



Topic: **Reservoir Committee Agenda Item 1.1.5 2019 December 19**

Subject: **Contract Modification for Professional Services (Darling H2O Consulting, Inc.)**

---

**Requested Action:**

Consider approval of a recommendation to the Sites Project Authority for approving an amendment to the Darling H2O Consulting, Inc. contract to expand the scope of work, increase the contract amount from \$24,952.50 to \$89,952.50, and extend the contract from December 31, 2019 through June 30, 2020.

**Detailed Description/Background:**

Additional scope, budget, and schedule are required to address upcoming Phase 2 (2019) assistance with the prioritization and response to the draft organizational assessment, support to the recruitment of an Executive Director and Project Strategic Planner, and provide potential other services to the Authority Board and Reservoir Committee, and interim Executive Director (if one is appointed).

**Prior Reservoir Committee Action:**

At the August 22, 2019 meeting, approved a budget reallocation for the organizational assessment and execution of a sole-source professional services agreement with Darling H2O to perform an organizational assessment.

At the July 19, 2019, Chairman Headrick stated Committee Members are working on an organizational assessment plan to evaluate the structure of the Sites Project's program management team, Reservoir Committee, and the Authority.

**Fiscal Impact/Funding Source:**

The scope and budget are being included in the revised Phase 2 (2019) Work Plan budget.

**Staff Contact:**

Joe Trapasso

**Attachments:**

Attachment A: Contract Amendment No. 1.



## **SITES PROJECT AUTHORITY CONTRACT AMENDMENT**

### **Consultant: Darling H2O Consulting, Inc.**

#### **Contract:**

Sites Project Authority Professional Services Agreement with Darling H2O Consulting, Inc.  
August 26, 2019.

#### **Contract Amendment No. 1:**

Amendment No. 1 extends the period of performance, expands the scope of services, and increases the budget to address the revised scope of services.

#### **Period of Performance:**

The period of performance in Section 2. Terms of the Agreement is extended from December 31, 2019 through June 30, 2020.

#### **Scope of Services:**

The scope of services is expanded with three new tasks. The three tasks are provided in the attached Exhibit A Scope of Services and include:

- Assist with the prioritization and response to the Draft Organizational Assessment;
- Provide support for the recruitment of an Executive Director and Project Strategic Planner; and
- Provide potential additional services at the request of the Authority Board, Reservoir Committee, and Interim Executive Director (if one is appointed).

#### **Schedule of Tasks:**

The period of performance for each new task is presented in the attached Agreement Amendment Exhibit B, Schedule.



**Budget:**

The authorized not to exceed contract budget ceiling is increased by \$65,000 from \$24,952.50 to \$89,952.50 as presented in the Agreement Amendment Exhibit C, Contract Price.

**Darling H2O Consulting, Inc.**

**Sites Project Authority**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT



## **EXHIBIT A: Scope of Services**

The following three tasks are added to the Agreement:

**Task 3:** On November 21, 2019 a Draft Organizational Assessment was presented to a Joint Authority/Reservoir Committee meeting with the requested action that staff generate a plan to address the 22 Findings and 47 Recommended Actions. As noted at the joint meeting the input for the Findings and Recommendations was generated solely as a result of input received from the interviews with 18 members of the 2 bodies of governance; and no input from staff. This task is the next step in the process for the Consultant to meet and work with staff to provide any clarity and context needed to generate a plan to address the Findings and Recommended Actions. Consultant will circle back to individual governance members who provided input as necessary to make certain the issues raised during the interview process are addressed to the governance members satisfaction.

**Task 4:** Provide support for the recruitment of an Executive Director assuming approval of a new organization chart by the Sites Reservoir Committee and Authority Board. Also provide support in the recruitment of Project Strategic Planner.

**Task 5:** Provide additional services at the request of the Authority Board, Reservoir Committee, and Interim Executive Director (if one is appointed).



**EXHIBIT B: Schedule**

Task 3: Draft Organizational Response	March 31, 2020
Task 4: Recruitment Executive Director/Strategic Planner	June 30, 2020
Task 5: Reservoir Committee and Authority Board Support	June 30, 2020

DRAFT



### **EXHIBIT C: Contract Price and Payment Schedule**

The level of effort for each of the three new tasks is currently unknown. Therefore, the below are task budget targets which may shift between the tasks during the course of the work. The tasks budget total of \$65,000 will not be exceeded unless written authorization is received from the Authority. The total amount of the tasks reflects approximately 40 hours of work per month from December 2019 through June 30, 2020. The total of the Agreement is amended to \$89,952.50.

All work on the tasks will continue to be based on a time and materials basis to achieve the Scope of Services in Exhibit A. The hourly rate is not changed from \$236.25 per hour. Travel and other direct costs will continue to be billed at cost with no mark up.

**Task 3:** \$40,000 (approximately 169 hours)

**Task 4:** \$18,000 (approximately 76 hours)

**Task 5:** \$5,000 (approximately 21 hours)

**Expenses:** \$2,000 (includes travel)