ITEM NO. 7

STAFF REPORT

CITY OF OCEANSIDE

DATE: December 22, 2010

TO: Honorable Mayor and Councilmembers

FROM: Water Utilities Department

SUBJECT: **PROFESSIONAL SERVICES AGREEMENT WITH INFRASTRUCTURE ENGINEERING CORPORATION FOR PREPARATION OF THE CITY OF OCEANSIDE 2010 URBAN WATER MANAGEMENT PLAN**

SYNOPSIS

Staff recommends that the City Council approve a professional services agreement in an amount not to exceed $44,800 with Infrastructure Engineering Corporation of Oceanside, for professional services for preparation of the City of Oceanside 2010 Urban Water Management Plan; and authorize the City Manager to execute the agreement (Exhibit A).

BACKGROUND

The City of Oceanside Water Utilities Department must submit an adopted 2010 Urban Water Management Plan (UWMP) by June 30, 2011, in order to comply with the Urban Water Management Act (Division 6 Part 2.6 of the Water Code §§10610 - 10656). Urban Water Management Plans are prepared by California's urban water suppliers to support their long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands. Oceanside's final 2010 UWMP will follow the guidelines set in the "Guidebook to Assist Water Suppliers in the Preparation of a 2010 Urban Water Management Plan" prepared by the California Department of Water Resources. Since the last UWMPs were submitted in 2005, there have been changes in the Urban Water Management Planning Act. Governor Schwarzenegger in his 20x2020 Plan determined that for California to continue to have enough water to support its growing population, it needs to reduce the amount of water each person uses per day (per capita daily consumption, which is measured in gallons per capita per day). This reduction of 20 percent per capita use by the year 2020 is supported by legislation passed in November 2009 (SB x 7_7).

ANALYSIS

On September 13, 2010, a Request for Proposal (RFP) for professional services to prepare a UWMP was sent to five qualified firms (Exhibit B). On October 5, 2010, the Water Utilities Department received proposals from two of the consulting firms; staff

performed a review of the proposals for accuracy and completeness. Staff reviewed and evaluated the proposals and the decision was unanimous to select Infrastructure Engineering Corporation for the project.

The City of Oceanside, as defined in the California Water Code section 10617, qualifies as an "Urban Water Supplier". The City is a public agency directly providing water for municipal purposes to more than 3,000 customers. As such, the City is required to complete an UWMP every five years. The last UWMP was completed in 2005.

FISCAL IMPACT

The Urban Water Management Plan is an unfunded mandate as required by the Department of Water Resources. Miscellaneous Water Projects (908824000712.5305) fund has an available balance of $957,748; the total for professional services is $44,800. Therefore, adequate funds will be available for the project.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

INSURANCE REQUIREMENTS

The City's standard insurance requirements will be met.

COMMISSION OR COMMITTEE REPORT

Does not apply.

RECOMMENDATIONS

Staff recommends that the City Council approve a professional services agreement in an amount not to exceed $44,800 with Infrastructure Engineering Corporation of Oceanside, for professional services for preparation of the City of Oceanside 2010 Urban Water Management Plan; and authorize the City Manager to execute the agreement.

PREPARED BY:

Greg Blakely
Administration Manager

SUBMITTED BY:

Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Cari Dale, Water Utilities Director

Teri Ferro, Financial Services Director

Exhibit A: Request for Proposal Mailing List
Exhibit B: Professional Services Agreement

Urban Water Management Plan
RFP Mailing List

Company	Address		City	State	Zip		First Name	Last Name
Maddaus Water Management	9 Via Cerrada		Alamo	CA	94507-1522		William	Maddaus
PBS&J	1555 Faraday Avenue		Carlsbad	CA	92008		Mary Lu	Flanders
Infrastructure Engineering Corporation	301 Mission Ave., #202		Oceanside	CA	92054		Scott	Humphrey
TetraTech	10815 Rancho Bernardo Rd., #200		San Diego	CA	92127		Howard	Arnold
RMC Water & Environment	15510-C Rockfield Blvd., #200		Irvine	CA	92613		Scott	Goldman

Exhibit B

CITY OF OCEANSIDE

PROFESSIONAL SERVICES AGREEMENT

PROJECT: PREPARATION OF THE CITY OF OCEANSIDE 2010 URBAN WATER MANAGEMENT PLAN - 908824000712

THIS AGREEMENT, dated October 13, 2010 for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and INFRASTRUCTURE ENGINEERING CORPORATION, hereinafter designated as "CONSULTANT."

