



NAPA SANITATION DISTRICT

CAROLLO - TASK ORDER No. 36 2021 TREATMENT PLANT IMPROVEMENT PROJECT PROJECT (CIP 20708)

Date: _____

Issued under Professional Services Agreement dated September 9, 2018.

To: CAROLLO

Project Description:

2021 TREATMENT PLANT IMPROVEMENT PROJECT - Professional Design 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: DOUG WING, PE

Consultant Quality Control Manager: RICK CHAN, PE

Schedule to Perform Services: See Attachment 'C' – Project Schedule

Time & Materials Not-to-Exceed Cost Limit: \$124,203

See Attachment 'B' – Fee Estimate

APPROVALS:

CAROLLO

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 20708

**DRAFT
SCOPE OF SERVICES****NAPA SANITATION DISTRICT
2021 TREATMENT PLANT IMPROVEMENTS PROJECT
FINAL DESIGN****PROJECT UNDERSTANDING**

Napa Sanitation District (District) has developed a list of plant improvements that will be combined into a single set of construction documents, for construction in 2021. The 2021 Treatment Plant Improvement Project (TPIP) includes the Polymer Storage System Rehabilitation, including polymer tank replacement (3 tanks), limited polymer pipe replacement in containment area, new polymer tank pads and containment area coating (concrete repair as needed).

The Basis of Design for the 2021 TPIP are being completed under Task Order 35. The Final Design and Bidding Services phase scope of services for this project are outlined below in Task 1 to 4.

SCOPE OF SERVICES

Carollo will provide the following scope of services:

TASK 1.0 – DESIGN PROJECT MANAGEMENT / QUALITY CONTROL

Carollo will provide project management for the project including monthly invoices and budget status letter. One copy of the status report will be submitted to the District in electronic (pdf) format.

TASK 2.0 – 2021 PLANT IMPROVEMENTS FINAL DESIGN

Based on the recommendations in Basis of Design task for the polymer storage system rehabilitation, Carollo will prepare biddable construction documents (drawings and specifications) for the listed plant improvements. Project bid package will include District front-end documents and Carollo technical specifications and drawings. Demolition and installation details will be shown on photo markups. Carollo will submit final design progress submittals at 50 and 90 percent design stages, and provide final bid set documents.

Carollo will prepare construction cost estimates at the 50 and 90 percent design submittal stages. The 90 percent will be updated for bidding to reflect bid climate and District comments.

Carollo will provide PDF copies of progress submittals and final documents for bidding. District shall be responsible for distribution and printing.

TASK 3.0 – PLANT IMPROVEMENTS PROJECT DESIGN MEETINGS

Carollo will participate in Basis of Design review and two final design review / workshop meetings. Carollo will prepare agenda and meeting notes for each meeting (3).

TASK 4.0 – BID PERIOD SERVICES

Carollo will provide bid period services for the Plant project, including attendance at pre-bid meeting, and two addenda preparation. District will be responsible for distribution and printing.

TIME OF PERFORMANCE

Anticipated schedule for completion of Carollo Scope of Services is as follows:

- Final Design Notice to Proceed (NTP) - After Board approval on August 5, 2020.
- Task 2.0 Final Design Submittals - 50%: Within 30 working days after Basis of Design review meeting and 90%: 30 days after 50% review comments are received. Bid set documents will be provided 10 days after 90% review comments are received. The project is scheduled to advertise for bids in December 2020.
- Task 3.0 Meetings: as agreed with District.
- Task 4.0 Bid Period Services: As needed.

Deliverables

- Design Submittals at 50 percent, 90 percent and bid set documents including construction cost estimate (PDF).
- Bid period documents (PDF) including addenda as needed.

Assumptions

- District will review and provide comments on design submittal packages within 2 weeks of receipt.
- District will manage bidding period including printing and distribution of bid documents.
- Construction Management will be by a third party Construction Manager.

**EXHIBIT B
DESIGN LABOR AND FEE ESTIMATE**

**2021 TREATMENT PLANT IMPROVEMENTS PROJECT
NAPA SANITATION DISTRICT**

July 29, 2020

Task	Task Description	Carollo Labor								Total Hours	Labor Cost	PECE	Printing	Mileage		Total ODC Cost	Total Cost
		PIC	PM	PE	DISC Eng	Eng	CAD	WP	Trips					Amount			
	2019 Fee Schedule	\$283	\$263	\$222	\$222	\$181	\$164	\$120			\$13.00						
1	Design Project Management / Quality Control	4	22	16	0	8	4	2	56	\$12,814	\$728	\$200	1	\$35	\$963	\$13,777	
a	Project Management	2	6	0	0	0	0	0	8	\$2,144	\$104	\$0	1	\$35	\$139	\$2,283	
b	Quality Control	2	16	16	0	8	4	2	48	\$10,670	\$624	\$200	0	\$0	\$824	\$11,494	
2	2021 Plant Improvements Final Design	6	28	72	88	72	164	24	454	\$89,238	\$5,902	\$200	1	\$35	\$6,137	\$95,375	
a	Contract Document Development																
	50% Submittal	2	8	24	40	24	60	8	166	\$32,862	\$2,158	\$0	1	\$35	\$2,193	\$35,055	
	90% Submittal	2	8	24	24	24	60	8	150	\$28,974	\$1,950	\$0	0	\$0	\$1,950	\$30,924	
	Bid Set Submittal	2	8	16	16	16	40	8	106	\$20,526	\$1,378	\$200	0	\$0	\$1,578	\$22,104	
b	Construction Cost Estimate	0	4	8	8	8	4	0	32	\$6,876	\$416	\$0	0	\$0	\$416	\$7,292	
3	Plant Improvements Design Meetings (3)	0	8	8	8	0	8	2	34	\$7,376	\$442	\$150	3	\$104	\$696	\$8,072	
4	Bid Period Assistance	0	8	10	4	2	4	2	30	\$6,554	\$390	\$0	1	\$35	\$425	\$6,979	
a	Attend Pre-Bid Conference	0	4	0	0	0	0	0	4	\$1,052	\$52	\$0	1	\$35	\$87	\$1,139	
b	Addenda Preparation (1)	0	2	8	4	2	4	2	22	\$4,532	\$286	\$0	0	\$0	\$286	\$4,818	
c	Bid Opening/Evaluation	0	2	2	0	0	0	0	4	\$970	\$52	\$0	0	\$0	\$52	\$1,022	
	Project Totals =	10	66	106	100	82	180	30	574	\$115,982	\$7,462	\$550	6	\$209	\$8,221	\$124,203	

Legend:

PIC Principal-in-Charge
 PM Project Manager
 PE Project Engineer
 DISC Discipline / Structural Design Engineer
 DISC Discipline / Electrical/Instrumentation/ Control Engineer
 ENG Staff Engineer
 CAD Drafting Technician
 DP Document Processor
 PECE Project Equipment Communication Expense

ODC Unit Costs:

PECE (\$/hr): \$13.00
 Mileage (\$/mi): \$0.58
 Miles per Roundtrip: 60

ATTACHMENT C: PROJECT SCHEDULE

