



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Mital, Schlossberg, Helgeson, Brown, and Carlson  
FROM: Deborah Hart, Chief Financial Officer;  
Sarah Gorsegner, Purchasing & Warehouse Supervisor  
DATE: June 26, 2020  
SUBJECT: Proposed Changes to the Task Order Approval Process for Contract 080-2018  
OBJECTIVE: Informational Only

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## Issue

When the Carmen Smith Fish Passage Facilities contract was proposed for approval at the April 2, 2019 Board Meeting, the contract scope of work was not fully defined and the contract was set up as a task order based contract. Individual task orders were intended to be presented to the Board for approval as the scope of work was further defined.

## Background

The original contract was awarded for \$10 million, and the scope of work has now been developed. The table below includes the tasks that are expected based on the scope of work. Tasks that were included in the original contract approved by the Board are noted as such. Also include in the table are the awards to date for each of those tasks.

<b>Fish Passage Design Task</b>	<b>Included as an expected task in the original contract</b>	<b>Total including Amendments awarded thru June 2020</b>
U1 Upstream Passage - Attraction Water Supply route selection.	X	\$51,307
U2 Upstream Passage - Trap and Haul Facility design	X	\$1,314,802
U3 Spawning Channel Improvements design	X	\$184,043
Tailrace Barrier Demolition design	X	
D1 Downstream Passage - Spillway Gate Modification Alternative Evaluation	X	\$610,956
D2 Downstream Passage - Spillway Gate and Hoist design	X	\$1,953,308
D3 Downstream Passage - Spillway surface modification design	X	
B1 Bypass Valve and Smith Probable Maximum Flood (PMF)		\$535,346
Total all Task Orders		\$4,639,762

**Discussion**

To align with other contract approval processes and with the refined scope of work, staff proposes that the work previously included as an expected task as outlined in the table, including the Tailrace Barrier Demolition Design and Spillway Surface Modification Design, be authorized under the prior approval of the Master Services Agreement provided by the Board in April 2019.

For any other work, if Task Orders amounts exceed \$500,000 or cause the anticipated amount of the contract to exceed the previously approved contract value by more than 25%, the contract will be presented to the Board for Approval as required by policy.

**Recommendation**

No action is required. Please submit any questions to Sarah Gorsegner, 541-685-7348 or [sarah.gorsegner@eweb.org](mailto:sarah.gorsegner@eweb.org)