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**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 16, UNDER TASK ORDER 1,
FOR AN ECOSYSTEM RESTORATION PROGRAM
DATABASE NEEDS ASSESSMENT**

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 develop an Ecosystem Restoration Program database that serves both California Bay-Delta Authority and implementing agency needs.

Recommended Action: Adopt Resolution 03-08-42.

Staff Recommendation: Staff recommends that the Authority adopt the attached resolution, approving the proposed scope of work for a database needs assessment.

Background

The Authority has developed an Ecosystem Restoration Program (ERP) Projects Database to assist the program in tracking the progress of individual projects and the ERP as a whole. However, the database needs to be improved, so that it is of practical use not only to Authority staff, but also to the ERP implementing agencies (California Department of Fish and Game, National Oceanic and Atmospheric Administration Fisheries, and U.S. Fish and Wildlife Service). Each of the implementing agencies has related database initiatives in-house, but not one of these databases will provide the necessary structure and content needed to serve the needs of tracking the ERP. The proposed work assignment will involve a needs assessment to gather information about the types of data and functionality required of the database, by all parties, to aid in its design. The work assignment will involve the ERP implementing agencies in this process to ensure that their tracking and archival needs can be met, as well as those of the Authority.

Fiscal Information

Funding Source: Proposition 204
Term: July 1, 2003 through June 30, 2004
Total Amount: \$12,222.26

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List of Attachments

Proposed Scope of Work

Staff Contact

Name: Dan Castleberry

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CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-42

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE WORK ASSIGNMENT 16, UNDER TASK ORDER 1, FOR AN ECOSYSTEM RESTORATION PROGRAM DATABASE NEEDS ASSESSMENT

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, the Ecosystem Restoration Program requires a database capable of tracking extensive information on funded restoration projects; and

WHEREAS, the Ecosystem Restoration Program needs to coordinate its database tracking efforts for restoration projects with those of its implementing agencies; and

WHEREAS, a functional database will improve access to information on restoration projects for agencies and the public;

NOW, THEREFORE, BE IT RESOLVED that the California Bay-Delta Authority hereby authorizes the Director, or designee, to execute the Work Assignment 16, under Task Order 1, of Contract No. 4600002622 for a database needs assessment, as generally described in the attached proposed scope of work, for an amount not to exceed \$12,222.26, 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
Jones & Stokes ERP Database Needs Assessment
Proposed Scope of Work

DESCRIPTION OF WORK ASSIGNMENT AND RELATIONSHIP TO TASK ORDER:

The following sub-task descriptions are consistent with those in Task Order 1 (Ecosystem Restoration). This work assignment 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.

CBDA has developed an ERP Projects Database to assist the program in tracking the progress of individual projects and the ERP as a whole. This database does not fully meet the needs of the ERP, due to some flaws in its design. Further, since the database was created, CBDA has recognized the need for this database to be useful not only to its employees, but to the employees of the ERP Implementing Agencies (Department of Fish and Game, National Oceanic and Atmospheric Administration Fisheries, and U.S. Fish and Wildlife Service). Consultant will undertake a needs assessment to gather information about the types of data and functionality required of the database, to aid in its design.

1. SCOPE OF WORK:

Subtask 1e.16.1 – Conduct A Needs Assessment for the ERP Projects Database. Consultant will conduct a needs assessment for the ERP Projects Database, building on work under Task Order 1, Work Assignment 1. Consultant will work with ERP staff, designated consultants and staff from ERP implementing agencies (as designated by ERP staff) to develop a set of questions to be used in gathering information about the needs of current and potential users of the database, and a list of CBDA and ERP implementing agency staff to be contacted. Consultant will then contact each of the staff members on the list, and using the set of questions as a starting point, will gather information about the needs of each user for a projects database.

Upon completing all of the interviews, Consultant will prepare a draft report that documents the results of the needs analysis. It will also present a proposed structure for the ERP Projects Database and describe how data of different types should flow into and out of the database. Consultant will provide copies of the report to CBDA staff and will participate in one meeting to discuss the report. Consultant will then revise the report to reflect relevant comments received at the meeting and will provide a final report for CBDA.

2. DELIVERABLES:

Subtask 1e.16.2 - Consultant will prepare 10 hard copies and an electronic version of the completed draft report, 20 hard copies of the final report and an electronic version of the final report (in PDF format).

- 3. TERM:** The term of this Work Assignment is for one year, commencing on July 1, 2003. The schedule for specific deliverables for subtasks is as follows:

Subtask 1e.16.1 - Complete final list of interview questions and interview schedule, within 30 days of work assignment approval

Subtask 1e.16.1 - Complete draft report – 3 months following execution of IWA.
CBDA and Agency review of draft report – 1 month
Complete final report – 1 month.

- 4. TOTAL AMOUNT:** The total amount payable under this work assignment shall be no greater than \$12,222.26.

- 5. INVOICING PROCEDURES:** Invoices must be submitted in accordance with the Contract's Budget Detail and Payment Provisions and include the contract number, task order number, and work assignment number. If a work assignment includes more than one task order, invoices must be submitted for each task order.

- 6. CONTRACTOR STAFFING:** The Task Coordinator for the CBDA will be Rhonda Reed. The CBDA Program Manager is Rhonda Reed. Craig Stevens will serve both as the principal-in-charge, responsible for overall project quality, and as the project manager. Technical work will be led by Micah Rousey.

7. REPRESENTATIVES:

CBDA Project Manager: Rhonda Reed
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