



Meeting: **Joint Reservoir Committee & Authority Board** **February 17, 2023**
Agenda Item 1.6

Subject: **Task Order Amendment for Katz and Associates Communication Services**

Requested Action:

Reservoir Committee and Authority Board consider authorization of Task Order Amendment No. 1 to Katz Task Order No. 5, which would increase their total task order amount by \$100,000, bringing the authorized not to exceed 2023 budget amount to \$651,801 and 3-year contract ceiling to \$1,555,369. Authorize a transfer of \$100,000 of Program Operations unrestricted contingency funds to offset the increased task order budget amount.

Detailed Description/Background:

On November 21, 2022, the Authority Board approved an annual budget that included a \$551,801 budget for Katz and Associates to provide project communication services in 2023. Since that time, new activities and expansion of existing activities have been identified that were not included in the currently approved annual budget. Board approval of task order adjustments to include these items are necessary before proceeding. The proposed scope changes and increased budget have been reviewed and recommended for approval by the Budget and Finance Committee and Legislative and Outreach Committee.

A list of proposed scope changes to be included in the Katz and Associates task order amendment is provided below. Adjacent to each task is the budget limit that has been negotiated for the performance of this work. Note that payment is for actual work performed at the previously authorized billing rates.

- **Task C21 – Outreach Support (Local, State, Industry, NGO):** Development and hosting of a virtual open house to share project updates and generate interest. Includes presentation/program development, event promotion (including some paid marketing), facilitation and follow-up. Direct stakeholder outreach to formalize support, mobilizing stakeholders in advance of and following the Final EIR/EIS and Water Right process. Outreach will aim to amplify Sites messaging and support. (\$45,000)
- **Task C23 – Informational Materials and Media:** Development of a project update presentation and relevant materials, customized by region as needed. These materials will support Sites Authority Agents and board members for presentations to participating agencies. Development of a virtual tour of Sites Reservoir to help stakeholders visualize the project.

Includes storyboarding, script development, filming and production. (\$40,000)

- **Task C25 – Environmental Public Involvement:** Additional funds to support the environmental process will be dedicated to short video clips to support EIR/EIS certification and follow on interest from stakeholders and media. (\$15,000)

Prior Action:

November 21, 2022: Approved the 2023 annual budget with a \$57,084 increase to the Katz and Associates not to exceed contract authority totaling \$1,455,369.

Fiscal Impact/Funding Source:

There will be no increase to the overall Amendment 3 and FY 2023 budget. An allocation of \$100,000 will be transferred from the Program Operations unrestricted contingency to Katz and Associates Task Order to account for the additional effort outlined above.

Staff Contact:

Marcus Maltby/Kevin Spesert

Primary Service Provider:

Brown and Caldwell – Project Controls

Attachments:

None