



NapaSan

GHD - TASK ORDER No. 67
I/I Flow Monitoring (CIP #13705)

Date: _____

Issued under Professional Services Agreement dated August 9, 2017.

To: GHD

Project Description:

Professional Engineering Services

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' – Scope of Services

Deliverables:

See Attachment 'A' – Scope of Services

Consultant Project Manager:

Matt Winkelman, PE

Consultant Quality Control Manager:

Ted Whiton, PE

Schedule to Perform Services:

See Attachment 'A' – Project Schedule

Time & Materials Not-to-Exceed Cost Limit:

\$121,520

See Attachment 'B' – Project Fee
Estimating Sheet

APPROVALS:

GHD

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 13705



ATTACHMENT "A"

October 15, 2018

2018-19 Inflow and Infiltration (I&I) Reduction Program

This scope of services is for wet weather assessment of NapaSan's sanitary sewer collection system during the 2018-19 wet weather season. Tasks include flow monitoring and preparation of a corresponding report that presents the findings of the field work effort. The proposal is based on information received from NapaSan for the number of flow meters needed for assessment of pre- or post-construction assessment of I&I reduction efforts within NapaSan's collection system.

Project Understanding and Approach

Flow monitoring is proposed to occur between December 2018 and March 2019, depending on weather conditions, and after early season rains have saturated the ground. Flow meters will be installed along with flow meters planned for the Collection System Master Plan (CSMP) project (separate contract), but may be removed at a different time. GHD has subcontracted with V&A Consulting Engineers (V&A) for the flow monitoring field work and reporting effort. V&A has completed flow monitoring for NapaSan's collection system since preparation of NapaSan's current CSMP in 2005.

NapaSan has selected 16 flow monitoring locations that focus on data collection for pre- or post-construction data for various I&I reduction efforts (i.e., rehabilitation projects such as pipe lining or bursting or manhole repairs).

Field Work

V&A will prepare for flow monitoring visiting the proposed flow monitoring sites and confirming preferred and alternative flow monitoring locations, as appropriate. Field work will include the installation, calibration, and removal of 16 flow meters for a period of one month, with an option for extending the flow monitoring period to 1.5 or 2 months at NapaSan's direction. Rain gauge data will be provided from three rain gauges installed within NapaSan's service area by V&A for the CSMP project. Following the field work, V&A will evaluate the flow monitoring data and prepare a report.

Reporting

V&A will prepare and submit a draft report to GHD for the flow monitoring effort. Preliminary flow monitoring results will be provided within four weeks after the flow meters are removed. GHD will review and provide comments to V&A for the report. GHD and V&A will attend a review meeting after submittal of V&A's draft report. The purpose of the meeting is to discuss the report's results and findings. A final report will be prepared following receipt of NapaSan's comments.

Basic Scope of Services

The professional engineering services for the Project are provided below.

Task 1 – Project Management and Coordination

GHD will coordinate with NapaSan during the project, including: budget and schedule tracking; project and contract oversight; and general coordination/communication. A formal kickoff meeting, work plan, and formal progress meetings are not included in this scope of services. Communication with NapaSan and V&A is intended to be informal and follow the need for coordination of wet weather field activities.

Deliverables: Monthly progress reports



ATTACHMENT "A"

Task 2 – Wet Weather Field Activities

Task 2.1 Flow Monitoring and Report

Project Preparation and Site Reconnaissance

V&A will review existing sanitary sewer plans and documentation in preparation for flow monitoring. V&A will visit the proposed sites in order to verify suitability of manholes and/or alternative manholes for installation of flow meters. V&A will consult with NapaSan in the event that alternative manholes are required for flow monitoring. V&A will document the following information: location map with address, pipe size, manhole identification number, flow channel condition, site schematics, and photographs. V&A will recommend the appropriate metering technology for the flow characteristics and hydraulic conditions observed during the site reconnaissance visits.

The site reconnaissance visit will document rain gauge placement areas, details and measures taken to eliminate undesirable influences of surrounding topography, vegetation, structures, etc.

