



Topic: **Reservoir Committee Agenda Item 4-3.2** **2020 February 21**

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

Requested Action:

Consider approval of a recommendation to the Sites Project Authority to approve an amendment to Brown and Caldwell's (B&C) (Project Controls) contract and task order scope of work, budget and period of performance (Attachment A).

Detailed Description/Background:

B&C'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 B&C. The B&C scope of work and budget remains the same as in the approved "Amendment 1B" Work Plan.

The proposed budget for this task order amendment is \$899,156 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.

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.

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

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:

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

Staff Contact:

Joe Trapasso

Attachments:

Attachment A: Task Order Amendment.



Sites Reservoir Project

Sites Project Authority Project Controls Task Order Amendment

Consultant: Brown and Caldwell

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 \$899,156. 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 \$1,910,518. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$1,291,875
Task Order Actual Spend through December 31, 2019	\$1,011,362
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$899,156
Task Order Total Budget	\$1,910,518
Amendment Budget Change (total budget – prior approved)	\$618,643

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 B002 – Initial Services for Project Controls, Amendment 2.3

This scope of services involves Project Controls efforts needed to support the Sites Project Authority (Authority) through the end of the current funding agreement on August 31, 2020. The original B002 Task Order was approved on March 25, 2019. Work occurring from April 1, 2019 through December 31, 2019 has been reconciled through a prior task order amendment process and therefore is not covered in this scope of services. This scope of services describes work to be performed between January 1, 2020 and August 31, 2020. In general, this scope includes project controls activities in support of the program scope outlined in the Reservoir Committee's current work plan as approved by the Reservoir Committee on January 17, 2020. The following provides a summary of the task order amendments:

- **Amendment 2.1:** The Authority adjusted the scope and budget for this task order due to reduced project revenue assumptions for 2019 from Project Participant, Federal, and State funding sources. Amendment 2.1 was approved on May 15, 2019.
- **Amendment 2.2:** A period of performance extension to June 30, 2020 (no budget or scope change) was approved on December 20, 2019 and was executed as Amendment 2.2.
- **Amendment 2.3:** The Authority has approved a work plan describing and budgeting work from January 1, 2020 through August 31, 2020. The task order amendment to support this work plan is included here as Amendment 2.3.

Task B1—Project Controls

This task involves work needed to provide overall project controls for the program including cost accounting, reporting, and business interface database development.

Task B1.1—Controls

Consultant will develop a data framework to support consultant and Capital Improvement Program (CIP) cost tracking including creation of an online database of information for Sites (ODIS), methods to maintain and improve ODIS, and ongoing data entry including data migration of historical records.

Cost Accounting

Consultant will perform the following tasks to support CIP cost accounting activities:

- Perform needs discovery with Authority's Agents and Project Integration staff
- Document and analyze database requirements and assumptions
- Propose data mapping scheme and use of codes to support CIP reporting needs
- Develop and implement processes for handling data input (e.g., invoicing sequence)
- Create and support use of templates for collecting information
- Develop standard operating procedures related to cost accounting

Reporting

Consultant will perform the following steps using the framework developed in cost accounting to develop an ODIS, design processes, and reports to serve internal and external reporting needs.

Activities include:

- Build interim ODIS within Structured Query Language (SQL) server environment to share real-time data
- Develop and distribute reports to the team
- Provide technical support, training, upgrades, and maintenance
- Build and maintain relationships to key documents stored in Project Controls SharePoint site
- Develop standard operating procedures related to reporting

Business Interface

Consultant will provide tools and procedures to assist the Authority's Agents with the collection of information related to budgets, commitments, revenues, forecasts, cashflows, and other business management data. Activities include:

- Create and support use of templates for capturing information
- Create and support a shared library of reports and tools available to team members
- Develop map to show relationship between approved project budgets and Authority general ledger to facilitate actual versus budget reporting using Authority accounting tool (managed by others)
- Develop standard operating procedures related to the project's interface with the business including board level approvals and interface with the project accountant

Assumptions:

- Access to Authority's Agents, Project Integration team, Authority's accountant, and Authority Board Treasurer for discovery of needs and decisions regarding direction
- Team members will directly use the reporting system tools
- Access to current and historical information sources
- Some criteria, such as funding compliance requirements, will not be known until a later time and will have to be incorporated as they become known
- Microsoft SQL and SharePoint instances are maintained and technical support is provided by the Project Integration team
- No exploration of management tools such as project management information system (PMIS) and enterprise resource planning (ERP) will occur during this work period

Deliverables:

- ODIS: A live database for project cost accounting and reporting
- Templates to support defined data management processes
- Reservoir Committee and Authority Board Reports:
 - Consultant/Vendor Invoices Received (attached to payment of claims)
 - Consultant Budget Report

- Project Operations Reports
 - Weekly burn rates
 - Monthly progress (tasks and deliverable status, issues log)
 - Invoice by task
 - Cost share/funding sources
 - Commitment worksheet
- Business Reports
 - Cash on hand/cash account summaries
 - Authority actual cost versus budget report
 - Reservoir Committee actual cost versus budget report
- Four standard operating procedures (SOPs) including process maps using the approved template to identify workflow approval steps for cost accounting, business interface, and reporting functions.

