



Topic: **Reservoir Committee Agenda Item 4-3.1** **2020 February 21**

Subject: **Contract Amendment for Professional Services (HDR Engineers, Inc.)**

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to HDR Engineers, Inc.'s (HDR) (Project Integration) contract and task order scope of work, budget, and period of performance (Attachment A).

Detailed Description/Background:

HDR's contract and task order were approved on December 19, 2019 through June 30, 2020 which was the anticipated end date for Phase 2 (2019). The Reservoir Committee approved Amendment 1B Work Plan on January 17, 2020 (refer to the below Prior Action) that included deliverables with target budgets for HDR. The HDR scope of work and budget has increased since the approval of the "Amendment 1B" Work Plan to include the following tasks that are covered in Attachment A.

- Increased involvement in Operations with operations Integration Lead and coordination with Bureau of Reclamation.
- Increased level of effort for environmental permitting and value planning.
- Additional real estate support for value planning, environmental and landowner outreach support.

The proposed budget for these above tasks is estimated at \$273,132. Combined with the approved Amendment 1B Work Plan the total amended budget is \$1,499,864 for the period of January 1, 2020 through August 31, 2020.

The proposed amendment would also extend the task order period of performance from June 30, 2020 through August 31, 2020.

Prior Action:

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.

Status:	Final	Preparer:	Trapasso	Phase:	2	Version:	A
Purpose:	Staff Report	QA/QC:	Watson	Date:	2020 February 21		
Caveat:	Approval Action	Authority Agent:	Trapasso	Ref/File #:	12.221-210.018		
Notes:				Page:	1	of	2

December 19, 2019: Approved a recommendation to the Sites Project Authority to approve an amendment to HDR Engineers, Inc.'s (HDR) (Project Integration) 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 HDR Engineering, Inc. Phase 2 (2019) task order and budget for project integration and management 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 HDR for Service Area A – Project Integration.

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:

No change to the approved Amendment 1B Work Plan total budget.

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Project Integration Task Order Amendment

Consultant: HDR Engineering, Inc.

Task Order No. 2.3

Task Order No. 2.3 supports the scope of services, budget, and schedule outlined in the Sites Project Authority's (Authority's) approved Amendment 1B to the Work Plan.

Task Order No. 2.3 amends the Consultant's Task Order scope of work, budget, and schedule as presented below. Reconciliation of the scope of work, budget, and schedule for the previous task order amendment (Task Order 2.2) will be conducted through another process. Thus, Task Order 2.3 is intended to be a "standalone" document for scope, budget, and schedule through the subject January 1, 2020 through August 31, 2020 performance period.

Scope of Services

This task order amendment scope of services, which includes tasks, deliverables and assumptions needed to support the Authority from July 1, 2020 through August 31, 2020 is provided in Attachment 1.

Budget

The budget for the scope of work in Attachment 1 is \$1,499,864. Budget details are provided in Attachment 2. Budgets for each individual task within the scope of services may be further refined in the early stages of the task order amendment as the priorities for each task are further defined by the Authority. All changes must be approved by the Authority in writing prior to proceeding with any changes.

The total budget for the task order is increased to \$3,381,179. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$2,231,987
Task Order Actual Spend through December 31, 2019	\$1,881,315
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$1,499,864
Task Order Total Budget	\$3,381,179
Amendment Budget Change (total budget – prior approved)	\$1,149,192

Schedule

The period of performance for this task is extended from June 30, 2020 through August 31, 2020. A detailed schedule will be developed at a later time and will be included as Attachment 3 once finalized.

This Task Order, incorporating the above Attachments and Additional Contract Documents, is hereby executed by duly authorized representatives of the parties.

