



NAPA SANITATION DISTRICT

WOODARD & CURRAN - TASK ORDER No. 1
66-INCH TRUNK SEWER REHABILITATION
PROJECT (CIP 19701)

Date: _____

Issued under Professional Services Agreement dated _____.

To: Woodard & Curran

Project Description:

66-inch Trunk Sewer Rehabilitation - Professional Design 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: Jennifer Glynn, PE

Consultant Quality Control Manager: Glenn Hermanson, PE

Schedule to Perform Services: See Exhibit 'C' - Schedule

Time & Materials Not-to-Exceed Cost Limit: \$210,859

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 Rehabilitation Project Scope of Work 5/31/18

Task Order 1

Task Order 1 includes the following:

1. Condition assessment of the 66-inch trunk sewer from manhole R65-040 to manhole Q73-001.
2. A condition assessment summary report for the 66-inch trunk sewer that will prioritize work to be completed in Task Order 2.
3. Review of existing CCTV inspection data for 11,700 feet of the North Napa Trunk Sewer
4. An amendment to the existing condition assessment summary report (see Item 2) which provides a condition assessment of 11,700 feet of the North Napa Trunk Sewer as well as project prioritization for the aforementioned stretch of pipe.
5. Project Management associated with Task Order 1.

Task 1 – Project Management

Subtask 1.1 Project Meetings

Woodard & Curran will prepare for and attend up to three project meetings with the District at key points throughout the condition assessment process. The meetings are anticipated to include:

- Kickoff Meeting
- Condition Assessment Review Meeting (66-inch Trunk Sewer)
- Condition Assessment Review Meeting (North Napa Trunk Sewer)

Woodard & Curran will prepare an agenda and meeting minutes for each identified meeting and distribute to the District. At a minimum, Woodard & Curran's Project Manager will attend each meeting.

Subtask 1.2 Project Tracking, Invoicing and Communications

Woodard & Curran will prepare and submit progress reports with the monthly project invoice. Woodard & Curran will provide regular project coordination, communication and updates to the District report progress on the project scope, budget and schedule.

Task 1 Assumptions

- Woodard & Curran will participate in up to two additional meetings not identified in Subtask 1.1 via conference call. In-person attendance will not be required.
- Task Order 1 duration is up to 6 months.

Task 1 Deliverables

- Project meeting agenda (PDF format, transmitted via email one day before the meeting)
- Project meeting minutes (PDF format, transmitted via email)

Task 2 – Condition Assessment

Subtask 2.1 Review Existing Information

Woodard & Curran will collect and review available existing data on the sewer system. This task includes a field visit to review existing site constraints and review and assessment of existing CCTV footage/data and reports provided by the District for both the 66-inch trunk sewer and the North Napa Trunk Sewer.

Subtask 2.2 Closed-Circuit Television and Sonar Inspection

Woodard & Curran's CCTV subconsultant will conduct CCTV and sonar inspection of the 66" sewer main. It is assumed that CCTV inspection will be conducted in live flow, and bypass pumping will not be required. CCTV footage will be provided for each of the 16 manholes. CCTV data on the sewer main will be recorded using NASSCO PACP/MACP/LACP standards, Version 7.0.

Woodard & Curran's CCTV subconsultant will comply with permit requirements, including preparation of a traffic control plan and implementation of traffic control measures as required by the City of Napa.

Raw CCTV and Sonar footage and inspection logs will be delivered to the District.

Subtask 2.3 Draft Condition Assessment Summary Report

Woodard & Curran will provide a Draft Condition Assessment Summary Report for the 66-Inch Trunk Sewer. The report will be very brief (less than 10 pages) and will use tables and figures to convey a summary of the existing condition of the existing 66" Trunk Sewer inspected. The report will also prioritize which segments of the trunk sewer need rehabilitation repairs in the near term and which portions of the inspected pipeline can wait for future rehabilitation and/or replacement projects in the long-term. The report will also provide estimates of existing sediment in the trunk sewer using sonar data collected as part of Subtask 2.2. This report will not address rehabilitation alternatives, potential project scheduling, or potential project cost estimates.

Subtask 2.4 Draft Condition Assessment Summary Report Amendment

Woodard & Curran will provide an amendment to the existing Draft Condition Assessment Summary Report (see Subtask 2.3) for 11,700 feet of the North Napa trunk sewer. The amendment report will use tables and figures to convey a summary of the existing condition of the existing North Napa trunk sewer based on CCTV data provided by the District. The amendment to the report will also prioritize which segments of the North Napa trunk sewer need rehabilitation repairs in the near term and which portions of the pipeline can wait for future rehabilitation and/or replacement projects in the long-term. This amendment will not address rehabilitation alternatives, potential project scheduling, or potential project cost estimates.

