



NAPA SANITATION DISTRICT

**WOODARD & CURRAN - TASK ORDER No. 4
66-INCH TRUNK SEWER REHABILITATION
PROJECT (CIP 19701)**

Date: _____

Issued under Professional Services Agreement dated **July 10, 2018**.

To: Woodard & Curran

Project Description:

66-inch Trunk Sewer Rehabilitation – Engineering and Environmental Services during Construction.

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: Jennifer Glynn, PE

Consultant Quality Control Manager: Glenn Hermanson, PE

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

Time & Materials Not-to-Exceed Cost Limit: \$396,848

See Exhibit 'B' – Fee Schedule

APPROVALS:

WOODARD & CURRAN

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 19701

EXHIBIT A

Napa Sanitation District 66" Trunk Sewer Improvements Project

Task Order No. 4

Engineering Services During Construction

January 27, 2021

INTENT OF SCOPE OF SERVICES

At the request of the Napa Sanitation District (NapaSan), Woodard & Curran (W&C) has prepared the following Task Order No. 4 scope of services for providing engineering services during construction for the 66" Trunk Sewer Improvements Project designed by W&C.

This Task Order No. 4 is provided to support NapaSan staff and construction manager during construction of the project. As part of this scope of services, W&C will provide typical engineering services during construction (ESDCs) such as attendance at weekly meetings, submittal review, responses to RFIs, and preparation of conformed documents and record drawings as well as oversee environmental permit compliance work conducted by its subconsultant, WRA Environmental Consultants (WRA).

The Task Order No. 4 Scope of Work follows.

SCOPE OF WORK

Task 1 – Project Management

This task includes overall project management for ESDC services for the project.

Task 1.1 Invoice and Project Progress Reporting

W&C shall provide progress, budget, and schedule tracking for this project. W&C shall prepare invoices and a monthly progress report that provides a summary of the project status including work accomplished and updated budget.

W&C will coordinate ESDC efforts with NapaSan, its construction manager (CM) and W&C's subconsultant to ensure timely and thorough response to submittals, RFIs, and field issues. W&C will maintain a log of submittals, RFIs and other requests made by NapaSan and its CM.

W&C will also implement its Quality Assurance Program measures for this project, including providing for QC reviews of primary work products. QA/QC efforts will be provided as part of each individual task as listed below.

Assumptions:

- Duration of the ESDCs contract is 11 months starting in February and through December of 2021.

Deliverables:

- Monthly invoice and progress report.
- Submittal, RFI, Clarification and Change Order log (Microsoft Excel)

Task 1.2 Project Communications

W&C shall work with its subconsultant WRA Environmental Consultants, Napa San, and its CM to coordinate and oversee environmental compliance planning, demarcation, monitoring, surveys, correspondence, and reporting as outlined in this scope of services. This task shall also include regular communication with Napa San personnel and the CM team regarding the project.

Assumptions:

- A level of effort of 8 hours per month for a duration of 11 months is assumed for this subtask.
- Scope is limited to the level of effort in the budget.

Deliverables:

- None.

Task 1.3 Assistance with Negotiating Tribal Agreement

Assist NapaSan with developing a contract between the Yocha Dehe Wintun Nation and Napa Sanitation District for Cultural Resources Sensitivity Training and Cultural Monitoring per Army Corps of Engineers (ACOE) permit requirements. Assistance will be limited to technical input to NapaSan during contract development and review of the draft agreement to confirm that terms are reasonable.

Assumptions:

- This Subtask assumes 20 hours of effort.
- This task does not include writing or negotiating the contract. Level of effort is limited to technical input and review of the draft agreement as developed and negotiated by NapaSan.
- Scope is limited to the level of effort in the budget.

Task 2 – Construction Meetings/Site Visits

W&C will attend both the pre-construction meeting as well as weekly construction meetings as requested by NapaSan. W&C's participation is expected to include approximately 2 hours per meeting, and 2 hours of round-trip travel time from Walnut Creek (for in-person meetings only). W&C will take notes during the meetings and report progress and concerns related to its ESDCs and provide email comments to NapaSan on the CM's draft meeting minutes. If meetings are held in person, it is assumed that W&C will attend the pre-construction meeting and that NapaSan will request W&C to attend up to 10 construction meetings during the active construction work on the pipeline project. Ten meetings is a frequency of approximately once per month for the duration of the active construction contract. If meetings are virtual, W&C will attend the pre-construction meeting and as many additional construction meetings as the budget will allow and as requested by NapaSan.

