



NAPA SANITATION DISTRICT

CAROLLO ENGINEERS - TASK ORDER No. 19
MST RECYCLED WATER EXPANSION PROJECT
PROJECT (CIP 16722)

Date: _____

Issued under Professional Services Agreement dated July 31, 2014.

To: CAROLLO ENGINEERS

Project Description:

MST RECYCLED WATER EXPANSION PROJECT - Engineering Services during Construction.

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

See Exhibit 'A' – Scope of Services

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

Deliverables: See Exhibit 'A' –Scope of Services

Consultant Project Manager: Anne Prudhel, PE

Consultant Quality Control Manager: Tim Taylor, PE

Schedule to Perform Services: April 6 – September 30, 2017

Time & Materials Not-to-Exceed Cost Limit: \$136,404

See Exhibit 'B' – Labor & Budget Estimate

APPROVALS:

CAROLLO ENGINEERS

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 16722

EXHIBIT A
NAPA SANITATION DISTRICT
MST RECYCLED WATER EXPANSION PROJECT
ENGINEERING SERVICES DURING CONSTRUCTION

SCOPE OF SERVICES

February 15, 2017

INTRODUCTION

In January 2017, Carollo completed design of the MST Recycled Water Expansion Project (Project). The Project is scheduled to begin construction in June 2017. Construction Management services (general construction contract management and inspection) will be provided under a separate contract directly with the District. Carollo's Scope of Services herein is to provide engineering services during construction to the District and the Construction Manager. This Scope of Services is based on a construction period of 5 months from Contractor's notice to proceed until final project acceptance and project closeout.

SCOPE OF SERVICES

This section presents the Scope of Services for the Project's Engineering Services During Construction.

Task 1 - Project Management and Meetings

Consultant shall provide the appropriate level of project administration and management of this project and attend specified meetings herein during the construction period.

Task 1.1 - Project Management. Carollo shall provide the appropriate level of project management and administration necessary for proper planning, execution, monitoring, quality control, and reporting of this project. Carollo shall also prepare a brief bi-monthly progress summary letter report as well as the monthly invoice to track status of budget expenditures and key work activities completed during that billing period.

Deliverables:

- Bi-monthly progress summary letter report.
- Monthly invoices.

Task 1.2 – Pre-Construction Meeting. Carollo's project manager and project engineer shall attend a pre-construction meeting with the District, Construction Manager, and Contractor. The purpose of the meeting is to facilitate understanding of the contract requirements by all parties

involved. The meeting will be conducted by the Construction Manager. Meeting notes will be prepared by the Construction Manager.

Deliverables:

- As-needed, provide discussion topics to the District and/or Construction Manager prior to the meeting.
- Attendance and input at the pre-construction meeting.

Task 1.3 –Meetings & Site Visits. Carollo shall attend progress meetings with the District, Construction Manager, and Contractor. The purpose of these meetings is to discuss construction status and to review key issues with the Contractor. The meetings will be conducted by the Construction Manager. Meeting notes will be prepared by the Construction Manager. For budgeting purposes, Carollo's project manager or project engineer shall attend a total of up to 16 progress meetings either in person or by phone. The budget also includes site visits, as necessary, to resolve field issues.

Deliverables:

- As-needed discussion topics to the District and/or Construction Manager prior to the meeting.
- Attendance and input at the progress meetings.

Task 2 – Review RFIs

Carollo shall review RFIs to assist the District and Construction Manager during the construction period.

Task 2.1 – Review RFIs. Carollo shall review and respond to requests for information (RFIs) from the Contractor forwarded by the Construction Manager. In responding to the RFIs, Consultant shall issue interpretations and clarifications to the contract documents. For budgeting purposes, Carollo shall respond to approximately 8 RFIs assuming an average review time of 4 hours to process and respond to each RFI. Note the budget allocated for this task may be higher or lower depending on the final number of RFIs reviewed and the complexity of each RFI submitted by the Contractor.

Deliverables:

- Responses to RFIs.

Task 3 – Review Shop Drawings / Submittals

Carollo shall provide review shop drawings and submittals to assist the District and Construction Manager during the construction period.

Task 3.1 – Review Shop Drawings. Carollo shall review and respond to shop drawings and submittals (excluding temporary shoring submittals) from the Contractor forwarded by the Construction Manager. Submittals shall be reviewed and marked-up in accordance with the contract documents. Marked-up submittals will be returned to the Construction Manager for processing and distribution to the Contractor and other parties. For budgeting purposes, Carollo shall respond to approximately 25 submittals assuming an average process and review time of 4 hours per submittal and 15 resubmittals assuming an average process and review time of 2 hours per submittal. Note the budget allocated for this task may be higher or lower depending on the final number of submittals reviewed and the completeness of each shop drawing submitted by the Contractor.

Deliverables:

- Marked-up submittals and resubmittals.

Task 4 – Other Engineering Support Services

Carollo shall provide other engineering support services specified herein to assist the District and Construction Manager during the construction period.

Task 4.1 – Prepare Design Clarifications. Carollo shall prepare design clarifications to clarify and/or change the intent of the contract documents at the request of the District and/or Construction Manager. In preparing the design clarification, Carollo shall issue revised specifications, drawings, and/or sketches, if necessary, to clarify and/or change the intent of the contract documents.

