



NAPA SANITATION DISTRICT

**BROWN AND CALDWELL - TASK ORDER No. 41
SOSCOL/SOUSA TRUNK REHABILITATION PROJECT
PROJECT (CIP 17705)**

Date: _____

Issued under Professional Services Agreement dated _____.

To: BROWN AND CALDWELL

Project Description:

SOSCOL/SOUSA TRUNK REHABILITATION PROJECT - Construction Management and Inspection Services.

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: Carlos Garcia

Consultant Quality Control Manager: Norman Settle, PE

Time & Materials Not-to-Exceed Cost Limit: \$97,224

See Exhibit 'B'

APPROVALS:

BROWN AND CALDWELL

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 17705

EXHIBIT A
SOSCOL/SOUSA TRUNK SEWER REHABILITATION PROJECT
NSD CIP PROJECT No. 17705

SCOPE OF SERVICES

Deliverables to be provided to the District are described under each task item, where applicable. For the purpose of estimating the required effort for this scope of services, the Engineer assumes construction shall be completed within 120 calendar days of Notice to Proceed, but no later than September 30, 2017.

TASK 1 Construction Management Services

Construction Management Services to be provided by Brown and Caldwell for the Soscol/Sousa Trunk Sewer Rehabilitation Project is described in the construction contract documents prepared by and issued by the Napa Sanitation District and described below.

TASK 1.1 Construction Contract Administration

Provide the following construction contract administration services for the construction of the Project. For the purpose of estimating the effort required for this task, the Engineer assumes that this task shall be performed concurrent with Task 1.2 Field Services, and the effort therefore included therewith.

1.1.1 Preconstruction Conference

Conduct a preconstruction conference to establish administrative procedures and implement a short-term schedule of activities for project mobilization. Identify to the Contractor the procedures for communications, submittals, requests for information or clarification, proposed contract modifications, scheduling and progress payment submissions, and other procedures as may be necessary for the project. Prepare and distribute minutes of the preconstruction meeting to attendees.

1.1.2 Coordinate Construction Activities

The Construction Manager shall be the primary point of contact for work conducted in the field. Coordinate with the District regarding the contractor's activities and keep District informed of the progress of the Work, including as to the common objectives of timely completion within contract cost and quality of the constructed project.

1.1.3 Schedule, Conduct, and Document Project Meetings

On a weekly basis, conduct a project progress meeting. Construction Manager shall schedule, chair, record minutes, and monitor the action items identified for the meeting. Particular attention shall be given to construction progress, the contractor's 3-week look-ahead schedule, resolution of problems, coordination with other agencies, and status of submittals, RFIs, and Change Orders. Attendees shall include the Construction Manager and representatives from the Contractor, the District, and other affected parties.

1.1.4 Maintain Project Records and Documentation

Maintain detailed records of the project including daily logs, inspection reports, RFIs, clarification letters, submittals, potential change orders, photographs, measurements of quantities, schedules, and correspondence. Screen and process submittals received from the Contractor to the Design Consultant; receive submittals from the Design Consultant and return them to the Contractor. Maintain a record of items mentioned above in logs provided by the District or in an equivalent form provided by the Construction Manager. Maintain Construction Manager's working record drawings (per 1.2.7) to document changes in the field.

1.1.5 Status Reporting System

Provide routine oral project progress reports to the District. Significant variances between planned and actual results shall receive appropriate attention and corrective action shall be recommended.

1.1.6 Negotiate Change Orders with the Contractor

Represent the District's interest in negotiation of change orders, as directed by the District. Obtain scope documentation from and consult with District on proposed changes. Estimate change order cost as necessary, and provide recommendations to the District. Track change order details on the Change Order Log.

1.1.7 District and Other Agency Relations

Establish and maintain communication and coordination with affected agencies, as directed by the District, and advise the District as to notifications received regarding the Contractor's adherence to permit requirements and other established agency requirements.