Assumptions:

- NapaSan CM to develop and finalize draft meeting minutes and issue the minutes to the Contractor.
- W&C will attend 1 pre-construction meeting and up to 10 construction meetings at construction trailer or NapaSan offices (assuming in-person meetings).

Deliverables:

- Email comments on CM prepared draft meeting minutes

Task 3 – Submittal Review

Woodard & Curran will review up to 50 technical submittals required by the contract documents. The level of effort assumes that the administrative (non-technical) submittals will be reviewed by the CM.

Assumptions:

- W&C will review up to 40 submittals, with 25 percent requiring resubmittals at an average effort of 3 hrs per submittal, plus QC.
- Scope is limited to the level of effort in the budget.
- There are no Buy America or American Iron and Steel requirements for the project.

Deliverables:

- Written submittal review comments on W&C standard comment sheet template (.pdf format)

Task 4 – RFI Review

W&C will review and respond to up to 40 technical requests for information (RFIs) to respond to questions from the Contractor and construction manager and to clarify the contract documents and design intent. The level of effort assumes that administrative (non-technical) RFIs, which do not involve design intent, will be answered by NapaSan or its CM.

Assumptions:

- W&C will review up to 40 RFIs at an average effort of 2 hrs each, plus QC.
- Scope is limited to the level of effort in the budget.

Deliverables:

- Written RFI responses on W&C standard RFI response template (.pdf format)

Task 5 – Design Clarifications

W&C will review and respond to up to 15 requests for design clarification to further clarify and/or amend the contract documents and design intent. This task also includes any contract change order documentation that may be required. The level of effort assumes that administrative (non-technical) requests for design clarification which do not involve design intent will be answered by NapaSan or its CM.

Assumptions:

- W&C will provide up to 15 design clarifications at an average effort of 4 hrs each, plus QC.
- Scope is limited to the level of effort in the budget.
- Design clarifications will be provided for the current limits of the project. Any design clarifications for work outside of the existing project limits are outside this scope of work.

Deliverables:

- Written design clarifications on W&C standard design clarification response template (.pdf format) as well as any associated design documents.

Task 6 – Environmental Compliance

Task 6.1 Biological Monitoring

W&C's subconsultant, WRA, will provide biological monitoring support during the project in 2021. Biological monitoring will be provided for California red-legged frog (CRLF) and saltmarsh harvest mouse (SMHM).

Per conditions of the Project permits, a qualified biologist knowledgeable and experienced in the biology and natural history of various species is required to be present at the Project site during activities that could result in the harm of these species or their habitat (e.g., vegetation removal and ground disturbance) and to oversee installation and removal of species avoidance measures (e.g., exclusion fences). The biologist will also conduct worker trainings as needed. The monitor will maintain a biological monitoring logbook and a worker training log. The monitor will provide written documentation of daily activities via a digital form and record any other activities or special status species sightings needed for compliance with conditions of the IS/MND and Project permits. Additionally, the monitor will be responsible for relocating any non-listed aquatic wildlife and fish species that may be harmed by construction activities. In the case of CRLF, the monitor will have the ability to relocate any individuals detected, if needed to do so to protect the individual CRLF.

It is anticipated that construction crews will typically work for 8-hour days on activities that will require a biologist be on site, beginning April 15th and work will be completed by October 31. A biological monitor will only be required for contractor activities associated with vegetation removal or equipment operation in areas where habitat exists for either the Saltwater Harvest Mouse or the Red-Legged Frog exist. It is assumed that CIPP curing activities which will likely be completed during overnight hours will not require a biologist on site.

The daily rate for monitoring at this site, in 2021, is \$1,350. The daily rate will be applied for any day that the monitor is onsite for at least 4 hours and less than 10 hours. If the monitor is not required to be onsite for at least 4 hours, a half-day rate of \$850 will be applicable. At least 48 hours' notice is required to mobilize monitoring staff, though the WRA project manager will accommodate requests with less notice if possible. Based on preliminary estimates associated with work schedule, it is assumed that seventy-five (75) days of monitoring will be required. In the event that the number of assumed days of monitoring (75) used to estimate the total cost included in this budget is lower than the actual number of days needed, an amendment to this Task Order for an additional fee will be needed to provide additional required days.

Assumptions:

- The following locations have existing habitat for the Saltwater Harvest Mouse and/or the Red-Legged Frog: Bypass alignment, MH R72-002, MH R72-003, new manhole, MH Q73-004 and MH Q73-003.
- Activities considered as requiring biological monitoring include set-up and dismantling of sewer bypass, trunks sewer cleaning, pre- and post-CCTV inspection, removal of

existing manhole for lining, lining operations, replacement of existing manholes, and manhole rehabilitation.

