



Agenda Date: 4/5/2017  
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:** Kyle Broughton, SENIOR CIVIL ENGINEER - 258-6000 x530

**SUBJECT:** Award Task Order for the MST Recycled Water Expansion Project (CIP 16722) Construction Management and Inspection Services

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### **RECOMMENDATION**

Authorize the Purchasing Agent to execute a task order with Consolidated CM to provide Construction Management and Inspection Services for the MST Recycled Water Expansion Project (CIP 16722) in the amount of \$417,203.

### **EXECUTIVE SUMMARY**

Consolidated CM will provide third party construction management and inspection services during construction of the MST Recycled Water Expansion Project. Consolidated CM's scope of work includes providing full time staffing to monitor the contractor's work for compliance with the contract documents, local agency encroachment permit requirements, quality assurance, and safety. The consultant's work also includes coordinating work, conducting project meetings, maintaining project record drawings, preparing daily inspection reports, reviewing monthly progress payments, conducting materials testing, and assistance with funding requirement compliance.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Sufficient funds are available in the capital improvement plan to cover this Task Order. County of Napa will reimburse NapaSan for all project costs in accordance with the reimbursement agreement between the County and NapaSan for the MST Recycled Water Expansion Project.

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Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	NapaSan staff determined that Consolidated CM was the most qualified firm to provide 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 activities will be completed next fiscal year. The total estimated project cost budgeted in this fiscal year will be carried forward into next fiscal year.
Consequences if not approved:	District 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**

District staff managed a competitive consultant selection and procurement process for construction management and inspection that included outreach to small and disadvantaged business entities as required by project funding sources. Requests for qualifications were sent to eighteen (18) firms; seven (7) firms were responsive. Three (3) firms were deemed qualified. A request for proposal was sent to three (3) qualifying firms, and two (2) proposals were received by the District. Based on Staff review of the proposals, the two (2) firms were invited to interview. Staff selected Consolidated CM's team 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 . Consolidated CM Task Order

Napa Sanitation District: Approve

Reviewed By: Timothy Healy