

EXHIBIT A

CONSULTANT/PROFESSIONAL SERVICE AGREEMENT (CITY of Oxnard and Craftwater Engineering, Inc.)

SCOPE OF SERVICES

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Scope of Work

This work includes community outreach, various presentations at Council, Board, and public outreach meetings, water quality analysis, mitigation strategies, engineering analysis, cost benefit-analysis, cost estimating, alternative scoping and scheduling, prioritization of alternatives, evaluation of maintenance costs, and documentation. The City has engaged a stakeholder group known as the Marine Advisory Committee (MAC) to assist with the oversight and input of this project. This scope of work is intended to provide a broad framework. However, the Consultant shall add tasks and clarifications as needed based upon their experience and understanding of this project.

Task 1: Program Management

1. Project Management. Consultant shall coordinate all efforts of the Project Team that includes representatives from various City of Oxnard (City) departments and the MAC. The Consultant shall facilitate regular progress meetings and provide monthly written updates on the Project status and budget.
2. Project Kick-off Meeting. At the commencement of the Project, the Consultant shall facilitate a “kick-off” meeting with the City staff to discuss the scope and parameters of the Project. The Consultant shall prepare and distribute a draft agenda in advance of the meeting for review and comment by the City. The Consultant shall prepare and distribute meeting minutes within three (3) business days of the meeting. The Consultant shall assume two (2) hours for the kick-off meeting with staff members.
3. Progress Meetings. Consultant shall host monthly meetings with the City including the MAC. The Consultant is responsible for developing the meeting information and agenda prior to the meeting and provide meeting minutes within three (3) business days following the meeting. The Consultant shall assume two (2) hours for each meeting.
4. Project Schedule. Consultant shall develop a Project Schedule that details all tasks needed to meet deliverables described in this RFP. The Project Schedule shall be submitted with the Proposal. The Project Schedule shall be updated after each Progress Meeting, as part of the meeting minutes, showing progress of each task on a monthly basis.

5. Project Communication. Consultant shall develop a Communications Protocol to be followed by all team members. The Communications Protocol is to be submitted within one (1) week of starting the Project. This will include standard project communications as well as emergency communication protocols.
6. Project Coordination. Consultant shall coordinate all the services of sub-consultants, including site visits and inspections, and shall ensure coordination with the City operations, the project manager, and other necessary staff as outlined by the City.
7. Quality Assurance and Quality Control (QA/QC). The Consultant shall develop a QA/QC plan, to be followed for all submittals, within two (2) weeks of starting the project. The plan shall include the staff that is responsible for reviewing, design, and documentation, as well as the means for integrating review comments from the City.
8. Invoicing. The Consultant shall submit monthly invoices that include a breakdown of hours worked for each staff member working on the project and the contribution of each staff member to the project. The invoice should also indicate the level of completion for each task to ensure the consultant is within budget. All supporting documentation shall be in a format that is acceptable to the City. Invoices requiring an amendment shall be dated according to when the revised invoice is delivered to the City.
9. Public Meetings. The Consultant shall facilitate 3 public meetings as described in this RFP. For each meeting the Consultant shall prepare and deliver a PowerPoint presentation and the exhibits needed to conduct the meetings. The meetings will be held at City Hall or another venue as needed. The costs of the venue shall be borne by the City directly. Additionally, comment cards, surveys, and other means of seeking community input shall be prepared and deployed by the Consultant for a broad range of public outreach.
10. City Council and Board of Supervisors Presentations. The Consultant shall attend one City Council meeting and one Board of Supervisors meeting described in the RFP. For each meeting, the Consultant shall prepare and deliver a PowerPoint presentation and exhibits needed to conduct the meeting.

Task 1: DELIVERABLES

1. Kickoff Meeting
2. Progress Meetings
3. Public Meetings
4. Project Schedule
5. QC/QA of All Deliverables

Task 2: Data Gathering, Site Visits, and Preliminary Investigations

The Consultant shall review and assess existing data and reports, relative to the Project and conduct all necessary site visits, investigations, and analysis required to identify and the project issues that includes:

- Existing and available records/ reports provided by the City/stakeholders and researched by the Consultant
- Input and information from key stakeholders

It is expected that the Consultant will utilize available mapping and develop their own exhibits as needed to complete the deliverables.

Task 3: Problem Definition Statement, Goals, and Objectives

The Consultant shall develop a Problem Definition Statement for the Project based upon the findings of the work completed in Task 2.

The Consultant will also identify and refine the Project Goals and Objectives that will be used to evaluate the range of alternatives for their effectiveness and priority. These Goals and Objectives shall be developed in concert with the Stakeholders, including MAC. The Goals and Objectives may be broad in scope, however, some form of performance metrics and/or criteria shall be established to gauge each alternative. The actual evaluation will be done in a subsequent task below.