Deliverables:

- Biological monitoring logbook
- Worker training log
- Written documentation of daily activities via a digital form
- Record of any other activities or special status species sightings needed for compliance with conditions of the IS/MND and Project permits.

Task 6.2 Worker Environmental Awareness Program (Fixed Fee)

WRA will develop a worker environmental awareness program (WEAP) that will describe the special status species that may occur in and around the Project Area. This program will satisfy the conditions described in the Project permits and IS/MND. The WEAP will be provided in PDF form and presented to project staff by the WRA biological monitor in accordance with the project permits.

Deliverables:

- WEAP provided in PDF form.

Task 6.3 Pre-construction Surveys and Reporting

It is expected that the Project permits will require that the site be inspected for special status species (specifically CRLF and western pond turtle) and nesting birds within 48 hours and 7 days, respectively, of commencement of Project activities. Permits or CEQA documents may also compel follow-up plant surveys. WRA will perform these surveys and provide a letter-report detailing the methods used to conduct them to satisfy the requirements of the Project permits, including providing these reports to CDFW prior to commencement of work (if required). If any active nests are detected, the biologist will assign an appropriate avoidance buffer to the nest, which will prohibit work within the buffer until the nest becomes inactive. Due to the linear and extensive nature of the Project, it is anticipated that the entire Project area will not be disturbed simultaneously, necessitating the repetition of surveys in portions of the Project area as work advances. To the extent feasible, WRA will schedule monitors that can perform preconstruction surveys as needed. In the event that surveys must occur on days when monitors are not present, follow-up surveys will be conducted under the estimated rates applied in this task. This task assumes one round of follow up surveys. Additional surveys will be accomplished through an amendment to the Task Order for an additional fee.

Deliverables:

- Letter report detailing preconstruction surveys for special status species
- Submission of letter report to CDFW prior to commencement of work (as required).

Task 6.4 Nest Monitoring and Buffer Reduction (if needed)

WRA shall provide monitoring for Swainson's hawk (SWHA), tricolored blackbird and other nests and buffer reduction (if needed). It is expected that during the conduct of nesting surveys some active nests, including those of listed or fully protected species may be detected. In the case of special-status species, the default buffer applied to these nests can be very large (up to 0.5 mile). However, the nature of the disturbances expected to occur during the implementation

of the project would usually not require a buffer of this size. If appropriate, WRA will monitor active nests for signs of disturbance and use this information to attempt to reduce the size of the buffer to allow for work to continue. If this methodology is applied, depending on the species, engagement and approval from CDFW may be required. Some types of work may be allowed within a smaller exclusion buffer and when this occurs, a monitor is generally required. This type of monitoring cannot be done by the same person that is monitoring construction activities for CRLF and SMHM at the same time. The cost estimated in this scope assumes that 8 three-hour monitoring sessions will be adequate for this project.

Assumptions:

- Contract specifications state that that NapaSan will seek an Incidental Take Permit (ITP) from CDFW if needed. Approach is to avoid procurement of an ITP through nest monitoring, avoidance buffers, etc. If an ITP is deemed necessary, a change order for this work will be necessary.
- Cost provided assumes that 8 three-hour monitoring sessions will be adequate for this task.

Deliverables:

- Letter report detailing preconstruction surveys for special status species

Task 6.5 Exclusion Fencing Plan, Work Area and Habitat Demarcation

The Project permits and CEQA document require the implementation of exclusion fence to protect special-status CRLF and SMHM. Prior to the implementation of the fence, WRA will create a fencing plan that includes maps and GIS layers that can be provided to the contractor to assist with the installation of the fence. It is expected that the WRA project manager will need to meet with the Project team for up to 2 hours via video conference to determine the appropriate schedule for fence installation and to determine the exact locations where the fence will need to be installed. This task will occur after the selection of the pipeline rehabilitation contractor and will necessarily be crafted with their input. Creation and implementation of the fencing plan is expected to minimize the amount of fence needed and reduce Project impacts to sensitive species and sensitive habitats.

In addition to the creation of the fencing plan, the Project is required to demarcate (in the field) the locations of sensitive habitat for avoidance (including wetland buffer and riparian vegetation as outlined in the Mitigation and Monitoring Report (MMRP)). WRA will perform this task using lath and flagging and will demarcate the location of the exclusion fence (in the field) using pin flags.

Additionally, WRA will demarcate the maximum limit of disturbance (work areas) with lathe and flagging.

