

COMMUNITY GRANT WORK PLAN

CITY OF POWAY

WATER AND SEWER MASTER PLANS UPDATE

KEY PERSONNEL

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1.0 INTRODUCTION

The City of Poway (City) has been awarded Fiscal Year (FY) 2023 funding through the Environmental Protection Agency’s (EPA’s) Community Grants program. The program provides a valuable source of federal funding for water infrastructure that complements the resources Congress provided in the 2022 Bipartisan Infrastructure Law and the annual appropriations process. The funding awarded to the city is intended for updating its Water and Sewer Master Plans in order to produce new ten year Capital Improvement Plans (CIPs).

This document serves as the project work plan, a required attachment for Community Grant applications. The work plan includes the following information:

- Project objective and need (Section 2)
- Project description (Section 3)
- Milestone schedule (Section 4)
- Environmental results/benefits (Section 5)
- Requirements for identifying contractors (Section 6)
- Requirements for obtaining subrecipients (Section 7)

2.0 PROJECT OBJECTIVE AND NEED

The objective of this project is to update the City’s prior Water and Sewer Master Plans which are outdated. Updates are needed to reflect changes in land use, updating demand and flow projections, system modifications, and mandated water conservation efforts.

3.0 PROJECT DESCRIPTION

The project location, scope of work, and budget narrative are described below.

3.1 Project Location

The City of Poway is in San Diego County, CA (Figure 1) and serves a population of approximately 49,833¹. A location map is provided as Figure 1 and a general map of the project site – the City’s water and sewer service area – is shown in Figure 2.

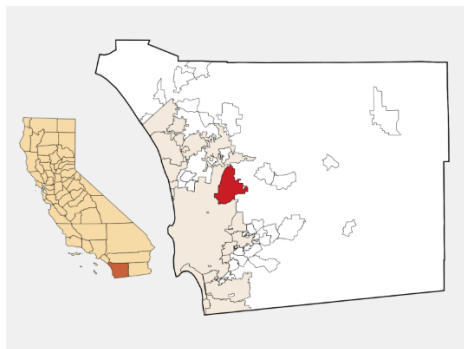


Figure 1. Project Location

¹ California State Water Resources Control Board. *Drinking Water Watch Database*. Accessed February 2025. <https://sdwis.waterboards.ca.gov/PDWW/>

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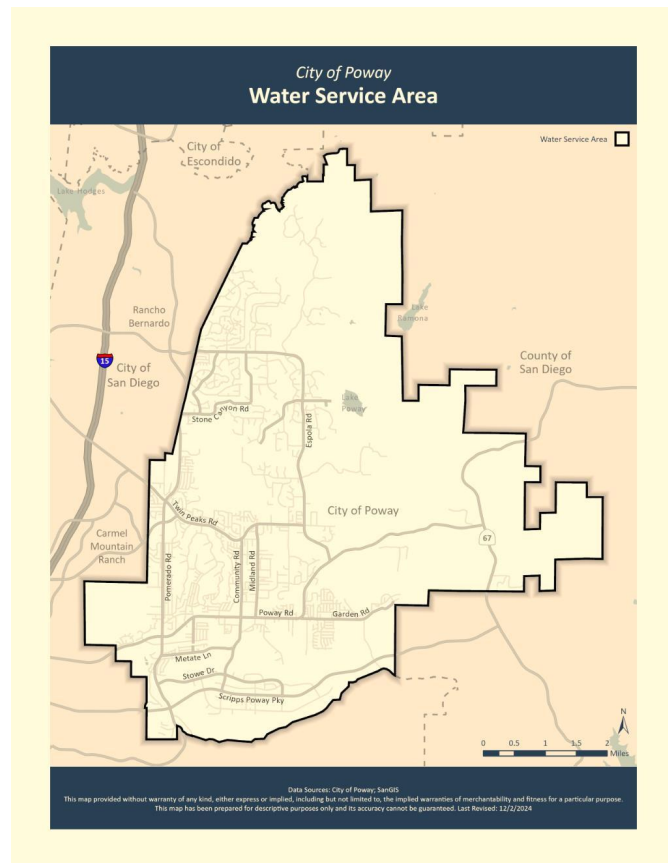


Figure 2. Site Map

3.2 Scope of Work

The project will be divided into the following tasks:

- Task 1 – Planning and Consultant Selection
- Task 2 – Master Plans Development
- Task 3 - Project Management and Controls

3.2.1 Task 1 - Planning and Consultant Selection

This task will include planning and consultant selection activities necessary to procure a consultant(s) to prepare the water and sewer master plan updates.

Planning activities will include developing the final request for proposal, soliciting proposals and selecting consultants for preparation of the water and sewer master plan updates, obtaining relevant approvals, coordinating with internal stakeholders, and managing the planning contract. The project team will develop a Request for Proposal package that consists of the requested scope of work, figures, schedules, and general contractual duties. Upon award of the contract, the City will provide oversight of the water and sewer master plan updates.

The project is not subject to NEPA. A Categorical Exemption for compliance with the California Environmental Quality Act (CEQA) will be completed prior to grant award.