CONSULTANT

SITES PROJECT AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____

Attachment 1

Scope of Services for Task Order A001 – Services for Project Integration

This scope of services involves Project Integration efforts needed to support the Sites Project Authority (Authority) with the completion of work through August 31, 2020. The scope of services replaces the existing scope associated with this contract and summarizes all work that will be completed between January 1, 2020 and August 31, 2020 in association with the Amendment 1B Work Plan. This scope of services consists of the following tasks:

- Task A01 – Communications Integration **(not used in this Task Order amendment)**
- Task A02 – Operations Simulation Modeling Integration
- Task A03 – Environmental Planning Integration
- Task A04 – Permitting & Agreements Integration
- Task A05 – Real Estate Integration
- Task A06 – Engineering Services Integration
- Task A07 – Geology & Geotechnical Engineering Integration **(not used in this Task Order amendment)**
- Task A08 – Project Controls Integration
- Task A09 – General Integration
- Task A10 – Function as Authority's Engineer **(not used in this Task Order amendment)**
- Task A11 – Health, Safety and Loss Prevention **(not used in this Task Order amendment)**
- Task A12 – Quality Management **(not used in this Task Order amendment)**
- Task A13 – Risk Management
- Task A14 – Information Technology
- Task A15 – Geographical Information System (GIS) **(not used in this Task Order amendment)**
- Task A16 – Document and Data Management
- Task A17 – Staff Support
- Task A18 – Satellite Project Office **(not used in this Task Order amendment)**
- Task A19 – Land Conservation Approach **(not used in this Task Order amendment)**
- Task A98 – HDR Project Management
- Task A99 – Expenses

Task A01—Communications Integration

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A02—Operations Integration

The existing operations planning descriptions (in the WSIP Application) are not fully consistent with the Authority's Draft Storage Policy, the facilities being discussed in Value Planning, and with the current understanding of 'permissible' operations. This task will revise the existing Draft Operations Plan Outline consistent with these items to form a revised description of the proposed operations of the Sites Project. The document will address operations related to the cooperative operations with

Reclamation and DWR and no investment by Reclamation for storage in Sites Reservoir. It will include the framework for acceptable annual exchanges of water stored in Sites Reservoir in lieu of deliveries of water stored in Shasta Reservoir and the subsequent release of that exchanged water meeting the water rights requirements of the CVP and SWP that benefits Sites Project participants.

Staff will continue to meet with Reclamation (CVO) and DWR staff to refine the principle operations and exchanges needed to meet some of the goals and objectives of the Sites Project. Informed by these discussions, future operations planning efforts will evaluate the anticipated operations with CVP reservoirs. These evaluations will describe the annual exchanges among the Sites Project and COA participants and perform the operations modeling (including CALSIM II, DSM2, Upper Sacramento River HEC5Q and CE-QUAL-W2 models) to more fully consider the anticipated results of new operations.

The operations modeling service provider will determine the environmental benefits of the revised operations scenarios. The team will conduct iterative modeling using the Calsim model, Daily model, along with Sacramento River HEC-5Q temperature modeling, SALMOD scenarios to verify temperature model scenarios, and DSM2 model scenarios.

This task also includes operations support for the water rights effort, as required.

Deliverable: The work included in this task will be in support of Deliverables of the following as identified in the Amendment 1B Work Plan: Annotated Draft Operations Plan Outline; Draft Operations Plan. It is important to note that the Draft Operations Plan will be as complete as possible with the information and understanding of the project at that time. However, some sections will be developed post April 2020 as more information and understanding of the project is developed / available. In-progress briefings to the Reservoir Committee Operations Workgroup regarding progress on the development of the ‘principles of agreement’ and the anticipated operations of the Sites Project. Staff, advisors and consultants will provide a progress report in February, April and final report in June. In-progress briefings to the Reservoir Committee Environmental Planning and Permitting Workgroup and/or Operations Workgroup, as appropriate, will be provided regarding progress.

Task A03—Environmental Planning Integration

This effort will include a continuation of the development of CEQA/NEPA compliance approach and documentation (through finalization of the current EIR/EIS or recirculation, as appropriate) and maintaining the CEQA administrative record. This effort currently assumes work on the revised EIR/EIS preferred project description, identification of other alternatives to be analyzed, and the identification of data needs and technical analysis needed to complete the CEQA/NEPA documentation for the Sites Project. There will also be ongoing efforts to assist Reclamation in the determination of environmental feasibility and to support the value planning process in screening alternatives for potential environmental effects. This task includes coordination with the environmental planning services provider, legal counsel, and Reclamation staff and integration with the other service areas. Serving as ‘staff’ to the Authority, this task provides ongoing support to the Environmental Planning and Permitting Manager, as appropriate.

