



NAPA SANITATION DISTRICT

HDR ENGINEERING, INC. - TASK ORDER No. 33
Pond Levee Maintenance Project
PROJECT (CIP 20707)

Date: _____

Issued under Professional Services Agreement dated August 9, 2017.

To: HDR Engineering, Inc.

Project Description:

Pond Levee Maintenance – Engineering Serviced 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 Exhibit 'A' –Scope of Services

Deliverables: See Exhibit 'A' –Scope of Services

Consultant Project Manager: Daniel Teak, PE

Consultant Quality Control Manager: Arun Parsons, PE

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

Time & Materials Not-to-Exceed Cost Limit: \$114,018.02

See Exhibit 'B' –Fee Schedule

APPROVALS:

HDR ENGINEERING, INC.

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 20707

EXHIBIT A



January 25, 2021

Mr. Simon Kobayashi
Napa Sanitation District
1515 Soscol Ferry Road
Napa, CA 94558

RE: Napa Sanitation District Task Order No. TBD CIP 20707

Dear Mr. Kobayashi,

SCOPE OF SERVICES

HDR Engineering, Inc., (Consultant) will provide engineering services during construction for the 2020 Pond System Embankment Repair (CIP #20707) project (Project), as set forth in the scope of services below.

General Description of Work

This scope of work includes the following tasks:

- Project Management
- Meeting Attendance
- Construction Drawings and Specifications
- Review of Contractor Construction Submittals
- Request for Information (RFI) support during construction
- Field Inspections
- Record Drawings and Record Specifications

Anticipated Construction Schedule

This proposal is based on the following construction schedule:

- On-Going – Post-award administration
- 1 April 2021 – Notice to Proceed
- 2 April 2021 – Mobilization
- 14 April 2021 – Site Preparation
- 21 April 2021 – Begin Northern Segment Repair
- 18 May 2021 – Begin Southern Segment Repair
- 14 June 2021 – Begin Transfer Structure Replacement
- 2 August 2021 – Begin Demobilization
- 9 November 2021 – Construction Contract Closed Out

Task 1 – Project Kickoff, Work Plan, and On-Going Project Management

Consultant will participate in a one-hour conference call project kickoff meeting to discuss tasks described in this scope. Following the kickoff meeting, Consultant will update the Work Plan developed as part of the previous design task order (TO 32). The Work Plan will include an organization chart showing key personnel, and a description of the quality control processes to be implemented by Consultant. The Work Plan will be submitted to Napa Sanitation District (District) for their information. Consultant will provide the District a monthly progress report that summarizes Consultant activities, deliverables, schedule, and planned activities.

Deliverables (electronic format):

- Work Plan
- Monthly Progress Reports

Task 2 – Meeting Attendance

Consultant will attend weekly meetings throughout the duration of the project. It is anticipated that the Construction Manager will lead these meetings with engineering support from Consultant as needed.

Consultant will attend Construction Kickoff meeting.

Assumptions:

- One one-hour meeting per week between 15 March 2021 and 15 October 2021 attended by project manager with civil and geotech support as needed.
- Assumes Construction Kickoff meeting will be four hours.
- Meetings are anticipated to be virtual, with on-site meetings occurring coincident with Task 4.

Task 3 – For Construction Plans and Specifications:

After award, Consultant will compile a set of For Construction documents. The For Construction documents (plans and specifications) will be based on RFIs and Addenda issued during the bid period. It is assumed that

Deliverables (electronic format):

- For Construction Plans and Specifications (PDF and .DWG)

Assumptions:

- Revisions are based on RFIs and addenda issued during bid period and/or minor linework and text-based changes only. Revisions to models, sheet layouts, plan structure, or significant changes to the design are not anticipated or included.

Task 4 – Contractor Construction Submittal Review and RFI Support

Consultant will work with NapaSan and the construction manager to review contractor construction submittals and provide responses to RFIs during construction.

Consultant will review the following submittals as detailed in the specifications.