Construction Manager shall not provide legal advice, and any required expert witness services are considered additional services.

TASK 1.2 Field Services

Establish, implement, and maintain quality assurance/control procedures, as described below in Task 1.2, for the construction work.

1.2.1 Preconstruction Site Documentation

Prior to construction, assess the preconstruction surface conditions with Contractor and document the conditions of all street pavements, medians, sidewalks, curb and gutter, and adjacent structures. Pre-construction inspection and site condition documentation shall be conducted utilizing video recorder, photos, and notes.

1.2.2 Field Inspection

Inspect construction to monitor conformance of the Contractor's work with drawings and specifications. Report nonconformance and construction deficiencies to the Contractor and to the District. Work with the Contractor to develop and implement appropriate corrective actions.

Construction Manager shall not, as a result of such observations of Contractor's Work in progress, actually or be deemed to supervise, direct, or have control over Contractor's Work, nor shall Construction Manager have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety at the Site, for safety precautions and programs incidental to Contractor's Work, nor for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing or performing the Work. Accordingly, and consistent with the District's agreement with Contractor, Construction Manager is not a guarantor of the performance of any Contractor and does not assume responsibility for any Contractor failure to furnish or perform the Work in accordance with the Contract Documents.

1.2.3 Clarifications and Interpretations

Whenever there is a question of design intent requiring clarification or interpretation of the drawings and specifications, obtain the District's or District's Design Consultant's clarification and/or interpretation and provide them to the Contractor.

1.2.4 Field and Laboratory Testing

Manage, coordinate, and schedule specialty inspections with the Contractor, District, all agencies having jurisdiction, and inspection/testing service providers.

1.2.5 Punch Lists

Near completion of the project, inspect finished products, restoration works, and other structures to determine the general quality of work and the work items that remain to be done, and review Contractor's record drawings. Based on these reviews and inspections, prepare corrective work lists for the Contractor to complete or repair. Update and monitor punch list item disposition until project closeout.

1.2.6 Visual Documentation

Take daily photographs of the construction activities to show the progress and quality of the work, including special and typical conditions encountered during construction. Provide copies to the District at the end of construction.

1.2.7 Record Drawings

Review and monitor monthly the Contractor's development and maintenance of working record drawings. At approximately 90 percent of Milestone completion, review the Contractor's working record drawings and advise the District as to the accuracy, thoroughness, and completeness based on site observation or information furnished by others. Construction Manager's review will not make Construction Manager responsible for Contractor's duty as to the production of record drawings, nor any errors or omissions in such record drawings. Progress pay estimates to Contractor will be contingent upon the acceptability of its working record drawings. Upon completion of the project, retain the Contractor's working record drawings for use in preparing the formal record drawings to be provided to the District.

TASK 1.3 Scheduling

Review and determine acceptability of the Contractor's construction schedule as well as schedule submittals, updates, time impact reports, and revisions in accordance with the Contract Documents. Review and distribute

the 3-week look-ahead schedules prepared by Contractor to the Project Team. Evaluate progress payment requests and recommend payment to the Contractor based upon the Construction Manager's judgment of the value of work completed during the payment period and the requirements of the Contractor. Evaluate the impact of change orders on the construction schedule to recommend eligible time extensions.

TASK 1.4 Cost Control

In conjunction with work in Task 2, establish, implement, and maintain cost monitoring and control procedures for the project.

1.4.1 Progress Pay Estimates

Review the Contractor's progress pay estimates for accuracy and completeness and incorporation of changes in cost and time, and determine the amounts that Construction Manager recommends Contractor be paid. The review shall be based, in part, upon the Contractor's monthly schedule update so that time and cost are in reasonable accord, the earned value in place, and materials on site are documented with substantiating invoices.

1.4.2 Observation of Safety and Safe Practices

In concert with the Construction Manager's services under Task 2, Construction Manager shall perform the following activities as and when necessary.