Deliverables:

- Exclusion fencing plan that includes maps and GIS layers that will be provided to the contractor to assist with the installation of the fence.
- Meeting with project team (via video conference) for up to 2 hours to determine appropriate schedule for fence installation and to determine the exact locations where the fence needs to be installed.
- Demarcation of the location of exclusion fence in the field using pin flags.
- Demarcation of sensitive habitat for avoidance in the field using lath and flagging.

- Demarcation of maximum limit of disturbance (work areas) in the field using lathe and flagging.

Task 6.6 Project Management, Meetings and Agency Correspondence

The Project permits require notifications to the USFWS, RWQCB, and CDFW, reporting and occasional correspondence in the event of special status species detections. As such, a project management and reporting task is included herein and will be billed on a time and materials basis. This task also includes budget tracking and monthly reporting, Project startup, kickoff meetings (one project team and one WRA internal) and mobilization.

Deliverables:

- Notifications and/or project reporting to the USFWS, RWQCB, and CDFW per project permits.
- Correspondence with USFWS, RWQCB, and CDFW in the event of special status species detections.
- Correspondence with USFWS, RWQCB, and CDFW as needed, including resume approvals for monitors.
- Upfront work/preparations necessary for mitigation area revegetation design.
- Monthly project invoice and progress report.

Task 6.7 Post-construction Permit Reporting

It is expected that the USFWS, RWQCB and CDFW issued permits will require end of year reporting (including updates to ECO Atlas) that describes the implementation of stipulated measures and other compliance with the permits. WRA will prepare these reports and provide the draft reports to the client and make up to one round of revisions prior to submission to the respective agencies.

Deliverables:

- Draft and final end of year report describing implementation of stipulated measure and other compliance with permits to USFW, RWQCB, and CDFW including submission to aforementioned agencies.

Assumptions:

- Subtasks 6.2, 6.5 and 6.6 (or elements of them) will be started on in early 2021 and will be completed prior to vegetation removal and/or ground disturbance. The remaining tasks will be performed as dictated by the Project schedule. No work beyond 2021 is contemplated in this scope.
- Tasks not specifically described herein are not included in this Scope of Work.
- All information provided by NapaSan will be accurate and complete prior to commencement of work. Work resulting from Client or Project team misinformation (or lack of information altogether) will be performed through a separate change order.
- One round of text edits from the NapaSan/Project team for all the work products described herein is included in this scope. These include minor mapping edits that do not change the footprints of the various Project elements.
- Napa San will provide a copy of the Project's final Biological Opinions, CDFW permits and any other relevant permits to WRA prior to March 1, 2021.
- WRA project managers will schedule surveys at times that are conducive to detection of the target species and site access will be provided by NapaSan.

- When survey efforts described herein can be combined to reduce expenses, they will but priority will be given to survey validity.
- No surveys not specifically described herein are included in this budget. However, when surveys can be combined to reduce expenses they will be.
- All costs are estimates and billing is at a time and materials basis except for tasks 1 and 2, which are billed at a daily rate and fixed fee, respectively.
- Flagging will occur one time. Any needed additional demarcation will be performed under a change order.
- No grazing animals will be on the site at the time that the field demarcation occurs or after.
- Notifications necessary for WRA staff to access the Project area will be performed by the Client or by Napa Sanitation and these will occur within 48 hours of any tasks performed by WRA.
- Any needed gate access tools or codes will be provided within 48 hours of WRA being onsite.

Task 7 – Record Drawings

W&C will produce one set of record drawings for the pipeline contract after completion of construction. The record drawings will be based upon one consolidated set of red line markups provided by NapaSan that depict any changes that took place during construction.

Assumptions:

- Red line markups provided by NapaSan (originating from the Contractor and CM) will be clearly legible and without contradictory information, suitable for transfer by CAD staff to CAD files.

Deliverables:

- Record Drawings (PDF and AutoCAD format).

Other Assumptions:

- W&C will not provide contract change order support. This will be provided NapaSan's CM.
- W&C to develop a table highlighting who is in charge of what activity in the MMRP.
- W&C will not track MMRP checklist in the CEQA document. This service will be provided by NapaSan's CM.
- W&C level of effort is based on construction contract durations and milestones specified in the bid documents.



