



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award    •    Contract    Grant

Requested Board Meeting Date: 07/16/2024

\* = Mandatory, information must be provided

or Procurement Director Award:

**\*Contractor/Vendor Name/Grantor (DBA):**

Sonoran Institute

**\*Project Title/Description:**

Living River Project Activities – Santa Cruz River

**\*Purpose:**

To provide 2023 water year report, “a living river”, preparation and printing, as well as other Living River Project activities including oversight, partner coordination and community outreach.

**\*Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6 III (C)

**\*Program Goals/Predicted Outcomes:**

The goal is to annually report changes in the wetland ecosystem along the Santa Cruz River. The predicted outcome is heightened stakeholder and community awareness about the status of this resource and action to preserve, protect and enhance the community benefit from it. Project also falls with the development of the Santa Cruz River Management Plan.

**\*Public Benefit:**

Pima County will continue its efforts begun with the EPA Grant-Funded Living River Project. The public will benefit by having available annual reporting and outreach regarding the wetland health of the Santa Cruz River ecosystem. Information in the report has been showing results of water quality improvement from upgrades to the County’s metropolitan wastewater reclamation facilities.

**\*Metrics Available to Measure Performance:**

Report is produced both as a hard copy and digital deliverable. Number of direct mail reports will be tabulated. Also, Sonoran Institute tracks and reports outreach activities including summary of events and media inquiries/interviews. Material is posted to the Sonoran Institute website that is monitored for “hits”.

**\*Retroactive:**

Yes. Additional time was required to negotiate the amount of support RWRD was willing to provide the Sonoran Institute. Once the negotiations were finalized, RWRD then worked with Pima County Regional Flood Control District to combine our respective Sonoran Institute contracts. Due to conditions and criteria that differ between Departments, it was decided to keep the respective departmental contracts separate. The extra time needed for this effort caused a delay in updating this contract in a timely manner. During this time period, the Sonoran Institute continued to provide services on the Santa Cruz Living River Project. Termination of the contract and loss of service from the Sonoran Institute would result in loss of RWRD participation in the Santa Cruz River Management Plan and the Living River Project.

To: COB 7-1-24 (1)  
Ver 3.14  
Pg 5

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THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_
Expense Amount \$ \_\_\_\_\_ \* Revenue Amount: \$ \_\_\_\_\_

\*Funding Source(s) required: \_\_\_\_\_

Funding from General Fund? Yes No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: WW Contract Number (i.e., 15-123): 22\*202
Amendment No.: 2 AMS Version No.: 14
Commencement Date: 11/01/2023 New Termination Date: 10/31/2024
Prior Contract No. (Synergen/CMS): 17\*143

Expense Revenue Increase Decrease Amount This Amendment: \$ 46,210.00

Is there revenue included? Yes No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: Enterprise Fund 5008 – RWRD Director's Division Unit 1255

Funding from General Fund? Yes No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_
Match Amount: \$ \_\_\_\_\_ Revenue Amount: \$ \_\_\_\_\_

\*All Funding Source(s) required: \_\_\_\_\_

\*Match funding from General Fund? Yes No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Match funding from other sources? Yes No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Funding Source: \_\_\_\_\_

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Angela Valenzuela

Department: RWRD – CRAO Water Campus

Telephone: 724-6230

Department Director Signature: [Signature]

Date: 6/20/24

Deputy County Administrator Signature: [Signature]

Date: 6-26-24

County Administrator Signature: [Signature]

Date: 6/27/24



**PIMA COUNTY**

WASTEWATER RECLAMATION  
201 NORTH STONE AVENUE  
TUCSON, ARIZONA 85701-1207

**JACKSON JENKINS**  
DIRECTOR

PH: (520) 724-6500  
FAX: (520) 724-6545

**DATE:** May 28, 2024  
**TO:** Jan Leshar, County Administrator  
**FROM:** Jackson Jenkins, Director - Regional Wastewater Reclamation Department *je*  
**Cc:** Carmine DeBonis, Jr., Deputy County Administrator - Public Works  
Terri Spencer, Procurement Director, Procurement  
Jaime Rivera, Deputy Director, Regional Wastewater Reclamation Department  
**SUBJECT:** Amendment Request – Direct Selection of Professional Services from Sonoran Institute for Living River Project, Santa Cruz River, Contract Number CT-WW-22-202

Pursuant to Board of Supervisors Policy D29.6, III.C – Direct Selection and Procurement Procedure No. PO-50, approval was received to direct select Sonoran Institute to provide 2023 Water Report preparation and printing, as well as other Living River Project Activities including oversight, partner coordination and community outreach. Contract Number CT-WW-22-202 was awarded in the amount of \$46,210.00.