- 01 35 05 – Proposal of methods of control and preventative measures
- 01 35 05 – Drawing of work area, environmental protection installations, haul routes, storage areas, access routes, and current land conditions.
- 01 35 05 – Copy of NPDES permit
- 01 71 14 – Staging area plan
- 01 77 19 – Engineer's acceptance of, and field quality control tests and inspections.
- 01 77 19 – Required permits, inspections, and approvals of authority
- 01 77 19 – Releases of Liens
- 01 77 19 – Waivers of Lien Rights
- 01 77 19 – Project Record Documents
- 01 77 19 – Record of Equipment and Materials
- 01 77 19 – Final Approved Shop Drawings
- 01 77 19 – Construction Contract Specifications
- 01 77 19 – Project Survey Requirements
- 01 77 19 – Real Property Equipment
- 01 77 19 – Schedule
- 01 77 19 – Test Results
- 01 77 19 – Photo Documentation
- 01 77 19 – Warranty Period Contact Information
- 01 77 19 – Responsibility for Spare Parts and Tools
- 31 23 00 – Preconstruction Conditions
- 31 23 00 – Survey Data
- 31 23 00 – Equipment Data (Excavation)
- 31 23 00 – Material Distribution and Stockpile Plan
- 31 23 00 – Sheeting and Shoring Plan
- 31 23 00 – Subgrade Stabilization Plan
- 31 23 00 – Geotechnical Engineer
- 31 23 00 – Equipment Data (Placement and Compaction)
- 31 23 00 – Levee Fill
- 31 23 00 – Quality Control Testing Package (5)
- 31 23 00 – Test Data Summaries
- 31 23 00 – Construction Verification Survey Report
- 31 23 19 – Shop Drawings
- 31 23 19 – Dewatering Plan
- 31 23 19 – Product Technical Data
- 31 23 33 – Shop Drawings
- 31 23 33 – Product Technical Data
- 31 23 33 – Trench Excavation, Fill Placement, and Compaction Plan
- 31 37 00 – Product Technical Data
- 31 37 00 – Certifications

- 31 37 00 – Test Reports
- 31 37 00 – Construction Plan
- 32 15 40 – Product Data
- 33 05 23 – Product Technical Data
- 33 05 23 – Drawings of Weir Gate and Cana Gate
- 33 05 23 – Waterstop gasket drawings
- 33 05 23 – Leakage and infiltration testing results
- 33 05 23 – Precast product technical data
- 33 05 23 – Shop drawings for precast units
- 33 05 23 – Calculations for precast units designed by fabricator
- 33 05 23 – Concrete mix designs
- 33 05 23 – Fabricators quality control documentation
- 33 05 23 – Copies of quality control tests
- 33 05 23 – Certification of manufacturer's testing facility qualifications
- 33 05 23 – Shop drawings for grating and steel support
- 33 05 23 – Shop drawings for Checkerplate

Consultant will review and respond to RFIs during construction.

Deliverables (electronic format):

- Comments on Contractor's Construction Submittals
- Responses to Contractor RFIs

Assumptions:

- One and a half hours of review for each submittal, plus an additional one hour review to incorporate revisions and backcheck for approximately half of the submittals.
- Two hours of review for each RFI. Anticipating up to 30 RFIs during construction.

Task 5 – Field Observations:

Consultant will perform field observations to view and monitor construction activities. Site visits will include observing the degraded surface of each levee (1 day each), observing trenching and shoring for the two culvert removals (1 day each), and observing trenching and shoring for two of the transfer structure replacements (1 day each). The purpose of these visits is to verify conditions encountered during excavation are consistent with design assumptions and are not intended to replace CM field inspections. A verbal report will be provided to NapaSan at the end of each visit. A brief summary will be provided to NapaSan via email within two business days of each visit.

Deliverables (electronic format):

- Field Observations Summaries

Assumptions:

- Six site visits will be needed for construction.
- Each site visit is six hours (including travel time) with project manager and geotechnical engineer.

Task 6 – Record Plans and Specifications:

Upon completion of the construction contract, Consultant will coordinate with the Contractor and Construction Manager to review marked-up drawings and specifications. Consultant will compile a set of record documents. The record documents (plans and specifications) will be based on the contractor provided marked-up drawings and specifications, data furnished to Consultant by the contractor, and changes from Change Orders and issued revisions. The intent of the record documents is to show the reported locations of the work and significant changes made during the construction process.

Deliverables (electronic format):

- Record Plans and Specifications (PDF and .DWG)

Assumptions:

- Revisions will be minor linework and text-based changes only. Revisions to models, sheet layouts, plan structure, or significant changes to the design are not anticipated or included.
- Two rounds of revisions will be required.

COST ESTIMATE

HDR's cost estimate to complete the scope of services described above is attached on the following page.

We look forward to continuing to provide the District with excellent service. If you have any questions, please contact Daniel Teak at 916.679.8842 or Daniel.Teak@hdrinc.com.

Sincerely,
HDR Engineering, Inc.



Holly L. L. Kennedy, PE
Senior Vice President




Daniel Teak, PE
Project Manager

EXHIBIT B

Napa Sanitation District

Engineering Services During Construction Proposal Summary

ITEM	Wage Rates	Total Task Fee
Task 1. Project Kickoff, Work Plan, and Project Management	2021	\$ 12,062.56
Task 2. Meeting Attendance	2021	\$ 18,783.82
Task 3. Construction Plans and Specs	2021	\$ 8,863.96
Task 4. Contractor Construction Submittal Review and RFIs	2021	\$ 39,409.86
Task 5. Field Observations	2021	\$ 21,216.38
Task 6. Record Plans and Specifications	2021	\$ 13,681.44
	Subtotal:	\$ 114,018.02