Task B1.2—Project Management Information System (PMIS)

This task originally included identification and development of a program management information system (PMIS). However, the Authority has since redirected Project Controls team efforts to other tasks. This task has not been included in this scope of services.

Task B1.3 Business Process Improvement

This task involves work associated with supporting the Authority’s Agents with business process improvements. Consultant will work with the Authority to respond to actions identified in the organizational assessment completed and approved by the Reservoir Committee and Authority Board. Activities include:

- Develop organizational assessment responses related to project controls items (e.g., scheduling, project data, etc.)
- Provide financial and contract management input into organizational assessment actions
- Assist in the development of a strategic plan as requested by Authority’s Agents

Assumptions:

- Organizational assessment response document effort is to be led by Project Integration
- There will be no revisions to the organizational assessment approved by the Authority Board in November 2019

Deliverables:

- Input into organizational assessment response document through participation in workshops

Task B2—Contract Administration and Compliance

This task involves work associated with supporting the Authority’s Agents with contract administration and compliance with governance and funding agreements.

Task B2.1—Contract Administration and Procurement

Consultant will develop, maintain, and implement contract standards and reporting procedures. Consultant will work with the Authority and Project Integration team to develop standard operating procedures to document and report contract compliance to meet overall project goals and objectives. This task includes:

- Support of Authority’s Agents and Project Integration team with the negotiation and management of contracts, agreements, and task orders.
- Manage the process of developing task orders in support of the Reservoir Committee Participation Agreement Amendment 1B work plan (Jan 1, 2020 to Aug 31, 2020).
- Manage the process of developing task orders in support of the Reservoir Committee Participation Agreement Amendment 2 work plan (Aug 31, 2020 to Dec 31, 2021).
- Maintain a record of agreements in SharePoint

Assumptions:

- Access to Authority’s Agents and Project Integration team for access to current and historical information sources

Deliverables:

- Two SOPs including process maps using the approved template to identify workflow approval steps for procurement and contract management.

Task B2.2—Compliance

This task originally included independent project audits and development of a compliance procedures. However, the Authority has since redirected Project Controls team efforts to other tasks. This task has not been included in this scope of services.

Task B2.3—Funding

This task involves work associated with supporting the Authority’s Agents in developing procedures, systems, invoices, reports, and exhibits to support both state and federal funding requirements.

Consultant will perform the following tasks:

- Engage with the California Water Commission (CWC)
- Modify the Payment of Claims and the Monthly Invoice Summary to reflect revenue received from the State
- Engage with the Bureau of Reclamation (BOR), U.S. Department of Agriculture (USDA), and U.S. Environmental Protection Agency (USEPA)
- Determine reporting requirements (quarterly, monthly, annually)
- Determine allowable costs
- Aid in agreement development (if required)
- Develop reporting templates
 - Invoices
 - Progress
 - Share of Cost
- Submit required funding agreement progress reports
- Setup internal reporting requirements to meet state funding requirements

- Setup internal reporting requirements to meet federal funding requirements
- Modify ODIS to track federal funding
- Provide quality assurance (QA) of CWC invoices, progress reports, and quarterly reports by reviewing content for completeness and adherence to Early Funding Agreement requirements.

Assumptions:

- Access to California Water Commission
- Three CWC invoices/progress reports will be submitted
- Three CWC Quarterly Status Reports will be submitted
- CWC will not release retention during the task order
- CWC will not issue revised templates for Invoices/Progress Reports or Quarterly Status Reports during the task order
- The Early Funding Agreement will not be amended during the task order
- Access to Bureau of Reclamation, U.S. Department of Agriculture, and USEPA (for Water Infrastructure Finance and Innovation Act [WIFIA] loan)
- Project Integration Team will lead the development of the BOR Financial Assistance Agreement
- Access to other service area providers and advisory consultants for federal funding coordination
- Limited scope of work development for Financial Assistance Agreement (i.e., only includes geotechnical exploration and existing allocated funds)
- No progress report is required for the Financial Assistance Agreement during this work period
- Four meetings with the Financial Assistance Agreement team
- Final quality control (QC) for CWC invoices will be performed by Project Integration

Deliverables:

It is anticipated that the following deliverables will be required related to state funding:

