



Topic: **Reservoir Committee Agenda Item 2-1.2** **2020 August 21**

Subject: **Task Order for Professional Services (Brown and Caldwell)**

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**Requested Action:**

Consider approval of a recommendation to the Sites Project Authority and approve Brown and Caldwell's (B&C) (Project Controls) Amendment 2 Task Order No. 3.0 scope of work with a not to exceed contract authority of \$2,505,736 for the period of September 1, 2020 through December 31, 2021.

**Detailed Description/Background:**

On April 17, 2020 the Reservoir Committee approved a work plan for the Amendment 2 period of performance September 1, 2020 through December 31, 2021 which included Project Controls activities. B&C has satisfactorily performed these services for the Authority since 2019. The below summary of the scope of services contained in the proposed B&C's Task Order No. 3 was negotiated and is recommended by the Authority Agent's to achieve the required deliverables and milestones for Amendment 2.

The scope contains the following tasks:

- **Controls:** Delivering project controls for the program including cost accounting, reporting, and project database development. (\$525,511)
- **Contract Administration and Compliance:** Administering governance and funding agreements as well as supporting consultant contract management and any new procurements. Policies to be developed during this work period include procurement of goods and services, delegation of authority, and records retention. (\$273,123)
- **Work Planning and Scheduling:** Maintaining the existing schedule for the planning phase of the Sites Project and developing a master schedule through the completion of construction. The schedule task lead is in the B&C task order for the Amendment 2 work period, not the HDR task order. (\$491,000)
- **Project Administrative Support:** Providing administrative support to the Authority Agent's management of the project. Preparing RC and AB board meeting agendas, materials, notices and meeting support. Providing records management. This work will be performed at the direction of the Authority's Agents. (\$344,532)
- **Project Management Plan:** Development and implementation of program critical procedures required by project funding agreements. Procedures to be developed or changed must either be a) necessary for compliance with existing state and federal funding agreements or b) supported by a business case with a six-month payback period. (\$39,014)

- **Accounts Payable and Receivable Support:** Supporting all Authority accounts payable and receivable for the \$33.7M (expenses) work plan through 2021. (\$114,116)
- **Local Funding:** Supporting the management of local funding including development of the successor Reservoir Committee Participation Agreement and the associated work plan. (\$230,326)
- **State Funding:** Developing procedures, systems, invoices, reports, and exhibits to support state funding requirements to meet the state, Prop 1 (WSIP), revenue goal of \$9M. (\$44,958)
- **Federal Funding:** Developing procedures, systems, invoices, reports, and exhibits to support federal funding requirements to meet the federal, WIIN, revenue goal of \$3M. (\$82,902)
- **Annual Reporting:** Preparing 2020 annual reports (external) for the Authority. (\$21,787)
- **Project Financing:** performing work associated with project financing including developing of the project financing work plan, plan of finance, and financial/economic feasibility support. Full effort not yet budgeted in task order. (\$108,555)
- **Risk Management:** Supporting the Authority with risk management from a controls perspective. (\$5,227)
- **Project Management and Quality Control:** Monitoring and reporting B&C task order budgets, reviewing labor and expense effort, coordinating staffing requirements, and implementing the quality control plan. (\$196,686)
- **Expenses:** Miscellaneous expenses. (\$28,000)

#### **Prior Action:**

July 22, 2020: Approved 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.

February 21, 2020: Approved an amendment to Brown and Caldwell's (Project Controls) contract and task order scope of work, budget and period of performance.

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 (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 release of the Project Development Support Services RFQ-18-04.

**Fiscal Impact/Funding Source:**

Sufficient funds are Included in the revised Amendment 2 Work Plan. Consultant activity will be monitored closely to ensure quality, timely deliverables and to ensure a positive project cash balance is always maintained.

**Staff Contact:**

Joe Trapasso

**Attachments:**

None.