



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/20/2018

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Phillip Miller for Steven Lederer - Director of Public Works
Public Works

REPORT BY: Jeff Sharp, Principal Planner - 707-259-5936

SUBJECT: Amendment of Agreement with MIG for Watershed Information and Conservation Council
Website Support Services

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 180131B with Moore, Iacofano, Goltsman, Inc. (MIG) increasing the amount by \$10,000 for a new maximum of \$145,000 and amending the scope of work to include additional specialized services to make design updates to the Watershed Information & Conservation Council (WICC) website to optimize groundwater content and maps for mobile-viewing, accommodate a new watershed and community topic area, and improve site menu functionality.

EXECUTIVE SUMMARY

The County has contracted with MIG for specialized services related to the development, hosting and software support related to the Watershed Information and Conservation Council (WICC) website (www.napawatersheds.org). This amendment adds tasks to MIG's scope of work to facilitate the launch of a newly redesigned WICC website by the end of June 2018, amending the scope of work to include additional specialized services to make design updates to the WICC website to optimize groundwater content and maps for mobile-viewing, accommodate a new watershed and community topic area, and improve site menu functionality. Today's action will authorize the Chair to sign Amendment No. 1, setting a new annual maximum of \$55,000 for fiscal year 2017-18, while maintaining the original maximums of \$45,000 for fiscal years 2018-19 and 2019-20, for a new not to exceed a total of \$145,000 over the 3-year term.

MIG developed and launched the original WICC website in 2004 and continues to provide specialized services to support, maintain and assist in the operation and management of the online resource. The website is developed on MIG's TownSquare content management platform. Having designed and developed the platform, MIG is best suited to provide the County with continued services related to the maintenance and enhancement of the website.

Transferring the website to another web platform at this time would be cost prohibitive and would limit its current functionality. MIG's long-standing technical expertise, breadth of experience and local knowledge of Napa County's watersheds makes them an excellent value and a fitting choice for the County and the WICC website.

MIG, Inc. is not a local vendor.

FISCAL IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | The original budget for this project for the current fiscal year is \$45,000, which includes \$35,000 from the GW Sustain-Watershed Prog. 52301, and \$10,000 from 8000500 - Grant/WICC, 52490 (Flood District). Thus, approval of this request, will result in FY 2017-18: Public Works 1000, 1220003 - GW Sustain-Watershed Prog, 52301 , \$45,000 (original \$35,000 + requested amendment \$10,000), and 8000500 - Grant/WICC, 52490 (Flood District), \$10,000, for a total of \$55,000. The County and the Flood District MOU allows shared contracted work related to water resources that jointly benefit both entities. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | This amendment slightly increases the annual funding currently expended in support of the WICC website in fiscal year 17-18 in order to support the launch of a new site design recommended by the WICC Board. Historically WICC website support has been \$45,000 annually. The current 3-year agreement with a not to exceed annual maximum per fiscal year has freed up existing staff resources and provides more effective long-term program management of the WICC website. The website is a key component of the WICC's Strategic Plan and community outreach. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | This is a 3-year agreement. The requested amendment sets new annual maximums as follows: FY 17-18 \$55,000, FY 18-19 \$45,000, and FY 19-20 \$45,000 for a total of \$145,000 through June 2020. Additional annual expenditures in support of this agreement will be budgeted in future years as appropriate. |
| Consequences if not approved: | This amendment will support the launch of the newly redesigned WICC website by June 30th. Without the amendment, launch of the new site would be delayed late into next fiscal year. If funding were eliminated, the WICC website would be shut down and unavailable to the public. |
| Additional Information: | None |

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

The County has contracted with Moore, Iacofano, Goltsman, Inc. (MIG) in the past for specialized services related to the development, hosting and software support of the Watershed Information and Conservation Council (WICC) website (www.napawatersheds.org). Most recently an agreement for these services was approved by the Board on September 9, 2017. That agreement resulted in a three-year contract with MIG for a maximum \$45,000 per fiscal year, not to exceed a total of \$135,000 over the three-year term.

Today's action will amend the scope of work to include additional specialized services to make design updates to the Watershed Information & Conservation Council (WICC) website to optimize groundwater content and maps for mobile-viewing, accommodate a new watershed and community topic area, and improve site menu functionality. It will establish a new annual maximum of \$55,000 for fiscal year 2017-18, while maintaining the original maximums of \$45,000 for fiscal years 2018-19 and 2019-20. The new not to exceed total for the agreement will be increased by \$10,000 to \$145,000 over the 3-year term.

The WICC website was developed on MIG's TownSquare web content management platform. Having designed and developed the platform, MIG is best suited to provide the County with continued services related to the maintenance and enhancement of the website. Transferring the website to another web platform at this time would be cost prohibitive and would limit the current functionality of the site. MIG's long-standing technical expertise, breadth of experience and local knowledge of Napa County's watersheds makes them an excellent value and a fitting choice for the County.

ITS staff has recommended that the County continue to retain outside services in support of the WICC website because of its complexity and interactive nature. For this reason and those mentioned above, there is sufficient justification to sole-source WICC website hosting and support services with MIG.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi