

Staff Report

for the Administrative Practices Committee Meeting of October 17, 2019

TO: Administrative Practices Committee

FROM: Keane Sommers, P.E., Hydroelectric Manager

DATE: October 15, 2019

SUBJECT: Contract Amendment for Project Management Support Services

HYDROELECTRIC

RECOMMENDATION:

Approve a \$153,000 contract and associated task orders with SR Diversified for project management services in the Hydroelectric Department.

BACKGROUND:

In January of 2019 the District entered into a contract with SR Diversified to provide project management support in the Hydroelectric Department. Since that time the Project Manager has provided the following project management services.

- Managed project phases from conception to completion
- Developed a strong project team and effectively communicated among the project team
- Communicated regularly with NID Hydroelectric Manager on status and progress of projects
- Worked closely with staff to develop project scopes, coordinate environmental review, and design
- Developed RFQs, RFPs, and RFBs
- Assisted in consultant and contractor selection
- Prepared coordination and design meeting agendas and minutes
- Developed and monitored project budgets and schedules

Seeing the need for a permanent position providing project management, staff recommended and the Board of Directors approved a position with the Deer Creek additions to the 2019 budget. The permanent position is included in the 2020 budget as well. Staff has been developing the job description since the need was identified.

In order to maintain project continuity and ensure projects in development are delivered on time, Staff is requesting approval of additional funding to continue the services of the firm.

This project supports Goal No. 1 of the District's Strategic Plan by providing the staffing necessary to proactively repair District assets prior to their failure providing for improved reliability.

BUDGETARY IMPACT:

The total value of the general SR Diversified contract for Project Management is \$153,000. The 2019 Hydroelectric Department budget includes \$300,000 of funds for CMMS Implementation. The timing of the award of the CMMS contract and the time necessary to start the contract means that these funds will not be used in 2019 and can be used for project management. Funding for the CMMS work is included in the 2020 budget. This proposal requires no additional funding allocations or transfers.

KSS