



NAPA SANITATION DISTRICT

CONSOLIDATED CM - TASK ORDER No. 5
RECYCLED WATER RESERVOIR IMPROVEMENTS
PROJECT (CIP 16716)

Date: _____

Issued under Professional Services Agreement dated April 7, 2016.

To: CONSOLIDATED CM

Project Description:

RECYCLED WATER RESERVOIR IMPROVEMENTS PROJECT - Construction Management, Testing, and Inspection Services.

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: Work to be completed by 4/27/18

Time & Materials Not-to-Exceed Cost Limit: \$161,394

See Exhibit 'B' – Fee Schedule

APPROVALS:

CONSOLIDATED CM

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 16716



EXHIBIT "A" – SCOPE OF SERVICES

Task	Description	Services Performed	Deliverables
1 Pre-Construction Phase			
1.1	Pre-construction Planning Support	As needed during the pre-construction/post-bid phase CCM will work with both the District and Contractor to smooth the way to a successful construction phase.	<ul style="list-style-type: none"> • Scope or work phasing related change orders if needed • Tracking of pending issues under consideration
1.2	Document Control	Our document control procedures will be implemented for both physical and electronic documents so all are tracked and filed in an orderly manner. These procedures include standardized forms, RFI formats, submittal formats, meeting agendas and much more to increase project communications and minimize construction risks.	File structure both electronically and physical files, dropbox and our CPM (internet-based project control) system. Reports and Logs: <ul style="list-style-type: none"> • RFI Log • Submittal Log • Meeting Minutes • Correspondence
2 Construction Phase			
2.1	Pre-construction conference	Assist/provide conference agenda.	Agenda and meeting minutes from conference
2.2	Provide 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.
2.3	Project Document Control	CM 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. CM will process and returned 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
2.4	Weekly Construction Meetings	Construction Manager shall chair these meetings that will review and coordinate all major topics. CCM knows from experience how critical it is to properly document these meetings and our CM will prepare the meeting minutes personally using our standard meeting agenda format.	Agenda prior to meeting Full meeting minutes recording discussion during the meeting. Off line discussions will be documented and followed up with email confirming any discussions with the Contractor.
2.5	Inspector Daily Reports	CCM knows it is critical to 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,	Daily report will be available daily on the CCM website for review by the District (not Contractor). <i><u>CCM Note:</u> We have had many instances over the years where we've used these daily reports to diffuse potential claims from the Contractor. Superior information and</i>



Proposal to Provide Construction Management and Inspection Services
Napa Recycled Water Reservoir Improvements Project

