

**Performance-Based Work Plan Table for SOW  
Services or Services with Goods**

**CLEAN WATERSHED NEEDS SURVEY PROJECT**

<b>Goal #1:</b> To improve, protect, and restore public health and the environment by surveying the capital improvement needs related to Pennsylvania wastewater, stormwater, non-point source, and decentralized wastewater treatment projects.	
<b>Objective #1:</b> No later than the expiration date of the contract, provide data entered into the Data Entry Portal (DEP) to report to the EPA Pennsylvania's capital improvement needs from all entities surveyed.	
<b>Primary Activity #1</b> <i>(Needed to meet the project goal/objective)</i>	The contractor shall review EPA Clean Watershed Needs Survey (CWNS) manuals and guidance.
<b>Sub-Activities #1</b> <i>(Needed to complete the Primary Activity)</i>	<ol style="list-style-type: none"> <li>Contractor shall review the final EPA CWNS state coordinator manual (<b>ref. Exhibit B of the RFP for CWNS manual dated March 2022</b>).</li> <li>Contractor shall review the EPA CWNS data entry portal including instructions, user manuals, and guidance on the data entry portal.</li> <li>Contractor shall review recorded trainings and webinar presentations from CWNS training sessions.</li> </ol>
<b>Primary Activity #2</b> <i>(Needed to meet the project goal/objective)</i>	The contractor shall survey the prioritized capital improvement needs of the following entities: wastewater, stormwater, NPS management and control, and decentralized wastewater treatment and collection infrastructure facilities in Pennsylvania. <u>List of prioritized needs provided by Issuing Office.</u>
<b>Sub-Activities #2</b> <i>(Needed to complete the Primary Activity)</i>	<ol style="list-style-type: none"> <li>Contractor shall review prioritized capital improvement needs provided by Issuing Office (<b>ref. Exhibit C of the RFP</b>).</li> <li>Contractor shall collect the backup documentation from the entities that support the capital needs reported in the prioritized information.</li> <li>Contractor shall complete general screening of project data and documentation to verify EPA reporting standards are met.</li> <li>Contractor shall enter the project data for the capital needs of all entities into the EPA CWNS data entry portal. Contractor shall not submit this information to EPA as final.</li> </ol>
<b>Primary Activity #3</b> <i>(Needed to meet the project goal/objective)</i>	The contractor shall survey the capital needs of all other (non-prioritized) wastewater, stormwater, decentralized wastewater treatment, and non-point source entities.
<b>Sub-Activities #3</b> <i>(Needed to complete the Primary Activity)</i>	<ol style="list-style-type: none"> <li>Contractor shall develop a survey form to collect project data and documentation from the wastewater, stormwater, decentralized wastewater treatment, and non-point source entities.</li> <li>Contractor shall send the survey to the entity list provided by the Issuing Office or its assigns.</li> <li>Contractor shall review information and documentation from entities that respond to the survey.</li> <li>Additional entities may be added to the list by Issuing Office during the project and contractor shall allocate time to submit, review, and report survey responses from additional entities.</li> <li>Contractor shall verify EPA reporting and documentation standards are met in the survey responses and contact survey respondents if needed to follow up on submitted information.</li> <li>Contractor shall utilize the cost estimating tools provided by EPA and best professional engineering judgement, when required, to report project costs.</li> <li>Contractor shall enter the project data for the capital needs of all entities into the EPA CWNS data entry portal. Contractor shall not submit this information to EPA as final.</li> </ol>
<b>Primary Activity #4</b> <i>(Needed to meet the project goal/objective)</i>	The contractor shall survey the capital improvement needs of other infrastructure.

