



## NAPA SANITATION DISTRICT

**HDR ENGINEERING, INC. - TASK ORDER No. 31**  
**PRIMARY CLARIFIER AND DAF CLARIFIER**  
**REHABILITATION PROJECT**  
**(CIP 16712)**

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

Issued under Professional Services Agreement dated August 9, 2017.

**To:** HDR Engineering, Inc.

**Project Description:**

Primary Clarifier and DAF Clarifier Rehabilitation - Construction Management, Inspection, and Engineering Services During Construction.

**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:** Holly Burles, PE

**Consultant Quality Control Manager:** Craig Olson, PE

**Schedule to Perform Services:** See Attachment 'B' – Project Schedule

**Time & Materials Not-to-Exceed Cost Limit:** \$279,909

See Attachment 'C' – Budget Summary

<b>APPROVALS:</b>
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**HDR ENGINEERING, INC.**

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

\_\_\_\_\_  
Date

**NAPA SANITATION DISTRICT**

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

\_\_\_\_\_  
Date

NSD Account No.: CIP 16712

# **Attachment 'A' – Scope of Services**

## **Napa Sanitation District Task Order No. 31 - Construction Phase Services for Primary Clarifiers and Dissolved Air Flotation (DAF) Clarifier Rehabilitation Project (CIP #16712)**

In October 2019, HDR Engineering, Inc., (CONSULTANT) completed design of the Napa Sanitation District (DISTRICT) Primary Clarifiers and Dissolved Air Flotation (DAF) Clarifier Rehabilitation Project (Project). The Project is scheduled to begin construction in April 2020. CONSULTANT's scope of services herein is to provide construction phase services to the DISTRICT. This scope of services is based on a construction period of 8 months from contractor's notice to proceed until final project acceptance and project closeout, and includes engineering services during construction, full-time construction inspection by a NACE-certified inspector, and part-time construction management services.

### **Task 1 – Project Management**

CONSULTANT will provide project management and administration necessary for proper planning, execution, monitoring, quality control, and reporting of this project. CONSULTANT will also prepare a progress report for attachment to the monthly invoice to track status of budget expenditures and key work activities completed during that billing period.

*Assumptions* The DISTRICT provides the sample copy of the format, content, and attachments.

*Deliverables:* Monthly invoices with progress report.

### **Task 2 - Conformed Set**

CONSULTANT will incorporate the addenda into the bid set and provide a “conformed” set of construction documents for reproduction and distribution by the DISTRICT.

*Assumptions:* Not applicable for construction management services portion.

*Deliverables:* PDF of conformed drawings and technical specifications.

### **Task 3 - Preconstruction Meeting**

CONSULTANT's project manager and engineer will attend the preconstruction meeting with the DISTRICT, and contractor at the project site. The purpose of the meeting is to facilitate understanding of the contract requirements by the parties involved.

***Assumptions:** Budget is based upon 2-hour pre-construction meeting.*

***Deliverables:** Meeting agenda and notes.*

#### **Task 4 - Submittal Reviews**

CONSULTANT will review the contractor's submittals, including shop drawings, products and materials, for conformance with the contract documents, to assist the DISTRICT during the construction period.

CONSULTANT will review and respond to shop drawing, products, and materials submittals (excluding temporary shoring submittals) from the contractor. Submittals will be reviewed and marked-up in accordance with the contract documents. CONSULTANT will maintain the submittal log for DISTRICT.

For budgeting purposes, CONSULTANT will respond to approximately 15 submittals and 5 resubmittals. 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.

CONSULTANT will not be responsible for consultation or other services relating to construction means and methods or construction site safety.

***Assumptions:** A construction duration of 8 months total. Assumes 4 hours per month for the first 6 months and 2 hours per month for the last two months for the construction manager. The construction management services provide a clearing house for the submittals for re-distribution to engineer of record and DISTRICT for review in the project management web-based software.*

#### **Task 5 - Request for Information (RFI) Reviews**

CONSULTANT will review RFIs to assist the DISTRICT during the construction period.

CONSULTANT will review and respond to RFIs from the contractor. In responding to the RFIs, CONSULTANT will issue interpretations and clarifications to the contract documents, and evaluate the acceptability of substitute materials and equipment. The budget for this task includes up to 10 clarifications and responses to RFIs. Note that 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.

***Assumptions:** A construction duration of 8 months total. The budget assumes 4 hours per month for the four months for the construction manager. The construction management services*

*provide a clearing house for RFIs for re-distribution to engineer of record and DISTRICT for review in the project management web-based software.*

## **Task 6 - Construction Meetings**

CONSULTANT will participate in weekly construction progress meetings and the construction manager will conduct the meetings. The purpose of these construction progress meetings is to discuss construction status and to review key issues with the contractor. It is assumed that DISTRICT personnel will be available to co-attend these meetings.

***Assumptions:** The construction manager and project manager or project engineer will attend up to 8 on-site construction progress meeting and one on-site final project closeout meeting. The construction management and project manager or project engineer will attend up to 24 conference call construction meetings.*

***Deliverables:** Meeting notes.*

## **Task 7 – Periodic Site Visits**

CONSULTANT will visit the construction site as required to assist the DISTRICT in reviewing the acceptability of the work and to assist in resolving field problems. Site visits will primarily be performed either before or after construction progress meetings, as warranted by the work being performed.

