



NAPA SANITATION DISTRICT

WEST YOST ASSOCIATES - TASK ORDER No. 5 POND BIOSOLIDS REMOVAL AND REUSE PROJECT (CIP 13745)

Date: _____

Issued under Professional Services Agreement dated August 22, 2016.

To: West Yost Associates

Project Description:

Pond Biosolids Removal and Reuse Project – Professional Services for Construction Management, Inspection, and Engineering Services During Construction.

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: Greg Chung, PE

Consultant Quality Control Manager: Jeff Pelz, PE

Schedule to Perform Services: Notice to Proceed – October 2020

Time & Materials Not-to-Exceed Cost Limit: \$205,135

See Exhibit 'B' – Fee Schedule

APPROVALS:

WEST YOST ASSOCIATES

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NapaSan Account No.: CIP 13745

Exhibit A - Scope of Services

Napa Sanitation District

Pond No. 1 Biosolids Removal Project

West Yost - Construction Management Scope of Work

1. Pre-Construction Phase

1.1. Pre-Construction Conference / NTP – West Yost will prepare the agenda, conduct the pre-construction meeting and prepare the summary of the meeting for record purposes. The agenda will include a review of the contract administrative requirements and the details of mobilization and the 60 days of operation. Open items will be carried over to the first Progress Meeting. The District will prepare the construction contract Notice to Proceed (NTP), and issue to the general contractor (GC).

1.2. Document Preconstruction Existing Conditions – West Yost will document the preconstruction conditions at the District's treatment plant and the ingress/egress of the hauling transport trucks through the plant to document the existing condition of the roadways, curbs, signage, landscaping, etc. to confirm how everything will need to be restored at the completion of the contract.

1.3. Setup of Construction Site – West Yost will coordinate with the GC and the District's Project Manager the mobilization of the GC's material and equipment needed to perform the sludge removal. This initial effort will also be used to setup the lines of communication between the District staff, West Yost staff, and the GC. The document control system will also be setup as part this task and any training needed by the District or the GC will be given by West Yost.

2. Construction Phase

2.1 Project Management – West Yost will provide project management oversight from its project leadership staff members. The services include assessing potential risk factors, planning approaches to resolve issues, monitoring the services provided by the entire project team (that includes West Yost and the general contractor), assisting the District in any critical decision making, and ensuring that the scope of work promised in this document are delivered and to the satisfaction of the District.

2.2 Correspondence / Document Control – West Yost will be the point of contact for all matters related to the administration of the construction contract with the GC selected for the project. All correspondence in and out related to the project will be through the West Yost CM. This includes maintaining the project records in a web-based document control system (DCS) – Procore. West Yost will provide training and access to the District, designer, and GC for their use in processing correspondence, submittals, RFIs, progress payments, and change orders – if necessary.

2.3 Issues Management – West Yost will create and maintain a Potential Change Order log that will be used to track project issues that have been identified by the GC through RFIs

and/or Change Order Requests, or from the District that are deemed “owner initiated changes” Management of the issues will involve establishing merit, preparing a rough order-of-magnitude cost estimate, and reviewing potential time impacts. We will create an “Exposure Log” to provide an estimate of potential costs to the project. If the issue is deemed as an additional scope of work to the GC a request for quotation will be issued to the GC. If there is dispute with entitlement, the resolution will utilize an issue escalation process to resolve the matter at higher management levels of West Yost, the District and GC.

2.4 Progress Payments – West Yost will review the GC’s monthly progress payments requests based on the weights and quantities of material removed from the storage pond each month. We will track – separate from the GC, the quantity of the material removed, dewatered, and adjusted based on the actual moisture content of each load hauled to the landfill by the GC. Adjustments for the wet amount removed will be calculated using data obtained by the District’s lab measuring the moisture content and computed using an Excel spreadsheet. A comparison will be made with the GC before the formal payment request is made by the GC. Upon reaching agreement with the GC, West Yost will approve the payment request and recommend to the District that it process the payment, and track payment received by the GC to confirm payment is in accordance with prompt payment regulations. We will establish this procedure at the Preconstruction Conference. Also, related to Labor Compliance, West Yost will request a copy of the GC’s certified payrolls and perform a cursory review. The reports will be kept in the DCS software for ease of access. No other work related to Labor Compliance will be performed.

2.5 Submittals – West Yost will receive all certifications, work plans, schedules, etc. that are required of this construction contract and will upload them into the DCS. The submittals that are related to the design shall be forwarded to the design consultant for their review and comment. Once the design consultant completes their review they will forward their comments to West Yost. We will input the review comments into the DCS and formally return the submittal to the GC. Logs will be maintained showing submittals in for review, submittals that have been returned with Amend and Resubmit status, and submittals not yet transmitted by the GC. Construction related submittals such as work plans, safety plans, stormwater pollution control plans, etc. will be reviewed by West Yost with the submittal and comments transmitted to the engineer of record for their records.

