



Napa County

Board Agenda Letter

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Board of Supervisors

Agenda Date: 7/13/2021

File ID #: 21-437

TO: Members of the Governing Board

FROM: David Morrison, Director - Planning, Building & Environmental Services

REPORT BY: Barb Ruffino, Staff Services Manager

SUBJECT: Approval of Amendment No. 3 to Agreement No. 200362B (NCGSA) with Concur, Inc.

RECOMMENDATION

Director of Planning, Building and Environmental Services requests approval and authorization for the Chair to sign Amendment No. 3 to Agreement No. 200362B with CONCUR, Inc increasing the maximum amount by \$200,000 for a new total of \$439,920 to support the facilitation of the Groundwater Sustainability Plan Advisory Committee (GSPAC) and the public outreach effort associated with the development of the Groundwater Sustainability Plan (GSP) including strategic planning and implementation.

EXECUTIVE SUMMARY

On April 20, 2020 the Agency entered into an agreement with CONCUR, Inc. to provide public outreach and support services for the Groundwater Sustainability Plan Advisory Committee (GSPAC). The contract was signed by the Executive Officer for the amount of \$55,600. On June 9, 2020 the Agency amended CONCUR's agreement (Amendment No. 1) adding facilitation and strategic planning services, increasing the amount to \$189,920, and extended the term of the agreement through January 2022.

On December 15, 2020 the Agency amended the agreement for a second time (Amendment No. 2) adding additional facilitation and strategic planning services and increasing the amount to \$239,920.

This proposed amendment (Amendment No. 3) will allow CONCUR to complete the facilitation of strategic planning, provide project management and to guide a technical advisor to the Facilitation Team.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Groundwater Sustainability Agency - Fund 2720, 27200-00
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The GSPAC is a committee made up of 25 members and it can be difficult to manage such a large group. This proposed amendment will provide CONCUR and staff the necessary support and expertise to ensure that the project can be successfully completed by the timeline established.
Is the general fund affected?	Yes
Future fiscal impact:	This project will be complete in Fiscal Year 2021-22 and the services of CONCUR will not be required in future fiscal years.
Consequences if not approved:	If the contract amendment is not approved, staff would have to take on the role of facilitation and final plan development. With limited staff resources, other County projects would be delayed.
County Strategic Plan pillar addressed:	Vibrant and Sustainable Environment

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On April 20, 2020, the Agency entered into an agreement with Concur, Inc. to provide public outreach and support services for the Groundwater Sustainability Plan Advisory Committee (GSPAC). The contract was signed by the Executive Officer for the amount of \$55,600. Given Concur's extensive experience providing public outreach and support services for a variety of regional, state, and federal agencies regarding natural resource issues, as well as their knowledge and experience of local Napa County issues, they were considered well-suited to assist staff with the GSPAC and the preparation of a Groundwater Sustainability Plan (GSP) for the Napa Valley Groundwater Subbasin.

On June 23, 2020, the Agency approved Amendment No. 1 of Agreement 200362B with Concur, Inc. to provide facilitation for the GSPAC and public outreach associated with the development of the GSP including strategic planning and implementation. Under that amendment, the CONCUR team, has worked collaboratively with Agency staff and the Agency's groundwater consultant, Luhdorff & Scalmanini Consulting Engineers (LSCE), to facilitate and explain highly technical information to the GSPAC (and the public). The CONCUR team also supported the development of a Stakeholder Engagement and Communication Plan (CEP) as a required task under the Agency's Prop 68 Sustainable Groundwater Management Grant.

On December 15, 2020, the Agency approved Amendment No. 2 of Agreement 200362B with Concur, Inc. to provide support for additional facilitation and strategic planning services to support the work of the GSPAC. It also provided for Concur to work with LSCE and various technical presenters to build and strengthen the knowledge and understanding of the GSPAC and the public on key groundwater related issues and topics that will need to be addressed in the GSP.

Amendment No. 3 provides the resources necessary to complete facilitation of strategic planning services, project management and to guide the technical advisor to the Facilitation Team.

Director of Planning, Building and Environmental Services recommends that the Board of Directors approve Amendment No. 3 to Agreement No. 200362B (NGSA) with CONCUR, Inc. in the total amount of \$439,920 for the term through January 31, 2022.

SUPPORTING DOCUMENTS

Amendment No. 3 to Agreement No. 200362B (NGSA)