		Quality Control	Project Manager	Sr. Civil	Staff Civil	Senior H&H	Senior Geotech	Staff Geotech	CAD/BIM	Admin.	Project Controller	Task Totals
PROPOSED LABOR HOURS / AS NEGOTIATED FULLY BURDENED LABOR RATES		\$ 306.31	\$ 338.98	\$ 186.45	\$ 114.27	\$ 251.39	\$ 331.50	\$ 190.65	\$ 154.41	\$ 110.79	\$ 120.74	
BASE												
TASK 1	Project Kickoff, Work Plan, and Project Management											
	Monthly Progress Report		16.0							6.0	32.0	54.0
	Conference Call Kickoff Meeting		1.0	1.0			1.0					3.0
	Revised Work Plan	0.5	1.0	2.0			1.0			0.5		5.0
	Subtotal Direct Labor Hours	0.5	18.0	3.0	0.0	0.0	2.0	0.0	0.0	6.5	32.0	62.0
	Subtotal Direct Labor Cost	\$ 153.16	\$ 6,101.64	\$ 559.35	\$ -	\$ -	\$ 663.00	\$ -	\$ -	\$ 720.14	\$ 3,863.68	\$ 12,060.96
BASE												
Task 2	Meeting Attendance											
	Construction Kickoff Meeting		4.0	4.0			4.0					12.0
	Weekly Meetings		30.0	10.0			10.0					50.0
	Subtotal Direct Labor Hours	0.0	34.0	14.0	0.0	0.0	14.0	0.0	0.0	0.0	0.0	62.0
	Subtotal Direct Labor Cost	\$ -	\$ 11,525.32	\$ 2,610.30	\$ -	\$ -	\$ 4,641.00	\$ -	\$ -	\$ -	\$ -	\$ 18,776.62
BASE												
Task 3	Construction Plans and Specifications											
	Plans	1.0	2.0	6.0			1.0		8.0			18.0
	Specifications	4.0	2.0	8.0			4.0			4.0		22.0
	Subtotal Direct Labor Hours	5.0	4.0	14.0	0.0	0.0	5.0	0.0	8.0	4.0	0.0	40.0
	Subtotal Direct Labor Cost	\$ 1,531.55	\$ 1,355.92	\$ 2,610.30	\$ -	\$ -	\$ 1,657.50	\$ -	\$ 1,235.28	\$ 443.16	\$ -	\$ 8,833.71
BASE												
Task 4	Contractor Construction Submittal Review and RFI Support											
	RFI Support		5.0	15.0		15.0	10.0	15.0				60.0
	Construction Submittal Review		12.0	40.0		24.0	10.0	10.0	14.0			110.0
	Subtotal Direct Labor Hours	0.0	17.0	55.0	0.0	39.0	20.0	25.0	14.0	0.0	0.0	170.0
	Subtotal Direct Labor Cost	\$ -	\$ 5,762.66	\$ 10,254.75	\$ -	\$ 9,804.21	\$ 6,630.00	\$ 4,766.25	\$ 2,161.74	\$ -	\$ -	\$ 39,379.61
BASE												
Task 5	Field Observations											
	Degraded Levee Surface			12.0			12.0					24.0
	Culvert Removals			12.0			12.0					24.0
	Transfer Structure Replacement			12.0			12.0					24.0
	Summaries			1.5			3.0					4.5
	Subtotal Direct Labor Hours	0.0	0.0	37.5	0.0	0.0	39.0	0.0	0.0	0.0	0.0	76.5
	Subtotal Direct Labor Cost	\$ -	\$ -	\$ 6,991.88	\$ -	\$ -	\$ 12,928.50	\$ -	\$ -	\$ -	\$ -	\$ 19,920.38
BASE												
Task 6	Record Plans and Specifications											
	Record Plans	1.0	4.0	24.0					24.0			53.0
	Record Specifications	1.0	4.0	8.0						6.0		19.0
	Subtotal Direct Labor Hours	2.0	8.0	32.0	0.0	0.0	0.0	0.0	24.0	6.0	0.0	72.0
	Subtotal Direct Labor Cost	\$ 612.62	\$ 2,711.84	\$ 5,966.40	\$ -	\$ -	\$ -	\$ -	\$ 3,705.84	\$ 664.74	\$ -	\$ 13,661.44
Total Direct Labor Hours		7.5	81.0	155.5	0.0	39.0	80.0	25.0	46.0	16.5	32.0	482.5
Total Direct Labor Cost		\$ 2,297.33	\$ 27,457.38	\$ 28,992.98	\$ -	\$ 9,804.21	\$ 26,520.00	\$ 4,766.25	\$ 7,102.86	\$ 1,828.04	\$ 3,863.68	\$ 112,632.72
										Other Direct Costs		\$ 1,385.30
										Total Project Costs		\$ 114,018.02