



NAPA SANITATION DISTRICT

CM CONSOLIDATED - TASK ORDER No. 4 EARTHQUAKE REPAIRS PROJECT (CIP 18727)

Date: _____

Issued under Professional Services Agreement dated April 7, 2016.

To: CM CONSOLIDATED

Project Description:

EARTHQUAKE REPAIRS PROJECT - Construction Management 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 12/31/17

Time & Materials Not-to-Exceed Cost Limit: \$95,004

See Exhibit 'B' –Fee Schedule

APPROVALS:

CM CONSOLIDATED

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 18727

EXHIBIT “A” – SCOPE OF SERVICES

Task	Description	Services Performed	Deliverables
Construction Phase			
1	Pre-construction conference	Assist/provide conference agenda.	Agenda and meeting minutes from conference.
2	Provide photographic record of the project site	Walk project and photo/video document pre-construction condition in and around construction site.	Photo/Videos in an organized fashion – electronic or hard copy.
3	Project Document Control	<p>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.</p> <p>CM will process and return to the Contractor some items if not complete.</p> <p>Reviewed documents are logged in and distributed back to the Contractor.</p>	<p>Logs with status and responsible person to take action for:</p> <ul style="list-style-type: none"> • Submittals • RFI • Correspondence • Engineers Change Directives • Change Orders
4	Funding Support and OES Interface	CCM is well versed in the State Funding of projects and can provide the expertise to gain and maintain this funding. We have worked with OES on a number of occasions and can support the District for any grant associated tasks or reporting which may be required.	Support in obtaining and maintaining reporting for funding requirements.
5	Weekly Construction Meetings	<p>Construction Manager shall chair these meetings that will review and coordinate all major topics.</p> <p>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.</p>	<p>Agenda prior to meeting.</p> <p>Full meeting minutes recording discussion during the meeting.</p> <p>Off line discussions will be documented and followed up with email confirming any discussions with the Contractor.</p>
6	Inspector Daily Reports	<p>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.</p> <p>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.</p> <p>Specifically identify potential change issues or deviations.</p>	<p>Daily report will be available daily on the CCM website for review by the District (not Contractor).</p> <p><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 solid documentation is an insurance policy that we bring to all our projects.</i></p>
7	Inspection and Coordinate Special Inspections	CCM will provide an on-site Inspector with seismic repair experience who will perform all specific Inspection Requests and witness all code required tests. He will also be coordinating the special inspections and material testing. Testing includes but is not limited to field compaction and concrete	<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</p>

Task	Description	Services Performed	Deliverables
		cylinder testing, pull tests, etc. Review inspection reports to verify contract compliance.	proper corrective action.
8	Environmental Compliance	Coordinate with the District's consultant to verify environmental compliance. Insure area is environmentally cleared before work starts, particularly that the nesting swallows have left the area.	Secure copies of all inspection reports and correspondence.
9	Labor Compliance	Verify Contractor's compliance with labor laws. Conduct interviews and verify payroll.	Written report of interviews and copies of the certified payroll. (sub: RGM)
10	Review/Recommend Contractor Progress Payment Requests	Receive and review Contractor's Schedule of Values. 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.
11	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.
12	Schedule Review and Evaluation. Coordinate with plant operations staff	Review initial baseline schedule for completeness, appropriate durations, sequencing and cost loading. Review subsequent progress schedule with progress payments. Regularly review planned work and hours with plant operations staff and work with the contractor to adjust plans to mesh with on-going plant operations.	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.
13	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 request for proposal to Contractor for District (& Engineer) initiated changes. Circulate COs for Signature for merit, price and scope when agreed to. Forward to Owner Summary of Negotiation establishing background of change, merits, verifying estimate of costs, schedule impacts and recommendations.
14	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 13 above. If without merit, notify the Contractor in	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

Task	Description	Services Performed	Deliverables
		writing.	established merit.
Post Construction			
15	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.
16	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.
17	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.
18	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.

**Napa Sanitation District
Earthquake Structural Repair Project (CIP 18727)
Cost Proposal**



POSITION	2017				TOTAL HOURS	RATE	TOTAL
	Sep	Oct	Nov	Dec			
Principal - David Lee, PE	8	8	8	8	32	\$ 205.00	\$ 6,560.00
Construction Manager - Matt Scoble, PE, QSD/P	8	16	48	48	120	\$ 185.00	\$ 22,200.00
Scheduler - Scott Ritter	0	0	8	8	16	\$ 179.00	\$ 2,864.00
Inspector - Jeff Kendall	8	0	160	160	328	\$ 132.00	\$ 43,296.00
Admin Assistant - TBD	8	8	40	40	96	\$ 79.00	\$ 7,584.00
CCM Subtotal					592		\$ 82,504.00
Allowances							\$ 12,500.00
Total							\$ 95,004.00

Allowances	
Labor Compliance-RGM	\$ 8,000.00
Special Inspection & Testing-CEL	\$ 3,500.00
Other Direct Costs	\$ 1,000.00
Subtotal	\$ 12,500.00

Notes:

- 1) Project duration is 3 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.