Since Construction Manager's scope of work includes services during construction, District will require the Contractor to indemnify and hold harmless Construction Manager, its officers, employees, agents, and consultants against claims, suits, demands, liabilities, losses, damages, and costs, including reasonable attorneys' fees and all other costs of defense, arising out of the performance of the work of the contractor, breach of contract, or willful misconduct of the contractor or its subcontractors, employees, and agents.

Construction Manager shall verify by inspection that the Contractor has posted its safety program at locations identified in the specifications and required by regulations.

When requested by the District, Construction Manager shall communicate the District's concerns and requests relating to safety to the Contractor's Safety Officer.

Construction Manager shall provide documentation to the District of accidents when they occur, to the extent not required or provided by Contractor. Such documentation may include copies of daily inspection reports, photographs, and memoranda describing the accident.

Construction Manager shall inform the District when Construction Manager becomes aware of suspected safety violations. Notwithstanding, Contractor shall be responsible for Contractor's operations, and the health and safety of same, consistent with District's agreement with Contractor. While Construction Manager is not responsible for the Construction Contractor's Health and Safety policies or enforcement, to the extent the Construction Manager actually observes and recognizes a site condition as an imminent danger, Construction Manager is authorized to shut the project or a portion of the project down, and notify the District so the District can determine appropriate action.

Construction Manager shall confirm that the Contractor is conducting safety training on site by obtaining Contractor's safety training schedule for the project and verifying that the training is conducted.

The Construction Manager shall be trained and able to enter permit required and non-permit required confined space for the purpose of construction inspection.

The Construction Manager shall be knowledgeable of the District's safety procedures.

TASK 1.5 Project Completion

The following subtasks shall be conducted to close out the project. For the purpose of estimating the effort required for this task, the Engineer assumes that this task shall be performed concurrent with Task 2 Field Services, and the effort therefore included therewith.

1.5.1 Final Inspection

Schedule and conduct substantial completion inspections, issue punch lists, review compliance. Advise the District, and schedule, conduct, and complete final inspection with the District. Assist in negotiation of unsettled changes or disputes. When final punch list items have been completed or resolved, recommend final acceptance to the District. Prepare a Certificate of Completion. Obtain from the Contractor and deliver to the District bonds, guarantees, operation and maintenance manuals, and record drawings.

1.5.2 Project Close Out

Prepare documentation recommending the acceptance of the complete project by the District. After completion of the project, turn over project documentation to the District in an orderly manner. Construction Manager shall maintain a warranty work file, and process final submittals including warranty certificates.

TASK 2 Project Management

Project management subtasks are those necessary for the conduct of the construction management services, exclusive of the construction contract administration tasks identified in Task 1.

2.1 Monitor Progress

Establish and monitor time schedule, work force loading, and budget for the project.

2.2 Review the Work

Supervise project team and review the work performed.

2.3 Communications

Maintain communications with the District.

EXHIBIT B

Napa Sanitation District (CA) -- Soscol - Sousa Trunk Sewer Rehabilitation

		Garcia, Carlos L	Ocegueda, Pricilla	Knoche, Christian J	Adkins, Una	Settle, Norman F				
Phase	Phase Description	PM	PA				Total Labor Hours	Total Labor Effort	Total ODCs	Total Effort
		\$184.00	\$79.97	\$171.57	\$99.41	\$185.21				
001	Construction Services	468	0	32	0	0	500	91,603	3,000	94,603
****	Default Task	0	0	0	0	0	0	0	3,000	3,000
001	Lead Inspector	468	0	0	0	0	468	86,113	0	86,113
002	Inspector 2	0	0	32	0	0	32	5,490	0	5,490
002	Project Management	0	12	0	2	8	22	2,640	0	2,640
****	Default Task	0	12	0	2	8	22	2,640	0	2,640
GRAND TOTAL		468	12	32	2	8	522	94,244	3,000	97,244