



Topic: **Authority Board Agenda Item 5-4.4**

**2020 February 26**

Subject: **Contract Amendment for Professional Services (ICF Jones and Stokes, Inc.)**

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**Requested Action:**

Consider approval of an amendment to ICF Jones and Stokes, Inc.'s Environmental Planning and Analysis (ICF E) contract and task order scope of work, budget and period of performance (Attachment A).

**Detailed Description/Background:**

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

The proposed budget for the task order amendment is \$428,000 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 ICF Jones and Stokes, Inc.'s (ICF) (Environmental Planning and Analysis) 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 both the consulting agreement with ICF Jones and Stokes, Inc. (ICF) for Service Area E – Environmental Planning and Analysis and the Phase 2 (2019) task order and budget for services April 1, 2019 through December 31, 2019.

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Status:	Final	Preparer:	Trapasso	Phase:	2	Version:	A
Purpose:	Staff Report	QA/QC:	Watson	Date:	2020 February 26		
Caveat:	Approval Action	Authority Agent:	Trapasso	Ref/File #:	12.221-210.018		
Notes:				Page:	1	of	2

January 18, 2019: Approved a recommendation to the Sites Project Authority to approve the Ad Hoc evaluation Committee's recommendation to begin negotiations of a consulting agreement with ICR for Service Area E (Environmental Planning and Analysis) and approve an initial task order.

November 16, 2018: Approved a recommendation to the Authority Board to approve the 2019 Phase 2 Work Plan and Budget.

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

**Fiscal Impact/Funding Source:**

No change to the approved Amendment 1B total budget.

**Staff Contact:**

Joe Trapasso

**Attachments:**

Attachment A: Task Order Amendment.



## Sites Reservoir Project

# Sites Project Authority Environmental Planning and Analysis Task Order Amendment

### Consultant: ICF Jones & Stokes, Inc.

#### Task Order No. 1.3

Task Order No. 1.3 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. 1.3 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 1.2) will be conducted through another process. Thus, Task Order 1.3 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 January 1, 2020 through August 31, 2020 is provided in Attachment 1.

#### Budget

The budget for the scope of work in Attachment 1 is \$428,000. 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 decreased to \$1,296,098. The accounting for the task order budget change is provided in the below table.

Budget Component	Amount (\$)
Prior Approved Task Order Budget	\$1,822,848
Task Order Actual Spend through December 31, 2019	\$868,098
Task Order Budget January 1, 2020 through August 31, 2020 (Attachment 2)	\$428,000
Task Order Total Budget	\$1,296,098
Amendment Budget Change (total budget – prior approved)	-\$526,750

**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 B001 – Initial Services for Service Area E Environmental**

This scope of services involves initial Service Area E efforts needed to support the Sites Project Authority (Authority) through the completion of work through August 31, 2020. In general, this scope includes activities in support of the scope outlined in the Authority's Request for Qualifications (RFQ) No. 18-04 and the Statement of Qualifications (SOQ) prepared by ICF.

#### **Task E07: Develop Environmental Document Work Plan**

This task is to ensure a strategic approach to the Recirculated EIR/EIS which builds on the work previously completed for the Draft EIR/EIS and to respond to the comments received on that document.

ICF will perform the following tasks:

- Revisit the comments received on the Draft EIR/EIS and the draft master responses to comments and prepare a list of information needs which would strengthen the prior EIR/EIS analysis.
- Prepare a recommended approach for how the integral thematic issues raised by commenters will be addressed in the recirculated document.
- Based on comments received on the Draft EIR/EIS, provide strategic advice on an outreach and treatment of comments.
- Support Sites Authority staff outreach to responsible or cooperating agencies and other key commenters within the context of addressing their comments in the recirculated document.
- Technical staff to provide support for stakeholder meetings as appropriate between Sites and ICF.
- Review the Draft EIR/EIS for completeness of existing analysis and prepare a work plan regarding what portions of each resource chapter may require updates (e.g., assessment methods, baseline data, etc.).
- Identify preliminary list of technical studies and modeling that may be needed and required timeframes for completion in order to meet the proposed Public Draft release date as part of the Environmental Document Work Plan.
- Provide support for meetings with Sites and Native American tribes specific to tribal cultural resources and AB 52.
- Develop a schedule for the development and delivery of EIR/EIS chapters.

#### Assumptions:

- Preferred project alternative, including operations scenarios, will be chosen in April 2020 and engineering team will be available to provide details that will be needed to revise the project description by 8/31/2020.
- Modeling support needed to execute the tasks in this SOW will be satisfied through the modeling contract.
- Preliminary modeling results will be shared in an agreed to format so that output can be used by technical staff.
- Impact analysis will not begin until a detailed project description is received by ICF
- Up to 4 meetings with Native American tribes to support this task

#### Task E07 Deliverables:

- Materials for use in meeting with responsible and cooperating agencies and/or key commenters
- Memo outlining approach for addressing integral issues raised by commenters
- Environmental Document Work Plan (will include timeframes for any necessary technical studies and modeling)
- Recommended strategy on the deliverable and schedule for Sites to meet the CWC requirements for the next phase of WSIP funding
- Materials and meeting minutes will be collected from efforts associated with AB 52 and responsible or cooperating agencies and other key commenters for the administrative record

### **Task E08: Support Development of EIR/EIS Project Description**

This task is to support not only development of the preferred alternative, but also to develop the range of alternatives to be analyzed in the recirculated document.

