



Agenda Date: 9/6/2017  
Agenda Placement: 7J

## 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:** Andrew Damron, Technical Services Director - 707-258-6000

**SUBJECT:** Award Task Order for the Earthquake Repairs Project (CIP 18727) 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 Earthquake Repairs Project (CIP 18727) in the amount of \$95,004.

### **EXECUTIVE SUMMARY**

Consolidated CM will provide third party construction management and inspection services during construction of the Earthquake Repairs Project. Consolidated CM'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, 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?     | The Federal Government (FEMA) and the State (California Office of Emergency Services - Cal OES) will reimburse NapaSan for 93.75% of qualifying project costs. The remaining 6.25% of costs will come from NapaSan funds. The project is budgeted in the 2017/18 Capital Improvement Program. |

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: None.

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 that included outreach to small and disadvantaged business entities as required by project funding sources. Requests for proposal were sent to eighteen (18) firms and three (3) firms were responsive. Based on staff review of the proposals, 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 . Task Order 4

Napa Sanitation District: Approve

Reviewed By: Timothy Healy