Deliverable: The work included in this task will be in support of Deliverables of In-progress briefings to the Reservoir Committee Environmental Planning and Permitting Workgroup and/or Operations Workgroup, as appropriate, regarding progress as identified in the Amendment 1B Work Plan.

Task A04—Permitting & Agreements Integration

Staff will continue efforts to further permitting certainty for the Project. This effort will include a continuation of efforts to develop the major permits that have the potential to result in substantial changes to the Project or increase Project costs substantially. Coordination with the Reservoir Committee Environmental Planning and Permitting Workgroup will be needed to determine the focus of these efforts. This effort currently assumes work on the Federal Endangered Species Act compliance (Biological Assessment), the National Historic Preservation Act compliance (Section 106 Programmatic Agreement), the State Endangered Species Act compliance (State Incidental Take Permit), coordination with the US Army Corps of Engineers on Section 404 and 408 conceptual approaches and the Regional Water Control Board on Clean Water Act 401 conceptual permitting approach and progress toward obtaining a water right for the Project under State water right law. Specific focus of these efforts will be confirmed with the Reservoir Committee Environmental Planning and Permitting Workgroup.

Staff will continue providing support for geotechnical work performed by Reclamation and Value Planning efforts by the JPA.

Deliverable: The work included in this task will be in support of Deliverables of in-progress briefings to the Reservoir Committee Environmental Planning and Permitting Workgroup and/or Operations Workgroup, as appropriate, regarding progress as identified in the Amendment 1B Work Plan.

Task A05—Real Estate Integration

This task involves work associated with integrating Real Estate needs across all on-going project components such as engineering and environmental work. This includes supporting the Value Planning effort, coordinating and participating in landowner outreach, and identifying Real Estate considerations as the project progresses.

Task A06—Engineering Services Integration

This task includes assisting participants in an appraisal-level Value Planning effort. HDR will continue to provide an interim Engineering, Procurement, and Construction Manager and Engineering Lead for Integration. This is expected to include identifying additional cost reduction measures, formulating and evaluating additional alternatives, coordinating with the environmental team regarding the permissibility and mitigation costs for selected alternatives, coordinating with the operations modeling team to verify deliveries and conveyance capacities of the alternatives, and developing level 5 cost estimates. An affordability assessment will be completed for the selected alternatives, along with screening criteria to establish the basis for comparison between alternatives. The comparison will assist participants in identifying the tentatively preferred project. This effort will also include holding workshops and preparing the draft and final value planning report, presenting the study analyses and

results. This effort will provide information regarding the annual indebtedness and dollar per acre-foot cost, for use in the CDFW discussions, and in participant decisions as to how they would like to proceed.

This task also includes work associated with project description engineering. The team will coordinate with the engineering services providers for the development of key project features identified in the value planning effort. This includes developing all information required by the team to support tasks A03 and A04 – Environmental Planning Integration and Permitting and Project Agreement Integration. The engineering team will also work closely with the Operations Integration lead and the Operations Simulation Modeling service provider.

It is anticipated that five to ten borings will be required to verify design assumptions that will be made to complete the feasibility level design of the preferred project. Staff will assist in the geotechnical consultant in getting clearances and drilling plans approved.

Deliverable: The work included in this task will be in support of Deliverables of a draft report presenting the value planning analyses, including identification of the preferred project and associated repayment analyses as identified in the Amendment 1B Work Plan.

Task A07—Geology & Geotechnical Engineering Integration

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B. All effort required for coordinating with the Geotechnical Service Provider (Fugro) is included in Task A06 – Engineering Services Integration.

Task A08—Project Controls Integration

This task involves work associated with developing two Work Plans for the Sites Project: Amendment 1B covering the period between Jan 1, 2020 and Aug 31, 2020; and Amendment 2 covering the period between Sep 1, 2020 and Dec 31, 2021. The HDR team will work closely with the Project Controls service provider to develop a project schedule, resources, and detailed revenue and expense budget for the work period in question for the Reservoir Committee.