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The CONSULTANT desires to provide professional services in the preparation of the City of Oceanside 2010 Urban Water Management Plan project and is more particularly described in the CONSULTANT'S scope of work dated October 5, 2010, attached hereto and incorporated herein as Exhibit A.

2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the Water Utilities Director. The CONSULTANT shall not be authorized to communicate directly with, nor in any way direct the actions of, any bidder or the construction contractor for this project without the prior written authorization by the Water Utilities Director. CONSULTANT shall be solely responsible for the performance of any of its employees, agents, or subcontractors under this Agreement. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.

3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.

4. LIABILITY INSURANCE.

4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2 CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance (bodily injury and property damage)	
Combined Single Limit Per Occurrence	$ 1,000,000
General Aggregate	$ 2,000,000*
Commercial General Liability Insurance (bodily injury and property damage)	
General limit per occurrence	$ 1,000,000
General limit project specific aggregate	$ 2,000,000
Automobile Liability Insurance	$ 1,000,000

*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

4.3 If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY'S Project Manager promptly of all losses or claims over $25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.

4.4 All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.

4.5 All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.

4.6 All insurance companies affording coverage shall provide thirty (30) days written notice to the CITY should the policy be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.

4.7 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.

4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.

4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.

5. **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of One Million Dollars ($1,000,000.00).

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

6. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for

those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

7. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of $44,800.

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the Water Utilities Director. CONSULTANT shall obtain approval by the Water Utilities Director prior to performing any work, which results in incidental expenses to CITY.

8. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. The draft UWMP shall be completed for staff review by January 14, 2011. The second draft UWMP shall be completed by February 28, 2011. The final UWMP shall be completed in every detail to the satisfaction of the Water Utilities Director by May 11, 2011.

9. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.

10. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are

otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

11. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.

12. **SIGNATURES**. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

INFRASTRUCTURE ENGINEERING CORPORATION	CITY OF OCEANSIDE
By: _____, President Name/Title	By: _____ City Manager
By: _____, Executive Vice President Name/Title	APPROVED AS TO FORM:
01-0617154 Employer ID No.	_____, Asst. City Attorney

NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California
County of SAN DIEGO

On OCT. 13, 2010 (Date) before me, NANCY M. CARLISLE, NOTARY PUBLIC (Here Insert Name and Title of the Officer)

personally appeared PRESTON LEWIS (Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(~~s~~) whose name(~~s~~) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(~~ies~~), and that by his/~~her/their~~ signature(~~s~~) on the instrument the person(~~s~~), or the entity upon behalf of which the person(~~s~~) acted, executed the instrument.

NANCY M. CARLISLE
Commission # 1887790
Notary Public - California
San Diego County
My Comm. Expires May 17, 2014

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Nancy M. Carlisle (Signature of Notary Public)

Place Notary Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer's Name: _____
☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

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CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California
County of SAN DIEGO

On OCT. 13, 2010 (Date) before me, NANCY M. CARLISLE, NOTARY PUBLIC (Here Insert Name and Title of the Officer)

personally appeared AMY CZAJKOWSKI (Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity~~(ies)~~, and that by ~~his~~/her/~~their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

NANCY M. CARLISLE
Commission # 1887790
Notary Public - California
San Diego County
My Comm. Expires May 17, 2014

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

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Place Notary Seal Above

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☐ Individual
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
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☐ Partner — ☐ Limited ☐ General
☐ Attorney in Fact
☐ Trustee
☐ Guardian or Conservator
☐ Other: _____
Signer Is Representing: _____

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Scope of Work

Task 1 – Perform Project Management

IEC will include the use of management control tools and emphasize client communication. Prior to the implementation of the project, IEC will develop an initial project management and control plan. This plan will include: project instructions, which establish the project goals, schedule, task assignments and communication protocol; project work plan, which merges the scope of services with project milestones and individual task assignments for schedule and budget; and a project cost control program which establishes the benchmark and reporting methodology for the ongoing assessment of project completion and budget.

