



**Requested Action:**

Consider approval of the Executive Director to authorize the Brown and Caldwell's (B&C) Amendment 3 Task Order No. 4 scope of work for controls support with a not-to-exceed contract authority of \$9,283,621 for the period of January 1, 2022 through December 31, 2024.

**Detailed Description/Background:**

In September 2021, the Reservoir Committee and Authority Board approved a work plan for the Amendment 3 period of performance of January 1, 2022 through December 31, 2024 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. 4 was negotiated and is recommended by the Authority Agents to achieve the required deliverables and milestones for Amendment 3.

The Board is reminded that this contract will be managed to the total authority and the annual authorized expenditures (by calendar year) reflected in the approved annual budget. An annual Notice to Proceed will be issued to the consultant reflecting these conditions. The proposed agreement amendment contains the following subtasks with estimated costs as shown:

- **Project Controls:** Deliver project controls for the program including cost management, performance reporting, and business interface database development. This task will further develop the program cost management framework including defining work and cost breakdown structures, budget baselining and control, forecasting, progress reporting, and systems development/enhancement. (\$1,254,715)
- **Contract Administration, Compliance, and Contract Strategy:** Perform activities to support the Authority's Agents with contract administration of governance documents and funding agreements, consultant contract management, and development of board approved criteria for evaluating project delivery. (\$1,438,530)
- **Work Planning and Scheduling:** Develop, baseline, and maintain a program schedule through the planning phase appropriately structured to meet the needs of the project. This task also includes the development an overarching master schedule through the completion of construction in alignment with the contracting strategy. (\$1,300,890)

- **Project Administrative Support:** Provide administrative support of the Authority's Agents and general Sites Project Team. This work will be performed at the direction of the Authority's Agents. Executive Administration support will support schedule coordination, agenda package development, and records management. Additional project administrative support will provide meeting assistance, technical support, and project office support. (\$1,268,734)
- **Policies and Procedures:** Support the Authority's Agents and the Project Integration team in developing Policies and Procedures and processes to support business development and operations. (\$707,873)
- **Accounts Payable and Receivable Support:** Support all Authority's accounts payable and receivable processing for the duration of the work plan. (\$564,395)
- **Local Funding:** Support the Authority's Agents with local funding including the Reservoir Committee Participation Agreement and the associated work plan. This task includes annual work plan check-ins to recalibrate the overall program scope and effort. (\$378,435)
- **State Funding:** Support the Authority's Agents in developing procedures, systems, invoices, reports, and exhibits to support state funding requirements. (\$188,120)
- **Federal Funding:** Support the Authority's Agents in developing procedures, systems, invoices, reports, and exhibits to support federal funding requirements. (\$416,953)
- **Outreach Support:** Provide support for outreach efforts including preparing annual reports and various outreach initiatives for the Authority. (\$116,709)
- **Project Financing and Agreements Support:** Support the development of a plan of finance and provide technical support for the development of project agreements including a Sites Reservoir Benefits and Obligations Contract, Facilities Use Agreements, Operations Agreements, Operations Plan, and Administration of Public Benefits Agreements. (\$955,039.47)
- **Risk Management:** Provide support-level risk management for the Engineering Service Areas. (\$13,784)
- **Project Management:** Project management related to B&C and its subconsultants' work in support of project controls for the Sites Project. Includes monitoring budgets, expenses, and staffing. (\$639,437)
- **Project Expenses:** All expenses related to travel, meals, Authority Board/Reservoir Committee Meetings, Joint Workshops, etc. Expenses captured in this task are general expenses and do not directly support a single deliverable or subtask. (\$40,000)

The Authority's Standard Consulting Services Agreement was approved on July 16, 2018. Staff recently conducted a review of the Agreement to ensure it meets

the growing needs of the Project. Minor changes were identified mostly related to clarification of provisions and updating Exhibits and other minor items. Staff is working with Authority counsel on these changes. An amended standard Agreement will be provided to the Authority in December for review and approval. The amended agreement will be used to amend the key consultants' agreements with the Authority. The agreement amendments will not impact scope, budget, and schedule included in the key consultants' Amendment 3 task orders.

**Prior Action:**

September 2021: Approved the Amendment 3 Project Agreement and Work Plan with a period of performance of January 1, 2022 to December 31, 2024 for the purpose of initiating Participant home board review, deliberation and execution of the agreement.

**Fiscal Impact/Funding Source:**

Sufficient funds are included in the Amendment 3 Work Plan. Consultant activity will be monitored closely to ensure quality, timely deliverables, and to ensure a positive project cash balance is always maintained. Key consultant contract authority will be approved for a 36-month period, however, task order scope and budgets will be reviewed and authorized on an annual basis.

**Staff Contact:**

Joe Trapasso/Marcus Maltby

**Primary Service Provider:**

Brown and Caldwell

**Attachments:**

None