



NapaSan

GHD - TASK ORDER No. 62

2018 Treatment Plant Improvement Project (CIP #18736)

Date: _____

Issued under Professional Services Agreement dated August 9, 2017.

To: GHD

Project Description:

Construction Management and Inspection Services

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: Jane Rozga, PE

Consultant Quality Control Manager: Matt Winkelman, PE

Schedule to Perform Services: See Attachment 'A' – Scope of Services

Time & Materials Not-to-Exceed Cost Limit: \$300,419

See Attachment 'B' – Budget Summary

APPROVALS:

GHD

By: _____
Authorized Representative Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent Date

NSD Account No.: CIP 18736



Attachment 'A'

April 11, 2018

Mr. Matthew Lemmon, PE
Senior Civil Engineer
Napa Sanitation District
1515 Soscol Ferry Road
Napa, CA 94558

RE: Construction Management Services – 2018 Treatment Plant Improvement Project

Dear Matt:

GHD is pleased to submit this scope of work and proposed fee for Construction Management Services for the 2018 Treatment Plant Improvement Project. This proposal is based on an anticipated level of effort and assumed timeframe for completion as described below.

Project Manager: Jane Rozga, PE

Quality Control Manager: Matt Winkelman, PE

Schedule to Perform Services: May 2018 through November 2018

Time and Materials Not-to-Exceed Limit: \$300,419.

Scope of Work

Task 1 Project Management

Task 1.1 – Provide Management of GHD Services

GHD project management will include preparation and maintenance of budgets and schedules for GHD services, instructions to the GHD Team, preparation of field safety instructions, and routine progress reporting.

Task 2 Construction Management

GHD's Construction Management Team (CMT) will act as an extension/adjunct of NapaSan staff. The CMT will coordinate with NapaSan to discuss project details, review schedules, provide drafts for review and produce final documentation ready for NapaSan signature. The CMT will provide periodic updates, coordinate meetings and telephone calls, promptly transcribe meeting notes, and distribute.

The CMT will perform the following services:

Task 2.1 – Provide Project Coordination

Coordinate with NapaSan staff to discuss and address issues with the project. This will be accomplished by daily / weekly email updates of the activities that preceded the work accomplished in the time period with issues that occurred. The weekly update will be more in depth by providing a 2-3 week look ahead on the schedule, and will contain an ongoing list of outstanding critical issues.

Task 2.2 – Prepare and Conduct Pre-Construction Meeting

The pre-construction meeting will include NapaSan, the Design Engineer, contractor, and major subcontractors. The CM will prepare the agenda, meeting minutes, and a list of contact information for key personnel from each agency to be contacted in the event of an emergency.

Task 2.3 – Conduct and Document Project Meetings

Conduct weekly progress meetings and other special technical meetings throughout the project. The CM will prepare the agenda, describing key issues, schedule status, and potential change orders, and distribute notes to meeting participants.



Task 2.4 – Review Contractors Construction Schedule

Review the Contractor's project schedule for conformance with the specifications and for reasonableness of activity durations and sequence. The CM will perform the following activities:

- *Coordinate review comments by NapaSan and Design Engineer and transmit review comments to the contractor.*
- *Meet with the contractor to discuss and clarify any significant issues. Review revised schedules. Review work progress as compared to the as-planned schedule and notify contractor of schedule slippage.*
- *Review schedule to determine impact of the weather and change orders on the construction schedule. Review contractor's updates of the construction schedule that incorporates actual progress, weather delays, and change order impacts.*

Task 2.5 – Maintain Project Records

Maintain project records, including daily logs, weekly report of working days, inspection reports, compliance testing results, photos, measurement of quantities, schedules, submittals, RFIs, RFCs, PCOs, change orders, month pay requests, issues, and correspondence. Project records will be maintained in organized manner for quick reference. The project records are a combination of the web-based management system and our daily detailed field reports.

Task 2.6 – Review and Evaluate Monthly Progress Payments

Review and evaluate monthly progress payment requests submitted by the Contractor, negotiate differences over payment, and recommend payment to NapaSan. Quantity vouchers will be checked and signed independently by the CM to monitor quantities paid against estimated quantities. CM will monitor certified payrolls.