Client communication will be maintained by the Project Manager. The Project Manager will coordinate all project activities within the project team and will be responsible for the development of progress submittals, will attend project coordination meetings with the City, and will be responsible for the development of interim deliverables and status reports.

Task 2 – Conduct Project Kick-Off Meeting and Establish Project Goals

IEC will meet with City staff to establish the goals, needs, and desires of the Urban Water Management Plan, confirm project objectives, discuss approach and criteria, establish departmental contacts and lines of communication, and discuss data availability. In addition, we will meet with the City to decide on a mutually agreeable digital deliverable format for ease of use throughout this project.

Task 3 – Data Collection and Review

IEC will review the following documents:

- 2005 Urban Water Management Plan (and subsequent comments received by the City from the State Water Resources Control Board).
- City's recent water demand and production data.
- City's available GIS database.

A review will be conducted of any additional reports by the City and/or consultants to the City relating to prior UWMPs, existing groundwater planning information, and existing/future system supply characteristics and requirements. A data/document inventory will be maintained that lists the data/documents received from the City, the date received, and if the data needs to be returned to City. This inventory will be updated as new information is received and supplied to the City at status meetings.

Task 4 – Project Status Meetings

IEC anticipates four (4) project status meetings, where IEC will present the project status by summarizing the overall progress, the project schedule and the project budget. Project status meetings will be held with City Staff and appropriate members of the project team to discuss key issues, answer questions and update the project team on the status of each task and overall project schedule.

Task 5 – Agency Coordination

IEC, on the City's behalf, will coordinate the preparation of the UWMP with other appropriate agencies in the area, including the San Diego County Water Authority (SDCWA) and the County of San Diego. These Agencies will be notified of the opportunity to submit comments during the update process, as required by portions of §10620 and §10621.

Task 6 – Water Supply

IEC will prepare an Urban Water Management Plan consistent with the requirements of the California UWMP Act. The plan contents will include all elements as required by the Urban Water Management Planning Act, Chapter 3, including the following critical elements of §10620 – §10631:

- Appropriate level of planning for size of agency [§10630]
- Service Area information with 20 year projections, and climatic information [§10631 (a)]
- Water Sources [§10631 (b)]
- Water Sources – Groundwater [§10631 (b)]
- Reliability of Supply [§10631 (c)]
- Transfer and Exchange Opportunities [§10631 (d)]
- Water Use Provisions, including customer types (Past, Current and Future) [§10631 (e)]
- Demand Management Measures – No additional work effort/cost anticipated for this as the City is a California Urban Water Conservation Council member [§10631 (f)]
- Evaluation of DMMs not implemented – No additional work effort/cost anticipated for this as City is a California Urban Water Conservation Council member [§10631 (g)]
- Planned water supply projects and programs [§10631 (h)]
- Opportunities for the development of desalinated water [§10631 (i)]
- Current or projected supply (includes wholesale water) [§10631 (k)]

As per recently adopted SB 7, this projected water supply will include a description of the baseline daily per capita water use, the urban water use target, the interim water use target, and the most recent daily per capita water use estimates, along with a description of the bases for these estimates. Calculations will be based on DWR's technical methods and criteria for base daily per capita water use, baseline commercial, industrial, and institutional water use.

Task 7 – Water Shortage Contingency Plan

A water shortage contingency plan will be developed as part of the UWMP, as required by §10632. Consistent with the California UWMP Act, the water shortage contingency plan will address:

- Stages of action [§10632 (a)]
- Estimates of minimum supply for the next three years [§10632 (b)]
- Catastrophic supply interruption plan [§10632 (c)]

- Prohibitions to water use [§10632 (d)]
- Consumption reduction methods [§10632 (e)]
- Penalties to water use [§10632 (e)]
- Analysis of revenue impacts of reduced sales during shortages [§10632 (g)]
- Water shortage contingency ordinance [§10632 (h)]
- Reduction measuring mechanism [§10632 (i)]

Task 8 – Recycled Water Plan

A recycled water plan will be developed as part of the UWMP, as required by §10633. Consistent with the California UWMP Act, the recycled water plan will address:

- Agency coordination [§10633]
- Wastewater system description, disposal and recycled water uses [§10633 (a),(b),(c), (d)]
- Projected uses of recycled water [§10633 (e)]
- Plan to optimize use of recycled water [§10633 (f)]

Task 9 – Water Quality Impacts on Availability of Supply

IEC will collect and analyze information relating to the quality of existing sources of water available to the supplier of the same five-year increments as established in Task 6 (Water Supply). This task will describe the manner in which water quality affects water management strategies and supply reliability, consistent with §10634 of the California UWMP Act.