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Deliverables for this task include a consultant solicitation RFP, a consultant contract(s). The RFP and consultant contract(s) will be submitted to EPA to demonstrate successful completion of this task. Progress and completion of the other deliverables will be documented in quarterly project reports submitted to EPA (see Task 3), but not submitted as deliverables to EPA.

3.2.2 Task 2 – Master Plans Development

This task will include administration of the consultant contract(s) and preparation of the Master Plan Updates. Major scope items will include:

- Data review and compilation
- Compilation and review of current/projected land use and development of water demands/sewer generation rates
- Inventory of water/sewer facilities and their condition
- Development and calibration of hydraulic models
- Flow monitoring (sewer system)
- Modeling of system performance for resiliency, redundancy, and fire flow (water system)
- Capacity analysis including rainfall dependent infiltration and inflow (RDII) (sewer system)
- Development of ten-year Capital Improvement Plans for water and sewer systems

Project administration will include oversight of the consultant(s) and compiling data and information on the City's water and sewer systems and coordinating internal stakeholder review and input throughout the project. Such oversight will require, at a minimum, bi-weekly conference calls along with meeting minutes and notes and.

Deliverables for this task include completed Water and Sewer Master Plans that include the information noted above. Progress and completion of these deliverables will be documented in quarterly project reports submitted to EPA (see Task 3) but not submitted as deliverables to EPA.

Upon completion of construction, the project team will coordinate with EPA to conduct an on-site project review to confirm successful implementation.

3.2.3 Task 3 - Project Management & Controls

The City will manage the project activities and implement controls to ensure the project is executed according to the agreed-upon scope, schedule, and budget, and that mandated procedures, including reporting, are followed. The primary project management activities will include conducting a kickoff meeting, progress meetings, reporting to elected officials, developing quarterly progress reports, submitting project reports and summaries, providing final project inspection and certification, attending conference calls, coordinating task efforts, and tracking task progress and budget.

The City will submit quarterly progress reports to EPA documenting activities completed during the quarter and the status of major milestones. Project milestones are listed in Section 4.0.

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3.3 Budget Narrative

Table 1 presents project costs categorized by task. Table 2 lists the full costs for the proposed project and is followed by a narrative description of how figures for each budget category were determined.

Table 1. Project Costs by Task

Task	Dollar Amount
Task 1, Planning and Consultant Selection	\$62,500
Task 2, Master Plans Development	\$1,125,000
Task 3, Project Management and Controls	\$62,500
TOTAL	\$1,250,000

Table 2. Budget breakdown by EPA Object Class Category

Budget Category	Dollar Amount
Personnel	\$195,602
Fringe Benefits	\$50,965
Travel	\$0
Equipment	\$0
Supplies	\$3,433
Contractual	\$1,000,000
Construction	\$0
Other Direct Costs	\$0
Indirect Costs	\$0
TOTAL	\$1,250,000

Personnel (\$195,602): Costs include labor salary for the project manager and other key city staff to implement activities outlined in this work plan and otherwise manage the grant.

- **Project Manager:** Robert S. Weber will primarily oversee the successful execution of all project activities and deliverables, including high-level planning, implementation, and overall reporting. The PM will also coordinate project-related support activities between other city departments and manage collaborations with the leadership of project partners.
- **Key Project Support Staff:** At least three (3) additional key project staff will be needed to support the Project Manager with the planning and delivery of the proposed tasks and activities. Michelle True, Utilities Analyst, will support the project and perform various support tasks. Eric Njaa, Water Distribution Supervisor, and Brad Lesperance, Wastewater Collections Supervisor, will provide input and guidance to the project team for their respective areas of expertise.

Fringe Benefits (\$50,965): Costs include benefits and accruals in accordance with established city policies.

Travel (\$0): The City does not expect to seek reimbursement for travel costs during this project.

Equipment (\$0): The City is not seeking reimbursement for equipment relevant to the project.

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Supplies (\$3,433): The City expects to incur costs for printing and supplies for council meetings and other project related needs.

Contractual Services (\$1,000,000): Contractual Services will be for the City’s Master Plan consultant(s). The City projects the consultant contract cost for the Water Master Plan Update to be \$400,000 and the consultant contract cost for the Sewer Master Plan Update to be \$600,000.

Construction (\$0): There will be no construction during the project.

Other Direct Costs (\$0): None

Total Direct Costs Subtotal (\$1,250,000): The total direct costs chiefly consist of contractual services and City staff labor.

Indirect Costs (\$0): The City is not seeking reimbursement for any indirect costs for this project.

Total Costs (\$1,250,000): Includes \$1,000,000 for contractual services \$250,000 City match.

Cost Share (\$250,000): The City’s match will be in the form of staff labor to manage and support the project.

4.0 MILESTONE SCHEDULE

Table 3 presents the project schedule and milestones.