Task 2.7 – Prepare Monthly Progress Reports

CM will prepare and submit to NapaSan a monthly progress report, which will include a construction progress summary, construction cash flow and payments, and summary logs for proposed change orders (PCOs) and change orders.

Task 2.8 – Respond to Requests for Information (RFIs)

Coordinate, evaluate, and manage the process of responding to RFIs. This effort includes receiving the RFI from the Contractor, logging into the system, transmitting it to the Design Engineer for response, coordinating with the Design Engineer on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor.

Task 2.9 – Prepare Potential Change Orders (PCOs) and Change Orders

Coordinate and manage the change order process, including logging, reviewing them in conjunction with Design Engineer and NapaSan, assisting with determination of changed conditions and scope definition as needed, developing independent cost estimates, assisting with negotiation, and incorporating change orders into the construction contract.

Task 2.10 – Coordinate Submittal and Shop Drawing Review Process

Coordinate the submittal and shop drawing review process, including logging submittals from the Contractor, transmitting to Design Engineer for response, coordinating with Design Engineer on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor. Incomplete submittals will be returned to the contractor prior to being submitted to the Design Engineer.

Construction Manager and inspectors will also review submittals of shop drawings, materials, test reports, and manufacturer cut-sheets to understand installation requirements and identify potential issues.

Task 2.11 – Monitor Construction Record Drawings

CM will require the contractor to maintain construction record drawings in coordination with the progress pay request.



Task 2.12 – Perform Claims Management

Analyze potential claims for additional compensation submitted during the construction period and make recommendations to NapaSan for resolution. Coordinate and monitor claims response preparation, logging and tracking status. The Construction Manager will monitor and assist in mitigating any potential project claim, support in defending any construction claims will be negotiated as an extra service.

Task 3 Inspection Services

Task 3.1 – Provide Field Inspection / Observation

Provide an on-site construction inspector / observer to monitor the contractor's work for compliance with the contract documents, submittals, RFIs, change orders, traffic and pedestrian control plan, public outreach plan, environmental compliance, including SWPPP requirements. Contractor's certified payrolls will be checked and documented by the inspector. Construction inspector will be on site full time during most operations. Daily effort is assumed to average 9 hours per day for 24 weeks, but may be extended during critical activities. During periods of lessor activity, the inspector's time will be reduced commensurately.

Task 3.2 – Prepare Photograph or Video Documentation

Document initial site conditions prior to start of construction using either still photographs or video, and provide additional photos of construction progress periodically throughout construction.

Task 3.3 – Document Field Changes to the Drawings and Specifications

Document field changes to the contract documents on a real-time basis during the progress of construction.

Task 3.4 – Prepare Daily Observation Reports

The Inspector/Observer will prepare daily observation reports. Reports will include: employee names and labor classification, equipment identification, hours worked and equipment utilized, weather conditions, and issues, observations, and significant conversations between the inspector and the contractor. The report will be a combination of web-based data and written. The daily reports will include photographs and material tags.

Task 3.5 – Materials Testing

Coordinate with the materials testing laboratory performing quality assurance testing in accordance with the contract documents. An allowance of \$5,000 is included for quality assurance compaction testing and concrete testing if needed.

Task 3.6 – Develop Punch List

Develop a preliminary punch list for the project and maintain a running punch list through the course of the project. The CMT will schedule NapaSan and Design Engineer to conduct final completion inspections and issue final punch lists.

Task 3.7 – Compile Final Records

Provide NapaSan with a complete set of project records of the project, indexed and filed, and a listing of warranties provided under the project including the items covered and the warranty duration. The documentation will be in electronic format.

Task 3.8 – Prepare Final Pay Estimates

Prepare the final pay estimate, prepare the Notice of Completion, and coordinate retention release at the conclusion of construction.

Contingency

A contingency is recommended for additional services that may be required for the project. Use of the project contingency will be based on written authorization by NapaSan to proceed.

