



## NAPA SANITATION DISTRICT

### CONSOLIDATED CM- TASK ORDER No. 2 MST RECYCLED WATER EXPANSION PROJECT PROJECT (CIP 16722)

Date: \_\_\_\_\_

Issued under Professional Services Agreement dated April 7, 2016.

To: CONSOLIDATED CM

**Project Description:**

MST RECYCLED WATER EXPANSION PROJECT - Construction Management & Inspection.

**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:** Matt Scoble, PE

**Consultant Quality Control Manager:** David Lee, PE

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

**Time & Materials Not-to-Exceed Cost Limit:** \$417,203

See Exhibit 'B' –Cost Proposal

**APPROVALS:**

**CONSOLIDATED CM**

By: \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**NAPA SANITATION DISTRICT**

By: \_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date

NSD Account No.: CIP 16722

## EXHIBIT "A" – SCOPE OF SERVICES

Task	Description	Services Performed	Deliverables
<b>1</b>	<b>Construction Phase</b>		
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 the CCM document control system and route documents to the appropriate entity for response.  CCM will process and return to the Contractor items found not to be complete.  Reviewed documents are logged in and distributed back to the Contractor and project team.	Logs with status and responsible person to take action for: <ul style="list-style-type: none"> <li>• Submittals</li> <li>• RFI</li> <li>• Correspondence</li> <li>• Engineers Change Directives</li> <li>• Change Orders</li> </ul>
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)  Inspector will maintain a contract as-built set of drawings in the field trailer as well as appropriate photographic documentation of project.
1.6	Inspection and Coordinate Special Inspections	CCM will provide an on-site Inspector who will perform all specific Inspection Requests and witness all contract and 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 special 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 will provide 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 draft progress payment.  CCM will compare information against the inspector daily reports, submittal records, and other contemporaneous records documenting progress. Confirm contractors as-built is up to date.	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 updates 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.  A complete set of physical and electronic files will be turned over to the District at the completion of the project.
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.
<b>2</b>	<b>Post Construction</b>		
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, contractor release forms, final balancing change, 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.

## EXHIBIT B

**Napa Sanitation District**  
**MST Recyled Water Pipeline Expansion Project**  
**Cost Proposal**



POSITION	2017							TOTAL HOURS	RATE	TOTAL
	Apr	May	Jun	Jul	Aug	Sep	Oct			
Principal - D. Lee, PE	32	16	8	16	8	8	8	96	\$ 205.00	\$ 19,680.00
Construction Mananger - M.Scoble, PE, QSD/P	80	160	160	160	160	160	80	960	\$ 185.00	\$ 177,600.00
Scheduler - S. Ritter	16	12	8	8	8	8	8	68	\$ 179.00	\$ 12,172.00
Inspector - Jeff Kendall	80	160	160	160	160	160	80	960	\$ 132.00	\$ 126,720.00
Admin Support - Laura Lea	80	64	40	40	40	40	40	344	\$ 79.00	\$ 27,176.00
CCM Subtotal								2,428		\$ 363,348.00
Allowances										\$ 53,855.00
Total										\$ 417,203.00

  

Allowances	
Labor Compliance-RGM	\$ 28,355.00
Special Inspection & Testing-CEL	\$ 15,000.00
Vehicles Expenses	\$ 4,000.00
Other Direct Costs	\$ 6,500.00
Subtotal	\$ 53,855.00

**Notes:**

- 1) Project duration is 7 months per the Request for Proposal.
- 2) All non-exempt 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) There is no charge for the use of CCM's online Construction Project Management system.
- 6) Construction Field facilities for the CM team have not been included in this budget, however can be provided upon request.