



## NAPA SANITATION DISTRICT

GHD - TASK ORDER No. 70

**BROWNS VALLEY TRUNK PROJECT (CIP 14703) &  
WEST NAPA PUMP STATION PROJECT (CIP 17711)**

Date: \_\_\_\_\_

Issued under Professional Services Agreement dated August 19, 2017.

To: GHD

**Project Description:**

Construction Management for the Browns Valley Trunk Project (CIP 14703) and West Napa Pump Station Project (CIP 17711).

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

See Attachment 'A' – Scope

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

**Deliverables:** See Attachment 'A' –Scope of Services

**Consultant Project Manager:** Jane Rozga, PE

**Consultant Quality Control Manager:** Joe Patterson

**Schedule to Perform Services:** March 2020 through December 2021

**Time & Materials Not-to-Exceed Cost Limit:** \$4,063,350

See Attachments 'B' & 'C' – Fee  
Estimating Sheet

**APPROVALS:**

**GHD**

By: \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**NAPA SANITATION DISTRICT**

By: \_\_\_\_\_  
Purchasing Agent

\_\_\_\_\_  
Date

NSD Account No.: CIP 14703



February 25, 2020

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

**RE: Construction Management Services – Browns Valley Trunk Sewer and West Napa Pump Station Projects**

Dear Robin:

GHD is pleased to submit the scope of work and proposed fee for Construction Management Services for the Browns Valley Trunk Sewer and West Napa Pump Station Projects. 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 2020 through October 2021

## 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 team, 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 schedule of values, 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. Final change orders to be transmitted to NapaSan within 7 days of successful negotiation, unless Contractor delays execution.

#### **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.

For Brown's Valley Trunk: 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 peak activity, additional inspection time is budgeted to provide adequate coverage. During periods of lessor activity, the inspection time will be reduced commensurately.

For the West Napa Pump Station, part-time inspection is anticipated, with the inspector nearby to provide observation when needed throughout the day. During periods of peak activity, full-time inspection is anticipated with supplemental technical support provided as needed.

#### **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**

RGM will provide quality assurance materials testing estimated to be daily visits during backfill operations and as needed for concrete work and other activities with field and laboratory testing of soils, CLSM, asphalt, and concrete.

#### **Task 3.6 – Develop Punch List**

Maintain a running punch list through the course of the project and develop a preliminary punch lists. Conduct final completion inspections with NapaSan and designers 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. Final O&M manuals to be transmitted to NapaSan prior to Contractor's Substantial Completion. Record drawings to be transmitted to NapaSan within 30 days of receipt from Contractor.

#### **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. Estimated fees are:

Browns Valley Trunk:	\$2,811,916
West Napa Pump Station:	<u>\$1,251,434</u>
Total:	\$4,063,350

Detailed budget estimates are provided in the attached fee spreadsheets.

#### **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.

**Jane Rozga, P.E.**

Project Manager  
(707) 236-1530

Attachment: Fee Estimate Spreadsheet

## ATTACHMENT 'B'

## PROJECT FEE ESTIMATING SHEET

PROJECT NAME:

Browns Valley Trunk

PROJECT # 11191080

Date 2/25/2020

PREPARED BY:

