness (e.g., were all line-items discussed, was all information for invoice and progress provided), and correctness (e.g., is the correct period being invoiced, is back-up documentation provided) for all invoices covering the three implementation projects. Review will be consistent with the terms described in Part 12 of the Grant Agreement (Method of Payment). Invoice review will be carried out following an Invoice Review Checklist.

The following assumptions are included in the budget for Task 4:

- Year 4 of grant (January 1, 2018 to December 31, 2018) – preparation of two invoice packages for all three projects; preparation of two invoice packages just covering the Hesperia Reclaimed Water Distribution Project.
- Year 5 of grant (January 1, 2019 to December 31, 2019) – preparation of four invoice packages for the Hesperia Reclaimed Water Distribution Project.
- Year 6 of grant (January 1, 2020 to June 30, 2020) – preparation of two invoice packages for the Hesperia Reclaimed Water Distribution Project.

Task 4 Deliverables:

- 10 Quarterly DRAFT invoice packages.
- List of DWR comments, organized by project, and revision made to DRAFT invoice package to address DWR concerns.
- 10 Quarterly FINAL invoice packages provided in hardcopy and electronic copy and provided on secure website.

Assumptions:

It is assumed that all reimbursement checks will be sent to MWA and that the MWA will have

the responsibility for distributing these funds to the Local Project Proponents. Kennedy/Jenks will receive quarterly updates on the receipts, deposits, and disbursements from the MWA.

Task 5. Project and Grant Completion Reports

5a. Preparation of Project Completion Report

Preparation of the Project Completion Report will be the responsibility of the Local Project Proponents. However, Kennedy/Jenks will include the Project Completion Reports in the deliverables tracking database and will prompt the Local Project Proponents to prepare the Project Completion Reports. In addition, Kennedy/Jenks will provide an annotated outline to guide preparation of this report. Kennedy/Jenks will provide information on dates invoice packages were submitted to the State and the amount of the invoice (including the amount for the particular project). The Document Library and past progress reports (available through the Grant Website) will greatly facilitate preparation of the Project Completion Reports.

5b. Preparation of Grant Completion Report

Within 30 calendar days of submitting the Project Completion Report for the final project funded under the grant, the Kennedy/Jenks Team will prepare a Grant Completion Report according to grant agreement Exhibit G. This report will be developed based on the Project Completion Reports prepared by Local Project Proponents. Kennedy/Jenks will compile and review these materials before providing them to the MWA for review. Kennedy/Jenks will make necessary revisions and will then submit the report to DWR. Responses to comments provided by DWR after submittal will be addressed in the same fashion as described for quarterly invoice packets.

5c. Post-Performance Report

Preparation of the Post-Performance Reports will be the responsibility of the Local Project Proponents. However, Kennedy/Jenks will provide an outline for these reports and example Post-Performance Reports (if made available by DWR).

Task 5 Deliverables:

- Annotated outline for Project Completion Reports.
- Grant Completion Report.

Schedule

The following schedule is proposed:

Task	Start	Finish
Notice to Proceed		complete
1. Grant Kickoff		complete
2. Development of Web Tool		complete
3. DWR Implementation Grant Project Management	3/31/2015	6/30/2020
4. Preparation of DWR Implementation Grant Invoice Packages	3/31/2015	4/30/2020
5. Project and Grant Completion Reports	9/15/2016	4/30/2020
Project Completion Reports	9/15/2016	4/30/2020
Grant Completion Report	1/1/2020	5/30/2020

Budget

A budget augmentation of \$28,800 is proposed for the work described in this letter.

We propose that this work be undertaken consistent with the terms and conditions specified within the existing MWA-Kennedy/Jenks Contract for Proposition 84 Drought Round Grant administration dated February 12, 2015.

We appreciate the opportunity to provide professional services to MWA and look forward to working with you on this important effort. Please contact Meredith Clement at 805-973-5718 if you have any questions.

If this proposal meets with your approval, please sign where noted below and return a copy to our office to serve as our authorization.

Mr. Lance Eckhart
Principal Hydrogeologist
Mojave Water Agency
16 May 2018
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Kennedy/Jenks Consultants

Very truly yours,
KENNEDY/JENKS CONSULTANTS, INC.



Ryan Huston P.E.
Principal Engineer

cc: Meredith Clement

AUTHORIZATION:

MOJAVE WATER AGENCY

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____