

San Gorgonio Pass Water Agency

DATE: June 16, 2025

TO: Board of Directors

FROM: Lance Eckhart, General Manager

BY: Tom Todd, Jr., Chief Financial Officer

SUBJECT: PROCUREMENT POLICY REQUIRED NOTIFICATION; INFORMATION ONLY

BACKGROUND

The Procurement Policy requires the General Manager to notify the Board concerning various contracts and contract extensions.

ANALYSIS

This report notifies the Board about the following extension of a contract that has been approved by the Board, which the General Manager has authorized according to the Procurement Policy:

- **Albert Webb; On-Call Agency Engineer; original contract amount \$250,000; contract extension of \$25,000**

On December 14, 2023, the Board approved a contract with Albert Webb for the purpose of providing the Agency with a variety of engineering services. The contract specified that various Task Orders would be established, to provide the Agency with engineering and consulting services. The Procurement Policy allows the General Manager to authorize an increase of up to 10% of the original contract amount. Albert Webb is nearing the end of the contract term (June 30, 2025), but have additional work scheduled to complete activities for FY 2024-25. This addition makes the total contract amount \$275,000.

FISCAL IMPACT

Expenditures under this contract are included in the Consulting and Engineering section, under the General Engineering sub-section, in the line item labeled 'On-Call Agency Engineer' (line #86). This item has a budgeted amount of \$250,000 for FY 2024-25. Some of this contract was expended in FY 2023-24. For the current fiscal year, as of May 31, 2025, about \$136,000 has been expended. This contract amendment will not cause the budgeted amount to be exceeded.

Currently, Albert Webb is providing services for the following projects:

- General Engineering
- Brookside and Beaumont Avenue Beautification
- Backbone Pipeline Presentation

- Provost and Pritchard Sub-Contracting
- Sites Amendment Consulting
- County Line Permitting and Bid Support
- Brookside West Consulting and Project Support
- Planning and Design of SGPWA Heli-Hydrant

ACTION

No action. This report informs the Board about contract and contract extension authorizations according to the Procurement Policy.