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 Watershed Resources Consulting, 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 Watershed Resources Consulting, 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:**

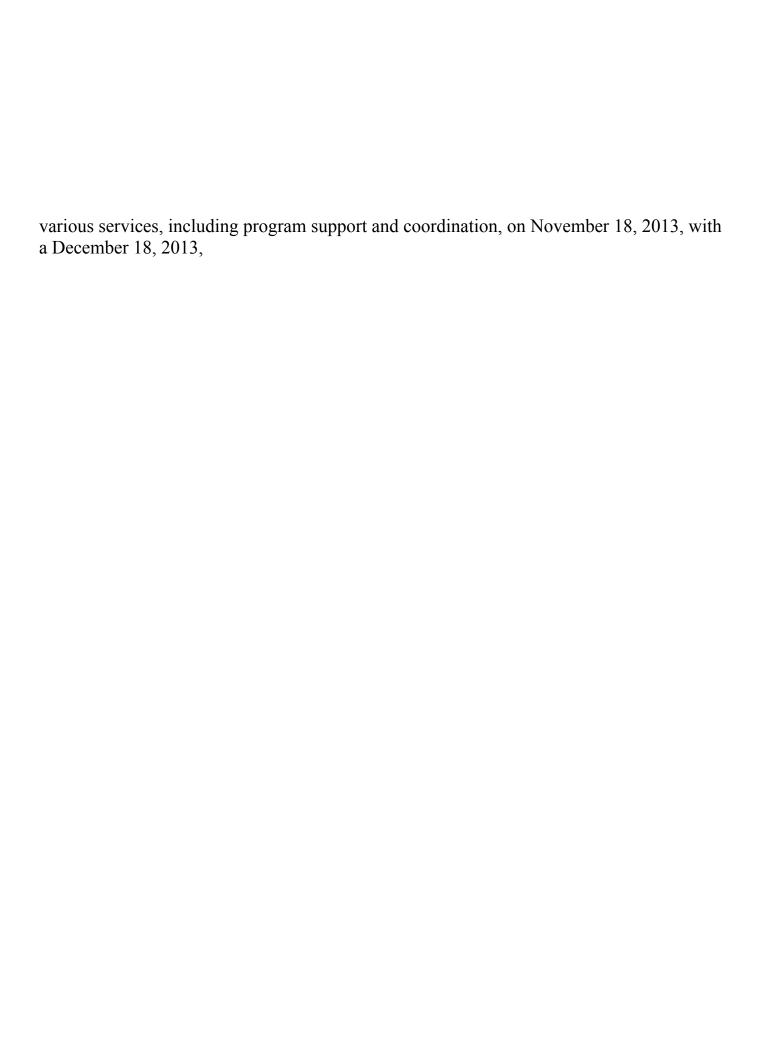
100% Various Flood Control Funds.

#### **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

✓ APP	ROVE	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	I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the
	Karen Mitchoff, District IV Supervisor	Board of Supervisors on the date shown.  ATTESTED: March 7, 2017
	Federal D. Glover, District V Supervisor	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)		

cc: David Twa, CAO, Thomas Geiger, County Counsel's Office, Mike Carlson, Deputy Chief Engineer, Crystal O'Dell, Flood Control, Catherine Windham, Flood Control



### BACKGROUND: (CONT'D)

due date. Services advertised for included:

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, Watershed Resources Consulting 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 Watershed Resources Consulting.

This on-call contract will allow the FC District to quickly call upon Watershed Resources Consulting 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.