ICF will perform the following tasks:

- Review previous alternatives as well as those under consideration in the value planning process and propose a group of alternatives for inclusion in the recirculated document.
- Work with the engineering team and operations modeling team to confirm and refine the configuration, construction, and operation for the preferred alternative, and any other alternative chosen for analysis in the recirculated document.

Develop a list of additional data/information needs to conduct impact assessment once a preferred alternative is chosen from the conceptual alternatives developed by the engineering team.

#### Assumptions:

- Preferred project alternative, including operations scenarios, will be chosen in April 2020
- Sites Authority will develop the preliminary list of proposed alternatives for inclusion in the recirculated document
- The engineering and operations modeling teams will be available to provide all necessary details that will be needed to revise the project description by 8/31/2020

- Reclamation's role in the project and whether the document is a joint EIR/EIS will be decided by the Sites Authority by 8/31/2020 and included in the project description.
- Modeling support needed to execute the tasks and SOW will be satisfied through the modeling contract.
- Preliminary modeling results will be shared in agreed to format so that output can be used by technical staff.
- Based on the information available to the ICF team following completion of Task E07, the ICF team will determine the permitting requirements (e.g., water rights, Section 7, CDFW and USACE) which may be addressed within the recirculated document.

#### Task E08 Deliverables:

- Review and provide input on list of proposed alternatives for inclusion in the recirculated document
- List of information needs for analysis of the preferred project and alternatives
- Two 2-hour meetings per month with up to 3 ICF staff with the engineering and modeling teams and Sites Authority to refine the project description
- Four 8-hour meetings with the Integration team and Sites for addressing program issues, providing updates on progress on this task, and receiving direction from Sites Authority.
- Meeting materials and support for Ad Hoc Environmental Planning and Permitting Work Group presentations
- Provide updates to up to three Reservoir Committee Ad Hoc Environmental Planning and Permitting and Operations Work Group progress reports
- One combined meeting of the Reservoir Committee Ad Hoc Environmental Planning and Permitting and Operations Work Groups to collaborate on issue resolution and provide status on the EIR/EIS approach
- Relevant administrative record materials will be uploaded to SharePoint.

#### **Task E09: Prepare Annotated Outline**

In support of developing the recirculated EIR/EIS, the ICF team will perform the following tasks:

- Develop a draft annotated outline for the recirculated document
- Develop draft introductory language describing purpose of recirculated document and relationship to Draft EIR/EIS, treatment of comments, etc.

#### Assumptions:

- Drafts will be subject to one initial round of review by the Authority and Reclamation and will be revised based on comments received; integration will coordinate Authority legal counsel review
- Impact analysis will not begin until a detailed project description is received by ICF
- Assume 2 meetings to discuss the document template with: 1) Sites legal counsel, and 2) Reclamation staff

#### Task E09 Deliverables:

- Draft annotated outline for the recirculated document
- Draft introductory language for the recirculated document

### **Task E98—Project Management**

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

#### **Task E98.1— Project Management**

This task covers efforts by ICF in managing its contract with Sites.

- Generate and review invoice, including preparation of cover letter
- Prepare monthly progress report
- Manage subconsultants (contracting, invoice review, etc.)
- Manage staff workload
- Attend meetings as requested by Sites and integration team
- Attend weekly Permitting and Environmental coordination meetings
- Attend monthly program integration meeting
- Participate on monthly program integration call
- Provide ongoing updates to the P6 schedule that will be developed by the integration team

#### **Task E98.2— Quality Control**

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 E deliverables.

#### Task E98 Deliverables:

- Monthly invoice and cover letter, monthly progress report, weekly cost capture report, audit support, approval submittals for new staff, QC forms, and management of contract requirements

### **Task E99—Expenses**

This task involves all expenses related to travel, meals, and costs for printing materials/documents (mileage, copies, fleet or rental vehicles, etc.).



## Attachment 2 Fee Table

Task ID	Task Name	Fee
E03	Prepare Admin Final EIR/EIS	\$15,000.00
E07	Develop Enviromental Work Plan	\$110,000.00
E08	Support Development of Project Description	\$180,000.00
E09	Prepare CEQA/NEPA Template	\$88,000.00
<b>98</b>	<b><i>Project Management</i></b>	<b>\$31,500.00</b>
<b>99</b>	<b><i>Expenses</i></b>	<b>\$3,500.00</b>
	<b>Total Fee</b>	<b>\$428,000.00</b>

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