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**February 10, 2004**

## **MEMORANDUM**

**TO: Council Members**

**FROM: Lynn Palensky**

**SUBJECT: Klickitat Area Subbasins -- Normandeau Associates Inc. Contract Amendment**

### **Proposed Action**

Staff recommends that the Council authorize the Executive Director to negotiate an amendment to contract SCWW30 with Normandeau Associates, Inc. for a budget increase to complete additional coordination work in the Klickitat, White Salmon, and Lower Middle Mainstem Columbia Subbasins. The attached proposal outlines the additional work to be accomplished under this amendment. The existing contract is for \$49,999 and the amendment will increase the budget by \$38,944 for a new total contract amount of \$88,944.

### **Background**

The Klickitat, White Salmon, and Lower Middle Mainstem Columbia subbasin plans are being developed by four contracting partners: Klickitat County, Washington Department of Fish and Wildlife, the Yakama Nation and Normandeau Associates. Normandeau Associates provides the public outreach, facilitation and technical writing support for the planning efforts. Normandeau Associates is requesting a budget increase of \$38,944 to meet the demands of a greatly expanded number of meetings, conference calls and facilitation requests by the planning partners. The request is supported by the Washington Council members and will be allocated from Washington subbasin planning funds.

### **Proposed Schedule and Budget**

The proposed funding increase will not exceed \$38,944. All work associated with this contract will be complete by May 28, 2004.

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851 S.W. Sixth Avenue, Suite 1100  
Portland, Oregon 97204-1348  
851 S.W. Sixth Avenue, Suite 1100  
Portland, Oregon 97204-1348

Telephone: 503-222-5161  
Toll free: 800-452-5161  
Telephone: 503-222-5161  
Toll free: 800-452-5161

Fax: 503-820-2370  
Web site: [www.nwcouncil.org](http://www.nwcouncil.org)  
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**Normandeau Associates, Inc.**  
Klickitat, White Salmon, Lower Middle Mainstem Columbia Subbasins  
Contract Number: SCWW30 Amendment

Normandeau Associates provides support for the subbasin planning effort in the Klickitat, White Salmon, and Lower Middle Mainstem Columbia including Rock Creek subbasins. Klickitat County, Washington Department of Fish and Wildlife, and The Yakama Nation are contracted as planning partners for these subbasins.

Normandeau Associates, with the support of the Washington Council members, is requesting a contract amendment of \$38,944, to be drawn from unencumbered funds allocated to Washington State for subbasin planning purposes. Normandeau has teamed with Laura Berg and Associates for technical writing services and Dick Nason Consulting for some of the public facilitation services.

The funding increase is required to meet the demands of a greatly expanded number of meetings, conference calls and facilitation requests by the planning partners. The \$38,944 in funding will be used to accomplish the following goals that enlarge or enhance the original scope of work contracted by the Normandeau team:

1. Organize, attend and document each public and technical meeting of both the wildlife and fish subbasin planning subgroups;
2. Organize, attend and document conference calls for the wildlife and fish subbasin planning subgroups;
3. Facilitate the transfer of technical and policy information and documents among the planning partners, stakeholders and the public.

**Normandeau Associates, Inc.**

Contract Contact:

Robert McDonald  
Normandeau Associates, Inc.  
551 North Lyle Avenue  
East Wenatchee, Washington 98802  
(509) 884-8756  
rmcdonald@normandeau.com

**Normandeau Associates, Inc.**  
**Budget**  
**Contract Number: SCWW30**

**Personal services**

Task	Position title	Rate / Hr	Original Cost	Additional Hours	Additional Cost	Total
Assessment	Robert McDonald	\$70.00	\$6,580.00	76.00	\$5,320.00	\$11,900.00
Assessment	Dick Nason	\$120.00	\$1,560.00	20.00	\$2,400.00	\$3,960.00
Assessment	Laura Berg	\$85.00	\$9,520.00	74.00	\$6,290.00	\$15,810.00
Inventory	Robert McDonald	\$70.00	\$1,960.00	9.50	\$665.00	\$2,625.00
Inventory	Dick Nason	\$120.00	\$960.00	1.50	\$180.00	\$1,140.00
Inventory	Laura Berg	\$85.00	\$2,720.00	9.50	\$807.50	\$3,527.50
Management plan	Robert McDonald	\$70.00	\$8,610.00	86.00	\$6,020.00	\$14,630.00
Management plan	Dick Nason	\$120.00	\$3,600.00	26.00	\$3,120.00	\$6,720.00
Management plan	Laura Berg	\$85.00	\$8,245.00	102.00	\$8,670.00	\$16,915.00
			\$43,755.00	404.50	\$33,472.50	\$77,227.50

**Travel**

Car travel	From/to	Rate/mi	Original Miles	Additional Miles	Additional Cost	Total
Initial meetings in Klickitat County	Homes/Goldendale	0.36	450			\$162.00
Initial meetings in Skamania County	Homes/Stevenson	0.36	450			\$162.00
Initial meetings in Benton County	Homes/Tri-Cities	0.36	350			\$126.00
Public Meetings in Klickitat County for Assessment and Inventory	Homes/Goldendale	0.36	900			\$324.00
Public Meetings in Skamania County Assessment and Inventory	Homes/Stevenson	0.36	900			\$324.00
Public Meetings in Benton County, Assessment and Inventory	Homes/Tri-Cities	0.36	1100			\$396.00
Public Meetings in Klickitat County for Management Plan	Homes/Goldendale	0.36	1500			\$540.00
Public Meetings in Skamania County for Management Plans	Homes/Stevenson	0.36	1500			\$540.00
Public Meetings in Benton County for Management Plans	Homes/Tri-Cities	0.36	2000			\$720.00
Additional miles McDonald		0.36		4000	\$1,440.00	\$1,440.00
Additional miles Berg		0.36		2500	\$900.00	\$900.00
Additional miles Nason		0.36		1000	\$360.00	\$360.00
			9150	7500	\$2,700.00	\$5,994.00

**Services and supplies**

Advertising (\$ per ad x # of ads)	\$10.00	18			\$180.00
Computer support (hourly rate x # hrs)	\$250.00		1	\$250.00	\$250.00
Meeting expenses (room rate x # of mtgs)	\$90.00	12			\$1,080.00
Postage (\$ per month x months)	\$0.13	1000	12423	\$1,615.00	\$1,745.00
Printing/coying (\$ per copy x copies)	\$0.05	24000	18140	\$907.00	\$2,107.00
Supplies (\$ per month x months)					\$0.00
Telephone (\$ per month x months)	\$36.00	10			\$360.00
	\$386.18	25040	30564	\$2,772.00	\$5,722.00
Original Cost		\$49,999			
Additional Cost			\$38,945		
Subtotal				\$88,944	
BPA approved indirect					
Total				\$88,944	