Deliverables:

- Completed design clarifications.

Task 4.2 – Review Request for Proposals. Carollo shall review changes to the Contract Documents proposed by the Contractor during the construction period. It is assumed these changes will be screened initially by the Construction Manager for merit. If it is determined that the request is worthy of further review, the Construction Manager will issue a formal Request for Proposal (RFP). Carollo shall review the RFP for impact on design intent, costs, and impacts to the construction schedule.

Deliverables:

- Responses to RFPs.

Task 4.3 – Review Change Orders. Carollo shall assist the Construction Manager in reviewing proposed change orders submitted by the Contractor. Carollo's review shall be limited to merits of the change order and providing input on applicable unit and material prices of selected items. It is assumed the Construction Manager will prepare an independent cost estimate of the proposed change order for verification and to negotiate the proposed change order cost with the Contractor on behalf of the District.

Deliverables:

- Review comments to change orders.

Task 4.4 – Final Inspection. Carollo shall assist the Construction Manager with the final project "walk-through" inspection in preparing a punch list of outstanding items to be completed by the Contractor to achieve final acceptance.

Deliverables:

- Input on final punch-list.

Task 4.5 – Geotechnical Specialty Inspection. McMillen Jacobs Associates will provide inspection as needed for geotechnical related field issues. They will also review geotechnical related change order requests, and RFIs and provide input as needed. The budget includes up to 8 site visits.

Deliverables:

- Field notes, responses to RFIs, opinions on change order requests as required.

Task 5 - Record Drawings

Carollo shall prepare record drawings of the project to incorporate changes made during the construction period.

Task 5.1 – Record Drawings. Carollo shall prepare record drawings using Carollo's standard format to include changes made during the construction period after contract closeout. It is assumed that the Contractor and Construction Manager will maintain a current set of marked-up drawings detailing field changes and clarifications. Carollo shall not be responsible for field measuring as-built conditions and will rely solely on the information provided by the Construction Manager as the basis for preparing the record drawings.

Deliverables:

- One electronic copy of the record drawings.

EXHIBIT B

LABOR AND BUDGET ESTIMATE

**NAPA SANITATION DISTRICT
MST RECYCLED WATER EXPANSION PROJECT
ENGINEERING SERVICES DURING CONSTRUCTION FOR 5 MONTHS**

Task	Task Description			CAD Drafter	Word Processor	Total	Labor	Other Direct Costs (ODC)					Total	
		PM	PE					Subconsultants (Includes 5% Fee)	PECE	Printing	Mileage			ODC
				McMillen Jacobs										
				Geotechnical	\$11.70	Trips	Amount	Total			Cost			
1.0	Project Management and Meetings													
1.1	Project Management (5 months)	20	0	0	0	20	\$5,240	\$234	\$0	0	\$0	\$234	\$5,474	
1.2	Pre-Construction Meeting (1)	4	4	0	0	8	\$1,868	\$94	\$0	1	\$46	\$140	\$2,008	
1.3	Meetings (Weekly) & Site Visits	40	48	0	0	88	\$20,320	\$1,030	\$0	12	\$552	\$1,582	\$21,902	
	Task 1.0 Totals =	64	52	0	0	116	\$27,428					Task 1.0 Totals =	\$29,383	
2.0	Review RFIs													
2.1	Review RFIs	10	32	0	0	42	\$9,180	\$491	\$0	0	\$0	\$491	\$9,671	
	Task 2.0 Totals =	10	32	0	0	42	\$9,180					Task 2.0 Totals =	\$9,671	
3.0	Review Shop Drawings													
3.1	Review Shop Drawings	30	100	0	0	130	\$28,360	\$1,521	\$0	0	\$0	\$1,521	\$29,881	
	Task 3.0 Totals =	30	100	0	0	130	\$28,360					Task 3.0 Totals =	\$29,881	
4.0	Other Engineering Support Services													
4.1	Prepare Design Clarifications	12	36	8	0	56	\$11,844	\$655	\$0	2	\$92	\$747	\$12,591	
4.2	Review Requests for Proposals	8	16	0	0	24	\$5,376	\$281	\$0	1	\$46	\$327	\$5,703	
4.3	Review Change Orders	8	12	0	0	20	\$4,556	\$234	\$0	1	\$46	\$280	\$4,836	
4.4	Final Inspection	4	8	0	0	12	\$2,688	\$140	\$0	1	\$46	\$186	\$2,874	
4.5	Geotechnical Specialty Inspection (8 visits)	8	16	0	0	24	\$5,376	\$281	\$0	2	\$92	\$26,473	\$31,849	
	Task 4.0 Totals =	40	88	8	0	136	\$29,840					Task 4.0 Totals =	\$57,853	
5.0	Record Drawings													
5.1	Record Drawings	2	4	48	0	30	\$9,264	\$351	\$0	0	\$0	\$351	\$9,615	
	Task 5.0 Totals =	2	4	48	0	30	\$9,264					Task 5.0 Totals =	\$9,615	
Project Totals =		146	276	56	0	454	\$104,072	\$26,100	\$5,312	\$0	20	\$920	\$32,332	\$136,404