Assumptions:

The scope of work is based on the following assumptions:

- **Means and Methods.** The Contractor is responsible for the means and methods on the project.



- **Control of Contractor's Work.** *The Construction Management Team (CMT) does not supervise or direct the Work of the Contractor. The Contractor will be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work under the Contract, unless Contract Documents give other specific instructions concerning these matters.*
- **Site Safety.** *The Contractor will be solely responsible for site safety.*
- **Compliance with Contract Requirements.** *The Contractor will not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the CMT in the CMT's administration of the Contract, or by tests, inspections, or approvals required or performed by persons other than the Contractor.*

Engineering Fee

Compensation will be on a time and materials basis, for an estimated not-to-exceed fee of \$300,419. The budget estimate is provided in the attached fee spreadsheet.

Closing

Please do not hesitate to contact me if you have any questions regarding the scope of work or proposed fee. Thank you for the opportunity to serve NapaSan.

Sincerely,
GHD Inc.

A handwritten signature in dark ink, appearing to read "Jane Rozga", is written over a light blue rectangular background.

Jane Rozga, P.E.

Construction Manager
(707) 236-1530

Attachment: Fee Estimate Spreadsheet

Attachment 'B'

PROJECT FEE ESTIMATING SHEET

PROJECT NAME:2018 Plant Improvements Project

PROJECT #11153564

Date4/10/2018

CLIENT:NapaSan

SHT #1 of 1

On-Site InspectorEric Leitz Lead

Construction ManagerJane Rozga

Principal In ChargeMatt Winkelman

PREPARED BY:Jane Rozga

Construction Cost\$2,500,000

FEE COMPUTATION									
LABOR CATEGORY> RATE>	Principal In Charge \$210 /HR	Construction Manager \$205 /HR	Assist CM-Doc/Coord \$120 /HR	Lead Inspector \$160 /HR	TOTAL HOURS/ GHD fee	Subconsultant Services	Other Direct Costs \$6/hr office \$11/hr field	TOTAL FEE (10% sub MU)	
120 Working Days									
6 month Construction period									
24.0 week Inspection period									Note - Actual contract period
Task 1Project Management									
Task 1.1 Overall Project Management	4 \$ 840	24 \$ 4,920	- \$ -	- \$ -	28 \$ 5,760		168 \$	5,928 \$	4 hrs/mo PM
Sub-Total	4 \$ 840	24 \$ 4,920	- \$ -	- \$ -	28 \$ 5,760	- \$	168 \$	5,928 \$	
Task 2Contract Management					\$ 5,760				
Task 2.1 Provide Project Coordination	- \$	48 \$ 9,840	48 \$ 5,760	- \$	96 \$ 15,600		576 \$	96 \$ 16,176	24 weekly 4 hrs CM & Asst
Task 2.2 Prepare and Conduct Preconstruction Meeting	- \$	8 \$ 1,640	8 \$ 960	8 \$ 1,280	24 \$ 3,880		144 \$	24 \$ 4,024	
Task 2.3 Conduct and Document Project Meetings	- \$	96 \$ 19,680	96 \$ 11,520	- \$	192 \$ 31,200		1,152 \$	192 \$ 32,352	24 weekly contractor & other meetings 4 hrs each
Task 2.4 Review Contractors Construction Schedule	- \$	12 \$ 2,460	- \$	- \$	12 \$ 2,460		72 \$	12 \$ 2,532	6 monthly update 2 hrs each
Task 2.5 Maintain Project Records	- \$	- \$	48 \$ 5,760	- \$	48 \$ 5,760		288 \$	48 \$ 6,048	24 weekly 2 hrs each
