



NAPA SANITATION DISTRICT

**HAZEN AND SAWYER - TASK ORDER No. 8
WEST NAPA PUMP STATION
PROJECT (CIP 17711)**

Date: _____

Issued under Professional Services Agreement dated September 19, 2018.

To: HAZEN AND SAWYER

Project Description:

Engineering Services during Construction for the West Napa Pump Station Project (CIP 17711).

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: Marc Solomon, PE

Consultant Quality Control Manager: Steve Connor, PE

Schedule to Perform Services: March 2020 – December 2021

Time & Materials Not-to-Exceed Cost Limit: \$299,769

See Attachment 'B' – Project Fee
Estimating Sheet

APPROVALS:

HAZEN AND SAWYER

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 17711

SCOPE OF SERVICES

NAPA SANITATION DISTRICT West Napa Pump Station Engineering Services During Construction

Project Background

This Scope is for engineering services during construction for the Napa Sanitation District West Napa Pump Station Rehabilitation Project. Hazen completed the final design of the project in December 2019 and the District issued for bid on December 19th, 2019. For the construction of the WNPS Project, the District has hired a third-party CM that will manage the construction and Hazen will provide Engineering Services During Construction. Hazen will work closely with the District and the CM team for a successful construction project.

Services to be provided by Hazen include the following tasks as delineated below and expanded in greater detail in the subsequent paragraphs:

- Project Management
- Pre-Construction and Partnering Meeting
- Site Visits
- Submittal Review
- RFI Response and Clarification Review
- Startup and Training
- Project Closeout (As-Builts)

Detailed Scope of Work

TASK 1 PROJECT MANAGEMENT

The Project Management task will include the following subtasks:

Subtask 1.1 Team Management

Hazen will provide general project management to include oversight and coordination of the efforts, and staffing/personnel administration of sub-consultants during the project.

Subtask 1.2 Monthly Reporting and Invoicing

Under this task, Hazen will review and issue monthly invoices as well as provide monthly report that will update the District's project manager on the project status including the project schedule and budget updates.

Task 1 Deliverables

The following deliverables are associated with Task 1:

- Work Plan
- Monthly Invoices and Monthly Reports

Task 2 – ENGINEERING SERVICES DURING CONSTRUCTION

This task includes time for construction phase support activities including pre-construction meeting attendance, site visits and RFI response and submittal reviews.

Subtask 2.1 – Pre-Construction and Partnering Meeting

Hazen (up to three team members) will attend and participate a combined Pre-Construction and Partnering Meeting with District staff, CM Team, and Contractor at the District's office. The meeting will be led by others and meeting agenda and meeting minutes will be prepared by others. Hazen will provide input to the meeting agenda and meeting minutes, if requested.

Subtask 2.2 Site Visits and Meetings

Hazen will conduct up to six (6) site visits during the construction period. It is assumed that up to two (2) Hazen staff member will attend each visit. During these site visits Hazen will observe construction and not provide any inspection related services.

Hazen will attend up to six (6) in person construction meetings during the construction period. It is assumed that up to two (2) Hazen staff member will attend each meeting. The meeting will be led by others and meeting agenda and meeting minutes will be prepared by others. Hazen will provide input to the meeting agenda and meeting minutes, if requested.

Hazen will attend up to six (6) construction or other meetings via conference call. It is assumed that up to two (2) Hazen staff member will attend each conference call. The meeting will be led by others and meeting agenda and meeting minutes will be prepared by others. Hazen will provide input to the meeting agenda and meeting minutes, if requested.

Subtask 2.3 Submittal Review

Hazen will review submittals for conformance with the contract documents. This task is based on responding to the submittals (including resubmittals) identified in the submittal list (Attachment A). Up to one re-submittal review is assumed for each submittal. Hazen will not be responsible for consultation or other services related to construction means and methods, or construction site safety.

Subtask 2.4 RFI Response and Clarification Review

Hazen will provide responses to questions about the design, provide clarification and interpretations of the requirements of the contract documents related to the West Napa Pump Station design. Support will be provided for up to thirty (30) requests for information (RFI's) and twenty (20) clarifications. Up to 4 hours is budgeted for each RFI and clarification.

Subtask 2.5 Startup and Training

Hazen will provide support during system start-up in the form of training for operations staff on the operation and control of the pump station. Hazen has included one training session (no more than 2 days) as part of this scope. Hazen will be available during pump station startup to answer technical questions and to attend site visit if requested. The startup will be led by others.

Subtask 2.6 Project Closeout (As-Builts)

Based on mark-up drawings provided by the CM and/or Contractor, Hazen will develop as-built drawings under the Project Closeout task. No other services have been included. Hazen will provide PDF and CAD files of as-built drawings (no stamps or signatures) incorporating any changes made during construction as based on the CM and/or Contractor's redlines. This task includes time for creating record drawings.

Task 2 Deliverables

The following deliverables are associated with Task 2:

- Submittal Reviews
- Responses to RFIs and Clarifications
- Reviews of Change Orders
- As-built Record Drawings

Attachment – Fee

Hazen

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