

Western Regional Water Commission

STAFF REPORT

DATE: March 8, 2022

TO: Chairman and Members, Western Regional Water Commission (WRWC)

FROM: Kim Rigdon, Water Resources Program Manager

SUBJECT: Action, discussion, and possible direction to staff regarding approval of funding in an amount not to exceed \$34,000 from the Regional Water Management Fund (RWMF) for a professional services agreement with AECOM for editing and formatting services required to package the 2021-2040 Comprehensive Regional Water Management Plan (RWMP).

SUMMARY

AECOM has submitted a scope of work and budget not to exceed \$34,000 for professional services to provide editing and formatting services needed to package the 2021-2040 RWMP update. Modifications to the RWMP update schedule were approved by the WRWC on January 19, 2022, including a time extension to allow for the plan to be edited and formatted in May and June of 2022. Should the proposal be accepted, the Fiscal Year 2021-2022 Tentative Budget approved by the WRWC on May 20, 2021, includes adequate budget in the professional services category for the RWMP Update services, and will accommodate the proposed \$34,000 budget.

BACKGROUND

The Northern Nevada Water Planning Commission (NNWPC) is currently engaged in updating the 2021-2040 RWMP in accordance with the modified schedule accepted by the WRWC on January 19, 2022. The update schedule anticipates a complete draft will be developed by June 2022. There are multiple agencies and partners who contribute to, and co-author, the individual chapter and section updates. A complete review and formatting are needed to synthesize the chapters and format the document appropriately.

FISCAL IMPACT

The net fiscal impact to the RWMF for this item, if approved, will not exceed \$34,000 in FY 2021-2022. Budget authority is provided in the FY 2021-2022 budget, in Fund Group 766, Fund 0766, Account Number 710100, Professional Services, Cost Object WP310605.

RECOMMENDATION

Staff proposes that the WRWC approve funding not to exceed \$34,000 from the RWMF, to obtain editing and formatting professional services from AECOM to package the 2021-2040 RWMP and authorize the Chair to execute an agreement with AECOM for that purpose.

POSSIBLE MOTION

"Move to approve funding, not to exceed \$34,000 from the RWMF for FY 2021-2022 for a professional services agreement with AECOM to package the RWMP update and authorize the Chair to execute an agreement with AECOM for that purpose."

Attachment: AECOM Proposal

KR:jp

March 4, 2022
transmitted via email

Mrs. Kimberly Rigdon
Program Manager
Western Regional Water Commission (WRWC)

Re: Proposal for Providing Assistance on WRWC's 2021-2040 Water Management Plan Update

Dear Kim:

The Western Regional Water Commission (WRWC) focuses on enhancing the regional water resources planning and enabling coordinated water resources management among the Truckee Meadows member entities. The member entities include the cities of Reno and Sparks, the South Truckee Meadows General Improvement District, the Sun Valley General Improvement District, the Truckee Meadows Water Authority, and Washoe County, to form a Joint Powers Authority to operate the WRWC. The WRWC's key objectives are to build the understanding and trust among all the stakeholder, to establish water resources public policy, and to develop and implement an integrated water resource plan. AECOM is pleased to submit this proposal for the editing and formatting assistance on updating the *2021-2040 Water Management Plan (Plan)* as well as providing technical assistance on updating *Chapter 4* which is related to wastewater and effluent management.

Our proposal is based on the information exchanged via email correspondence and March 3rd, 2022 Teams meeting and we have developed a proposed scope of services and the associated fee to reflect our understanding of the current requirements.

This effort will identify the support needed to edit and format the updated *2021-2040 Plan* to meet the May-June 2022 timeline. Additionally, AECOM will assist with the completion of *Chapter 4*.

Proposed Scope of Services

Our proposed scope of services is described below.

Task 1. Editing and Formatting Assistance

AECOM will provide editing and formatting assistance to support the packaging of the overall *2021-2040 Plan*. We estimate 675 pages, with a few chapters that are still pending. We have included a contingency task (Task 3) to support any additional assistance required.

AECOM will conduct a virtual workshop to review the objectives and timeline with the WRWC team and discuss its content.

Task 2. Technical Assistance on Chapter 4 – Wastewater and Watershed-Based Water Quality Planning

AECOM will work with the WRWC’s project lead for *Chapter 4*, Jim Smitherman, toward completion and presentation of the first draft to the Northern Nevada Water Planning Commission (NNWPC) in the April meeting.

This *Chapter* focuses on the regional wastewater agencies and their effluent management planning efforts. Additionally, the chapter will emphasize the protection of the availability and quality of the Truckee River water resources through the watershed management programs. AECOM’s previous work on the Bureau of Reclamation Title XVI feasibility study will provide a basis for successful and timely completion of the *Plan’s Chapter 4*. We are budgeting 52 hours of staff time for this task.

Task 3. Contingency

Contingency will only be utilized after receiving written or email authorization from WRWC. As-needed contingency hours are budgeted to address potential project tasks beneficial for the project and requested by the WRWC and not explicitly described in this scope of services.

Compensation

AECOM will develop the editing/formatting and technical assistance described in this proposal for a not to exceed fee of \$34,000. The scope of work described in this proposal will be invoiced monthly on a time and materials basis. A summary of this fee is provided below.

Summary of Proposed Fee

		Vijay Sundaram, PhD, PE	Thomas Guinn, PE	Blaga Delic	Word Processing	Total	Fee
Billing Rate		\$280	\$240	\$125	\$100	Hours	
1	Master Plan Update	2	6	80	100	188	\$22,000
2	Chapter 4 Assistance	8	4	40		52	\$8,200
3	Contingency			24	8	32	\$3,800
Total		10	10	144	108	272	\$34,000

Schedule

AECOM will facilitate regular calls with the WRWC team to discuss the progress of the tasks and request any additional data needs. AECOM team will submit the edited and formatted *Chapter 4* and *Plan* for WRWC’s review, four and six weeks, respectively, from the receipt of the work authorization.

Terms and Conditions

The proposed scope of work and associated fee presented herein is applicable for a period of 90 days from the date of this proposal.

AECOM appreciates the opportunity to provide the services for the WRWC.

We look forward to working with you on this project. Please contact us if you have any questions or would like to discuss this proposal.

Kind regards,



Joe Huang, PE
Engineering Manager



Vijay Sundaram, PhD, PE
National Water Reuse Practice Leader

cc: Jim Smitherman, WRWC
Thomas Guinn, AECOM