**Background:** Regional Wastewater Reclamation Department (RWRD) has been partnering with the Sonoran Institute and Pima County Regional Flood Control District to document the riparian health of the effluent-dependent Santa Cruz River north of the Agua Nueva Water Reclamation Facility (WRF) since 2012. The Sonoran Institute has been documenting the effects of the upgrades to the Agua Nueva and Tres Rios WRFs by collecting and analyzing water quality, fish and macroinvertebrate indicators. Additionally, the Sonoran Institute is responsible for several outreach activities in which the main findings of the project are shared with the community. The Sonoran Institute is uniquely qualified to prepare the report and provide outreach as they have developed and implemented all of the Living River Annual Reports for Pima County.

Contract No. CT-WW-22-202 was previously amended in 2022 for an additional year and the contract expired on October 31, 2023. Due to a mutual misunderstanding, Sonoran Institute continued to render services in good faith beyond the expiration date of the contract and the County still requires additional services from the Contractor.

**Requested Action:** RWRD requests approval to amend CT-WW-22-202 to increase funds in the amount of \$46,210.00 for a not-to-exceed contract amount of \$138,630.00 for a retro-active contract term beginning November 1, 2023, to October 31, 2024, pursuant to the Direct Select Provisions of Board of Supervisors Policy D29.6, III-C.

Approved as to Form: *Julie Burch* Date: 5/28/2024  
For Terri Spencer, Procurement Director

Concur: *Carmine DeBonis, Jr.* Date: 5/31/2024  
Carmine DeBonis, Jr., Deputy County Administrator

Direct Select Approved: *Jan Leshar* Date: 6/3/2024  
Jan Leshar, County Administrator

**Pima County Department of Regional Wastewater Reclamation Department**

**Project: Living River Project Activities – Santa Cruz River**

**Contractor: Sonoran Institute**  
5049 E Broadway Boulevard, Suite 127  
Tucson, Arizona 85711

**Contract No.: CT-WW-22-202**

**Contract Amendment No.: 02**

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<b>Orig. Contract Term:</b>	11/01/2021 - 10/31/2022	<b>Orig. Amount:</b>	\$ 46,210.00
<b>Termination Date Prior Amendment:</b>	10/31/2023	<b>Prior Amendments Amount:</b>	\$ 46,210.00
<b>Termination Date This Amendment:</b>	10/31/2024	<b>This Amendment Amount:</b>	\$ 46,210.00
		<b>Revised Total Amount:</b>	\$ 138,630.00

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**CONTRACT AMENDMENT**

The parties agree to amend the above-referenced contract as follows:

**1. Background and Purpose.**

1.1. Background. On November 1, 2021, County engaged Contractor in CT-WW-22-202 to provide services related to management and reporting of Santa Cruz River improvement activities. That contract was previously extended and expired on October 31, 2023. Due to a mutual misunderstanding, Sonoran Institute continued to render services in good faith beyond the expiration date of the contract, and County requires additional services from Contractor.

1.2. Purpose. County requires additional services from the Contractor as described in Exhibit A – Scope of Services for an additional one year period.

**2. Term.** The parties agree to extend the contract term for an additional year commencing on November 1, 2023 and terminating on October 31, 2024. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

**3. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 5.2, is increased by \$ 46,210.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$ 138,630.00.

**4. Scope of Services.** The parties have revised the Scope of Services as described in the attached Exhibit A (2 pages) and fee scheduled attached as Exhibit B (1 page).

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board


\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney

Cindy Nguyen  
Print DCA Name

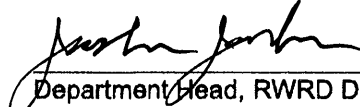
**CONTRACTOR**

  
\_\_\_\_\_  
Authorized Officer Signature  
Michael Zeller CFO

\_\_\_\_\_  
Printed Name and Title

6/18/24  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Head, RWRD Director

6/20/24  
Date

**Exhibit A: Scope of Services (two pages)**  
**Sonoran Institute – Living River Project**  
**Project Period November 1, 2023 through October 31, 2024**