- CWC approved templates for invoices, progress reports, and share of cost
- CWC invoices/progress reports
- CWC-quarterly status reports to meet reporting requirements
- SOPs for funding functions
 - Six existing SOPs will be revised once as requested by the Authority’s Agents
 - Two new SOPs as requested by the Authority’s Agents
- CWC Eligibility Memoranda
 - Three existing memoranda will be revised once: CWC Eligibility, CWC Eligibility Appendix, and Percent Complete Methodology
- Modified Payment of Claims and Monthly Invoice Summary to reflect revenue received from the State

It is anticipated that the following deliverables will be required related to federal funding:

- BOR approved templates for invoices, progress reports, and share of cost
- Input into BOR Financial Assistance Agreement to support WIIN Act funds
- One Financial Assistance Invoice
- WIFIA Loan Application Strategy Memorandum

Task B2.4—Reservoir Committee Participation Agreement Administration

This task involves work associated with supporting the Authority’s Agents in developing procedures, systems, invoices, reports, and exhibits to support the Reservoir Committee Participation Agreement. Project controls information needed to support funding decisions by participants such as project affordability and risk are also included in this task.

Consultant will perform the following tasks:

Accounts Payable and Receivable:

- Perform invoice compliance reviews (monthly)
- Support project accounts payable and accounts receivable, including project records management
- Maintain ODIS accounts payable and accounts receivable databases
- Modify ODIS to manage contributed credit and changes in participation
- Develop cost share reporting for participant, state, and federal funding
- Develop invoice backup for participant invoices (cash call)
- Develop participant ledgers, as requested
- Develop SOPs related to accounts payable and accounts receivable
- Support budget and finance committee meetings
- Collect and input data for weekly key consultant spend

Value Planning and Project Affordability Support:

- Manage the update of the value planning repayment tool to version 2.0
- Perform updates to the project plan of finance
- Provide administrative help for the Value Planning Affordability Study
- Perform compliance reviews of invoices
- Produce updated affordability analysis to match latest value planning alternatives and plan of finance through coordination with engineering, municipal advisor, and operations consultants
- Present updated project affordability tables to work groups, the Reservoir Committee, and the Authority Board

Participation Agreement Amendment and Rebalancing

- Support amendment of the existing participation agreement to change period of performance and budget
- Produce participation exhibit to the participation agreement
- Manage rebalancing including contributed credit updates and changes in participation levels

Qualitative Risk Assessment Support:

- Perform financial risk review of planned qualitative risk assessment
- Participate in risk assessment workshops

Cost of Dry Year Deliveries:

- Support the general manager in an analysis of the cost of dry year deliveries
- Document assumptions and methodology

Assumptions:

- One update of the Value Planning Repayment tool (V2.0) will be developed
- Two full affordability scenarios will be run and inputs will be provided by the value planning process, the Authority's municipal advisor, and the operations modeling consultant
- Engineering contracts for conveyance and reservoir engineering will be on-boarded in March; no other vendors or consultants will be added
- No changes to the credit reimbursement policy or storage policy
- One cash call invoice will be generated for each participant within the work period

Deliverables:

- Monthly invoice reviews and reports
- Input into the draft report presenting the value planning analyses, including identification of the preferred project and associated repayment analyses
- Input into the final report presenting the value planning analyses with identification of the preferred project and associated repayment analysis
- Six presentations to the Reservoir Committee and Authority Board regarding affordability
- Input into the home board presentation financial and affordability sections
- Input into qualitative risk assessment related to finance and affordability
- Draft technical memorandum covering cost of dry year supply
- Four SOPs related to accounts payable and accounts receivable
- One rebalancing report
- One contributed credit report for all participants

Task B2.5—Annual Reporting

The Consultant will develop annual project report for the 2019 calendar year.

Assumptions:

- 2019 Sites Project Annual Status Report will be 12 pages or less
- 2019 Consultant Progress utilizes information from consultant achievements and monthly progress reports and will be 12 pages or less. Key consultants will submit 2019 achievements for inclusion on reports.
- Authority Agents will provide strategic direction and final QC of annual reports
- Three unique graphics will be needed; existing photos and graphics are to be used and will be made available to the team
- Two workshops will be needed for storyboarding and content development

Deliverables:

- 2019 Sites Project Annual Status Report
- 2019 Consultant Progress Report

Task B3—Work Planning and Scheduling

Task B3.1—Program Master Schedule

This task originally included development of a cost and risk-loaded program schedule through project completion. However, the Authority has since redirected Project Controls team efforts to other tasks. This task has not been included in this scope of services.

Task B3.2—Participation Agreement Work Plan

This task involves work associated with supporting the development of work plans to be included in the Reservoir Committee Participation Agreement. The work plans will provide a high-level summary document of the scope, a budget by deliverable and by resource, and a schedule for the participation agreement work period.

