



NAPA SANITATION DISTRICT

CONSOLIDATED CM - TASK ORDER No. 01 Sarco Creek Pipeline Replacement Project (CIP #15703)

Date: _____

Issued under Professional Services Agreement dated _____.

To: Consolidated CM

Project Description:

Construction Management and Inspection during construction for the Sarco Creek Pipeline Replacement Project.

Description of Scope of Services to be performed by Consultant under this Task Order:

See Attachment 'A' – Scope of Services

Description of Services to be Provided by District: See Attachment 'A' – Scope of Services

Deliverables: See Attachment 'A' – Scope of Services

Consultant Project Manager: Matt Scoble

Consultant Quality Control Manager: David Lee

Schedule to Perform Services: April 2016 to December 2016

Time & Materials Not-to-Exceed Cost Limit: \$265,932.00

See Attachment 'B' – Budget Summary

APPROVALS:

ESA WATER

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 15703

ATTACHMENT "A" – SCOPE OF SERVICES

Task	Description	Services Performed	Deliverables
1	Construction Phase		
1.1	Attend pre-construction conference	Assist/provide conference agenda.	Agenda and meeting minutes from conference
1.2	Photographic record of the project site	Walk project and photo/video document pre-construction condition of street, sidewalks, private property in and around construction site.	Photo/Videos in an organized fashion – electronic or hard copy.
1.3	Project Document Control	CCM will receive and review all project documents for completeness, log them into your document control system and route documents to the appropriate entity for response. CCM will process and return to the Contractor some items if not complete. Reviewed documents are logged in and distributed back to the Contractor.	Logs with status and responsible person to take action for: <ul style="list-style-type: none"> • Submittals • RFI • Correspondence • Engineers Change Directives • Change Orders
1.4	Weekly Construction Meetings	CCM shall chair these meetings that will review and coordinate all major topics.	Agenda prior to meeting. Full meeting minutes recording discussion during the meeting.
1.5	Inspector Daily Reports	Document field observations daily of the Contractor's field progress and quality, and work at other off-site locations. Report will include: items not done which were scheduled to be done, specific field checks of line, grade, formwork, contractor crews and equipment, etc. and, coordination efforts, notices, correction actions, testing, SWPPP compliance, etc.	Daily report will be available for review by the District (not Contractor)
1.6	Inspection and Coordinate Special Inspections	CCM will provide an on-site Inspector who will perform all specific Inspection Requests and witness all code required tests. They will also be coordinating the special inspections and material testing. Review inspection reports to verify contract compliance.	Secure copies of all our inspection reports and the contractor's inspection reports. File both in hard and electronic files. Issue a deficiency notice of work that is not compliant; Verify and document proper corrective action.
1.7	Provide Material Testing Services	As part of CCM's team we are providing Material Testing by an independent third party, CEL, for concrete testing and soil compaction testing.	Special Inspector Reports Concrete Test Cylinder Test Reports Soil Compaction Test Reports
1.8	Review Contractor Progress Payment Requests	Review Contractor's cost loaded schedule. CCM will compare information against the inspector daily reports, submittal records, and other contemporaneous records documenting progress.	CCM shall submit to the District and recommend approval of the Contractor's payment request with accompanying supporting documentation.
1.9	Prepare CM Correspondence and Document Control	Receive and respond to all contractor and other agency project related letters and other correspondence. All documents received by and sent through CCM shall be logged into the master database.	Letters issued by CCM Logs of letters, RFIs, Submittals, and other contract documents.