2.6 RFIs – West Yost will receive all RFIs generated and issued by the GC and will upload each into the DCS. Responses by the design consultant will be reviewed for completeness and if found satisfactory, the RFI will be returned to the GC. If the response appears to have changed the contract scope, quality, or time a potential change order (PCO) number will be assigned and used to track its resolution to closeout. Logs will be generated and be discussed during the weekly progress coordination meetings.

2.7 Progress / Coordination Meetings – West Yost will prepare agendas, conduct bi-weekly progress meetings with the GC, design consultant, District staff, and other members of the project team to review overall progress, coordination, and communication related to safety, submittals, RFIs, changes, progress payments, coordination with plant operations, progress schedules, and quality. If other special meetings are necessary, West Yost will conduct

and collect summaries of the discussions. Open items will be tracked to completion. The meetings will be documented in the DCS.

2.8 Daily Observation, Sampling, and Record Keeping – West Yost will provide the day-to-day observation and record keeping of the GC’s performance of the work. The observation will include confirmation that the work being performed is being done safely, the work zones are being adhered to, and the overall housekeeping of the work zones are being properly maintained. The collection of samples of the dewatered sludge prior to off-hauling created by the GC’s processing efforts will be made by the inspector and delivered to the District’s lab for testing. The sample containers will be provided by the District. Daily reports will be made by the inspector that include a summary of the weather and conditions of the site, the type and quantity of equipment and manpower on-site, and a general description of the work performed and the quantity of off-hauling that was made that day. Photos of the work that will be date stamped will be included with the daily report.

2.9 Weekly Reporting Review and Final Report Review – West Yost will review the weekly and final reports prepared by the GC. Comments and/or questions will be addressed to the GC.

2.10 Punchlist and Final Inspection – West Yost will arrange a final inspection once the GC requests Substantial Completion. The inspection will create a final punchlist of work items remaining to be completed. The punchlist will be transmitted to the GC with the decision on the substantial completion request. The remainder of the contract will be to confirm that the items on the punchlist have been addressed and any other remaining deliverables are received. West Yost will confirm that aspects of the project administration have been completed. It will address any outstanding stop notices and request that all suppliers and subcontractors come forward if payments for their services have not been made or other payment issues may exist so that the release of retention can be made by the District.

Exhibit B - Fee Schedule

West Yost Associates		PVP \$281 Greg or Kevin	AE/AS/AG II \$200 Whitney Sandelin	ESG I \$151 Alex Retzlaff	CMA II \$94 Amy Rangel	Hours	Labor Fee	Technology & Admin 6%	Sub. w/ markup 10%	Other Direct	Total Costs
PROJECT: Napa Sanitation Pond Dredging											
Task 1 Preconstruction Phase											
1.01	Preconstruction Conference	8	12	4	8	32	\$ 6,004	\$ 360			\$ 6,364
1.02	Precon Documentation of Conditions			8		8	\$ 1,208	\$ 72			\$ 1,280
1.03	Setup of Construction Site	8		24	8	40	\$ 6,624	\$ 397			\$ 7,021
Subtotal, Task 1 (hours)		16	12	36	16	80					
Subtotal, Task 1 (\$)		\$ 4,496	\$ 2,400	\$ 5,436	\$ 1,504		\$ 13,836	\$ 830			\$ 14,666
Task 2 Construction Phase											
2.01	Project Management	16	40			56	\$ 12,496	\$ 750			\$ 13,246
2.02	Correspondence / Document Control	8	16		80	104	\$ 12,968	\$ 778			\$ 13,746
2.03	Issues Management	16	16	20		52	\$ 10,716	\$ 643			\$ 11,359
2.04	Progress Payments	8	24	40	20	92	\$ 14,968	\$ 898			\$ 15,866
2.05	Submittals		8	8	8	24	\$ 3,560	\$ 214			\$ 3,774
2.06	RFIs	4	8	10	10	32	\$ 5,174	\$ 310			\$ 5,484
2.07	Progress Coordination Meetings	4	24	16	24	68	\$ 10,596	\$ 636			\$ 11,232
2.08	Daily Observation and Reporting			600		600	\$ 90,600	\$ 5,436			\$ 96,036
2.09	Review Weekly & Final Reports from GC		8	20		28	\$ 4,620	\$ 277			\$ 4,897
2.10	Punchlist and Final Inspection		4	20		24	\$ 3,820	\$ 229			\$ 4,049
Subtotal, Task 2 (hours)		56	148	734	142	1080					
Subtotal, Task 2 (\$)		\$ 15,736	\$ 29,600	\$ 110,834	\$ 13,348		\$ 169,518	\$ 10,171			\$ 179,689
Task 3 ODCs											
3.01	Transportation & Temp Accommodations					0				\$ 10,780	\$ 10,780
Subtotal, Task 3 (hours)		0	0	0	0	0					
Subtotal, Task 3 (\$)										\$ 10,780	\$ 10,780
TOTAL (hours)		72	160	770	158	1,160					
TOTAL (\$)		\$ 20,232	\$ 32,000	\$ 116,270	\$ 14,852		\$ 183,354	\$ 11,001		\$ 10,780	\$ 205,135