



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

## 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) Engineering Services During Construction

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### **RECOMMENDATION**

Authorize the Purchasing Agent to execute a Task Order with Carollo Engineers to provide Engineering Services During Construction for the 2018 Treatment Plant Improvement Project (CIP 18736) in the amount of \$142,442.

### **EXECUTIVE SUMMARY**

Carollo Engineers will provide engineering services during construction of the 2018 Treatment Plant Improvement Project (CIP 18736). The consultant's scope of work includes review of product and material submittals, responding to contractor requests for information and clarifications, and attendance at monthly construction meetings. Carollo Engineers is the engineer of record for the design of the project and they are the most qualified to review submittals and evaluate impacts to the project design from changes that may occur during construction.

### **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:	Carollo Engineers designed and prepared the construction documents for the

project. They are the most qualified to provide engineering services during construction of the project.

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 provide design support during construction. This will impact staff's ability to complete other planned projects.

Additional Information:

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

None.

**SUPPORTING DOCUMENTS**

A . Task Order 26

Napa Sanitation District: Approve

Reviewed By: Timothy Healy