Task	Description	Services Performed	Deliverables
1.10	Schedule Review and Evaluation	Review initial baseline schedule for completeness, appropriate durations, sequencing and cost loading. Review subsequent progress schedule with progress payments.	Written report of review of the Baseline Schedule with acceptance or rejection. Written report of review of the Schedule updates with acceptance or rejection. Issue direction for recovery schedules if progress is not adequate or for other causes.
1.11	Change Order preparation, independent estimates, record of negotiation and justification	Receive from Engineer or District directed changes and forward a Request for Proposal to the Contractor for his action. Receive from the Contractor his change package in response to issued RFP. Independently evaluate the scope of changes, associated schedule impacts and independently estimate the price or value of the changed work.	Issue RFP to Contractor for District (& Engineer) initiated changes. Forward to Owner Summary of Negotiation establishing background of change, merits, verifying estimate of costs, schedule impacts and recommendations. Circulate COs for Signature when agreed for changes where merit, price and scope are agreed to.
1.12	Project Files in District's format	CCM will set up the electronic and hard copy files in the District's format at the beginning of the project. The originals or record copies of all documents will be placed in the project files. All submittals, submittal responses, letters, RFIs, schedules, and other items received from or sent to the Contractor or other agencies.	District to receive the project record documents at conclusion of project. District will have access to electronic copies of files through the project duration.
1.13	Review, evaluate and mitigate Contractor extra work and delay claims	Receive claims or request for equitable adjustment from Contractor. Evaluate for merit, impact to project progress and claimed costs. If there is merit, with concurrence of District, proceed with change order development similar to task 1.11 above. If without merit, notify the Contractor in writing.	Respond to Contractor Claims. Response may be a request for additional information, issuance of a Request for Proposal, negotiation and issuance of a change order or rejection of the claim depending on the established merit.
2	Post Construction		
2.1	Implementation of close-out process	Verify the Contractor has correctly assembled the final technical and contract closeout documents including items listed in 2.3 below, Warranty.	Package of close out technical documents (2.3 below) and other Contract Closeout Documentation, Certified Notice of Claim (if applicable), Warranty, Pay Request, etc.
2.2	Coordinate completion of punch list	A final job walk with the District, Designer and Contractor will be completed and found omissions or items requiring correction will be identified and put on the list. List will also include outstanding documentation required for project closeout.	Punch List to Contractor Verification that Punch List is complete to District prior to submittal of Final Payment Request.
2.3	Review as-built drawings and documentation	CCM will review the Contractor's records drawings and submittals for completeness and accuracy. CCM will work with the Contractor to identify remaining required documents, certificates, final schedule, photographs, videos, final SWPPP reports & photos, payment request, etc.	Final documents will be a part of the final Closeout Package from the Contractor.



ATTACHMENT "B" - BUDGET SUMMARY
Napa Sanitation District
Sarco Creek Pipeline Replacement Project
Construction Management and Inspection Services

TASK	NAME	2016												Subtotals		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL HOURS	RATE	AMOUNT
		Construction Phase														
Construction Management	Matt Scoble, PE, QSD/P				48	48	48	48	48	48	48	48	48	384	\$168.00	\$64,512
Inspection	Danny Willow, QSP				20	160	160	160	160	160	160	160	160	1,140	\$125.00	\$142,500
Scheduling	Scott Ritter				8	8	8	8	8	8	8	8	8	64	\$155.00	\$9,920
Document Control Support	TBD				40	20	20	20	20	20	20	20	20	180	\$75.00	\$13,500
														1,768		\$230,432
															Labor Compliance RGM & Associates	\$18,500
															Material Testing and Special Inspection Allowance	\$15,000
															Other Direct Costs	\$2,000
														Total		\$265,932

Notes:

- 1) Assume Project NTP April 1, 2016 and completion November 30, 2016.
- 2) All prevailing wage inspection positions are at the straight time rate. Overtime for these positions is a multiplier of 1.29, double time is 1.59.
- 3) Hourly billing rates will be held for the duration of the project.
- 4) Other Direct Cost Allowance (ODC) is for such items as Office Equipment, Telephone/Internet Service, Office Supplies, Copying, Fed EX, Travel, Per Diem. Reimbursables are billed at cost plus 10%. Mileage to be billed per IRS guidelines.
- 5) Labor Compliance has been included.
- 6) Construction Field facilities for the IOR/CM have not been included in this budget, however can be provided upon request.