



455 W Fir Avenue  
Clovis, CA 93611-0242  
Tel: (559) 449-2700  
Fax: (559) 449-2715

[www.provostandpritchard.com](http://www.provostandpritchard.com)

April 13, 2023

Daniel Maldonado  
Water Resources Dept.  
City of Bakersfield  
1000 Buena Vista Rd  
Bakersfield, CA 93311

**Subject: Grant Administration Services for the Kern County IRWM Group,  
Proposition 1, Round 2 IRWM Grant Agreement, Kern County, California**

Dear Daniel Maldonado:

Thank you for the opportunity to submit this proposal to provide Grant Administration services for the subject project. This proposal discusses our understanding of the project, recommends a scope of services together with associated fees, deliverables and approximate schedules, sets forth our assumptions and discusses other services that may be of interest as the project proceeds.

## Project Understanding

In 2022, four members of the Kern IRWM Group successfully submitted a Proposition 1, Round 2, IRWM Implementation Grant Application to fund implementation of projects from the Kern IRWM Plan. The following projects were awarded and will receive funding through the California Department of Water Resources (DWR) grant:

- City of Bakersfield – Kern River Canal Backup Weir Reconstruction Project;
- Arvin-Edison Water Storage District – Frick Unit In-Lieu Project
- Rainbird Valley Mutual Water Company - Weldon Regional Water Supply Project – Water Transmission Line; and
- Oildale Mutual Water Company – Meter Installation project.

The City of Bakersfield (COB) will be approving the execution of the Grant Agreement with DWR. The COB will be executing a subgrantee agreement with other Local Project Sponsors (LPSs) and developing a system to manage the various compliance tasks incumbent on Proposition 1 Grant recipients as determined by DWR. COB and other LPSs have requested Provost & Pritchard Consulting Group to provide services for the day-to-day reporting, and associated communication and coordination among the LPSs, COB, and DWR to manage the grant.

## Scope of Services

Our proposed scope of work for this proposal is described below. Depending on the anticipated DWR task line items, our working invoicing will be modified to match the DWR Grant Agreement task line items at the time the Grant Agreement is executed.

## Phase Admin: Grant Administration

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Assist COB with the development of the Grant Agreement, including development of workplans, budgets, and schedules as necessary. Assist COB with coordination and submittals pertaining to overall grant management and project deliverables. A summary of tasks is below:

- Attend/conduct project related conference calls, meetings, etc., as necessary. It is assumed that one Grant kickoff meeting is included with DWR.
- Submittal of requested workplan deliverables to DWR grant representative.
- General project management tasks including, but not limited to, invoicing, scheduling, and budget review.

### Phase Inv: Grant/Project Invoicing

Assist COB with coordination and submittals pertaining to Project Pay Request reimbursements including Final Project retention releases. A summary of tasks is below:

- Tracking project accounting/budgets, creating tracking procedures, coordinating submittal of invoices and documents for pay requests.
- Creation and submittal of DWR pay requests.
- Pay requests will be submitted quarterly; there are assumed to be 12 quarters based on the schedule within the draft Grant Agreement. Pay Requests are submitted with Progress Reports.
- Final Project Pay Requests are assumed to be submitted at the same time as a quarterly pay request or with the overall Grant Final Pay Request
- Final Pay Request to be submitted; assumed to a single request.

### Phase Rep: Grant/Project Reporting

Assist COB with coordination and submittals pertaining to Grant Quarterly Progress Reports, Draft Final Project Reports, and the Final Project Report. A summary of tasks is below:

- Coordinate quarterly progress report information per the Grant Agreement using the Grant Progress Report template developed by DWR. It is assumed there will be 12 quarters based on the schedule within the draft Grant Agreement. Progress Reports are submitted on the same schedule as Pay Requests.
- Coordinate submittal of Draft and Final Project Reports; assumed to be 4 Projects at this time.
- Coordinate submittal of Draft and Final Grant Report.

### Professional Fees

Provost & Pritchard Consulting Group will perform the services in this Phase on a time and materials basis, in accordance with our Standard Fee Schedule in effect at the time services are rendered. These fees will be invoiced monthly as they are accrued, and our total fees, exclusive of reimbursable expenses, will not exceed our estimate of \$143,000.00 without additional authorization.

If the scope changes materially from that described above, as a result of any agency's decision or because of design changes requested by DWR or COB, we will prepare a revised estimate of our fees for your approval before we proceed.

### Schedule

Once we receive an executed copy of this Proposal together with the signed Consultant Services Agreement and are authorized to proceed, we can begin work on the overall setups for the Grant

Administration and coordination of the Grant Agreement with DWR and COB. Agency development and review time is beyond our control.

## Assumptions

- Local Project Sponsors will provide complete and correct required Grant Agreement documents and additional DWR requested documents by grant agreement deadlines and/or in a timely manner. We will notify COB if a Local Project Sponsor is not meeting the documentation requirements or deadlines.
- Individual project administration and reporting are not included in this proposal. It is our understanding that the Local Project Sponsors will be retained under separate P&P contracts, use other consultants and/or their own staff to perform the project administration tasks.
- DWR Grant Agreement is not complete and requires submittals of significant changes for the Project work plans, schedules, and budgets. It is assumed the Grant Agreement will be executed in May 2023.
- This proposal's budget assumes that a single coordination meeting will be held for a Grant kickoff meeting with DWR. Other coordination meetings will be held by conference call or over video conference.
- DWR accepted templates (Pay Request and Progress Report) will be developed by the DWR grant representative and provided to P&P for use in coordination and submittal to DWR.
- Deliverables will be provided electronically unless specifically detailed in the Grant Agreement or as determined by the deliverable.
- COB and P&P will be added to the individual GRanTS Projects within this Grant for data entry/upload or an alternate method for submittal will developed in accordance with DWR requirements.
- COB will maintain project files for audit compliance. P&P will not develop or maintain audit files. Grantee will maintain all files for audit compliance for Grant Administration.
- Projects will proceed in a timely manner in accordance with the schedules presented in the draft Grant Agreement. Budgets are developed assuming Project completion by January 2026 and Grant Completion by March 2026. P&P Grant Project file and closeout will occur no later than June 2026.
- Formal Amendments to the Grant Agreement are not included.

## Additional Services

The following services are not included in this proposal, however these and others can be provided at additional cost, upon request.


- Additional office or field services required due to any governmental agency changes in ordinances, codes, policies, procedures or requirements after the date of this agreement.
- Clarifications, adjustments, modifications and other changes due to field and other conditions that change by the time project construction occurs.
- Extra work caused by delays beyond Consultant's reasonable control by reason of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant's services or instruments of service promptly, or faulty performance by Client or other contractors or governmental agencies.
- Formal Amendments to the Grant Agreement.

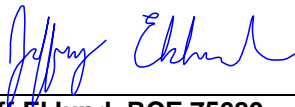
- Assistance with audit file creation and audits performed by DWR.

## Terms and Conditions

If this proposal is acceptable, please provide a Consultant Services Agreement. This proposal is valid for 30 days from the date above.

Sincerely Yours,  
Provost & Pritchard Consulting Group

  
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**Gretchen Heisdorf, RCE 77241**  
**Project Manager, Senior Engineer**

  
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**Jeff Eklund, RCE 75680**  
**Director of Operations**

## Terms and Conditions Accepted

By City of Bakersfield

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Signature

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Printed Name

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