



NAPA SANITATION DISTRICT

GHD- TASK ORDER No. 70
BROWNS VALLEY TRUNK PROJECT (CIP 14703)

Date: _____

Issued under Professional Services Agreement dated August 19, 2017.

To: GHD

Project Description:

Construction Management for the Browns Valley Trunk Project (CIP 14703).

Description of Scope of Services to be performed by Consultant under this Task Order:

See Exhibit 'A' – Scope

Description of Services to be Provided by District: See Exhibit 'A' –Scope of Services

Deliverables: See Exhibit 'A' –Scope of Services

Consultant Project Manager: Jane Rozga, PE

Consultant Quality Control Manager: Joe Patterson

Schedule to Perform Services: March 2019 through December 2020

Time & Materials Not-to-Exceed Cost Limit: \$2,988,499

See Exhibit 'B' – Fee Estimating Sheet

APPROVALS:

GHD

By: _____
Authorized Representative Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent Date

NSD Account No.: CIP 14703



February 27, 2019

Robin Gamble Holley, PE
Napa Sanitation District
1515 Soscol Ferry Road
Napa, CA 94558

RE: Construction Management Services – Browns Valley Trunk Sewer Project

Dear Robin:

GHD is pleased to submit this scope of work and proposed fee for Construction Management Services for the Browns Valley Trunk Sewer Project. This proposal is based on an anticipated level of effort and assumed timeframe for completion as described below.

Project Manager: Jane Rozga, PE

Principal-In-Charge: Matt Winkelman, PE

Quality Control Manager: Joe Patterson, PE

Schedule to Perform Services: March 2019 through December 2020

Scope of Work

Task 1 Project Management

Task 1.1 – Provide Management of GHD Services

GHD project management will include preparation and maintenance of budgets and schedules for GHD services, instructions to the GHD Team, preparation of field safety instructions, and routine progress reporting.

Task 2 Construction Management

GHD's Construction Management Team (CMT) will act as an extension/adjunct of NapaSan staff. The CMT will coordinate with NapaSan to discuss project details, review schedules, provide drafts for review and produce final documentation ready for NapaSan signature. The CMT will provide periodic updates, coordinate meetings and telephone calls, promptly transcribe meeting notes, and distribute. Reporting and coordination required for SRF funding is included in the tasks described below.

The CMT will perform the following services:

Task 2.1 – Provide Project Coordination

Coordinate with NapaSan staff to discuss and address issues with the project. This will be accomplished by daily / weekly email updates of the activities that preceded the work accomplished in the time period with issues that occurred. The weekly update will be more in depth by providing a 2-3 week look ahead on the schedule, and will contain an ongoing list of outstanding critical issues.

Task 2.2 – Prepare and Conduct Pre-Construction Meeting

The pre-construction meeting will include NapaSan, the Design Engineer, contractor, and major subcontractors. The CM will prepare the agenda, meeting minutes, and a list of contact information for key personnel from each agency to be contacted in the event of an emergency.

Task 2.3 – Conduct and Document Project Meetings

Conduct weekly progress meetings and other special technical meetings throughout the project. The PM/RE will prepare the agenda, describing key issues, schedule status, and potential change orders, and distribute notes to meeting participants.



Task 2.4 – Review Contractors Construction Schedule

Review the Contractor's project schedule for conformance with the specifications and for reasonableness of activity durations and sequence. The CM will perform the following activities:

- Coordinate review comments by NapaSan and Design Engineer and transmit review comments to the contractor.
- Meet with the contractor to discuss and clarify any significant issues. Review revised schedules. Review work progress as compared to the as-planned schedule and notify contractor of schedule slippage.
- Review schedule to determine impact of the weather and change orders on the construction schedule. Review contractor's updates of the construction schedule that incorporates actual progress, weather delays, and change order impacts.

Task 2.5 – Maintain Project Records

Maintain project records, including daily logs, weekly report of working days, inspection reports, compliance testing results, photos, measurement of quantities, schedules, submittals, RFIs, RFCs, PCOs, change orders, month pay requests, issues, and correspondence. Project records will be maintained in organized manner for quick reference. The project records are a combination of the web-based management system and our daily detailed field reports.

Task 2.6 – Review and Evaluate Monthly Progress Payments

Review and evaluate monthly progress payment requests submitted by the Contractor, negotiate differences over payment, and recommend payment to NapaSan. Quantity vouchers will be checked and signed independently by the CM to monitor quantities paid against estimated quantities. RGM will monitor certified payrolls.

