

# Northern Nevada Water Planning Commission

## STAFF REPORT

**DATE:** September 29, 2016  
**TO:** Chairman and Members, Northern Nevada Water Planning Commission  
**FROM:** Jim Smitherman – Water Resources Program Manager  
**SUBJECT:** Review and possible approval of a proposal for word processing and editing services for the 2016 Regional Water Management Plan (“RWMP”) update, not to exceed \$25,000 from the Regional Water Management Fund (“RWMF”), and, if approved, authorize the Program Manager to execute an agreement with Stantec Consulting Services, Inc. ("Stantec") for that purpose.

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### **SUMMARY**

The Northern Nevada Water Planning Commission ("NNWPC") is in the process of updating the RWMP. The RWMP consists of approximately 400 pages of text, tables and figures which are organized into nine chapters each having multiple subsections. Chapter and subsection headings are formatted in MS Word to appear in the correct font and indent, and to auto-generate tables of contents. Formatting disruptions caused by inserting input from multiple sources needs to be corrected. In addition, the input is somewhat inconsistent in writing style and use of terminology.

Stantec is currently under contract to assist staff with other aspects of the 2016 RWMP update, and staff requested a new proposal for review, editing, formatting, and report preparation services to assist with the update completion. The proposal and budget, not to exceed \$25,000 from the RWMF, is divided into two tasks: 1) Review and Editing, consisting of basic copy editing, in addition to a more substantive review for content to be performed by a technical reviewer as directed by staff; and 2) Formatting, to restore disruptions noted above and provide consistency for final document preparation. The proposal is attached for review.

### **FISCAL IMPACT**

Funding for the 2016 RWMP update was included in the RWMF Routine Operating Expense budget in the “RWMP update” budget category for FY 2016-2017. Budget authority is located in Fund 7066, under Cost Center WP310600.

### **RECOMMENDATION**

Staff recommends that the NNWPC review the proposal for word processing and editing services, and, if approved, authorize the Program Manager to execute a contract with Stantec for that purpose.

JS:df

Attachments: proposal





**Stantec Consulting Services Inc.**  
6995 Sierra Center Parkway  
Reno NV 89511-2213  
Tel: (775) 850-0777  
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August 31, 2016

Mr. Jim Smitherman  
Western Regional Water Commission  
1001 E Ninth Street  
P.O. Box 11130  
Reno NV 89520

**Reference: Scope of Work for Regional Water Management Plan Review, Editing and Document Formatting**

Dear Jim:

**INTRODUCTION & BACKGROUND**

The Western Regional Water Commission (WRWC) is in the process of updating the Regional Water Management Plan (Plan). The Plan will be compiled from multiple sources whose input will likely have inconsistent writing styles and use of terminology. Stantec Consulting Services Inc. (Stantec) is pleased to provide this scope of work to provide review, editing, formatting, and report preparation services to assist the WRWC staff complete the Plan.

The draft Plan consists of approximately 400 pages of text, graphs, charts and maps, including:

- Executive Summary;
- Master Table of Contents;
- Introduction;
- Chapters 1-9, with individual tables of contents; and
- Appendices A-J.

Stantec will review and edit specific portions of the Plan, as identified by WRWC staff, and format the entire Plan in MS Word and MS Excel and convert the final document to Acrobat PDF format.

**TASK 1 – REVIEW AND EDITING**

Stantec will provide the following services for the specific portions of the Plan to be identified by WRWC staff:

- Proof read and edit, concentrating on grammar, spelling, punctuation, style and internal consistency of facts and presentation; and
- Provide substantive review of portions of the Plan for content, flow and readability, checking the logic, flow and organization of the document and looking for gaps or contradictions in the contents within and between chapters.



## **TASK 2 – FORMATTING**

Stantec will format the entire final Plan in MS Word and MS Excel including text and tables; figures and maps will be in the format as provided by WRWC staff. Tables will be formatted to be consistent throughout the report. Figure titles and map titles will be formatted for consistency, but it is assumed that figures and maps will not need to be edited or re-drafted. Auto-generated tables of contents for individual chapters will be provided along with a compilation of a master table of contents for the entire Plan. Internal heading links will be checked and corrected as necessary. A table of contents link will be provided to each appendix; however, the appendices will not be reformatted nor have individual tables of contents. Formatting excludes making the document Rehabilitation Act Section 508 compliant, should that become necessary.

## **DELIVERABLE**

The following deliverables will be provided:

- Fully formatted MS Word document, consistent with the model to be provided by WRWC staff, and Excel tables as appropriate.
- Acrobat PDF file of the entire Plan and separate files for each individual chapter. PDF files will have hyperlinked table of contents with third-order subheading indexing.

## **SCHEDULE AND BUDGET**

The extent of editing depends on work by others and cannot be fully defined at this time; therefore, work will be performed as incremental steps on a time-and-materials basis at the direction of WRWC staff. The final deliverable date will be coordinated with WRWC staff after all Plan sections are available.

The total fee is estimated at \$25,000 and hourly charges will be in accordance with Stantec's 2016 Fee Schedule.

We appreciate the opportunity to provide this Scope of Work and look forward to the successful completion of this project.

Regards,

**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in blue ink that reads "Roy Johnson".

Roy Johnson, P.E.  
Senior Associate  
Phone: 775-722-6334  
roy.johnson@stantec.com

Attachment: Stantec 2016 Fee Schedule



**EXHIBIT A**  
**STANTEC CONSULTING SERVICES INC. - Reno Office**  
**STANDARD FEE SCHEDULE**  
**2016**

Listed herein is a schedule of fees for engineering, planning and surveying services most frequently performed by Stantec Consulting Services Inc.

Invoices will be submitted on completion of a project and become due on presentation. For jobs lasting longer than four weeks, monthly progress invoices will be submitted and become due on presentation and in accordance with client contract conditions. Overtime and weekend work may be charged at time and one-half.

**STAFF BILLING LEVELS**

**RATE / HOUR**

PROFESSIONAL

Levels 17 – 19 .....	\$237.00 - \$329.00
Levels 14 – 16 .....	\$171.00 - \$227.00
Levels 11 – 13 .....	\$140.00 - \$186.00
Levels 8 – 10 .....	\$113.00 - \$145.00
Levels 5 – 7 .....	\$90.00 - \$114.00
Levels 1 – 4 .....	\$58.00 - \$87.00
Expert Witness (Research & Meetings, Etc.) .....	\$350.00
Expert Witness (Depositions, Testifying, Etc.) .....	\$450.00

TECHNICAL

Two-Man Survey Crew (non-prevailing wage).....	\$170.00
Two-Man Survey Crew Prevailing Wage Rates: These rates will be computed per project based on contract, published rates, zone rates and distance from a central location.	
Levels 8 – 11 .....	\$113.00 - \$157.00
Levels 4 – 7 .....	\$81.00 - \$114.00
Levels 1 – 3.....	\$58.00 - \$79.00

**OTHER DIRECT COSTS**

General Disbursements (e.g., postage, FedEx, courier, plotting).....	8% of invoiced labor
ATV Quad .....	\$100.00 / day
Mileage.....	\$0.58 / per mile
Supplies.....	Cost + 10%
Outside Services .....	Cost + 10%
Per Diem .....	Expenses

Fee Schedule, 2016.2-4, is valid through December 31, 2016