Napa Sanitation District
66-inch Trunk Sewer Rehabilitation Design
Engineering Services During Construction

1/20/2021

Tasks		Labor								Outside Services				ODCs		Total	
	Mike Matson	Jen Glynn	Madison Veggian	Ally Davis	Glenn Hermanson	Jennifer Ziv	CAD	Admin	Total Hours	Total Labor Costs (1)	WRA, Inc.	Subtotal	Sub Consultant Total Cost (2)	ODCs	Total ODCs (3)	Total Fee	
	Principal-In-Charge	Project Manager	Deputy PM	Project Engineer	QA/QC Review (Design)	CEQA/Permit Lead	CAD	Admin			Permit Compliance Support						
	SLL	STPL	PM1	E1	STPL	SRPM	D3	PA									
	\$324	\$324	\$265	\$171	\$324	\$298	\$169	\$116									
TASK ORDER 4																	
Task 1: Project Management																	
1.1 Invoice and Project Progress Reporting (11 months)		14	24					14	52	\$12,520		\$0	\$0	\$200	\$220	\$12,740	
1.2 Project Communications	4	60	16	2	2	4			88	\$27,158		\$0	\$0		\$0	\$27,158	
1.3 Assistance With Negotiating Tribal Agreement		4				16			20	\$6,064		\$0	\$0		\$0	\$6,064	
Subtotal Task 1:	4	78	40	2	2	20	0	14	160	\$45,742	\$0	\$0	\$0	\$200	\$220	\$45,962	
Task 2: Construction Meetings/Site Visits																	
2.1 Construction Meetings/Site Visits	2	44							46	\$14,904		\$0	\$0	\$1,500	\$1,650	\$16,554	
Subtotal Task 2:	2	44	0	0	0	0	0	0	46	\$14,904	\$0	\$0	\$0	\$1,500	\$1,650	\$16,554	
Task 3: Submittal Review																	
3.1 Submittal Review		40	40	60	16				156	\$39,004		\$0	\$0	\$0	\$0	\$39,004	
Subtotal Task 3:	0	40	40	60	16	0	0	0	156	\$39,004	\$0	\$0	\$0	\$0	\$0	\$39,004	
Task 4: RFI Review																	
4.1 RFI Review	2	32	40		12	16			102	\$30,272		\$0	\$0	\$0	\$0	\$30,272	
Subtotal Task 4:	2	32	40	0	12	16	0	0	102	\$30,272	\$0	\$0	\$0	\$0	\$0	\$30,272	
Task 5: Design Clarifications																	
5.1 Design Clarifications	2	20	20		12		20		74	\$19,696		\$0	\$0	\$0	\$0	\$19,696	
Subtotal Task 5:	2	20	20	0	12	0	20	0	74	\$19,696	\$0	\$0	\$0	\$0	\$0	\$19,696	
Task 6: Environmental Compliance																	
6.1 Biological Monitoring		4				4			8	\$2,488	\$101,250	\$101,250	\$106,313	\$0	\$0	\$108,801	
6.2 Worker Environmental Awareness Program		1				2			3	\$920	\$4,000	\$4,000	\$4,200	\$0	\$0	\$5,120	
6.3 Pre-Construction Surveys and Reporting		4				8			12	\$3,680	\$14,200	\$14,200	\$14,910	\$0	\$0	\$18,590	
6.4 Nest Monitoring and Buffer Reduction (As Needed)		4				4			8	\$2,488	\$8,000	\$8,000	\$8,400	\$0	\$0	\$10,888	
6.5 Exclusion Fencing Plan, Work Area, and Habitat Demarcation		4				4			8	\$2,488	\$24,500	\$24,500	\$25,725	\$0	\$0	\$28,213	
6.6 Project Management, Meetings, and Agency Correspondence		4				4			8	\$2,488	\$25,000	\$25,000	\$26,250	\$0	\$0	\$28,738	
6.7 Post Construction Permit Reporting		4				4			8	\$2,488	\$20,000	\$20,000	\$21,000	\$0	\$0	\$23,488	
Subtotal Task 6:	0	25	0	0	0	30	0	0	55	\$17,040	\$196,950	\$196,950	\$206,798	\$0	\$0	\$223,838	
Task 7: Record Drawings																	
7.1 Record Drawings		8	40		8		32		88	\$21,192		\$0	\$0	\$300	\$330	\$21,522	
Subtotal Task 7:	0	8	40	0	8	0	32	0	88	\$21,192	\$0	\$0	\$0	\$300	\$330	\$21,522	
TASK ORDER 4 TOTAL		10	247	180	62	50	66	52	14	681	187,850	196,950	196,950	206,798	2,000	2,200	396,848

1. The individual hourly rates include salary, overhead and profit.
2. Subconsultants will be billed at actual cost plus 5%.
3. Other direct costs (ODCs) such as reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.
4. Woodard & Curran reserves the right to adjust its hourly rate structure and ODC markup at the beginning of the calendar year for all ongoing contracts.