Install/Calibrate/Remove Flow Meters and Rain Gauges

A V&A crew with a field truck and the necessary confined space, simple traffic control, and flow monitoring equipment will install, calibrate, and remove the flow meters and rain gauges. For this project, 16 flow meters will be installed for a period of one month. The flow monitoring period may be extended to 1.5 or 2 months at the direction of NapaSan (See Optional Tasks O.1 and O.2).

V&A will verify data integrity and that the meters are operational and clear of debris. V&A will be responsible for installation, calibration, and removal of the equipment for this project. Maintenance and meter malfunction will be documented and reported as soon as it is observed. V&A will be prepared to extend the duration of the flow monitoring period as requested by NapaSan.

This scope of services assumes only simple traffic control set-ups (truck mounted light board and cones) will be required for this project. If complex traffic control set-ups requiring a traffic control contractor are deemed necessary, the costs for the traffic control contractor will be in addition to the stated costs for the flow monitoring. This scope of services also assumes that NapaSan or other jurisdictional permits (i.e., encroachment, traffic control plans, etc.) will be paid for by NapaSan. Costs incurred by V&A for permits will be in addition to the stated costs in Attachment "B". V&A will coordinate with the City of Napa as required for appropriate field work.

Flow Monitoring and I&I Analysis Study Final Report

V&A will download and reduce the data in 15-minute intervals into Excel spreadsheets for data analysis and report preparation. Preliminary flow monitoring results will be submitted within four weeks after the flow meters are removed. One Draft version and one Final version of the report will be prepared. The summary report will include the following information:

- A summary of the flow monitoring equipment used;
- Location maps with address, pipe size, manhole identifier number, flow channel condition, site schematics and photographs;
- Flow monitoring data with tabular outputs of depth, velocity and flow rate and hydrographs of depth, velocity and flow rates for each flow meter;
- Electronic copy of monitoring data provided in 15-minute time intervals; and
- I&I Analysis: Average dry weather flows curves will be determined and rain dependent infiltration and inflow (RDI&I) response will be isolated during wet weather rainfall events. I&I analysis will include developing synthetic I&I hydrographs for each flow monitoring site and applying the synthetic hydrographs



ATTACHMENT "A"

to a 10-year, 24-hour design storm. Pre and post-construction data will be compared to determine the effectiveness of NapaSan's I&I rehabilitation projects.

GHD will conduct a preliminary review the draft report and will provide the draft report with redline comments to NapaSan. The report with redline comments will be discussed at the review meeting (Task 2.2) and used for finalization of V&A's report.

Deliverables: Draft and Final Flow Monitoring and I&I Analysis Report – Three (3) hard copies and an electronic format (pdf) submittal

Task 2.2 Review Meeting

GHD and V&A will attend a review meeting at NapaSan to discuss the draft report and next steps for NapaSan's I&I Reduction Program.

Deliverables: Meeting agenda and notes

Task 3 – I&I Reduction Program Assistance

This task includes miscellaneous tasks to support NapaSan's I&I Reduction Program and other hydraulic analyses for the collection system. Tasks may include: hydraulic modeling; I&I analysis; consultation for field work not included in this task order (i.e., smoke testing, CCTV inspection); and other tasks as requested by NapaSan. Depending on the task scope, substantial effort to update the hydraulic model and conduct hydraulic analyses may be covered under a separate task order, or under the CSMP project depending on the task.

Deliverables: Variable depending on task

Optional Tasks

Task O.1 Additional 0.5 Month Flow Monitoring (1.0 month → 1.5 months)

At the direction of NapaSan, which would likely follow a review and discussion of weather conditions affecting the flow monitoring effort, the flow monitoring time period would be extended for an additional half month. The intent for extending the flow monitoring time period is to capture additional data from storm events. Analysis and reporting per Task 2.1 would also apply to this optional task.