Task	Description	Services Performed	Deliverables
		<p>notices, correction actions, testing, SWPPP compliance, etc.</p> <p>Specifically identify potential change issues or deviations.</p>	<p><i>solid documentation is an insurance policy that we bring to all our projects.</i></p>
2.6	Inspection and Coordinate Special Inspections and Liner Inspection	<p>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. Testing includes but is not limited to soil samples, field compaction, concrete strength and liner testing.</p> <p>Review inspection reports to verify contract compliance.</p>	<p>Secure copies of all our inspection reports and the contractor's inspection reports. File both in hard and electronic files.</p> <p>Issue a deficiency notice of work that is not compliant; Verify and document proper corrective action.</p> <p>Prior to start of work review contractor's QA/QC program and work with contractor and District to address any identified deficiencies.</p>
2.7	Environmental Compliance	Coordinate with the District's consultant to verify environmental compliance.	Secure copies of all inspection reports and correspondence.
2.8	Labor Compliance	Verify Contractor's compliance with labor laws. Conduct interviews and verify payroll.	Written report of interviews and copies of the certified payroll.
2.9	Review/Recommend Contractor Progress Payment Requests	<p>Receive and review Contractor's Schedule of Values.</p> <p>Review monthly progress payments and recommend to District appropriate payment amounts based on physical progress.</p> <p>CCM will compare information against the inspector daily reports, submittal records, and other contemporaneous records documenting progress.</p>	CCM shall submit to the District and recommend approval of the Contractor's payment request with accompanying supporting documentation.
2.10	Prepare CM Correspondence and Document Control	<p>Receive and respond to all contractor and other agency project related letters and other correspondence.</p> <p>All documents received by and sent through CCM shall be logged into the master database.</p>	<p>Letters issued by CCM</p> <p>Logs of letters, RFIs, Submittals, and other contract documents.</p>
2.11	Schedule Review and Evaluation	<p>Review initial baseline schedule for completeness, appropriate durations, sequencing and cost loading.</p> <p>Review subsequent monthly progress schedule updates with progress payments.</p> <p>Review GC's 3-week look ahead schedules.</p>	<p>Written report of review of the Baseline Schedule with acceptance or rejection.</p> <p>Written report of review of the Schedule updates with acceptance or rejection.</p> <p>Issue direction for recovery schedules if progress is not adequate or for other causes. 3-week schedules reviewed at weekly progress meeting.</p>
2.12	Change Order preparation, independent estimates, record of	<p>Receive from Engineer or District directed changes and forward a Request for Proposal to the Contractor for his action.</p> <p>Receive from the Contractor his change package in response to issued RFP.</p>	<p>Issue request for proposal to Contractor for District (& Engineer) initiated changes.</p> <p>Circulate COs for Signature for merit, price and scope when agreed to.</p>



Proposal to Provide Construction Management and Inspection Services
Napa Recycled Water Reservoir Improvements Project

Task	Description	Services Performed	Deliverables
	negotiation and justification	Independently evaluate the scope of changes, associated schedule impacts and independently estimate the price or value of the changed work.	Forward to Owner Summary of Negotiation establishing background of change, merits, verifying estimate of costs, schedule impacts and recommendations.
2.13	Review, evaluate, 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 2.12 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. Litigation support, if needed, is available but not part of basic scope of work.
3	Post Construction		
3.1	Implementation of close-out process	Verify the Contractor has correctly assembled the final technical and contract closeout documents and Warranty.	Package of close out technical documents and other Contract Closeout Documentation, Certified Notice of Claim (if applicable), Warranty, Pay Request, etc.
3.2	Coordinate completion of punch list	A Final job walk with the District with 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.
3.3	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 and photos, payment request, etc.	Final documents will be a part of the final Closeout Package from the Contractor.
3.4	Final Payment	CCM will review the final request for payment and verify all liens against the project have been cleared, and all conditionals and unconditional releases are included.	Submission of reviewed final payment, proof of releases.

EXHIBIT 'B' - FEE SCHEDULE

Napa Sanitation District Recycled Water Reservoir Improvements Project Cost Proposal: TASK ORDER #5



POSITION	2017				2018				TOTAL HOURS	RATE	TOTAL
	Nov	Dec	Jan	Feb	Mar	Apr					
Principal - D. Lee, PE	8	4	4	4	4	4			28	\$ 205.00	\$ 5,740.00
Construction Manager - M.Scoble, PE, QSP/D	16	40	80	80	40	20			276	\$ 187.00	\$ 51,612.00
Scheduler - S. Ritter	0	8	4	4	4	0			20	\$ 179.00	\$ 3,580.00
Inspector - Jeff Kendall	0	40	176	160	80	0			456	\$ 134.00	\$ 61,104.00
Admin Support - TBD	16	40	32	32	16	8			144	\$ 80.00	\$ 11,520.00
	CCM Subtotal								924		\$ 133,556.00
	Labor Compliance							RGM			\$8,508
	Materials Testing							CEL		\$	16,830.00
	ODC										\$2,500
	Total									\$	161,394.00

Notes:

- 1) Task Order #2 Phase Only.
- 2) Hourly billing rates will be held for the duration of the project.
- 3) 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.
- 4) There is no charge for the use of CCM's online Construction Project Management system.