



March 31, 2025

Reference No.12637824

Tuan Pham, PE
City of Westminster
8200 Westminster Blvd
Westminster, CA 92863

**Re: Exhibit A – GHD Scope of Work and Fee Estimate
Westminster Water Well Feasibility Study**

GHD Inc. (GHD) is pleased to provide the City of Westminster (herein referred to “City” or “the Client”) with this scope of work (SOW) and fee estimate for hydrogeological services to be completed under a new professional services agreement. GHD’s proposed services under this SOW and associated fee are described in the following sections.

1. Project Information

Project Title: Westminster Water Well Feasibility Study

Project Site: Westmont Elementary, 8251 Heil Ave, City of Westminster, CA

Client: City of Westminster

Client Contacts:

Tuan Pham, TPham@Westminster-CA.gov

Noelani Leal, NLeal@Westminster-CA.gov

2. Scope of Services

GHD understands that the City has a new well that is being proposed at Westmont Elementary School. The purpose of our hydrogeological services is to develop Preliminary Design Report that summarizes the evaluation of the well site and provide a preliminary design for the production well. The SOW for this contract is limited to a desktop review of available materials and does not include any exploratory drilling of the site. The tasks required to complete this SOW are described below.

Task 1: Project Management

This task includes time for project set-up and management, as well as Client meetings, and strategic planning for all phases of the proposed work below. All work will be overseen by a California Licensed Professional Geologist (PG) with broad experience in all types of source water supply asset designs. Additionally, GHD will review available project documents, geological, hydrological, topographic, surveys, and satellite data of the Site prior to any task. This information will be used for meetings with the Client to discuss project needs, project drivers, as well as aiding in the preparation of the technical memorandum.

Assumptions

- Client to provide GHD with any existing well logs, driller well completion reports, previous and relevant subsurface soil and/or water investigations, maps or descriptions of existing infrastructure related to City’s water system, City utilities, or other relevant hydrogeologic information.



- Meetings will be held virtual using either MS Teams or Zoom.

Task 2: Preliminary Design Report (PDR)

The Preliminary Design Report (PDR) will include two components, a well site evaluation and design recommendations. The well site evaluation will consist of a review of available nearby Well Completion Reports, publicly available geological, hydrological, topographic, and satellite data of the Site. Reviewed information will be used to evaluate the Site's probability of meeting the City's production and water quality objectives and other key information including:

- Minimization of potential pumping interference with identified nearby existing wells.
- Compliance with regulatory requirements for distance from sewer lines and/or other utilities.
- Proximity of well to existing City infrastructure.
- Impacts to surrounding neighborhood and means of mitigation.

Design recommendations will include a preliminary design for the production well, preliminary construction drawings, and a preliminary construction schedule. Construction details will include the following:

- Anticipated hydrogeologic conditions and impact on drilling.
- Recommended well drilling method(s).
- Recommended production well construction materials and dimensions.
- Depth of screened intervals.
- Site construction layout and access considerations.
- Discharge considerations.
- Noise abatement measures during drilling.

Deliverables

- One (1) draft PDR, that will be provided to the Client.
- One (1) final PDR that will have incorporated Client comments from the draft PDR.
- One (1) comment response document to be provided with the final PDR.

Assumptions

- GHD will send the Client one Request for Information (RFI) that will be responded to and returned to GHD within two weeks of receipt. RFI items will include but are not limited to:
 - a. Locations of existing City water and sewer pipelines, connections, and their construction details – preferable in GIS for integration into PDR figures.
 - b. Construction details for productions wells owned and operated by the city and neighboring agencies.
 - c. Locations of known wells within the project vicinity and any associated lithologic and geophysical logs from existing wells or other nearby exploratory boreholes.
 - d. Relevant pumping and aquifer test data, including well performance characteristics.
 - e. Existing water quality characteristics within the City's water system and current treatment used on groundwater sources.
- Deliverables will be submitted electronically to client for review.
- Comments from the working draft PDR will be consolidated by GHD and responded to in a separate comment document. One (1) set of consolidated comments will be incorporated into the final PDR.



3. Scope Details

This SOW is based on the following information and assumptions that additionally define GHD's SOW. Services or deliverables that are not explicitly described herein are excluded from this SOW.

4. Schedule

A general schedule for the project has not been established. However, GHD will make every reasonable effort to get the work initiated within 10 working days from the notice to proceed (NTP), and between tasks. The timeline for completion of GHD's SOW is dependent on GHD receipt of a signed agreement and NTP from the Client. GHD's work is additionally dependent on timely receipt of requested data and information from the Client.

5. Compensation

The SOW described herein will be completed on a time and materials, as needed, basis (T&M) up to the maximum fee noted herein. The fees noted below are estimates of the level of effort anticipated to complete each task. The actual effort expended to complete a given task may be less than that noted below, and budgets may be shifted between tasks. The total T&M fee will not be exceeded without Client authorization. The estimated level of effort associated with each proposed task is noted in the following table:

Table 5.1 Fee Estimate

Phase 1 Tasks	Estimated Subtotal
Project Management	\$5,747
PDR - Technical Memorandum	\$35,831
Total T&M Not-to-Exceed Fee	\$41,577

Hourly rates will be charged in accordance with the GHD fee schedule applicable at the time of contracting. The current fee schedule will be attached to our professional services agreement.

6. Closing

Thank you for the opportunity to provide GHD's services to the Client in association with this project. Please contact me if you have any questions or concerns regarding our SOW or the services agreement.

Best regards,

GHD Inc.

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Senior Hydrogeologist

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