Jane Rozga

CLIENT: NapaSan

TASK	LABOR CATEGORY> RATE>										FEE COMPUTATION		
		Winkelman Principal \$245 /HR	Rozga PM \$240 /HR	Winter CM \$215 /HR	Garza Proj Coord \$135 /HR	Leitz Inspector \$175 /HR	McGloin Inspector \$110 /HR	Vrba Tunnel Insp \$180 /HR	Camp Tunnel Lead \$240 /HR	TOTAL HOURS/ GHD fee	Subconsultant Services	Other Direct Costs \$6.5/hr office \$11/hr field	TOTAL FEE
<b>Task 1</b>	<b>Project Management</b>												
Task 1.0	Monthly Progress	\$ 20,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,580	\$ -	\$ 504	\$ 21,084
	PreBid, Bid Period, Preconstruction	\$ -	\$ 24,000	\$ 21,500	\$ 6,750	\$ 17,500	\$ 2,200	\$ 7,200	\$ -	\$ 79,150	\$ -	\$ 2,460	\$ 81,610
	<b>Sub-Total</b>	\$ 20,580	\$ 24,000	\$ 21,500	\$ 6,750	\$ 17,500	\$ 2,200	\$ 7,200	\$ -	\$ 99,730	\$ -	\$ 2,964	\$ 102,694
<b>Task 2</b>	<b>Contract Management</b>												
Task 2.1	Provide Project Coordination	\$ -	\$ 60,480	\$ 108,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,840	\$ -	\$ 4,536	\$ 173,376
Task 2.2	Prepare and Conduct Preconstruction Meeting	\$ -	\$ 1,920	\$ 1,720	\$ 1,080	\$ 1,400	\$ 880	\$ -	\$ -	\$ 7,000	\$ -	\$ 240	\$ 7,240
Task 2.3	Conduct and Document Project Meetings	\$ -	\$ 120,960	\$ 108,360	\$ 68,040	\$ -	\$ -	\$ -	\$ -	\$ 297,360	\$ -	\$ 9,072	\$ 306,432
Task 2.4	Review Contractors Construction Schedule	\$ -	\$ 9,600	\$ 34,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,000	\$ -	\$ 1,200	\$ 45,200
Task 2.5	Maintain Project Records	\$ -	\$ -	\$ -	\$ 45,360	\$ -	\$ -	\$ -	\$ -	\$ 45,360	\$ -	\$ 2,016	\$ 47,376
Task 2.6	Review and Evaluate Monthly Progress Payments	\$ -	\$ -	\$ 27,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,090	\$ -	\$ 756	\$ 27,846
Task 2.7	Prepare Monthly Progress Reports	\$ -	\$ 10,080	\$ 9,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,110	\$ -	\$ 504	\$ 19,614
Task 2.8	Respond to RFFs	\$ -	\$ 24,000	\$ 43,000	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ 80,500	\$ -	\$ 2,400	\$ 82,900
Task 2.9	Prepare PCO's and Change Orders	\$ -	\$ 33,600	\$ 60,200	\$ 9,450	\$ -	\$ -	\$ -	\$ -	\$ 103,250	\$ -	\$ 2,940	\$ 106,190
Task 2.10	Coordinate Submittal and Shop Drawing Review	\$ -	\$ -	\$ 86,430	\$ 54,270	\$ -	\$ -	\$ -	\$ -	\$ 140,700	\$ -	\$ 4,824	\$ 145,524
Task 2.11	Monitor Permit Compliance	\$ -	\$ -	\$ 36,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,120	\$ -	\$ 1,008	\$ 37,128
Task 2.12	Monitor Construction Record Drawings	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ 120	\$ 3,620
Task 2.13	Monitor Labor Compliance										\$ 60,000	\$ 3,000	\$ 63,000