Task O.2 Additional 0.5 Month Flow Monitoring (1.5 month → 2.0 months)

Similar to Task O.1, at the direction of NapaSan, which would likely follow a review and discussion of weather conditions affecting the flow monitoring effort, the flow monitoring time period would be extended for an additional half month. The intent for extending the flow monitoring time period is to capture additional data from storm events. Analysis and reporting per Task 2.1 would also apply to this optional task.

Project Schedule

Engineering services will commence upon issuance of the Notice to Proceed for this scope of services, which is anticipated to occur in November 2018. The Project will begin with project planning and site reconnaissance in December 2018, in conjunction with planning and reconnaissance efforts for the CSMP flow meters. Timing for flow monitoring is weather-dependent, but anticipated to begin sometime between mid-December 2018 and January 2019. Flow monitoring will last for one to two months.

One month following the conclusion of the flow monitoring, V&A will submit its draft report for deliverable to GHD. GHD will review the report and provide the draft report with redline comments to V&A and NapaSan within two weeks, at which time the project team will convene for the review meeting. V&A's final report will be submitted by



ATTACHMENT "A"

V&A three weeks following the review meeting. The following provides an approximate schedule for the completion of the scope of services:

Table 1 Tentative Project Schedule

	<u>Task</u>	<u>Completion Date</u>
a.	Notice to Proceed	November 2018
b.	Project Planning and Site Reconnaissance (Task 2.1)	December 2018
c.	Conduct Flow Monitoring (Task 2.1)	December 2018 – February/March 2019 *
d.	Prepare Draft Report (1 month) (Tasks 2.1)	March/April 2019 *
e.	GHD Review (2 weeks) (Tasks 2.1)	April 2019 *
f.	Review Meeting (Task 2.2)	May 2019 *

* Timing depends on weather conditions and whether or not the flow monitoring period was extended from 1.0 month to 1.5 or 2.0 months.



ATTACHMENT "B"

PROJECT FEE ESTIMATING SHEET

Project Name: 2018-19 I&I Reduction Program

Prepared by: M. Winkelman

Job Number: 11177640

Client: Napa Sanitation District

Date: October 15, 2018

		LABOR COSTS						FEE COMPUTATION		
	LABOR CATEGORY > RATE >	Principal / QA/QC \$265 /Hr	Project Manager \$235 /Hr	Project Engineer \$170 /Hr	Technical Lead \$195 /Hr	Admin \$115 /Hr	TOTAL HOURS	*OTHER DIRECT COSTS	Sub-Consultant V&A	TOTAL FEE
Task / Item										
Task 1 - Project Management and Coordination										
1.1 Coordination and Administration		1	4		4	2	11	\$66		\$2,281
Subtotal Task 1		1	4	0	4	2	11	\$66	\$0	\$2,281
Task 2 - Wet Weather Field Activities										
2.1 Flow Monitoring and Report		1	8	16	8		33	\$198	\$66,150	\$72,773
2.2 Review Meeting			5		5		10	\$109		\$2,259
Subtotal Task 2		1	13	16	13	0	43	\$307	\$66,150	\$75,032
Task 3 - I&I Reduction Program Assistance										
3.1 I&I Reduction Program Assistance		2	6	40	24		72	\$432		\$13,852
Subtotal Task 3		2	6	40	24	0	72	\$432	\$0	\$13,852
PROJECT TOTALS		4	23	56	41	2	126	\$805	\$66,150	\$ 91,165
Optional Tasks										
O.1 Additional 0.5 Month Flow Monitoring (1.0 month --> 1.5 months)			1	1		1	3	\$18	\$14,700	\$15,238
O.2 Additional 0.5 Month Flow Monitoring (1.5 months --> 2.0 months)			1	1			2	\$12	\$14,700	\$15,117
Subtotal Optional Tasks		0	2	2	0	1	5	\$30	\$29,400	\$30,355
PROJECT TOTALS (With Optional Tasks)		4	25	58	41	3	131	\$ 835	\$ 95,550	\$ 121,520

*OTHER DIRECT COSTS include telephone, mileage, printing, photocopies and other miscellaneous direct expenses.