Task 10 – Water Service Reliability

IEC will collect, analyze and present information regarding water supply and demand, in order to describe the City's water service reliability. Consistent with §10635 of the California UWMP Act, the water service reliability will address:

- Supply and demand comparison to 20 Years [§10635 (a)]
- Supply and demand comparison, single dry-year scenario [§10635 (a)]
- Supply and demand comparison, multiple dry-year scenario [§10635 (a)]
- Provision of water service reliability to Cities and Counties within Service Area [§10635 (b)]

Task 11 – Review of 2005 UWMP

IEC will review the implementation of the City's 2005 Urban Water Management Plan, in accordance with §10643 of the California UWMP Act. This review will identify those elements not implemented in accordance with the 2005 Urban Water Management Plan, and the reasons for the changes.

Task 12 – Preparation of the 2010 UWMP Report

IEC will prepare an Urban Water Management Plan Report that summarizes the results of the evaluations performed in the previous tasks. Preparation will be done with adequate public participation, in compliance with §10642 of the California UWMP Act. Prior to adopting the plan, the City must make the plan available to the public for review and comment and hold a public hearing. IEC will assist the City in coordinating the public hearing and attend the public hearing to address questions and comments regarding the plan. A draft report will be submitted to the City for review and comment. Upon receipt of City review comments a final report will be prepared and submitted to the City.

Task 13 – Adoption of the 2010 UWMP

IEC will prepare supporting documentation and a PowerPoint presentation to the City Council, for adoption of the 2010 Urban Water Management Plan. Within 30 days of adoption, IEC will assist the City in delivering the 2010 UWMP to the appropriate agencies, including the California Department of Water Resources and California State Library, in accordance with §10644 (a) of the California UWMP Act.

Fee Proposal
City of Oceanside
2010 Urban Water Management Plan
(908824000712)

Infrastructure
ENGINEERING CORPORATION

Subtask Number	Subtask Description Summary	Classification	*Senior Project Manager/Principal (Planning & IS)*	*Project Manager*	*Engineer I*	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Total Cost
		Rate	$200.00	$175.00	$105.00				
1.0	**Perform Project Management**		2	24		26	$4,600	$0	**$4,600**
2.0	**Conduct Project Kick-Off Meeting and Establish Project Goals**		2	4	2	8	$1,310	$150	**$1,460**
3.0	**Data Collection and Review**			4	16	20	$2,380	$0	**$2,380**
4.0	**Project Status Meetings**		4	8	4	16	$2,620	$600	**$3,220**
5.0	**Agency Coordination**		5	10	18	33	$4,640	$500	**$5,140**
6.0	**Water Supply**		2	12	32	46	$5,860	$0	**$5,860**
7.0	**Water Shortage Contingency Plan**		2	4	8	14	$1,940	$0	**$1,940**
8.0	**Recycled Water Plan**		2	8	16	26	$3,480	$0	**$3,480**
9.0	**Water Quality Impacts on Availability of Supply**		2	8	16	26	$3,480	$0	**$3,480**
10.0	**Water Service Reliability**		2	4	24	30	$3,620	$0	**$3,620**
11.0	**Review of 2005 UWMP**		2	4	12	18	$2,360	$0	**$2,360**
12.0	**Preparation of 2010 UWMP Report**		2	6	24	32	$3,970	$500	**$4,470**
13.0	**Adoption of 2010 UWMP**		2	6	8	16	$2,290	$500	**$2,790**
		TOTAL - HOURS	*25*	*90*	*148*	*263*			
		TOTAL - COSTS	*$5,000*	*$15,750*	*$15,540*		***$42,550***	***$1,250***	***$44,800***