Task 2.7 – Prepare Monthly Progress Reports

CM will prepare and submit monthly progress reports to NapaSan, which will include a construction progress summary, construction cash flow and payments, and summary logs for proposed change orders (PCOs) and change orders. Monthly and quarterly reports will also be submitted in accordance with SRF funding requirements.

Task 2.8 – Respond to Requests for Information (RFIs)

Coordinate, evaluate, and manage the process of responding to RFIs. This effort includes receiving the RFI from the Contractor, logging into the system, transmitting it to the Design Engineer for response, coordinating with the Design Engineer on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor.

Task 2.9 – Prepare Potential Change Orders (PCOs) and Change Orders

Coordinate and manage the change order process, including logging, reviewing them in conjunction with Design Engineer and NapaSan, assisting with determination of changed conditions and scope definition as needed, developing independent cost estimates, assisting with negotiation, and incorporating change orders into the construction contract.

Task 2.10 – Coordinate Submittal and Shop Drawing Review Process

Coordinate the submittal and shop drawing review process, including logging submittals from the Contractor, transmitting to Design Engineer for response, coordinating with Design Engineer on field status, tracking progress, reviewing responses, and transmitting responses to the Contractor. Incomplete submittals will be returned to the contractor prior to being submitted to the Design Engineer.

Construction Manager and inspectors will also review submittals of shop drawings, materials, test reports, and manufacturer cut-sheets to understand installation requirements and identify potential issues.

Task 2.11 – Monitor Permit Compliance

With assistance from inspection staff, the Construction Manager will monitor Contractor compliance with City of Napa permit requirements and work with Contractor and City staff to resolve any issues. The level of effort is estimated on the basis of past experience. NapaSan will be notified if additional budget is required.



Task 2.12 – Monitor Construction Record Drawings

CM will require the contractor to maintain construction record drawings in coordination with the progress pay request.

Task 2.13 – Monitor Labor Compliance

As part of the CM Team, RGM will provide complete wage compliance services, including all requirements of SRF funding. Tasks include on-site visits and worker interviews, posting of federal and/or state wage determinations, review of payroll records and additional prevailing wage documentation, written notification of deficiencies and verification of restitution, quarterly/bi-annual/annual reporting as necessary, and participation in SRF auditing process.

Task 2.14 – Perform Claims Management

Analyze potential claims for additional compensation submitted during the construction period and make recommendations to NapaSan for resolution. Coordinate and monitor claims response preparation, logging and tracking status. The Construction Manager will monitor and assist in mitigating any potential project claim, support in defending any construction claims will be negotiated as an extra service.

Task 3 Inspection Services

Task 3.1 – Provide Field Inspection / Observation

Provide an on-site construction inspector / observer to monitor the contractor's work for compliance with the contract documents, submittals, RFIs, change orders, traffic and pedestrian control plan, public outreach plan, environmental compliance, including SWPPP requirements. Contractor's certified payrolls will be checked and documented by the inspector. Construction inspector will be on site full time during most operations. Daily effort is assumed to average 10 hours per day for 82 weeks, but may be extended during critical activities. During periods of lessor activity, the inspector's time will be reduced commensurately.

Task 3.2 – Prepare Photograph or Video Documentation

Document initial site conditions prior to start of construction using either still photographs or video, and provide additional photos of construction progress periodically throughout construction.

Task 3.3 – Document Field Changes to the Drawings and Specifications

Document field changes to the contract documents on a real-time basis during the progress of construction.

Task 3.4 – Prepare Daily Observation Reports

The Inspector/Observer will prepare daily observation reports. Reports will include: employee names and labor classification, equipment identification, hours worked and equipment utilized, weather conditions, and issues, observations, and significant conversations between the inspector and the contractor. The report will be a combination of web-based data and written. The daily reports will include photographs and material tags.

Task 3.5 – Materials Testing

RGH will provide quality assurance materials testing estimated at one day in the field weekly with field and laboratory testing of soils, CLSM, and asphalt. Tests results will be compared to the documentation of quality control testing conducted by the Contractor.

Task 3.6 – Develop Punch List

Develop a preliminary punch list for the project and maintain a running punch list through the course of the project. The CMT will schedule NapaSan and Design Engineer to conduct final completion inspections and issue final punch lists.

Task 3.7 – Compile Final Records

Provide NapaSan with a complete set of project records of the project, indexed and filed, and a listing of warranties provided under the project including the items covered and the warranty duration. The documentation will be in electronic format.

Task 3.8 – Prepare Final Pay Estimates

Prepare the final pay estimate, prepare the Notice of Completion, and coordinate retention release at the conclusion of construction.



