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**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO SIGN AN INTERAGENCY AGREEMENT WITH THE
DEPARTMENT OF WATER RESOURCES FOR
GRAPHIC SERVICES BRANCH SUPPORT
Agenda Item: 10**

Meeting Date: 08-14-03

Summary: This resolution would authorize the Director, or designee, to sign an Interagency Agreement with the Department of Water Resources, allowing outreach materials and support to continue through the use of graphic artists, photographers, videographers, and audio/visual support for public meetings. This includes the development and production of the Authority's annual report required by the Record of Decision and the California Bay-Delta Act.

Recommended Action: Adopt Resolution 03-08-21.

Staff Recommendation: Staff recommends that the Authority adopt the attached resolution, which would approve an Interagency Agreement with the Department of Water Resources for graphic services for the Authority.

Background

Public involvement that includes stakeholders, agencies and other interested parties, is critical for the collaborative efforts of the Program. Continued outreach, including the production of the Authority's annual report, is a necessary part of that success, and the DWR Graphics Service Branch is a significant contributor to those efforts.

Fiscal Information

Funding Source: General Fund
Term: July 1, 2003 through June 30, 2004
Total Amount: \$300,000.00

List of Attachments

Proposed Scope of Work

Contact

Name: Margaret Gidding

Phone: (916) 445-0065

CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-21

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO SIGN AN INTERAGENCY AGREEMENT WITH THE DEPARTMENT OF WATER RESOURCES FOR GRAPHIC SERVICES BRANCH SUPPORT

WHEREAS, public involvement, including stakeholders, agencies, and other interested parties, is critical for the collaborative efforts of the Program. Continued outreach is a necessary part of that success, and the Department of Water Resources (DWR) Graphics Service Branch is a significant contributor to outreach efforts; and

WHEREAS, an Interagency Agreement with DWR will allow outreach materials and support to continue through the use of graphic artists, photographers, videographers, and audio/visual support for public meetings. This includes the development and production of the annual report required by the Record of Decision and the California Bay-Delta Authority Act;

NOW, THEREFORE, BE IT RESOLVED the Authority authorizes the Director, or designee, to sign an Interagency Agreement with the Department of Water Resources for graphic services, as generally described in the attached proposed scope of work for a term of one year commencing as of July 1, 2003, and for an amount not to exceed \$300,000.00, subject to appropriation of adequate funds.

CERTIFICATION

The undersigned Assistant to the California Bay-Delta Authority does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Bay-Delta Authority held on August 14, 2003.

Dated:

Heidi Rooks
Assistant to the California Bay-Delta Authority

Attachment 1
Department of Water Resources Graphics Services Branch
Proposed Scope of Work

1. Background

Public involvement, including stakeholders, agencies, and other interested parties, is critical for the collaborative efforts of the Program. Continued outreach is a necessary part of that success, and the DWR Graphics Service Branch is a significant contributor to outreach efforts.

2. General Statement of Work and Deliverables

The Department of Water Resources shall provide various graphic services as requested, including; but not limited to:

Task 1: Graphic Design & Mapping - Design of publications, brochures, reports, posters, maps, charts, technical illustrations, presentation materials, exhibits and displays, and signage. It is anticipated that approximately 50 percent of this IAA will focus on tasks in this area. Specific projects include:

- Subtask 1.1: Annual Report
- Subtask 1.2: Regional Brochures
- Subtask 1.3: Program Element Work Plans

Task 2: Motion Picture and Television - Video and multimedia productions for applications including public education, media and employee communications, training, and legal documentation. Services shall include pre-production (research, scriptwriting, and storyboards), production services (location and studio cinematography, sound recording, computer graphics and animation), and post-production services (editing, sound mixing, program distribution and evaluation assistance). It is anticipated that approximately 10 percent of the support will be in this area.

Task 3: Photography - Aerial, location, and studio photography; custom color and black & white processing and printing; digital scanning, imaging and manipulation services; digital color printing, photofinishing; employee ID photos, laminating and mounting; and matting and framing services. It is anticipated approximately 20 percent of the support will be in this area. Specific tasks include:

- Subtask 3.1: Photographing public meetings
- Subtask 3.2: Photographing events
- Subtask 3.3: Photographing projects or scenery needed for reports and brochures

Task 4: Audiovisual Equipment/Video Library - Rental of a wide range of audiovisual equipment for public hearings, meetings, speeches, special staging events, etc. Equipment ranges from 35mm slide and overhead projectors, VCR's, and television monitors to

high resolution data/video projectors, LCD projection panels, and video conferencing services. Other services include: video recording and duplication, multiple microphone audio recording and sound projection, audio tape duplication and transcription services, camcorder and camera rental, broadcast video/audio clipping services, film supplies, AV presentation assistance and setup, and projectionist services. It is anticipated approximately 20 percent of the support will be in this area, to include:

- Subtask 4.1: Bay-Delta Public Advisory Public Meetings
- Subtask 4.2: California Bay-Delta Authority Public Meetings

3. Representatives

AGENCY:
California Bay-Delta Authority
650 Capitol Mall, 5th Floor
Sacramento, CA 95814
(916) 445-0065

The California Bay-Delta Authority program manager shall serve as the primary contact with the contractor. The program manager shall oversee the contractor's work under this contract.

Contact persons can be changed upon written notice to the other party. All inquiries should be directed to the representative listed above.

4. Term of Contract

The term of this contract is through the end of the fiscal year, June 30, 2004, or when funds are expended if before the fiscal year-end.

5. Payment

The maximum amount payable under this agreement shall not exceed \$300,000.