

# Water Resources Association of Yolo County Project Funds – Fiscal Year 2008-09

## **PROJECT TITLE: Cache Creek Information Catalog, Phase 2**

DRAFT- EXHIBIT A

### **Scope of Work**

#### **1. Survey of Holdings:**

The Consultant will make contact with each of the organizations listed below and arrange to review any material and information in their possession related to the watershed condition, biological condition, water supply, water quality or related matters, for surface and ground waters, in the Cache Creek watershed.

Lake County Resource Conservation District  
Lake County Public Works Dept.  
Tuleyome  
WoodRodgers  
Bureau of Land Management  
UCD for map and aerial photo holdings

For each organization, the survey format developed in phase 1 will be used to record and identify the holdings of the organization.

Other organizations may be contacted. A list of such organizations will be developed along with contact information and a brief summary of their holdings.

#### **2. Review Bibliographies of Existing Holdings:**

Review the bibliographies extracted from the current 509 cataloged items to identify citations of significant interest and which have not yet been located and cataloged. Prepare a “want list” for those items.

#### **3. Collection of Copies:**

Where feasible, electronic copies of any item will be collected and stored in pdf format. Other formats may be obtained and stored in addition to pdf formats. Where extra hard copies of any item are available, the Consultant will collect these copies and provide them to WRCA for inclusion in their collection and YCFCWCD for their collection, recording their availability in the database.

#### **4. Online library:**

The catalog shall be evaluated for items of current and general interest. The Consultant shall confer with YCFCWCD staff to identify up to 50 items which shall be scanned and made available electronically through the online catalog. Scanning of

existing hard copies documents and maps can be done either through subcontracting or through rental of appropriate equipment.

## **5. Data accessibility:**

The Consultant shall prepare Cache Creek Catalog entries for all documents, maps, or other information identified, collected, or scanned. Catalog entry information shall be provided to YCFCWCD and WRCA. Consultant shall oversee the addition of entries to the WRCA online catalog, and shall provide WRCA with any copies identified for their collection. Consultant will work with YCFCWCD to develop and implement a standard protocol for updating, adding, or maintaining the catalog.

The Consultant will coordinate with WRCA to provide any necessary data and information needed to post the annotated database on-line through the Water Resources Archives web page.

## **6. Geographic footprints:**

Consultant shall select an area to pilot test the idea of creating searchable geographic footprints. The Consultant shall use Google Earth and ArcView to delimit a geographic boundary for cataloged documents. The Consultant shall work with Geolrrigation and Charlie Thompson to make this information available in GIS. The consultant shall create a catalog search protocol that links to the delimited documents. The Consultant will evaluate how meaningful and complete the search output can be. Considerations to be evaluated include:

- how specific or general a document has to be to have a clearly defined geographic footprint,
- how much information is left out of a geo-search because of boundary definition problems,
- how much time and complexity is required to search points vs. polygons
- how precise must the search query be.

## **7. Publication and Data Sharing:**

All catalog information shall be posted on the WRCA Cache Creek Catalog web site before this agreement is considered complete. The database and related information may be shared with WRCA and any contributing organization without prior written approval from YCFCWCD.

## **8. Deliverables:**

Consultant shall provide a report describing the work completed under each of the tasks listed. The report shall describe the range and quality of information collected, the general accessibility of the information, progress on the digital library, and any complications or barriers to full utilization of the online catalog and library. The report shall include any recommendations related to improving access and use of the catalog.

**EXHIBIT B**  
Cache Creek Information Catalog, Phase 2

**RATE SCHEDULE**

**LABOR RATES:**

Labor rates provided below are for fully loaded costs. No additional overhead or indirect costs shall be paid.

Title	Hourly Rate	Estimated Hours	Estimated Costs
Senior Librarian and Geographer	\$75	227	17,015
<b>TOTALS</b>			<b>\$17,015</b>

**EXPENSES:**

Item	Quantity	Unit Cost	Estimated Cost
Materials	1	250	250
Supplies	1	150	150
Equipment			0
Travel	1000	.585	585
<b>TOTALS</b>			<b>\$985</b>