

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 12, UNDER TASK ORDER 1, FOR
ECOSYSTEM RESTORATION PROGRAM DATA
ORGANIZATION AND RETRIEVAL**

Agenda Item 10

Meeting Date: 8-14-03

Summary: This resolution would authorize the Director, or designee, to execute a work assignment under an existing contract with Jones&Stokes to provide support to Ecosystem Restoration Program to manage, compile, and retrieve program information.

Recommended Action: Adopt Resolution 03-08-39

Staff Recommendation: Staff recommends the Authority adopt the attached resolution to obtain support in managing, compiling, and retrieving information on projects funded by the Ecosystem Restoration Program (ERP).

Background

One important role of the California Bay-Delta Authority is collecting and reporting information on the status and accomplishments of projects funded by the ERP. This role includes collecting information and documents provided by grant recipients, including proposals, reports, and other documents specified in each contract. The Authority requires assistance in managing this information, including collecting reports, creating electronic versions of each, and placing them on the ERP eRoom. It also requires assistance managing the ERP Projects Database. The proposed work assignment will assist Authority staff with production of reports and evaluations of program progress.

Fiscal Information

Funding Source: Proposition 204
Term: July 1, 2003 through June 30, 2004
Total Amount: \$93,753

List of Attachments:

Proposed Scope of Work

Contact

Name: Dan Castleberry

Phone: (916) 445-0769

CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-39

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE WORK ASSIGNMENT 12, UNDER TASK ORDER 1, FOR ECOSYSTEM RESTORATION PROGRAM DATA ORGANIZATION AND RETRIEVAL

WHEREAS, the Department of Water Resources, CALFED Bay-Delta Program, executed Contract No. 4600002622 with Jones & Stokes Associates, to provide planning, environmental analysis, scientific, and technical services for oversight and coordination related to the Bay-Delta Program; and

WHEREAS, the Authority is statutorily authorized to conduct oversight and coordination related to the Bay-Delta Program; and

WHEREAS, the Authority will consider accepting assignment of Contract No. 4600002622 from the Department of Water Resources; and

WHEREAS, one important role of the Authority is collecting and reporting information on the status and accomplishments of projects funded by the Ecosystem Restoration Program;

NOW, THEREFORE, BE IT RESOLVED that the California Bay-Delta Authority hereby authorizes the Director, or designee, to execute Work Assignment 12, under Task Order 1, of Contract No. 4600002622 for the Ecosystem Restoration Program data organization and retrieval, as generally described in the attached scope of work, for an amount not to exceed \$93,753, 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
Ecosystem Restoration Program Data Organization and Retrieval
Work Assignment 12, Task Order 1
Proposed Scope of Work

1. Background

The following sub task descriptions are consistent with those in Task Order 1 (Ecosystem Restoration). This Work Assignment (WA) provides detailed work specifications to the Task order listed above for contract no. 4600002622. This work assignment does not authorize work for the expenditure of funds beyond the scope of the Task Order. The authority for this work is specified in 4600002622, Exhibit A, Scope of Work, Section B.

One important role of the California Bay-Delta Authority is collecting and reporting information on the status and accomplishments of projects funded by the Ecosystem Restoration Program (ERP). This role includes collecting information and documents provided by grant recipients, including proposals, quarterly reports, final reports, and other documents specified in each contract. The Authority requires assistance in managing this information, including collecting reports, creating electronic versions of each, and placing them on the ERP eRoom. It also requires assistance managing the ERP Projects Database.

2. General Statement of Work

Subtask 1e.12.1 – Deliverables Tracking. Consultant will develop tools to assist the Authority in tracking deliverables and developing a fully updated project contact list with current project proponent name, organization, phone number, and e-mail information. Consultant will also assist the Authority in locating copies of missing scopes, contracts, quarterly reports, final reports, and other reports determined to be [required by contract but not received from grant recipients or project management organizations](#). Consultant will work through Authority staff to coordinate with the other project management organizations (i.e. National Fish and Wildlife Foundation, Bureau of Reclamation, Environmental Protection Agency, U.S. Army Corps of Engineers, Natural Resources Conservation Service, U.S. Fish and Wildlife Service, and Metropolitan Water District) to collect missing deliverables. The Deliverable acquisition process could also consist of direct communication, when appropriate and with permission of Authority staff in advance, with fund recipients to collect outstanding project deliverables. Files will be collected in either electronic or hard copy form. In the event that ERP deliverables cannot be replicated or forwarded by the project management organization, the file acquisition process could include site visits to project management organization’s office to review and duplicate ERP Deliverables at the project management organization’s office or at the nearest replication facility. Consultant will be provided access to files received by the ERP since June 30, 2002, when the previous effort at collecting documents ended.

Consultant will obtain copies of any missing reports, have them scanned and converted into pdf format, and posted on the ERP eRoom.

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Subtask 1e.12.2 - ERP Project Data Management. Consultant will assist ERP staff in managing the ERP Projects Database to ensure that data is entered and reported in a consistent manner. Consultant will also assist with hard copy file management to ensure consistency between the physical files and the electronic ones.

Subtask 1e.12.3 – Data Analysis and Research. At the direction of ERP staff, Consultant will assist ERP staff in conducting technical research by compiling information from monitoring reports, documents in the eRoom, and data from the ERP Projects Database. Consultant will work with ERP staff to define a methodology and work product for each research project, and will keep ERP staff apprized of progress towards completing each project.

3. Deliverables

Subtask 1e.12.1. Consultant will provide electronic tools for tracking deliverables, an updated project contact list and pdf files of all located reports on the ERP eRoom.

Subtask 1e.12.2. Consultant will provide a database that includes up-to-date information for ERP projects.

Subtask 1e.12.3. Consultant will provide research work products including data summaries and analyses, per the agreed upon methodology for each project.

4. Term

The term of this agreement shall be from July 1, 2003 to June 30, 2004.

5. Payment

The maximum amount payable under this work assignment shall not exceed \$93,753.

6. Representative

California Bay-Delta Authority Program Manager

Dan Castleberry
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