**Task 1: Oversight, Implementation and Outreach**

**1.1: Project and Partner Coordination**

- Provide project oversight, management and coordination
- Coordinate project meetings with staff and selected partners
- Provide regular reports and meeting notes/summaries

**1.2: Living River Report (Anticipated Delivery by September 2024)**

- Coordinate and implement one fish survey that provides data for the 2023 water year
- Lead data synthesis, writing and production of the report for 2023 water year (includes report design and printing, direct mail of ~5,500 reports, and online supplemental report) which will provide status of the following indicators:
  - Water Quality
  - Water Clarity
  - Flow Extent and Water Budget
  - Aquatic Wildlife (Macroinvertebrates and Fish)
  - Social Impacts

**1.3: Community Outreach (ongoing throughout duration of the project)**

- Develop and implement community presentations sharing project information particularly focused on reports
- Respond to and develop content for media inquiries
- Promote project on Sonoran Institute website
- Estimate outreach impact by tracking report downloads and estimated reach with project activities including presentations, events, Living River of Words. The metrics to gauge success include:
  - Number of Living River Annual Reports prepared and distributed
  - Number of Community Engagement Summary Reports prepared and distributed
  - Number of members of the public participating in outreach events
  - Number of web hits and downloads

**1.4 Implement Community Outreach Event**

- Suggestions include a river clean up, planting event, or arts project that will raise visibility of the river and encourage stewardship interest

All work is funded jointly under a separate contract between Sonoran Institute and the Pima County Regional Flood Control District (RFCD).

## **Living River Project™ Intellectual Property and Communication Guidelines –**

Living River™ Reports were launched in 2007 when Sonoran Institute began tracking conditions of the stretch of the Santa Cruz River in Santa Cruz County that flows year-round. This annual series was expanded in cooperation with Pima County and the Pima County Regional Flood Control District to include the flowing reach near Tucson in 2012. Tasks and activities performed in the scope of services under this Contract are thus part of the “Living River Project™,” designed to evaluate and communicate to the public the environmental health and water quality of the Santa Cruz River in northwest Tucson and Marana.

The parties acknowledge that Sonoran Institute owns the trade name and service mark “Living River™” for its Santa Cruz River work and programs which predate and are beyond the scope of this Contract. However, Sonoran Institute grants Pima County and the Pima County Regional Flood Control District a cost-free, non-transferable, irrevocable license to use the trade names “Living River™” and “Living River Project™” during the term of this Contract (including all renewals and extensions). Sonoran Institute also shall acknowledge support of Pima County and the Pima County Regional Flood Control District for all materials and work produced under this Contract. Pima County and the Pima County Regional Flood Control District shall note in its relevant publications that the trade names “Living River™” and “Living River Project™” are property of Sonoran Institute and used with permission.

Sonoran Institute acknowledges that Pima County and the Pima County Regional Flood Control District have, with Sonoran Institute’s support and beginning in 2015, independently funded and implemented a project called the Living River of Words, including a contest called the Living River of Words Art and Poetry Contest. Sonoran Institute grants Pima County and the Pima County Regional Flood Control District a cost-free, irrevocable, non-transferable, license to continue to use the trade name “Living River™” in connection with its Living River of Words project, including the Living River of Words Art and Poetry Contest, which license will survive the termination of this Contract.

Sonoran Institute acknowledges that access to gather data in the study reach of the Santa Cruz River requires written authorization for all District and Pima County-owned property on the Santa Cruz River, which can be obtained through the district. Written authorization is not required when Sonoran Institute staff are accompanied by Pima County Staff.

**Exhibit B – Fee Schedule (one page)**

<b>Task</b>	<b>Estimated Hours/year</b>	<b>Hourly Rate</b>	<b>Estimated Item Cost</b>
<b>1.1 Project and Partner Coordination</b>			
Services	225	\$60.16	\$13,536
<b>1.2 Living River Report</b>			
Services	325	\$60.16	\$19,552
Printing and postage		½ of 11,000 mailed	\$5,000
<b>1.3 Community Outreach</b>			
Services	75	\$60.16	\$4,512
<b>1.4 Community Outreach Event</b>			
Services	60	\$60.16	\$3,610
		<b>Total</b>	<b>\$46,210</b>

All tasks are funded jointly under a separate contract between Sonoran Institute and the Pima County Regional Flood Control District (RFCD). The item costs in Table 1 are costs to the Pima County Regional Wastewater Reclamation Department for these items and do not include the fees in the contract with RFCD.