Task 2.6 Review and Evaluate Monthly Progress Payments	- \$	14 \$ 2,870	12 \$ 1,440	- \$	26 \$ 4,310		156 \$	26 \$ 4,466	7 pay requests, including final 4 hrs each
Task 2.7 Prepare Monthly Progress Reports	- \$	14 \$ 2,870	14 \$ 1,680	- \$	28 \$ 4,550		168 \$	28 \$ 4,718	7 months including final 2 hrs each
Task 2.8 Respond to RFI's and Issue RFC's	- \$	35 \$ 7,175	35 \$ 4,200	- \$	70 \$ 11,375		420 \$	70 \$ 11,795	35 Assumed Number of RFI's/RFC's 2 hrs each - share CM/ACM
Task 2.9 Prepare PCO's and Change Orders	- \$	24 \$ 4,920	12 \$ 1,440	- \$	36 \$ 6,360		216 \$	36 \$ 6,576	12 Assumed Number of PCO's 2 hrs each CM + 1 ACM
Task 2.10 Coordinate Submittal and Shop Drawing Review	- \$	- \$	87 \$ 10,440	- \$	87 \$ 10,440		522 \$	87 \$ 10,962	87 Assumed Number of shop drawings/submittals 1 hrs each
Task 2.11 Monitor Permit Compliance	- \$	- \$	- \$	- \$	- \$		- \$	- \$	24 weeks; Monitor Contractor compliance with hrs each - NOT APPLICABLE
Task 2.12 Monitor Construction Record Drawings	- \$	- \$	- \$	- \$	- \$		- \$	- \$	6 Months hrs per month - INCLUDED IN TASK 3
Task 2.13 Monitor Labor Compliance			24 \$ 2,880			\$ -		- \$	1 Hr/week Certified Payroll
Task 2.14 Perform Claims Management	- \$	8 \$ 1,640	- \$	- \$	8 \$ 1,640		48 \$	8 \$ 1,688	Assumes no formal claims. Time is for meetings & communication to resolve field issues estimated at 8 hrs
Sub-Total	- \$	247 \$ 50,635	336 \$ 40,320	8 \$ 1,280	567 \$ 89,355	- \$	3,402 \$	567 \$ 92,757	
Task 3:Field Inspection/Observation									
Task 3.1 Provide Field Inspection/Observation	- \$	- \$	- \$	1,080 \$ 182,400	1,080 \$ 182,400		6,990 \$	1,080 \$ 189,390	9 hours per day inspection 120 working days
Task 3.2 Prepare Photograph and Video Documentation	- \$	- \$	- \$	8 \$ 1,280	8 \$ 1,280		48 \$	8 \$ 1,328	Prior to Pre-construction
Task 3.3 Field Changes	- \$	- \$	- \$	- \$	- \$		- \$	- \$	Included in Task 3.1
Task 3.4 Prepare Daily Observation Reports	- \$	- \$	- \$	- \$	- \$		- \$	- \$	Hours are included in Task 3.1
Task 3.5 Materials Testing	- \$	- \$	- \$	- \$	- \$	5,000 \$	- \$	5,500 \$	Quality assurance + some concrete cylinders Coordination time included in Task 3.1
Task 3.6 Develop Punchlists	- \$	- \$	4 \$ 480	4 \$ 640	8 \$ 1,120		48 \$	8 \$ 1,168	
Task 3.7 Compile Final Documents	- \$	- \$	8 \$ 960	8 \$ 1,280	16 \$ 2,240		96 \$	16 \$ 2,336	Record Drawings indexes, logs and binders
Task 3.8 Prepare Final Pay Estimate	- \$	4 \$ 820	4 \$ 480	4 \$ 640	12 \$ 1,940		72 \$	12 \$ 2,012	Final pay request, coordinate retention release Notice of Completion
Sub-Total	- \$	4 \$ 820	16 \$ 1,920	1104 \$ 186,240	1124 \$ 188,980	5,000 \$	7,254 \$	1124 \$ 201,734	201734 check
									Included in Tasks above
Contingency								\$ -	
Project Totals	4 \$ 840	275 \$ 56,375	352 \$ 42,240	1,112 \$ 187,520	1,719 \$ 284,095	5,000 \$	6 \$ 10,830	1,691 \$ 300,419	

* OTHER DIRECT COSTS Include: Telephone, Mileage, Printing, Photo-copies and other misc. direct expenses.
Material testing: Allowance for gradation tests, compaction, soil characterization as needed.