



**Contra  
Costa  
County**

To: Contra Costa County Flood Control District Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: March 7, 2017

Subject: On-Call Contract Amendment with Carl Morrison & Associates, Inc., Countywide.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Engineer, Contra Costa County Flood Control and Water Conservation District (FC District), or designee, to execute a contract amendment with Carl Morrison & Associates, Inc., to extend the term from March 13, 2017 through March 13, 2019, and to increase the payment limit by \$200,000, to a new payment limit of \$700,000, to provide on-call Flood Control District program support and coordination services, Countywide.

**FISCAL IMPACT:**

100% Various Flood Control Funds.

**BACKGROUND:**

The FC District continues to foresee the immediate and long-term need for program support and coordination services. Current and foreseen program support and coordination needs are for preparation of specialized environmental plans, statewide coordination efforts, and specialized outreach and program support projects. The FC District originally advertised for various services, including program support and coordination, on November 18, 2013, with a December 18, 2013, due date. Services advertised for included:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/07/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 7, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: Candace Andersen, District II  
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Crystal O'Dell, (925)  
313-2023



### BACKGROUND: (CONT'D)

Represent the FC District and/or organizations it is affiliated with at meetings of other agencies and organizations.

Assist in planning and preparing for larger meetings and conferences.

Help in developing strategic responses to specific issues and provide recommendations.

Facilitate the exchange of information between agencies relating to personnel, finance, and operational matters.

Provide support at various meetings, including assisting in agenda preparation and minutes of meetings and managing meeting attendees contact e-mail list(s) for disseminating agendas and meeting notes/minutes.

Assist in developing and maintaining communications, including letters, brochure content, and/or website.

The FC District received 41 Statements of Qualification (SOQ) with 11 consulting firms submitting for program support and coordination. The FC District rated the SOQs and invited the top five firms for interviews with one firm declining. The FC District interviewed the firms on February 12 and 13, 2014. Through this process, Carl Morrison & Associates, Inc. was selected to enter into an on-call contract with the FC District. At this time, the FC District is extending the on-call contract with Carl Morrison & Associates, Inc.

This on-call contract will allow the FC District to quickly call upon Carl Morrison & Associates, Inc. to perform tasks related to various FC District programs and projects and is intended to draw on outside specialized expertise and not replace staff.

### CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, the FC District will be unable to continue on-call services for program support and coordination.