



Topic: **Reservoir Committee Agenda Item 1.7**

**2020 July 16**

Subject: **Contract Amendment for Professional Services (Brown and Caldwell)**

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**Requested Action:**

Consider approval of an amendment to Brown and Caldwell's (Project Controls) contract and task order scope of work and budget in the amount of \$31,881 for a new total contract authority of \$1,942,399.

**Detailed Description/Background:**

The Project Controls contract supports the Project Operations Manager providing primarily staff augmentation to cover financial and administrative activities. Brown and Caldwell was competitively selected for these services in March 2019 and an Amendment 1B task order was issued in February 2020 to carry these services through August 2020. Through the past six months, additional work was incurred in these areas developing work plans, leading the rebalancing and outreach efforts, and supporting early funding agreement changes with the CWC. Also, the Executive Director has been delegating more of the administrative activities to the B&C support staff to free up his time for higher value activities. Staff tried to stretch the contract authority through to August 2020 but has come up short and a modest increase is necessary to continue to provide these important functions in August.

**Prior Action:**

February 26, 2020: Approved Project Controls task order amendment of \$899,156 for the period of January 1, 2020 through August 31, 2020.

January 17, 2020: Approved Amendment 1B Work Plan for the period of January 1, 2020 through August 31, 2020 as part of a no cost time extension to the then current Participation Agreement. The Amendment included summary-level descriptions of the deliverables with estimated Reservoir Committee budgets. Each deliverable budget was further defined in the document by the level of effort required to complete each deliverable by consultant for use in developing amended consultant task orders intended to be submitted for approval to the Reservoir Committee and Authority Board in February 2020.

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to Brown and Caldwell's (B&C) (Project Controls) contract period of performance by extending their task order from December 31, 2019 through June 30, 2020 with no change in their cost.

March 22, 2019: Approved a recommendation to the Sites Project Authority to approve the Brown and Caldwell Phase 2 (2019) task order and budget for project controls services from April 1, 2019 through December 31, 2019.

January 18, 2019: Delegated responsibility to the Ad Hoc Finance and Economics Work Group to review and consider accepting the terms and conditions and recommending to the Sites Project Authority to approve the agreement negotiated by staff.

November 16, 2018: Approved a recommendation to the Sites Project Authority to accept the evaluation panel's selection of B&C for Service Area B – Project Controls.

August 16, 2018: Approved a recommendation to the Sites Project Authority to the release of the Project Development Support Services RFQ-18-04.

**Fiscal Impact/Funding Source:**

The BC contract ceiling is proposed to increase by \$31,881 with this amendment to complete the additional scope of work. This additional budget would increase the contract budget ceiling to a not to exceed amount of \$1,942,399.

This change will be accommodated within the Amendment 1B Work Plan total budget. \$31,881 will be reallocated from the General Manager (GM) budget (Reservoir Committee share). The Reservoir Committee share of the GM budget in the Amendment 1B Work Plan is \$258,400. Actual spend to date for the GM is \$159,763 and no further invoices are anticipated, leaving \$98,637 remaining. This reallocation does not impact the Amendment 1B carryover funds previously discussed as part of the cash call process.

**Staff Contact:**

Joe Trapasso

**Attachments:**

Attachment A: Task Order Amendment.



**Sites Project Authority**  
**Project Controls**  
**Task Order Amendment**

**Consultant: Brown and Caldwell**

**Task Order No. 2.4**

Task Order No. 2.4 amends the current Brown and Caldwell Consulting Agreement and task order work activities with the Authority for Project Controls Services for the period of performance through August 31, 2020. This task order amendment expands the scope of work and increases the budget as presented below.

**Scope of Work**

Brown and Caldwell has been providing additional administrative support to the Authority's new Executive Director and has supported changes to the Early Funding Agreement with the California Water Commission (CWC) to provide increased project revenue. Additional administrative support is required in support of planned town hall meetings and strategic planning sessions. Brown and Caldwell has developed Participation Agreement work plans for the Reservoir Committee, and has supported recent rebalancing efforts. Finally, additional changes are required to the Amendment 2 Work Plan based on increased CWC revenue, cash call timing due to COVID-19, project rebalancing, and negotiated task orders.

**Budget**

The Brown and Caldwell contract ceiling is increased by \$31,881 with this amendment to complete the additional scope of work. This additional budget increases the contract budget ceiling to a not to exceed amount of \$1,942,399.

**Period of Performance**

The period of performance of the task order does not change with this amendment and remains as August 31, 2020.

**Brown and Caldwell**

**Sites Project Authority**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_