



Agenda Date: 4/18/2018  
Agenda Placement: 8B

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors

**FROM:** Timothy Healy - General Manager  
NS-Technical Services/Engineer

**REPORT BY:** Matthew Lemmon, Senior Civil Engineer - 707-258-6004

**SUBJECT:** Award Task Order for the 2018 Treatment Plant Improvement Project (CIP 18736) Construction Management and Inspection Services

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### **RECOMMENDATION**

Authorize the Purchasing Agent to execute a task order with GHD to provide Construction Management and Inspection Services for the 2018 Treatment Plant Improvement Project (CIP 18736) in the amount of \$300,419.

### **EXECUTIVE SUMMARY**

GHD will provide third party construction management and inspection services during construction of the 2018 Treatment Plant Improvement Project. GHD's scope of work includes providing full time staffing to monitor the contractor's work for compliance with the contract documents, quality assurance, and safety. The consultant's work also includes coordinating work, conducting project meetings, maintaining project record drawings, preparing daily inspection reports, and reviewing monthly progress payments.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The project is budgeted in the FY 2017/18 and the proposed FY 2018/19 Capital Improvement Program.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	NapaSan staff determined that GHD was the most qualified firm to provide

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construction management and inspection services for the project through a competitive qualification and proposal process.

Is the general fund affected? Yes

Future fiscal impact: Construction will be completed in FY 18/19. Unused budget in the current fiscal year will be carried forward into the next fiscal year.

Consequences if not approved: NapaSan staff will manage and inspect the construction project. This will impact staff's ability to complete other planned projects.

Additional Information:

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

NapaSan staff managed a competitive consultant selection and procurement process for construction management and inspection. Based on staff review of the proposals received, staff selected GHD as the most qualified team to perform the required services. Third-party construction management offers independent review of project issues and evaluation of solutions that best benefit the project.

**SUPPORTING DOCUMENTS**

A . Task Order 62

Napa Sanitation District: Approve

Reviewed By: Timothy Healy