

# Contract Amendment

Contract #: RTRR04

Northwest Habitat Institute

July 9, 2003

Under the Master Contract Between Bonneville and the Council  
to Implement Subbasin Planning: Regional Level

**Purpose.** This contract amendment extends an existing contract with the Northwest Habitat Institute (NWHI) to provide professional services to the Council's subbasin planning project for an additional ten months, expiring on May 28, 2004, the date when subbasin plans are due at the Council.

**Overview.** The original contract specified that the NWHI provide technical services aimed at completing regional-level (level 3) task 2.7. Task 2.7 provides technical support in the development of biological assessments for wildlife. As specified in the Master Contract, task 2.7 is intended to be ongoing throughout the life of subbasin planning. All work elements related to the first year of this contract have been completed. These were completed on schedule and within budget.

**Justification for Contract Amendment.** The task and subtasks to be undertaken in this second phase of subbasin planning are the same as in the first phase. As the task and subtasks remain the same this contract extension can be executed through an amendment rather than a new contract.

**Task Description.** Over the next ten months the NWHI will be responsible for implementing the following two subtasks:

Subtask 2.7.1. Present and conduct 2 workshops that will instruct subbasin planners in the use of the Interactive Biodiversity of Information System (IBIS). (IBIS is a tool that can be used to analyze the relationship between wildlife species and their physical and biological habitats.)

Task 2.7.2. Using IBIS, develop for subbasin planners the data that is outlined in *A Technical Guide for Developing Wildlife Elements of a Subbasin Plan* (available through the Council's subbasin planning web site). These data will cover 7 provinces and 42 subbasins including those portions that lie adjacent to and within the Canadian portion of the Columbia River Basin. (Similar data was prepared for the other Columbia Basin provinces during the first year of the contract.)

Assistance with these activities will be essential to the successful completion of subbasin planning. For a more detailed description of all tasks see the original contract and statement of work.

**Deliverables**

Deliverables will be the same as described in the original contract and statement of work and will include progress reports on workshops (subtask 2.7.1) and data posted to the NWHI web site (subtask 2.7.2). Deliverable will be described in monthly invoices.

**Schedule**

Work will commence when the contract amendment is signed and be completed by May 28, 2004. Actual completion dates for specific sub-tasks are highly dependent on variables outside of the contractor's control. Due dates will, therefore, be set for individual tasks sub-tasks in consultation with Council contract administrators and technical representatives. Status of tasks will be documented in monthly invoices.

**Budget**

The proposed budget for this contract extension is \$78,812. This amount is consistent with the original master contract and there are funds available to proceed with this contract amendment. A detailed budget is attached.

## Budget:

### Master Contract Task 2.7. Staff support for regional and subbasin-level technical support.

#### Labor

Task 2.7.1. Present and conduct 2 workshops on using the Interactive Biodiversity of Information System (IBIS).

			32 hours	\$87/hour	\$2,784	
	Lead Ecologist					
					Subtotal	\$2,784
Travel	Transportation	2 trips		\$300/trip	\$600	
	Accommodations	2 nights		\$60/night	\$120	
	Per Diem	4 days		\$32/day	\$128	
					Subtotal	\$ 848

Task 2.7.2. Using IBIS develop for subbasin planners the data that is outlined in, *A Technical Guide for Developing Wildlife Elements of a Subbasin Plan*. These data will cover the remaining 7 ecoprovinces and 42 subbasins including those portions that lie adjacent to and within the Canadian portion of the Columbia River Basin.

	Lead Ecologist.	490 hours	\$87/hour	\$42,630	
	Senior GIS/Data Analyst.	525 hours	\$62/hour	\$32,550	
				Subtotal	\$75,180

Expenses	Copying			\$0	
	Computer disks			\$0	
	Documents			\$0	
	Office supplies				
	Total expenses				\$0

<b>Total for Work Element 2.7</b>				<b>Grand Total</b>	<b>\$78,812</b>
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\* \* Hourly rates include 30% for benefits and 20% for indirect costs (i.e., office and administrative overhead). Overhead is not charged for travel or other expenses.

## Year Two Budget

Projected allocation of labor by personnel (actual distribution may vary)

### Task 2.6 EDT Technical Support

Services:		
Mobrand	80 hours	\$11,480.00
Lestelle	24 hours	\$ 2,829.00
McConnaha	96 hours	\$12,300.00
Watson	392hours	\$38,171.00
Blair	32 hours	\$ 3,444.00
Paquette	16 hours	\$ 1,640.00
Labor Subtotal	640 hours	\$69,864.00
Travel:		
Per diem	16 @ \$34	\$ 544.00
Lodging	8 @ \$75	\$ 600.00
Airfare	6 @ varies	\$ 2,082.00
Mileage	1,200 @ .345	\$ 414.00
Travel Subtotal		\$ 3,640.00
<b>Total</b>		<b>\$ 73,504.00</b>

### Task 2.9 EDT Online Administration

Mobrand	10 hours	\$ 1,435.00
Lestelle	8 hours	\$ 943.00
Blair	12 hours	\$ 1,281.00
Paquette	160 hours	\$ 16,400.00
Garrow	16 hours	\$ 656.00
<b>Total</b>	206 hours	<b>\$ 20,715.00</b>

Rates	CY03	CY04
Mobrand	\$140/hour	\$147/hour
Lestelle	115	120.75
McConnaha	125	131.25
Malone	115	120.75
Watson	95	99.75
Blair	105	110.25
Paquette	100	105
Garrow	40	42

### Summary

Task 2.2	No cost extension	\$ 0
Task 2.6	Additional funds	\$ 73,504.00
Task 2.8	No cost extension	\$ 0
Task 2.9	Additional funds	\$ 20,715.00
<b>Total</b>		<b>\$94,219.00</b>