



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

**SUBJECT:** Award Task Order for the MST Recycled Water Expansion Project (CIP 16722) 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 MST Recycled Water Expansion Project (CIP 16722) in the amount of \$136,404.

### **EXECUTIVE SUMMARY**

Carollo Engineers will provide engineering services during construction of the MST Recycled Water Expansion Project (CIP 16722). The consultant's scope of work includes review of product and material submittals, responding to contractor requests for information and clarifications, and preparing record documents after completion of construction. 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?	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.

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 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 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 . Carollo Engineers Task Order

Napa Sanitation District: Approve

Reviewed By: Timothy Healy