Task 2.14	Perform Claims Management	\$ -	\$ 33,600	\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,600	\$ -	\$ 2,040	\$ 78,640
	<b>Sub-Total</b>	\$ -	\$ 294,240	\$ 557,710	\$ 191,700	\$ 4,900	\$ 880	\$ -	\$ -	\$ 1,049,430	\$ 60,000	\$ 34,656	\$ 1,144,086
<b>Task 3:</b>	<b>Field Inspection/Observation</b>												
Task 3.1	Provide Field Inspection/Observation	\$ -	\$ -	\$ -	\$ -	\$ 1,260	\$ 4,200	\$ 800	\$ 200	\$ 6,460	\$ -	\$ 71,060	\$ 1,083,260
Task 3.2	Prepare Photograph and Video Documentation	\$ -	\$ -	\$ -	\$ -	\$ 40	\$ 40	\$ -	\$ -	\$ 80	\$ -	\$ 880	\$ 12,280
Task 3.3	Field Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3.4	Prepare Daily Observation Reports	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3.5	Materials Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ 39,000	\$ 299,000
Task 3.6	Develop Punchlists	\$ -	\$ 1,920	\$ 17,200	\$ -	\$ 7,000	\$ 4,400	\$ -	\$ -	\$ 30,520	\$ -	\$ 1,848	\$ 32,368
Task 3.7	Compile Final Documents	\$ -	\$ -	\$ 8,600	\$ 8,100	\$ 3,500	\$ 4,400	\$ -	\$ -	\$ 24,600	\$ -	\$ 1,760	\$ 26,360
Task 3.8	Prepare Final Pay Estimate	\$ -	\$ 960	\$ 6,880	\$ 540	\$ -	\$ 1,760	\$ -	\$ -	\$ 10,140	\$ -	\$ 616	\$ 10,756
	<b>Sub-Total</b>	\$ -	\$ 2,880	\$ 32,680	\$ 8,640	\$ 311,500	\$ 523,160	\$ 162,000	\$ 48,000	\$ 1,088,860	\$ 260,000	\$ 115,164	\$ 1,464,024
<b>Task 4: Project Completion</b>													
Task 4.1	Project Completion and Punchlist	\$ -	\$ 1,920	\$ 17,200	\$ -	\$ 1,400	\$ 8,800	\$ -	\$ -	\$ 29,320	\$ -	\$ 1,056	\$ 30,376
Task 4.2	Project Documents	\$ -	\$ -	\$ 3,440	\$ 2,700	\$ 7,000	\$ 4,400	\$ -	\$ -	\$ 17,540	\$ -	\$ 696	\$ 18,236
Task 4.3	Notice of Completion	\$ -	\$ -	\$ 860	\$ -	\$ 700	\$ -	\$ -	\$ -	\$ 1,560	\$ -	\$ 48	\$ 1,608
	<b>Sub-Total</b>	\$ -	\$ 1,920	\$ 21,500	\$ 2,700	\$ 9,100	\$ 13,200	\$ -	\$ -	\$ 48,420	\$ -	\$ 1,800	\$ 50,220
<b>Task 5: Public Outreach</b>													
Task 5.1	Public Outreach Plan	\$ -	\$ -	\$ 1,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,720	\$ -	\$ 48	\$ 1,768
Task 5.2	Public Information and Contact Points	\$ -	\$ -	\$ 18,060	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,060	\$ -	\$ 504	\$ 18,564
Task 5.3	Attend Public Meetings	\$ -	\$ 9,600	\$ 8,600	\$ -	\$ 7,000	\$ 4,400	\$ -	\$ -	\$ 29,600	\$ -	\$ 960	\$ 30,560
	<b>Sub-Total</b>	\$ -	\$ 9,600	\$ 28,380	\$ -	\$ 7,000	\$ 4,400	\$ -	\$ -	\$ 49,380	\$ -	\$ 1,512	\$ 50,892
<b>Contingency</b>													
<b>Project Totals</b>													
		\$ 20,580	\$ 332,640	\$ 661,770	\$ 209,790	\$ 350,000	\$ 543,840	\$ 169,200	\$ 48,000	\$ 2,335,820	\$ 320,000	\$ 156,102	\$ 2,811,916