Staff will work with Reclamation to develop an application for a Financial Assistance Agreement. This agreement is the mechanism by which WIIN Act funding can be transferred to the JPA. Items needed for this agreement include a detailed scope of work, detailed supporting budget information, and several board-approved policies (e.g. Accounting Policy, Contracting Policy).

Staff will support the development of a strategy memo for the submittal of a Letter of Interest (LOI) for the 2021 application period for a low-interest loan through the WIFIA (or RIFIA) program. The LOI is anticipated to be due to the EPA in June or July of 2021. Support will be needed from the Government Affairs team (Federal), the Communications service area, Bond Counsel, the Municipal Advisor, and General Counsel. In addition to a strategy for the completion and submission of a competitive LOI, the memo will include the plan for development of additional policies and procedures which will be required to be developed to become eligible for WIFIA.

In addition to the critical near-term needs, staff will continue with the ongoing business efforts. This includes contract management, leading and supporting ad hoc Work Groups, Reservoir Committee, and Authority Board meetings, managing accounts payable and accounts receivable, managing participant ledgers, and invoicing the California Water Commission under Proposition 1.

Deliverable: Amendment 1B work plan, Amendment 2 work plan. Application for Financial Assistance submitted to Reclamation. WIFIA Letter of Interest Strategy Memo.

Task A09—General Integration

An Organizational Assessment conducted by Gary Darling was presented to the Authority Board and Reservoir Committee in November 2019. There were several action items identified in the assessment that will implemented in the near- and mid-term. Staff will support implementing specific actions as directed by participants.

Task A10—Function as Authority’s Engineer

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A11—Health, Safety & Loss Prevention

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A12—Quality Management

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A13—Risk Management

HDR will lead an effort to revise the existing Risk Assessment based on new information. The updated risk assessment will update the risk register developed in 2018 and will allow for improved certainty on the cost estimates provided in the Value Planning effort. The Risk Assessment update will be qualitative and will not include a Monte Carlo simulation. It is assumed this level of update will be included in the work supporting the Amendment 2 agreement.

Deliverable: The work included in this task will be in support of risk workshop and outcomes technical memorandum.

Task A14—Information Technology

This task involves work associated with providing IT support and resources to the entire program including maintaining the project Sharepoint site.

Task A15—Geographical Information Systems (GIS)

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task A16—Document & Data Management

This task involves work associated with supporting staff in document and data management for the Sites Project.

Task A17—Staff Support

This task involves supporting work across the project on an as needed basis, including graphics and figure creation, and other miscellaneous needs as requested by Authority Agents.

Task A18—Satellite Project Office

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B. The expense associated with office space rental is included in Task A99 – Expenses.

Task A19—Land Conservation Approach

No work will be performed as a part of this task for Task Order 2 in support of Amendment 1B.

Task B98—Project Management

This task involves work associated with project management and quality control in support of project controls for the Sites Project.

This task includes monitoring project controls task budgets, reviewing labor and expense effort, and coordinating staffing requirements.

Our team will provide internal quality control reviews for each deliverable provided to the Authority. This task includes time for our reviewers to adequately review and document comments on service area deliverables.

Task B99—Expenses

This task involves all expenses related to travel, meals, office expenses, etc.

Attachment 2 Fee Table

Task ID	Task Name	Fee
A02	<i>Operations Modeling Integration</i>	\$181,007.14
A03	<i>Environmental Planning Integration</i>	\$149,356.99
A04	<i>Permitting Integration</i>	\$243,884.02
A05	<i>Real Estate Integration</i>	\$139,718.00
A06	<i>Engineering Integration</i>	\$299,476.01
A08	<i>Controls Integration</i>	\$224,387.01
A09	<i>General Integration</i>	\$98,266.98
A13	<i>Risk Management</i>	\$49,890.00
A14	<i>IT</i>	\$15,830.98
A16	<i>Document Management</i>	\$3,733.98
A17	<i>Staff Support</i>	\$14,004.01
98	<i>Project Management</i>	\$40,309.01
99	<i>Expenses</i>	\$39,999.99
Total Fee		\$1,499,864.12

Note: Period of performance for tasks listed here is January 1, 2020 through August 31, 2020