Task 4 Public Outreach

GHD's Construction Management Team will support public outreach activities of NapaSan's Public Outreach Coordinator. This will include attending public meetings, meeting with neighboring residents and businesses as required, and communication of construction schedule so NapaSan and/or the City of Napa can post status and upcoming activities to their website(s). The level of effort is estimated on the basis of past experience. NapaSan will be notified if additional budget is required.

Assumptions:

The scope of work is based on the following assumptions:

- **Means and Methods.** *The Contractor is responsible for the means and methods on the project.*
- **Control of Contractor's Work.** *The Construction Management Team (CMT) does not supervise or direct the Work of the Contractor. The Contractor will be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work under the Contract, unless Contract Documents give other specific instructions concerning these matters.*
- **Site Safety.** *The Contractor will be responsible for site safety as required by the Contract Documents.*
- **Compliance with Contract Requirements.** *The Contractor will not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the CMT in the CMT's administration of the Contract, or by tests, inspections, or approvals required or performed by persons other than the Contractor.*

Engineering Fee

Compensation will be on a time and materials basis. The budget estimate is provided in the attached fee spreadsheet.

Closing

Please do not hesitate to contact me if you have any questions regarding the scope of work or proposed fee. Thank you for the opportunity to serve NapaSan.

Sincerely,
GHD Inc.

A handwritten signature in black ink that reads "Jane Rozga".

Jane Rozga, P.E.

Project Manager
(707) 236-1530

Attachment: Fee Estimate Spreadsheet

EXHIBIT 'B'