Task 3: DELIVERABLES

1. Problem Definition Statement
2. Goals and Objectives, that includes performance metrics and/or criteria

Task 4: Identification of Mitigation Strategies

The Consultant shall develop a list of potential Mitigation Strategies that responds to the Problem Definition Statement, as well as the Goals and Objectives. An initial screening shall be done during this task to evaluate the viability and effectiveness of each alternative against the established performance metrics or criteria.

The following list is provided to initiate dialogue for the range of potential Mitigation Strategies. However, the Consultant is expected to provide other alternatives and modify, or clarify these as necessary. Nothing in this list of Mitigation Strategies shall be viewed as any preference toward any one or group of potential mitigation strategies, but rather to provide a starting point for the development of this task.

1. Address Water Circulation in the Harbor
 - a. Pumping option from north end of the Edison Canal to the Pacific Ocean

- b. Pumping high residence time water to increase circulation
2. Options for Nutrient Source Control
 - a. Filter nutrient and contaminant flow into the Edison Canal
 - b. Mechanical filtration of all (or a portion) storm water flow into the Edison Canal
 - c. Bio-swales along the dirt canals (Doris, West 5th Street, and Wooley Drains) that are located upstream of the Edison Canal
 - d. Mechanical filtration of the Oxnard west drain
 - e. Denitrifying bioreactors
 - f. Capture agricultural runoff and re-use in the agriculture fields
 3. Options for Mechanical Filtration (Stormwater 360 or similar) of urban stormwater
 4. Options for the Decommissioned Edison Canal
 - a. Develop engineered wetlands
 - b. Fill canal and reroute drainage to historic ~ 50 acres of wetlands located northwest of Fifth St and Harbor Blvd. (currently managed by State Parks).
 5. Other Potential Alternatives.

Task 4: DELIVERABLES

1. List of potential Mitigation Strategies
2. High level evaluation of each strategy against the Goals and Objectives and viability.
3. List of recommended Mitigation Strategies

Task 4b: Harbor Hydrodynamic & Eutrophication Modeling

The Consultant will perform a review of the spatial and temporal datasets publicly available needed to assess the environmental, meteorological, and oceanographic conditions in the Channel Island Harbor. The success of a model's outputs is strongly correlated with the quality of the input data. The model will be used to evaluate different alternatives under a number of different forcing conditions to evaluate the improvement of circulation and water quality in the Harbor. This review will determine and document all the data available for the following parameters:

- Water levels
- Meteorological conditions (wind, atmospheric pressure)
- Currents
- Bathymetry and topography
- Sea level rise

Task 4b: DELIVERABLES

1. List of Potential Mitigation Strategies
2. Tech Memo of Preliminary Evaluation of Potential Mitigation Strategies

3. List of Recommended Mitigation Strategies

Task 5: Mitigation Strategies Analysis Report

The Consultant shall refine the strategies from Task 4, including the following:

1. Scope definition
2. Identification of similar strategies that have been deployed elsewhere and the evidence to meet the Project Goals and Objectives
3. Permits required
4. Environmental documentation required for implementation
5. Estimate of costs including soft costs
6. Anticipated schedule for implementation
7. Identify the recommended Lead Agency
8. Identify potential funding sources and grant opportunities

Task 5: DELIVERABLES

1. Draft and Final Mitigation Strategies Analysis Report

Task 6: Development of an Implementation Plan

The Consultant shall work with the City and MAC to develop a comparative methodology to evaluate the Mitigation Strategies against each other to then establish a prioritized list for implementation. It is expected that the identified priorities may be a group of projects that rise to the best value for implementation, while also meeting the project objectives. This Task will culminate in the development of an Implementation Plan.

The Implementation Plan should include, but not be limited to, the following components:

1. Evaluation and grouping of prioritized mitigation strategies that could be implemented to achieve the established Water Quality Goals and Objectives.
2. Identified funding sources that can be applied to each strategy or grouping of strategies.
3. Potential phasing of strategies to match funding availability.
4. Identify the methods for evaluating the effectiveness of each phase, including the data that would need to be collected and evaluated to determine success.
5. Development of Implementation Schedule for the selected group of strategies
6. Development of the plans, specifications, and engineer's estimate of probable cost.
7. During the development of the Implementation Plan, the Consultant should conduct at least one public meeting to solicit community input on the strategies that are recommended for implementation. Additionally, the Consultant shall conduct at least one City Council and one Board of Supervisors presentation on the Draft Implementation Plan.
8. The Final Implementation Plan must be approved by both the Oxnard City Council and the County of Ventura Board of Supervisors.

Agreement No. 32400386

Task 6: DELIVERABLES

1. Draft and Final Implementation Plan