Consultant will perform the following tasks:

- Develop critical path schedule using Microsoft Project or Primavera P6 covering the work period of January 1, 2020 to December 31, 2021
- Develop the work plan for Participation Agreement Amendment 1B including:
 - Scope
 - Budget
 - Schedule
 - Participation Agreement Exhibit B
- Develop the work plan for Participation Agreement Amendment 2 including:
 - Scope
 - Budget
 - Schedule
 - Participation Agreement Exhibit B
- Develop informational and actionable staff reports
- Present work plan materials at work group, Reservoir Committee, and Authority Board meetings
- Incorporate budget scenario information and approved budget information into ODIS

Assumptions:

- Participation Agreement Amendment 2 covers work through December 31, 2021 and is a cash call amendment (no financing)
- Two total budget scenarios will be developed for Amendment 2 taking into consideration changes in duration, participation, or cash call threshold

Deliverables:

- Participation Agreement Amendment 1B Work Plan
- Participation Agreement Amendment 2 Work Plan

Task B4—Project Administrative Support

This task involves administrative support of the Authority's Agents. Part or all of this work will be performed at the direction of the Authority's Agents.

Task B4.1—Project Administrative Support

Consultant will perform the following tasks:

- Facilitate development of Reservoir Committee and Authority Board and workshop agenda packages
 - Coordinate meeting logistics and take meeting notes
- Assist the Sites Authority General Manager (GM), Sites Authority Executive Director, and other Authority’s Agents with calendar coordination and action item follow-up
- Provide as-needed support in the Maxwell and Natomas project offices
- Assist in the maintenance of the Project Controls SharePoint Subpage
- Assist with Vendor Invoicing Process

Assumptions:

- One employee at 30 hours per week to serve as the “Sites Admin” for the duration of task order for support of the Executive Director, General Manager, and Authority’s Agents
- Three days per week desk coverage in the Natomas project satellite office, no desk coverage at the Maxwell office

Task B5—Project Management Plan

This task has been replaced by SOP development within other tasks. Project Management Plan (PMP) will be developed at a later date and thus has not been considered in this scope of services.

Task B98—Project Management, Controls, and Quality Control

This task involves work associated with project management, controls, and quality control related to Brown and Caldwell’s (BC) and its subconsultants’ work in support of project controls for the Sites Project.

Task B98.1— Project Management

This task includes monitoring project controls task budgets, reviewing labor and expense effort, and coordinating staffing requirements. This task also includes management of staff and our subconsultants, as well as financial management and accounting support for the project controls contract. In addition, Consultant will regularly review the scope, schedule, and budget and identify any changes requiring an amendment. Consultant will meet with the Authority’s agents on a monthly basis to review task progress and decisions made during that invoicing period.

Specific activities that BC personnel will perform for the scope assigned to BC include:

- Manage the quality development of required deliverables
- Maintain project records
- Manage task level budgets. Reallocating budget between tasks along with justification shall be submitted for email approval to the Authority’s Agents.
- Manage staff to assure product generation and responsiveness. To add staff to work on the project, email approval shall be obtained from the Authority.
- Complete weekly effort reports by Wednesday of the week following the reporting week. Weekly effort shall be reported utilizing the work breakdown structure task level provided in this scope of work.

- Prepare a monthly invoice with a written monthly progress report for all tasks. Project invoice and monthly progress report shall utilize the work breakdown structure task level provided in this scope of services.

Assumptions:

- All invoices will be prepared in a format compatible with a standard format available in BC's accounting system

Deliverables:

- Weekly effort reports for all weeks covered by this task order
- Monthly invoices and monthly progress report
- Project controls task order amendment related to participation agreement amendment 1B

Task B98.2— Quality Control

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

- Authority Board and Reservoir Committee staff reports generated by the project controls team
- Standard operating procedures

Assumptions:

- QA and QC for other deliverables in this task order will be completed under the tasks containing those deliverables
- Ten total SOPs will be developed

Deliverables:

- None

Task B99—Expenses

This task involves all expenses related to travel, meals, Authority Board/Reservoir Committee Meetings, Joint Workshops, etc.

B99.1 – Travel and Meals

Assumptions:

- Travel costs for project controls PM and Sites admin to attend Reservoir Committee and Authority Board meetings and workshops
- Expenses for the purchase of software or hardware in support of the project are not included in this task order and will be procured by the Authority directly.

Attachment 2 Fee Table

Task ID	Task Name	Fee
B1	Project Controls	\$113,644.75
B2	Contract Administration and Compliance	\$492,414.20
B3	Work Planning and Scheduling	\$100,341.00
B4	Project Administrative Support	\$117,516.00
B5	PMP Sections	\$0.00
98	Project Management	\$73,239.88
99	Expenses	\$2,000.00
Total Fee		\$899,155.83

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