



NAPA SANITATION DISTRICT

HDR ENGINEERING INC. - TASK ORDER No. 28
HEADWORKS EQUIPMENT REHAB-REPLACE
PROJECT (CIP 17726)

Date: July 24, 2018

Issued under Professional Services Agreement dated August 9, 2017.

To: HDR Engineering, Inc.

Project Description:

Headworks Equipment Rehab-Replace – 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 Attachment 'A' – Letter Proposal

Deliverables: See Attachment 'A' – Letter Proposal

Consultant Project Manager: Rob Natoli, PE

Consultant Quality Control Manager: Rob Williams, PE

Schedule to Perform Services: See Attachment 'A' – Letter Proposal

Time & Materials Not-to-Exceed Cost Limit: \$141,836

See Attachment 'B' – Fee Schedule

APPROVALS:

HDR ENGINEERING, INC.

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 17726

Attachment 'A' – Scope of Services

Napa Sanitation District Task Order No. 28 - Construction Services for Headworks Equipment Replacement Project (CIP #17726)

In May 2018, HDR Engineering, Inc., (CONSULTANT) completed design of the Napa Sanitation District (District) Headworks Equipment Replacement Project (Project). The Project is scheduled to begin construction in August 2018. Construction management services (general construction contract management and inspection) will be provided by a third-party construction manager (The Covello Group, Inc.), under a separate contract directly with the District. CONSULTANT's scope of services herein is to provide engineering services during construction to the District and the construction manager. This scope of services is based on a construction period of 14 months from contractor's notice to proceed until final project acceptance and project closeout.

Task 1 – Project Management

CONSULTANT will provide project management and administration necessary for proper planning, execution, monitoring, quality control, and reporting of this project. CONSULTANT will also prepare a progress report for attachment to the monthly invoice to track status of budget expenditures and key work activities completed during that billing period.

Deliverables: Monthly invoices with progress report.

Task 2 - Conformed Set

CONSULTANT will incorporate the addenda into the bid set and provide a “conformed” set of construction documents for reproduction and distribution by the District.

Deliverables: PDF of conformed drawings and technical specifications.

Task 3 - Preconstruction Meeting

CONSULTANT's project manager will attend the preconstruction meeting with the District, construction manager, and contractor at the project site. The purpose of the meeting is to facilitate understanding of the contract requirements by the parties involved. It is assumed that the meeting will be conducted by the construction manager and meeting notes will be prepared by the construction manager.

Task 4 - Submittal Reviews

CONSULTANT will review the contractor's submittals, including shop drawings and operations and maintenance (O&M) manuals, for conformance with the contract documents, to assist the District and construction manager during the construction period.

CONSULTANT will review and respond to shop drawing submittals (excluding temporary shoring submittals) from the contractor forwarded by the construction manager. Submittals will be reviewed and marked-up in accordance with the contract documents. Marked-up submittals will be returned to the construction manager for processing and distribution to the contractor and other parties.

For budgeting purposes, CONSULTANT will respond to approximately 40 submittals, assuming an average process and review time of 6 hours per submittal, and 15 resubmittals, assuming an average process and review time of 3 hours per submittal. Note the budget allocated for this task may be higher or lower depending on the final number of submittals reviewed and the completeness of each shop drawing submitted by the contractor.

CONSULTANT will not be responsible for consultation or other services relating to construction means and methods or construction site safety.

Task 5 – Periodic Site Visits/Meetings

CONSULTANT will visit the construction sites as required to assist the District in reviewing the acceptability of the work and to assist in resolving field problems. Site visits will primarily be performed either before or after construction progress meetings, as warranted by the work being performed. Construction progress meetings will include the District, construction manager, and contractor at the Project site. The purpose of these construction progress meetings is to discuss construction status and to review key issues with the contractor. It is assumed that meetings will be conducted by the construction manager and meeting notes will be prepared by the construction manager.

For budgeting purposes, CONSULTANT's project manager or project engineer will attend up to four site visits/construction progress meetings in person, and call into up to four construction progress meetings.

Task 6 - Request for Information (RFI) Reviews

CONSULTANT shall review RFIs to assist the District and construction manager during the construction period.

CONSULTANT will review and respond to RFIs from the contractor forwarded by the construction manager. In responding to the RFIs, CONSULTANT will issue interpretations and

clarifications to the contract documents, and evaluate the acceptability of substitute materials and equipment. The budget for this task includes up to 30 clarifications and responses to RFIs, and assumes an average review time of 4 hours to process and respond to each RFI. Construction manager RFIs will be included in the RFI tracking for budgeting purposes.

Note the budget allocated for this task may be higher or lower depending on the final number of RFIs reviewed and the complexity of each RFI submitted by the contractor.