***Assumptions:** CONSULTANT's project manager or project engineer will attend up to four site visits meetings in person as listed in Task 6 above.*

## **Task 8 – Construction Observation**

CONSULTANT will furnish the services of a qualified coatings inspector to perform on-site inspection of surface preparation and coating application. Services will consist of 150 days (5 months) of full-time inspection by a NACE-certified Level III coatings inspector, who will:

- Prepare and submit inspector's daily reports including: reports of construction activities, weather conditions, contractor's equipment and labor, work performed, materials used, delays in work and reasons for delays
- Delineate work to be completed by the contractor and track quantities of work performed
- Inspect surface preparation and coating application
- Perform various tests, including pH, adhesion, wet-film thickness, dry-film thickness
- Report non-conformances

**Assumptions:** *The construction manager will review the inspector's daily report that will be rolled up into the monthly construction management services construction progress reports for the 5-month period at 1 hour per week. The budget excludes work on weekends, holidays, night shift, and overtime.*

**Deliverables:** *Daily inspection reports and monthly construction management services construction progress reports.*

## **Task 9 - Progress Payments**

CONSULTANT will review progress pay requests prepared by the contractor prior to submitting them to the DISTRICT for review, approval, and processing for payment. CONSULTANT will negotiate discrepancies, if necessary, and make recommendations for the DISTRICT for approval when complete.

**Assumptions:** *The construction manager will review the monthly progress payment 3 hours per month and process the contractor's monthly pay application. The construction manager will need feedback information and investigation, and research from the inspector to provide reasonable quantifiable process of the contractor. The construction manager can only assume that the delay of schedule will not hinge upon the process of the contractor's monthly pay application.*

**Deliverables:** *Processing of up to eight progress payment requests.*

## **Task 10 - Contract Change Orders and Potential Changes**

CONSULTANT will review potential contract change orders (PCOs) and other potential project changes prepared by the contractor. PCOs that are found to be applicable will be forwarded to the DISTRICT for review and approval. Up to three change orders or potential change orders, with 8 hours per change order review have been budgeted for this task.

**Assumptions:** *Construction manager only provides the change order and potential changes.*

**Deliverables:** *Up to three potential change items or three change orders.*

## **Task 11 - Final Site Visits and Project Closeout**

CONSULTANT and DISTRICT will jointly perform the final project "walk-through" inspection. CONSULTANT's project engineer will participate in the final inspection. CONSULTANT will prepare the final punch list for DISTRICT review and approval prior to submitting it to the contractor for completion of the identified items. DISTRICT will process the project closeout documentation, including any release of retentions and bonds, and the Notice of Completion.

**Assumptions:** *The construction manager has allocated two final site visits: one for the initial final walk-thru and the other one for final completion walk-thru after the punch list items are completed and the contractor has requested a final closeout walk-thru.*

## **Task 12 - Record Drawings**

CONSULTANT will prepare record drawings of the Project to incorporate changes made during the construction period.

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

**Assumptions:** *The contractor will maintain as-builts of the construction sets on monthly basis. No hours are allocated for construction management services for this task; only the record drawings from the engineer of record.*

### **Deliverables:**

- *One full-size (22" x 34") set of record drawings.*
- *Two half-size (11" x 17") sets of record drawings.*
- *One USB drive storing AutoCAD files, including XREF files, plot configuration files, etc. and PDFs of the record drawings.*

## **Attachment 'B' – Project Schedule**

**Napa Sanitation District  
Task Order No. 31 - Construction Phase Services for  
Primary Clarifiers and Dissolved Air Flotation (DAF) Clarifier Rehabilitation  
Project (CIP #16712)**

The Project is scheduled to begin construction in April 2020. This scope of services is based on a construction period of 8 months from contractor's notice to proceed until final project acceptance and project closeout.

## Attachment 'C' - Budget Summary

Napa Sanitation District

Task Order No. 31 - Primary Clarifier and DAF Clarifier Rehabilitation Construction Services (CIP 16712)

Task No.	Task Description	QA/QC	CM	Project Manager	Project Engineer	Corrosion Engineer	Corrosion Inspector	CAD/BIM Tech	Project Controller	Project Coordinator	Total HDR Labor Hours	Total HDR Labor (\$)	Total HDR Expenses (\$)	Total Cost (\$)
1	Project Management	2	15	20		2			20	8	67	\$15,019		\$15,019
2	Conformed Set	2			8	2		20			32	\$5,940		\$5,940
3	Preconstruction Meeting		4	2	4						10	\$2,320	\$100	\$2,420
4	Submittal Reviews (up to 15 submittals, 5 resubmittals)	2	28	8	68	15				20	141	\$26,916		\$26,916
5	RFIs (up to 10)		16		40	4				10	70	\$12,467		\$12,467
6	Construction Meetings (up to 32)		40	4	20						64	\$15,154	\$1,500	\$16,654
7	Periodic Site Visits (up to 4 visits)			4	16						20	\$3,685	\$500	\$4,185
8	Construction Observation (5 months)						800				800	\$137,206	\$28,250	\$165,456
9	Progress Payments		24								24	\$6,516		\$6,516
10	Contract Change Orders and Potential Changes (up to 3)		24							3	27	\$6,821		\$6,821
11	Final Site Visit and Project Closeout		16	2	6		8				32	\$7,254	\$300	\$7,554
12	Record Drawings	4		2		2		40			48	\$9,560	\$400	\$9,960
<b>TOTALS</b>		<b>10</b>	<b>167</b>	<b>42</b>	<b>162</b>	<b>25</b>	<b>808</b>	<b>60</b>	<b>20</b>	<b>41</b>	<b>1,335</b>	<b>\$248,859</b>	<b>\$31,050</b>	<b>\$279,909</b>