# ATTACHMENT 'C'

## PROJECT FEE ESTIMATING SHEET

PROJECT NAME:

West Napa Pump Station

PROJECT #

11191080

Date

2/25/2020

PREPARED BY:

Jane Rozga

CLIENT:

NapaSan

									FEE COMPUTATION		
LABOR CATEGORY> RATE>		Winkelman Principal \$245 /HR	Rozga PM/CM \$240 /HR	Winter CM \$215 /HR	Garza Coord \$135 /HR	Leitz Inspector \$175 /HR	Osomo Insp \$210 /HR	Elect TOTAL HOURS/ GHD fee	Subconsultant Services	Other Direct Costs \$6.5/hr office \$11/hr field	TOTAL FEE
TASK											
Task 1	Project Management										
	Task 1.0 Monthly Progress	\$ 20,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,580		\$ 504	\$ 21,084
	Sub-Total	\$ 20,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,580	\$ -	\$ 504	\$ 21,084
Task 2	Contract Management										
	Task 2.1 Provide Project Coordination	\$ -	\$ 28,800	\$ 51,600	\$ -	\$ -	\$ -	\$ 80,400		\$ 2,160	\$ 82,560
	Task 2.2 Prepare and Conduct Preconstruction Meeting	\$ -	\$ 1,920	\$ 1,720	\$ 1,080	\$ 1,400	\$ -	\$ 6,120		\$ 192	\$ 6,312
	Task 2.3 Conduct and Document Project Meetings	\$ -	\$ 86,400	\$ 77,400	\$ 24,300	\$ -	\$ -	\$ 188,100		\$ 5,400	\$ 193,500
	Task 2.4 Review Contractors Construction Schedule	\$ -	\$ 9,600	\$ 34,400	\$ -	\$ -	\$ -	\$ 44,000		\$ 1,200	\$ 45,200
	Task 2.5 Maintain Project Records	\$ -	\$ -	\$ -	\$ 24,300	\$ -	\$ -	\$ 24,300		\$ 1,080	\$ 25,380
	Task 2.6 Review and Evaluate Monthly Progress Payments	\$ -	\$ -	\$ 18,060	\$ -	\$ -	\$ -	\$ 18,060		\$ 504	\$ 18,564
	Task 2.7 Prepare Monthly Progress Reports	\$ -	\$ 5,040	\$ 4,515	\$ -	\$ -	\$ -	\$ 9,555		\$ 252	\$ 9,807
	Task 2.8 Respond to RFIs	\$ -	\$ 19,200	\$ 34,400	\$ 10,800	\$ -	\$ -	\$ 64,400		\$ 1,920	\$ 66,320
	Task 2.9 Prepare PCO's and Change Orders	\$ -	\$ 24,000	\$ 43,000	\$ 6,750	\$ -	\$ -	\$ 73,750		\$ 2,100	\$ 75,850
	Task 2.10 Coordinate Submittal and Shop Drawing Review	\$ -	\$ -	\$ 48,375	\$ 30,375	\$ -	\$ -	\$ 78,750		\$ 2,700	\$ 81,450
	Task 2.11 Monitor Permit Compliance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	Task 2.12 Monitor Construction Record Drawings	\$ -	\$ -	\$ 4,300	\$ -	\$ -	\$ -	\$ 4,300		\$ 120	\$ 4,420
	Task 2.13 Monitor Labor Compliance								\$ 50,000	\$ 2,500	\$ 52,500
	Task 2.14 Perform Claims Management	\$ -	\$ 9,600	\$ 17,200	\$ -	\$ -	\$ -	\$ 26,800		\$ 720	\$ 27,520
	Sub-Total	\$ -	\$ 184,560	\$ 334,970	\$ 97,605	\$ 1,400	\$ -	\$ 618,535	\$ 50,000	\$ 20,848	\$ 689,383
Task 3:	Field Inspection/Observation										
	Task 3.1 Provide Field Inspection/Observation	\$ -	\$ -	\$ -	\$ -	\$ 262,500	\$ 675	\$ 2,175		\$ 23,925	\$ 349,425
	Task 3.2 Prepare Photograph and Video Documentation	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000		\$ 440	\$ 7,440
	Task 3.3 Field Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	Task 3.4 Prepare Daily Observation Reports	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
	Task 3.5 Materials Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 9,000	\$ 69,000
	Task 3.6 Develop Punchlists	\$ -	\$ 1,920	\$ 17,200	\$ -	\$ 7,000	\$ -	\$ 26,120		\$ 1,408	\$ 27,528
	Task 3.7 Compile Final Documents	\$ -	\$ -	\$ 4,300	\$ 8,100	\$ 7,000	\$ -	\$ 19,400		\$ 1,320	\$ 20,720
	Task 3.8 Prepare Final Pay Estimate	\$ -	\$ 960	\$ 4,300	\$ 540	\$ 2,800	\$ -	\$ 8,600		\$ 484	\$ 9,084
	Sub-Total	\$ -	\$ 2,880	\$ 25,800	\$ 8,640	\$ 286,300	\$ 63,000	\$ 386,620	\$ 60,000	\$ 36,577	\$ 483,197
Task 4:	Project Completion										
	Task 4.1 Project Completion and Punchlist	\$ -	\$ 1,920	\$ 8,600	\$ -	\$ 14,000	\$ -	\$ 24,520		\$ 768	\$ 25,288
	Task 4.2 Project Documents	\$ -	\$ -	\$ 1,720	\$ 2,700	\$ 7,000	\$ -	\$ 11,420		\$ 408	\$ 11,828
	Task 4.3 Notice of Completion	\$ -	\$ -	\$ 430	\$ -	\$ -	\$ -	\$ 430		\$ 12	\$ 442
	Sub-Total	\$ -	\$ 1,920	\$ 10,750	\$ 2,700	\$ 21,000	\$ -	\$ 36,370	\$ -	\$ 1,188	\$ 37,558
Task 5:	Public Outreach										
	Task 5.1 Public Outreach Plan	\$ -	\$ -	\$ 1,720	\$ -	\$ -	\$ -	\$ 1,720		\$ 48	\$ 1,768
	Task 5.2 Public Information and Contact Points	\$ -	\$ -	\$ 12,900	\$ -	\$ -	\$ -	\$ 12,900		\$ 360	\$ 13,260
	Task 5.3 Attend Public Meetings	\$ -	\$ 1,920	\$ 1,720	\$ -	\$ 1,400	\$ -	\$ 5,040		\$ 144	\$ 5,184
	Sub-Total	\$ -	\$ 1,920	\$ 16,340	\$ -	\$ 1,400	\$ -	\$ 19,660	\$ -	\$ 552	\$ 20,212
Contingency											
\$ -											
Project Totals											
		\$ 20,580	\$ 191,280	\$ 387,860	\$ 108,945	\$ 310,100	\$ 63,000	\$ 1,081,765	\$ 110,000	\$ 59,675	\$ 1,251,434

\* OTHER DIRECT COSTS Include: Telephone, Mileage, Printing, Photo-copies and other misc. direct expenses.

\$ 1,081,765 direct