



Topic: **Reservoir Committee Agenda Item 6-3**      **2018 Nov 16**

Subject: **Evaluation Panel’s Recommendation – Service Area C – Communications**

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**Requested Action:**

Consider approval of a recommendation to the Sites Project Authority Board of Directors to accept the evaluation panel’s selection of Katz & Associates for Service Area C – Communications.

**Detailed Description/Background:**

The Authority solicited Statements of Qualifications (SOQ) in support of Service Area C – Communications. SOQs were submitted by Callahan Public Affairs, Fiona Hutton & Associates, Kerns & West, and Katz & Associates. The Evaluation Panel, advisors and staff reviewed and evaluated the SOQs in detail. Based on those evaluations Fiona Hutton & Associates, Kerns & West, and Katz & Associates were invited to interview with the Evaluation Panel and present their qualifications, staff and approach.

On November 8, 2018, each respondent made separate presentations and answered questions posed by the Evaluation Panel. Each respondent was provided with equivalent time for their presentation. After the interviews, the Evaluation Panel discussed the merits of each submitter’s presentation and SOQ.

**Recommendation**

Based on the evaluations of the submitted SOQs and the interviews, the Evaluation Panel unanimously recommends the Reservoir Project Committee and Sites Project Authority each authorize staff to enter into discussions with Katz & Associates for a contract to support the Authority and Committee in the Communications Service Area.

**Ad hoc Selection Panel:**

- Chair, Jeff Sutton – Tehama Colusa Canal Authority
- Shelly Murphy – Colusa County Water District
- Mike Azevedo – Colusa County
- Andy Fecko – Placer County Water Agency

**Selection Panel Advisors:**

- Erin Curtis – U.S. Bureau of Reclamation

**Sites Staff assisting the Selection Panel:**

- Rob Thomson, Joe Trapasso, Kevin Spesert

**Prior Reservoir Committee Action:**

On August 16, 2018, the Reservoir Committee approved the release of the Project Development Support Services RFQ-18-04.

**Fiscal Impact/Funding Source:**

Execution of a contract to provide these services combined with the approval of the required task orders must be completed and approved by the Authority Board and Reservoir Committee prior to the issuance of a Notices to Proceed.

**Staff Contact:**

Joe Trapasso

**Attachments:**

None.