Subtask 2.5 Final Condition Assessment Summary Report

Woodard & Curran will incorporate District comments on the draft report and amendment and produce a final Condition Assessment Summary Report that incorporates the work as outlined in Subtasks 2.3 and 2.4 above.

Task 2 Assumptions

- A District representative will be available if needed to facilitate the CCTV subconsultant's access onto private property. District will obtain right-of-entry for access onto private property.
- Public outreach will be conducted by the District as needed. Woodard & Curran will provide technical information to support public outreach materials as requested by the District.
- CCTV inspection of the 66" trunk sewer can be conducted in live sewers and no bypass pumping will be required.
- Excavation will not be required for inspection work associated with the 66" trunk sewer.
- Cleaning will not be performed prior to CCTV/Sonar inspection of the 66" trunk sewer.


- District shall provide local disposal site for any debris and pay associated fees.
- During inspections of the 66" trunk sewer, only minor traffic control will be provided. Major traffic control (boards, flaggers, etc.) required by the City of Napa will be considered out of scope, requiring an adjustment to the scope and budget.
- District shall provide all CCTV data for 11,700 feet of the North Napa Trunk Sewer and data shall be adequate for review.
- Condition assessment inspection and/or analysis will not include manholes.

Task 2 Deliverables

- City of Napa Encroachment Permit application (PDF format, transmitted via email)
- NASSCO PACP exchange database containing pipeline inspection data (electronic format, transmitted via FTP)
- Draft Condition Assessment Summary Report (66-Inch Trunk Sewer)
- Draft Condition Assessment Summary Report Amendment (North Napa Trunk Sewer)
- Final Condition Assessment Summary Report

EXHIBIT B

Napa Sanitation District
66-inch Trunk Sewer Rehabilitation



WOODARD
& CURRAN

Fee Estimate

05/31/18

Tasks	Labor						Outside Services			ODCs		Total		
	Mike Matson	Jen Glynn	Madison Veggian	Justin Kraetsch	Glenn Hermanson	Total Hours	Total Labor Costs (1)	ProPipe	Subtotal	Sub Consultant Total Cost (2)	ODCs	Total ODCs (3)	Total Fee	
	Principal-In-Charge	Project Manager	Project Engineer	Staff Engineer	QA/QC Review			CCTV & Sonar Inspection						
	SLL	SPM	PE1	E3	STPL									
	\$301	\$274	\$215	\$206	\$301									
TASK ORDER 1														
Task 1: Project Management (Task Order 1)														
1.1 Project Meetings														
1.1.1 Kickoff Meeting	4	4	4	4	4	20	\$5,188		\$0	\$0	\$200	\$220	\$5,408	
1.1.2 Condition Assessment Review Meeting (66" Trunk Sewer)		4		6		10	\$2,332		\$0	\$0	\$200	\$220	\$2,552	
1.1.3 Condition Assessment Review Meeting (North Napa Trunk Sewer)		4		6		10	\$2,332		\$0	\$0	\$200	\$220	\$2,552	
1.2 Project Tracking, Invoicing and Communications	4	28	2	36	2	72	\$17,324		\$0	\$0	\$150	\$165	\$17,489	
Subtotal Task 1:	8	40	6	52	6	112	\$27,176	\$0	\$0	\$0	\$750	\$825	\$28,001	
Task 2: Condition Assessment														
2.1 Review Existing Information														
2.1.1 Field Visit		8	8	8	4	28	\$6,764		\$0	\$0	\$200	\$220	\$6,984	
2.1.2 Review of Existing Information		40		80		120	\$27,440		\$0	\$0		\$0	\$27,440	
2.2 Closed-Circuit Television and Sonar Inspection		16	8	40		64	\$14,344	\$77,055	\$77,055	\$80,908	\$300	\$330	\$95,582	
2.3 Draft Condition Assessment Summary Report (66" trunk sewer)	2	24		56	12	94	\$22,326		\$0	\$0		\$0	\$22,326	
2.4 Draft Amendment (North Napa trunk sewer)	2	24		50	8	84	\$19,886		\$0	\$0		\$0	\$19,886	
2.5 Final Report (both 66" and North Napa trunk sewers)		12		24	8	44	\$10,640		\$0	\$0		\$0	\$10,640	
Subtotal Task 2:	4	124	16	258	32	434	\$101,400	\$77,055	\$77,055	\$80,908	\$500	\$550	\$182,858	
TOTAL TASK ORDER 1:	12	164	22	310	38	546	\$ 128,576	\$ 77,055	\$ 77,055	\$ 80,908	\$ 1,250	\$ 1,375	\$ 210,859	

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.

EXHIBIT C

Napa Sanitation District 66" Trunk Sewer Rehabilitation Project Task Order 1 Schedule 5-31-18