Task 7 - Contract Change Orders and Potential Changes

CONSULTANT will assist the construction manager in reviewing proposed change orders submitted by the contractor. CONSULTANT's review will be limited to merits of the change order and providing input on applicable unit and material prices of selected items. It is assumed the construction manager will prepare an independent cost estimate of the proposed change order for verification, and negotiate the proposed change order cost with the contractor on behalf of the district. Up to 3 change orders or potential change orders, with 8 hours per change order review have been budgeted for this task.

Task 8 - Final Site Visit

CONSULTANT will assist the construction manager with performing the final project “walk-through” inspection and preparing a punch list of outstanding items to be completed by the contractor to achieve final acceptance. One CONSULTANT team member will conduct the final site visit.

Task 9 - Startup/Training

CONSULTANT will provide as-requested startup assistance to the District during startup of the new facilities. CONSULTANT's operations specialist will be available to resolve startup and process setting adjustment issues and provide general consultation regarding equipment installation issues. Up to 24 hours have been budgeted for our operations specialist.

Deliverables: Startup solutions.

Task 10 - Conventional O&M Manual

A final overall O&M manual will be prepared using the information from the final design, as supported by and referencing the information provided by the contractor at the close of construction and startup. The O&M manual will be a complete document, including:

1. Headworks screening and grit removal overview
2. Process schematics

3. Information on the operation of the facility, including operation of each piece of equipment
4. Programming and normal facility setpoints, equipment specifications, general troubleshooting procedures, and a listing of service and support vendors

The O&M manual will include screens, sluice, washer compactor, grit washer, ventilation systems, electrical systems, instrumentation and control (I&C) system, two-dimensional figures, and record photographs.

Deliverables: *One PDF copy of the draft O&M manual will be submitted to the District for review and approval prior to preparing the final copies for binding. Three bound copies and one PDF copy of the final O&M manual will be provided to the District.*

Task 11 - Record Drawings

CONSULTANT will prepare record drawings of the Project to incorporate changes made during the construction period.

Record drawings will be prepared using CONSULTANT's standard format to include changes made during the construction period after contract closeout. It is assumed that the contractor and construction manager will maintain a current set of marked-up drawings detailing field changes and clarifications. CONSULTANT will not be responsible for field measuring as-built conditions and will rely solely on the information provided by the construction manager as the basis for preparing the record drawings.

Deliverables:

- *One full-size (22" x 34") set of record drawings.*
- *Two half-size (11" x 17") sets of record drawings.*
- *One CD of AutoCAD files, including XREF files, plot configuration files, etc. and PDFs of the as-built plans.*

Attachment 'B' – Project Schedule

Napa Sanitation District Task Order No. 28 - Construction Services for Headworks Equipment Replacement Project (CIP #17726)

The Project is scheduled to begin construction in August 2018. This scope of services is based on a construction period of 14 months from contractor's notice to proceed until final project acceptance and project closeout.

Attachment 'C' - Budget Summary

Napa Sanitation District

Task Order No. 28 - Construction Services for Headworks Equipment Replacement Project (CIP #17726)

Task No.	Task Description	Principal/ QA/QC	Project Manager	Staff Engineer	Structural Engineer	Mechanical Engineer	Electrical Engineer	Ops	CADD Tech	Admin/ Clerical	Total HDR Labor Hours	Total HDR Labor (\$)	Total HDR Expenses (\$)	Total Cost (\$)
Required Tasks														
1	Project Management	2	40							30	72	\$13,697	\$25	\$13,722
2	Conformed Set	2	4	8			2		12	2	30	\$5,071	\$25	\$5,096
3	Preconstruction Meeting		6								6	\$1,410	\$150	\$1,560
4	Submittal Reviews (up to 40)		40	137	16	24	40			28	285	\$47,048	\$100	\$47,148
5	Periodic Site Visits/Meetings		20				8				28	\$6,204	\$500	\$6,704
6	RFI Reviews (up to 30)	4	30	30	8	8	24			20	124	\$22,608	\$100	\$22,708
7	Contract Change Orders and Potential Changes (up to 3)	2	10				12				24	\$5,195	\$25	\$5,220
8	Final Site Visit		6								6	\$1,410	\$150	\$1,560
9	Startup/Training		4					24			28	\$6,046	\$300	\$6,346
10	Conventional O&M Manual	4	16	80		8	16		24	8	156	\$25,041	\$150	\$25,191
11	Record Drawings	1		4					36		41	\$6,481	\$100	\$6,581
COLUMN TOTALS		15	176	259	24	40	102	24	72	88	800	\$140,211	\$1,625	\$141,836