PROJECT FEE ESTIMATING SHEET

SHT #

1 of 1

PROJECT NAME: Browns Valley Trunk

PROJECT # 11136933

On-Site Inspector

Eric Leitz

Date 2/27/2019

Construction Manager

J Rozga/J Winter

PREPARED BY: Jane Rozga

CLIENT: NapaSan

Principal In Charge

Matt Winkelman

										FEE COMPUTATION		
LABOR CATEGORY> RATE>	Principal In Charge \$245 /HR	PM/RE \$215 /HR	Construction Manager \$205 /HR	Pub Outrch/ Proj Coord \$130 /HR	Asst RE/Insp \$175 /HR	Lead Inspector \$170 /HR	Tunnel/Const Inspector \$180 /HR	TOTAL HOURS/ GHD fee	Subconsultant Services	Other Direct Costs \$6/hr office \$11/hr field	TOTAL FEE	
Task 1: Project Management												
Task 1.0 Monthly Progress	\$ 20,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,580		\$ 504	\$	21,084
84												
Sub-Total	\$ 20,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,580	\$ -	\$ 504	\$	21,084
Task 2: Contract Management												
Task 2.1 Provide Project Coordination	\$ -	\$ 54,180	\$ 103,320	\$ -	\$ -	\$ -	\$ -	\$ 157,500		\$ 4,536	\$	162,036
Task 2.2 Prepare and Conduct Preconstruction Meeting	\$ -	\$ 1,720	\$ 1,640	\$ 1,040	\$ 1,400	\$ 1,360	\$ -	\$ 7,160		\$ 240	\$	7,400
Task 2.3 Conduct and Document Project Meetings	\$ -	\$ 108,360	\$ 103,320	\$ 65,520	\$ -	\$ -	\$ -	\$ 277,200		\$ 9,072	\$	286,272
Task 2.4 Review Contractors Construction Schedule	\$ -	\$ 8,600	\$ 32,800	\$ -	\$ -	\$ -	\$ -	\$ 41,400		\$ 1,200	\$	42,600
Task 2.5 Maintain Project Records	\$ -	\$ -	\$ -	\$ 43,680	\$ -	\$ -	\$ -	\$ 43,680		\$ 2,016	\$	45,696
Task 2.6 Review and Evaluate Monthly Progress Payment	\$ -	\$ -	\$ 25,830	\$ -	\$ -	\$ -	\$ -	\$ 25,830		\$ 756	\$	26,586
Task 2.7 Prepare Monthly Progress Reports	\$ -	\$ 9,030	\$ 8,610	\$ -	\$ -	\$ -	\$ -	\$ 17,640		\$ 504	\$	18,144
Task 2.8 Respond to RFI's	\$ -	\$ 21,500	\$ 41,000	\$ 13,000	\$ -	\$ -	\$ -	\$ 75,500		\$ 2,400	\$	77,900
Task 2.9 Prepare PCO's and Change Orders	\$ -	\$ 30,100	\$ 57,400	\$ 9,100	\$ -	\$ -	\$ -	\$ 96,600		\$ 2,940	\$	99,540
Task 2.10 Coordinate Submittal and Shop Drawing Review	\$ -	\$ -	\$ 82,410	\$ 52,260	\$ -	\$ -	\$ -	\$ 134,670		\$ 4,824	\$	139,494
Task 2.12 Monitor Permit Compliance	\$ -	\$ -	\$ 34,440	\$ -	\$ -	\$ -	\$ -	\$ 34,440		\$ 1,008	\$	35,448
Task 2.12 Monitor Construction Record Drawings	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 3,500		\$ 120	\$	3,620
Task 2.13 Monitor Labor Compliance									\$ 61,050	\$ 3,053	\$	64,103
Task 2.14 Perform Claims Management	\$ -	\$ 30,100	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ 71,100		\$ 2,040	\$	73,140
Sub-Total		1186	2434	1084	28	8		4740				
	\$ -	\$ 254,990	\$ 498,970	\$ 140,920	\$ 4,900	\$ 1,360	\$ -	\$ 901,140	\$ 61,050	\$ 34,709	\$	1,081,979
Task 3: Field Inspection/Observation												
Task 3.1 Provide Field Inspection/Observation	\$ -	\$ -	\$ -	\$ -	\$ 294,000	\$ 785,400	\$ 341,400	\$ 1,420,800		\$ 76,560	\$	1,497,360
Task 3.2 Prepare Photograph and Video Documentation	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 6,800	\$ -	\$ 13,800		\$ 880	\$	14,680
Task 3.3 Field Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$	-
Task 3.4 Prepare Daily Observation Reports	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$	-
Task 3.5 Materials Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,000	\$ 25,200	\$	193,200
Task 3.6 Develop Punchlists	\$ -	\$ 1,720	\$ 16,400	\$ -	\$ 7,000	\$ 6,800	\$ -	\$ 31,920		\$ 1,848	\$	33,768
Task 3.7 Compile Final Documents	\$ -	\$ -	\$ 8,200	\$ 7,800	\$ 3,500	\$ 6,800	\$ -	\$ 26,300		\$ 1,760	\$	28,060
Task 3.8 Prepare Final Pay Estimate	\$ -	\$ 860	\$ 6,560	\$ 520	\$ -	\$ 2,720	\$ -	\$ 10,660		\$ 616	\$	11,276
Sub-Total		12	152	64	1360	4336	1500	7424				
	\$ -	\$ 2,580	\$ 31,160	\$ 8,320	\$ 311,500	\$ 808,520	\$ 341,400	\$ 1,503,480	\$ 168,000	\$ 106,864	\$	1,778,344
Task 4: Project Completion												
Task 4.1 Project Completion and Punchlist	\$ -	\$ 1,720	\$ 16,400	\$ -	\$ 1,400	\$ 13,600	\$ -	\$ 33,120		\$ 1,056	\$	34,176
Task 4.2 Project Documents	\$ -	\$ -	\$ 3,280	\$ 2,600	\$ 7,000	\$ 6,800	\$ -	\$ 19,680		\$ 696	\$	20,376
Task 4.3 Notice of Completion	\$ -	\$ -	\$ 820	\$ -	\$ 700	\$ -	\$ -	\$ 1,520		\$ 48	\$	1,568
Sub-Total		8	100	20	52	120	300					
	\$ -	\$ 1,720	\$ 20,500	\$ 2,600	\$ 9,100	\$ 20,400	\$ -	\$ 54,320	\$ -	\$ 1,800	\$	56,120
Task 5: Public Outreach												
Task 5.1 Public Outreach Plan	\$ -	\$ -	\$ 1,640	\$ -	\$ -	\$ -	\$ -	\$ 1,640		\$ 48	\$	1,688
Task 5.2 Public Information and Contact Points	\$ -	\$ -	\$ 17,220	\$ -	\$ -	\$ -	\$ -	\$ 17,220		\$ 504	\$	17,724
Task 5.3 Attend Public Meetings	\$ -	\$ 8,600	\$ 8,200	\$ -	\$ 7,000	\$ 6,800	\$ -	\$ 30,600		\$ 960	\$	31,560
Sub-Total		40	132		40	40	252					
	\$ -	\$ 8,600	\$ 27,060	\$ -	\$ 7,000	\$ 6,800	\$ -	\$ 49,460	\$ -	\$ 1,512	\$	50,972
Contingency											\$	-
Project Totals	84	1,246	2,818	1,168	1,480	4,504	1,500	12,800			\$	-
	\$ 20,580	\$ 267,890	\$ 577,690	\$ 151,840	\$ 332,500	\$ 837,080	\$ 341,400	\$ 2,528,980	\$ 229,050	\$ 145,395	\$	2,988,499