CHATFIELD WATERSHED AUTHORITY BOARD ACTION MEMORANDUM

Date: April 17, 2023

TO: Chatfield Watershed Authority Board

FROM: Diane Kielty, Program Manager

SUBJECT: Recommend to CWA Board that CWA enter a contract extension for technical services with RESPEC.

SUMMARY OF ACTION REQUESTED: Chatfield Watershed Authority enters 1-year contracts with consultants. The technical services contract with RESPEC expires on May 31, 2023. This request is for a contract extension with RESPEC through May 31, 2024.

RECOMMENDED EFFECTIVE DATE: June 1, 2023

COST IMPACTS: The contract term will be extended for one year for an additional sum of $81,426.00 for services provided to extend the RESPEC contract through May 31, 2022.

PURPOSE / BACKGROUND: Chatfield Watershed Authority is charged with reviewing applications for Clean Water Act compliance and documentation in trade applications pursuant to Regulation 73. It also has a workplan that includes watershed modeling and supporting potential Nonpoint Source projects. RESPEC is the contracted consultant managing the technical elements of this work.

TAC RECOMMENDATION(S): CWA extend RESPEC's contract another year for the term of June 1, 2023 through May 31, 2024 at the additional sum of $81,426.00.

PROPOSED MOTION to BOARD: Move to recommend to the Chatfield Watershed Authority Board that the Chatfield Watershed Authority Program Manager enter a contract extension with RESPEC that reflects the funds allocated in the 2023 Approved Chatfield Watershed Authority budget line item and anticipated 2024 budget allocation for technical services.

Enclosure(s) / Attachment(s): RESPEC_2023-2024 RESPEC Chatfield Budget Estimate

Chatfield Watershed Authority Technical Services
RESPEC FEE ESTIMATE (June 2023- May 2024)

Task No	Task Description	AL	JN	AG	JL	WH	NA		Total Hours	Total Cost		Budget Notes
		SPM	SE	W/WE	HY	WRE	WQE	ADMIN				
		$ 225	$ 190	$ 205	$ 130	$ 120	$ 145	$ 75				
1	**Board and Committee Support**											
1.1	Meeting Attendance	32							32	$ 7,200		
1.2	Prepare and Present Materials	12		6	4			4	26	$ 4,750		
1.3	Conduct Follow-up Tasks	12		8	4		2	6	32	$ 5,600		
1.4	Educate Board and TAC Members	6			4			8	18	$ 2,470		
Task 1 - Subtotal Hours		**62**	**0**	**14**	**12**	**0**	**2**	**18**	**108**		STH	
Task 1 - Subtotal Cost		**$ 13,950**	**$ -**	**$ 2,870**	**$ 1,560**	**$ -**	**$ 290**	**$ 1,350**		**$ 20,020**	STC	
2	**Water Quality Monitoring Data**											
2.1	Coordination	2		2	2				6	$ 1,120		
2.2	Data Assessments	4		12	30			6	52	$ 7,710		
2.3	W. Q. Data Recommendations	2		2			4		8	$ 1,440		
2.4	Review SAP	2					2		4	$ 740		
Task 2 - Subtotal Hours		**10**	**0**	**16**	**32**	**0**	**6**	**6**	**70**		STH	
Task 2 - Subtotal Cost		**$ 2,250**	**$ -**	**$ 3,280**	**$ 4,160**	**$ -**	**$ 870**	**$ 450**		**$ 11,010**	STC	
3	**Regulatory Technical Support**											
3.1	Prepare Annual Report	6		12	12	22		4	56	$ 8,310		
3.2	Prepare WQCC Presentation	2		4		4		4	14	$ 2,050		
3.3	Track Water Quality Issues	4		2					6	$ 1,310		
3.4	Conduct Technical Reviews	3		8				2	13	$ 2,465		
3.5	Facilitate Authority Responses	6		8		8			22	$ 3,950		
Task 3 - Subtotal Hours		**21**	**0**	**34**	**12**	**34**	**0**	**10**	**111**		STH	
Task 3 - Subtotal Cost		**$ 4,725**	**$ -**	**$ 6,970**	**$ 1,560**	**$ 4,080**	**$ -**	**$ 750**		**$ 18,085**	STC	
4	**Advancing Stratigic Initiatives**											
4.1	Chatfield Watershed Planning	16		16			4	9	45	$ 8,135		
4.2	Watershed Model Coordination	6		8	4		4		22	$ 4,090		
4.3	Promote NPS Opportunities	6	16					16	38	$ 5,590		
4.4	Plan for TMAL Next Steps	24		14		12	12		62	$ 11,450		
Task 4 - Subtotal Hours		**52**	**16**	**38**	**4**	**12**	**20**	**25**	**167**		STH	
Task 4 - Subtotal Cost		**$ 11,700**	**$ 3,040**	**$ 7,790**	**$ 520**	**$ 1,440**	**$ 2,900**	**$ 1,875**		**$ 29,265**	STC	
Subtotal Hours		**145**	**16**	**102**	**60**	**46**	**28**	**59**	**456**			
Subtotal Costs		**$ 32,625**	**$ 3,040**	**$ 20,910**	**$ 7,800**	**$ 5,520**	**$ 4,060**	**$ 4,425**		**$ 78,380**		
Direct Costs (mileage, printing)										$ 340		
Total Costs										**$ 78,720**		(1)

AL = Alan Leak; JN = Jessica Nolle; AG = Alicia Gilley; JL=Jenna Loeman WH = Willow Hassel; NA = Natalie Acosta

SPM = Senior Project Manager; SE = Stormwater Engineer; W/WE = Water/Wasewater Engineer; WRE = Water Resources Engineer; ADMIN = Administrative Staff

Budget Notes:

(1) Budget projection used in the 3-year budget planning workbook is $78,719.

	RESPEC		RESPEC		RESPEC		RESPEC	
	Actual		Actual		Current		Proposed	
Contract Period	June 2020-May 2021		June 2021-May 2022		June 2022-February 2023		June 2023-May 2024	
	Budget	Expenditure	Budget	Expenditure	Budget	Expenditure	Budget	Expenditure
Board and Committee Support	$ 17,990.00	$ 21,060.00	$ 20,960.00	$ 18,907.50	$ 21,950.00	$ 14,126.25	$ 20,020.00	$ -
Water Quality Monitoring Data	$ 8,625.00	$ 10,522.50	$ 8,700.00	$ 11,075.00	$ 9,410.00	$ 13,050.00	$ 11,010.00	$ -
Regulatory Technical Support	$ 15,455.00	$ 21,490.00	$ 13,200.00	$ 29,002.50	$ 28,975.00	$ 21,992.50	$ 18,085.00	$ -
Advancing Stratigic Initiatives	$ 22,120.00	$ 6,695.00	$ 26,780.00	$ 10,870.00	$ 27,760.00	$ 3,800.00	$ 29,265.00	$ -
Sub-Total	$ 64,190.00	$ 59,767.50	$ 69,640.00	$ 69,855.00	$ 88,095.00	$ 52,968.75	$ 78,380.00	$ -
Direct Costs (mileage, printing)	$ 310.00	$ -	$ 360.00	$ 112.66	$ 360.00	$ 36.61	$ 340.00	$ -
Total Contract	$ 64,500.00	$ 59,767.50	$ 70,000.00	$ 69,967.66	$ 88,455.00	$ 53,005.36	$ 78,720.00	$ -