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Table 3. Project Schedule and Milestones

Task/Milestone	2025				2026				2027			
	Jan-March	April-June	July-Sept	Oct-Dec	Jan-March	April-June	July-Sept	Oct-Dec	Jan-March	April-June	July-Sept	Oct-Dec
Task1, Planning & Consultant Selection												
a) Develop Scope/RFP	X											
b) Consultant Selection		X										
Task 2, Master Plans Development												
a) Data Review			X									
b) Demand Projections/Generation Rates				X	X							
c) Sewer Flow Monitoring					X							
d) Model Development						X						
e) Model Runs/Calibration							X					
f) Master Plan/CIP Development								X	X			
g) EPA on-site review completed ¹										X		
Task 3, Project Management and Controls												
a) Quarterly project reports ¹	X	X	X	X	X	X	X	X	X	X		
b) Draft and final project report ¹											X	

¹ These items are the proposed work products/outputs that will be submitted to EPA. See Section 5.2

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5.0 ENVIRONMENTAL RESULTS/BENEFITS

The proposed activities are linked to the goals and objectives established in EPA’s FY 2022-2026 Strategic Plan, and include planned outputs (i.e., work products/deliverables). The linkages, outputs, and outcomes are described below.

5.1 Links to EPA Strategic Plan Goals and Objectives

The proposed tasks will support EPA’s FY2 022-2026 Strategic Plan Goal #5: Ensure Clean and Safe Water for All Communities, Objective 5.1: Ensure Safe Drinking Water and Reliable Water Infrastructure. Table 4 summarizes how the various project activities will contribute to this goal and objective.

Table 4. How Project Activities Ensure Safe Drinking Water and Reliable Water Infrastructure

Task	Contribution
Task1 - Planning and Design	Results in selection of professional consultant(s) to develop master plan updates which will lead to new CIPs to improve water supply, including fire flow, and upgraded sewer infrastructure for community members.
Task 2 – Master Plans Development	Results in new ten-year CIPs to improve water supply, including fire flow, and upgraded sewer infrastructure for community members
Task 3 - Project Management and Controls	Supports effective and efficient use of funds for a sustainable end product.

5.2 Anticipated Outputs

Several outputs (work products) will be delivered during project implementation as described in the Scope of Work in Section 3.0 of this Work Plan. This includes:

- Updated Water and Sewer Master Plans
- Updated Hydraulic Models of the City’s water and sewer systems
- New Ten-year water and sewer CIPs
- Quarterly progress reports
- A draft and final project report

Submittal or completion of these outputs by the estimated due dates listed in Section 4.0 of this work plan will serve as indication of successful project implementation.

5.3 Anticipated Outcomes

The updated water and sewer master plans and new ten-year CIPs will result in several environmental and programmatic outcomes, as summarized in Table 5.

Table 5. Environmental and Programmatic Outcomes, Indicators, and Targets

Expected Outcome (Benefit)	Outcome Indicator (Metric)	Target Quantity
Updated hydraulic models.	Will enable more realistic assessment of City’s water and sewer systems which informs optimization efforts	\$10,000/year in modeling costs

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Expected Outcome (Benefit)	Outcome Indicator (Metric)	Target Quantity
New Ten-year CIPs developed based on latest data trends	Capital Improvements are executed according to a sound plan and in a programmatic fashion	Execute 2-4 water/sewer projects/year
Enables development of new financing plan	City will be able to adequately plan for future water and sewer CIP expenditures	16 hrs/month

6.0 REQUIREMENTS FOR IDENTIFYING CONTRACTORS

Contractor selection, procurement, and performance will be done in accordance with requirements specified and otherwise referenced in EPA’s 2024 Community Grants Program Final Implementation Plan as follows:

- Comply with Federal competitive Procurement Stands set forth in [2 CFR 200.317 – 2 CFR 200.327](#), unless the recipient: 1) procured services or products through contracts entered into prior to March 9, 2024; and 2) complied with state and/or local laws governing competition.
- Comply with the procurement processes for architectural and engineering (A/E) services as identified in [40 U.S.C. 1101 et seq.](#) (i.e., the Brooks Act), or an equivalent State qualifications-based requirement, if the project is inclusive of CWSRF-eligible activities and irrespective of whether the project is co-funded with CWSRF funding.
- Comply with State procurement procedures consistent with 2 CFR 200.317, except for when the Brooks Act applies. [2 CFR 200.320](#) discusses specific methods of procurement to be followed for non-State recipients and the circumstances under which each method can be used.
- Comply with subaward and/or competitive procurement requirements as described in Section IV.D. of [EPA’s Solicitation](#). THIs includes competing contracts for services and products, including consultant contracts, and conducting cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200.
- Conduct all procurement transactions for professional engineering services and construction contractors in a manner that promotes fair and open competition.
- Not award sole source contracts to consulting, engineering, or other firms assisting applicants with the application solely based on the firm’s role in preparing the application or based on an assertion that the individual or firm has “unique qualifications,” unless the project or City qualifies for the statutory flexibility discussed above and the sole source complies with state and/or local law.
- Not award sole source contracts for services or products available in the commercial marketplace such as consulting, data analysis, or project management, unless the project or City qualifies for the statutory flexibility discussed above and the sole source complies with state and/or local law.

The City will refer to EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements and Community Grants: Reminder for Preparing Solicitation Documents to assist in complying with procurement requirements.

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7.0 REQUIREMENTS FOR OBTAINING SUBRECIPIENTS

No subrecipients are proposed for this project.