<p><b>Sub-Activities #4</b> <i>(Needed to complete the Primary Activity)</i></p>	<ol style="list-style-type: none"> <li>Contractor shall review the list of other infrastructure provided by Issuing Office (<b>List of other infrastructure to be provided by Issuing Office during the project. Contractor shall allocate time for all projects on this list</b>)</li> <li>Contractor shall evaluate the list of other infrastructure to determine information needed for data submission through the Data Entry Portal.</li> <li>Contractor shall use the EPA cost estimating tools and best professional engineering judgement, when required, to report project costs.</li> <li>Contractor shall enter the project data for the capital needs of all entities into the EPA CWNS data entry portal. Contractor shall not submit this information to EPA as final.</li> </ol>	
<p><b>Primary Activity #4</b> <i>(Needed to meet the project goal/objective)</i></p>	<p>The contractor shall respond to Issuing Office review and audits on project data reported.</p>	
<p><b>Sub-Activities #4</b> <i>(Needed to complete the Primary Activity)</i></p>	<ol style="list-style-type: none"> <li>Contractor shall respond to Issuing Office audit required on all projects greater than \$40 million.</li> <li>Contractor shall respond to Issuing Office quality assurance audit conducted on approximately 50% of all projects reported.</li> <li>Contractor shall respond to all other requests or reviews that may be conducted on project data reported.</li> </ol>	
<p><b>Primary Activity #5</b> <i>(Needed to meet the project goal/objective)</i></p>	<p>The contractor shall attend meetings and trainings.</p>	
<p><b>Sub-Activities #5</b> <i>(Needed to complete the Primary Activity)</i></p>	<ol style="list-style-type: none"> <li>Contractor shall conduct a project kickoff meeting with the Issuing Office staff and invited participants.</li> <li>Contractor shall conduct monthly project progress meetings with Issuing Office staff and invited participants.</li> <li>Contractor shall attend EPA quarterly survey progress meetings.</li> <li>Contractor shall attend EPA quarterly trainings.</li> </ol>	
<p><b>Standards and Requirements</b> <i>(These establish quality and ensure the activity will provide the expected results)</i></p>	<ol style="list-style-type: none"> <li>If incorporating electronic documents or content residing on an internet website, include the following provision. If not, delete it and these instructions The content of electronic documents located on Commonwealth of Pennsylvania websites and information contained on Commonwealth of Pennsylvania and non-Commonwealth of Pennsylvania websites may be updated periodically during the contract term. The contractor shall monitor documents and website content for updates and comply with all updates.</li> </ol>	
<p><b>Expected Results of Activity(s)</b> <i>(Meets the project goal/objective)</i></p>	<p>Contractor will successfully complete the reporting for the EPA Clean Watershed Needs Survey.</p>	
<p><b>Measurement of Expected Results</b> <i>(What will be measured to ensure the expected results are achieved)</i></p>	<p>Project data entered in the EPA Data Entry Portal is complete and free from errors.</p>	
		<p><b>Completion Date</b> <i>(When is the deliverable due)</i></p>
<p><b>Deliverables</b> <i>(Typically tangible objects produced as a result of the activity- evidence of progress and compliance with standards and requirements)</i></p>	<ol style="list-style-type: none"> <li>The contractor shall submit kickoff project meeting minutes and action item list to the Issuing Office.</li> </ol>	<p>No later than 30 days from contract execution.</p>
	<ol style="list-style-type: none"> <li>The contractor shall submit a progress report to the Issuing Office demonstrating 15% of total facilities to be surveyed have been successfully entered into the EPA data entry portal.</li> </ol>	<p>No later than September 30, 2022</p>

	<p>3. The contractor shall submit a progress report to the Issuing Office demonstrating 50% of total facilities to be surveyed have been successfully entered into the EPA data entry portal</p>	<p>No later than November 30, 2022</p>
	<p>4. The contractor shall submit a progress report to the Issuing Office demonstrating 75% of total facilities to be surveyed have been successfully entered into the EPA data entry portal</p>	<p>No later than January 31, 2022</p>
	<p>5. The contractor shall submit a progress report to the Issuing Office demonstrating 100% of total facilities to be surveyed have been successfully entered into the EPA data entry portal</p>	<p>No later than March 31, 2023</p>
	<p>6. The contractor shall submit a progress report to the Issuing Office demonstrating that audits and reviews on project data reported have been successfully completed and Issuing Office accepts all project data reported.</p>	<p>No later than April 15, 2023</p>
	<p>7. The contractor shall submit a final report to the Issuing Office demonstrating comments or reviews by EPA during the final review period have been successfully addressed.</p>	<p>No later than May 15, 2023</p>