

## EXHIBIT A – SERVICE PLAN

### SCOPE OF SERVICES AND COMPENSATION SCHEDULE

American Rivers will support the City of Richmond in implementing the tasks and deliverables in the California Natural Resources Agency's Urban Flood Protection grant for the *Flood Risk Reduction in the Rheem Creek Watershed* project to restore Rheem Creek to address creek overflows and flooding in the Rollingwood community.

**Term of Services:** April 13, 2022 to March 1, 2024

**Total Amount:** \$300,500

#### **Task 1. DIRECT PROJECT MANAGEMENT & ADMINISTRATION**

American Rivers (AR) will help the City of Richmond manage the California Natural Resources Agency (CNRA) *Flood Risk Reduction in the Rheem Creek Watershed* grant, including subcontracting with Restoration Design Group (RDG), The Watershed Project (TWP), and Urban Tilth.

#### **AR Deliverables:**

- Prepare and submit signed subcontracts to the City of Richmond
- Prepare and submit invoices to the City of Richmond
- Organize monthly check-in calls with project partners
- Develop Operation, Maintenance, Monitoring and Funding Plan
- Work with the City to provide project reports and/or photographs upon request by the State

#### **City Responsibilities:**

- Prepare and submit Payment Request Form (including proof of payment) to CNRA
- Provide project reports and/or photographs upon request by the State
- Prepare CEQA
- Submit CEQA documents to State
- Provide evidence of adequate Land Tenure/Site Control to State
- Submit final site design/plans/specifications (including plant palette) to State
- Submit evidence of funding acknowledgement signage to State
- Submit evidence of interpretive signage to State
- Record deed restriction and submit project closeout package with final payment request to State
- Submit all documentation for Project completion within 90 days of Project completion, but no later than March 1, 2024

#### **RDG Responsibilities:**

- Sign contract between RDG and AR
- Prepare and submit invoices to AR
- Work with City to prepare CEQA
- Obtain agency permits

- Prepare 100% construction documents for public bid and construction

#### **The Watershed Project Responsibilities:**

- Sign contract between TWP and AR
- Prepare and submit invoices to AR
- Design one interpretive sign
- Design one funding acknowledgement sign
- Pre and post (five years) project construction monitoring of creek water quality, sediment flow, and plant survival and establishment
- Lead community outreach and engagement to keep residents informed about the final design and planned construction activities

#### **Urban Tilth Responsibilities:**

- Sign contract between Urban Tilth and AR
- Prepare and submit invoices to AR
- Input on designs for creek maintenance and planting???

### **Task 2. CONSTRUCTION**

The City will manage the construction of this Capital Improvements Project with support from RDG, who will help provide construction oversight and management to the City.

#### **City Responsibilities:**

- Prepare Request for Proposals to bid construction and landscape contractor
- Oversee construction and landscape contract
- Manage contingency

#### **RDG Responsibilities:**

- Provide construction contract administration to support the City of Richmond

### **Task 3. GREENING/REVEGETATION**

The City will oversee the construction contract and the construction contractor will likely subcontract to a landscape contractor to implement and manage the planting/revegetation. TWP will obtain additional plants that are not a part of the landscape contract, which they will work with Urban Tilth to install as part of workforce development and community engagement.

#### **The Watershed Project Responsibilities:**

- Obtain additional plants not associated with landscape contractor
- Work with Urban Tilth to oversee installation of plants as part of workforce development and community engagement

#### **Urban Tilth Responsibilities:**

- Work with TWP to install plants

**Budget\***

<b>Task</b>	<b>Project Element</b>	<b>Urban Flood Protection Grant</b>
<b>1.00</b>	<b>Non-Construction Costs - Direct Project Management &amp; Administration</b>	
1.01	Staff Time – American Rivers	\$ 50,000.00
1.02	Technical Consultants - Urban Tilth	\$ 5,000.00
1.03	Design and Engineering Services - RDG	\$ 77,500.00
1.04	Interpretive Sign Design - TWP	\$ 3,000.00
1.05	Environmental Documents (CEQA) - RDG	\$ 18,000.00
1.08	OM&M Funding Plan – American Rivers	\$ 10,000.00
1.09	Monitoring of water quality and sediment flow (pre & post) - TWP	\$ 27,000.00
1.10	Community Outreach and Engagement - TWP	\$ 50,000.00
		<b>\$ 240,500.00</b>
<b>2.00</b>	<b>Construction</b>	
2.12	Construction Oversight and Management - RDG	\$ 30,000.00
	<b>SUBTOTAL</b>	<b>\$ 30,000.00</b>
<b>3.00</b>	<b>Greening / Revegetation</b>	
3.02	Plants to be installed by volunteers – TWP	\$ 5,000.00
3.05	Planting Oversight – TWP and Urban Tilth	\$ 25,000.00
	<b>SUBTOTAL</b>	<b>\$ 30,000.00</b>
	<b>TOTAL</b>	<b>\$ 300,500.00</b>

This is an estimate of how funding will be allocated by task. American Rivers will not exceed the total contract amount, but funding allocated within each task may change. The CNRA has approved a budget by line item. Any change to this amount will require an informal or formal amendment from CNRA.

Mileage will be reimbursed at the IRS Standard Mileage Rates. For 2022, the rate is \$0.585/mile. All mileage and other expenses will be included in the total contracted amount.