



## NAPA SANITATION DISTRICT

CAROLLO - TASK ORDER No. 36  
2021 TREATMENT PLANT IMPROVEMENT PROJECT  
PROJECT (CIP 20708)

---

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

Issued under Professional Services Agreement dated September 9, 2018.

To: CAROLLO

**Project Description:**

2021 TREATMENT PLANT IMPROVEMENT PROJECT - Professional Design 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:** DOUG WING, PE

**Consultant Quality Control Manager:** RICK CHAN, PE

**Schedule to Perform Services:** See Attachment 'C' – Project Schedule

**Time & Materials Not-to-Exceed Cost Limit:** \$124,203

See Attachment 'B' – Fee Estimate

**APPROVALS:**

**CAROLLO**

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

\_\_\_\_\_  
Date

**NAPA SANITATION DISTRICT**

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

\_\_\_\_\_  
Date

NSD Account No.: CIP 20708

**DRAFT  
SCOPE OF SERVICES**

**NAPA SANITATION DISTRICT  
2021 TREATMENT PLANT IMPROVEMENTS PROJECT  
FINAL DESIGN**

**PROJECT UNDERSTANDING**

Napa Sanitation District (District) has developed a list of plant improvements that will be combined into a single set of construction documents, for construction in 2021. The 2021 Treatment Plant Improvement Project (TPIP) includes the Polymer Storage System Rehabilitation, including polymer tank replacement (3 tanks), limited polymer pipe replacement in containment area, new polymer tank pads and containment area coating (concrete repair as needed).

The Basis of Design for the 2021 TPIP are being completed under Task Order 35. The Final Design and Bidding Services phase scope of services for this project are outlined below in Task 1 to 4.

**SCOPE OF SERVICES**

Carollo will provide the following scope of services:

**TASK 1.0 – DESIGN PROJECT MANAGEMENT / QUALITY CONTROL**

Carollo will provide project management for the project including monthly invoices and budget status letter. One copy of the status report will be submitted to the District in electronic (pdf) format.

**TASK 2.0 – 2021 PLANT IMPROVEMENTS FINAL DESIGN**

Based on the recommendations in Basis of Design task for the polymer storage system rehabilitation, Carollo will prepare biddable construction documents (drawings and specifications) for the listed plant improvements. Project bid package will include District front-end documents and Carollo technical specifications and drawings. Demolition and installation details will be shown on photo markups. Carollo will submit final design progress submittals at 50 and 90 percent design stages, and provide final bid set documents.

Carollo will prepare construction cost estimates at the 50 and 90 percent design submittal stages. The 90 percent will be updated for bidding to reflect bid climate and District comments.

Carollo will provide PDF copies of progress submittals and final documents for bidding. District shall be responsible for distribution and printing.

**TASK 3.0 – PLANT IMPROVEMENTS PROJECT DESIGN MEETINGS**

Carollo will participate in Basis of Design review and two final design review / workshop meetings. Carollo will prepare agenda and meeting notes for each meeting (3).

## **TASK 4.0 – BID PERIOD SERVICES**

Carollo will provide bid period services for the Plant project, including attendance at pre-bid meeting, and two addenda preparation. District will be responsible for distribution and printing.

### **TIME OF PERFORMANCE**

Anticipated schedule for completion of Carollo Scope of Services is as follows:

- Final Design Notice to Proceed (NTP) - After Board approval on August 5, 2020.
- Task 2.0 Final Design Submittals - 50%: Within 30 working days after Basis of Design review meeting and 90%: 30 days after 50% review comments are received. Bid set documents will be provided 10 days after 90% review comments are received. The project is scheduled to advertise for bids in December 2020.
- Task 3.0 Meetings: as agreed with District.
- Task 4.0 Bid Period Services: As needed.

### **Deliverables**

- Design Submittals at 50 percent, 90 percent and bid set documents including construction cost estimate (PDF).
- Bid period documents (PDF) including addenda as needed.

### **Assumptions**

- District will review and provide comments on design submittal packages within 2 weeks of receipt.
- District will manage bidding period including printing and distribution of bid documents.
- Construction Management will be by a third party Construction Manager.

EXHIBIT B  
DESIGN LABOR AND FEE ESTIMATE

2021 TREATMENT PLANT IMPROVEMENTS PROJECT  
NAPA SANITATION DISTRICT

July 29, 2020

Task      Task Description		Carollo Labor												Total ODC Cost	Total Cost	
		PIC	PM	PE	DISC Eng	Eng	CAD	WP	Total Hours	Labor Cost	PECE	Printing	Mileage			
													Trips	Amount		
2019 Fee Schedule		\$283	\$263	\$222	\$222	\$181	\$164	\$120			\$13.00					
1	Design Project Management / Quality Control	4	22	16	0	8	4	2	56	\$12,814	\$728	\$200	1	\$35	\$963	\$13,777
a	Project Management	2	6	0	0	0	0	0	8	\$2,144	\$104	\$0	1	\$35	\$139	\$2,283
b	Quality Control	2	16	16	0	8	4	2	48	\$10,670	\$624	\$200	0	\$0	\$824	\$11,494
2	2021 Plant Improvements Final Design	6	28	72	88	72	164	24	454	\$89,238	\$5,902	\$200	1	\$35	\$6,137	\$95,375
a	Contract Document Development															
	50% Submittal	2	8	24	40	24	60	8	166	\$32,862	\$2,158	\$0	1	\$35	\$2,193	\$35,055
	90% Submittal	2	8	24	24	24	60	8	150	\$28,974	\$1,950	\$0	0	\$0	\$1,950	\$30,924
	Bid Set Submittal	2	8	16	16	16	40	8	106	\$20,526	\$1,378	\$200	0	\$0	\$1,578	\$22,104
b	Construction Cost Estimate	0	4	8	8	8	4	0	32	\$6,876	\$416	\$0	0	\$0	\$416	\$7,292
3	Plant Improvements Design Meetings (3)	0	8	8	8	0	8	2	34	\$7,376	\$442	\$150	3	\$104	\$696	\$8,072
4	Bid Period Assistance	0	8	10	4	2	4	2	30	\$6,554	\$390	\$0	1	\$35	\$425	\$6,979
a	Attend Pre-Bid Conference	0	4	0	0	0	0	0	4	\$1,052	\$52	\$0	1	\$35	\$87	\$1,139
b	Addenda Preparation (1)	0	2	8	4	2	4	2	22	\$4,532	\$286	\$0	0	\$0	\$286	\$4,818
c	Bid Opening/Evaluation	0	2	2	0	0	0	0	4	\$970	\$52	\$0	0	\$0	\$52	\$1,022
Project Totals =		10	66	106	100	82	180	30	574	\$115,982	\$7,462	\$550	6	\$209	\$8,221	\$124,203

Legend:

PIC      Principal-in-Charge  
PM      Project Manager  
PE      Project Engineer  
DISC    Discipline / Structural Design Engineer  
DISC    Discipline / Electrical/Instrumentation/ Control Engineer  
ENG    Staff Engineer  
CAD    Drafting Technician  
DP      Document Processor  
PECE    Project Equipment Communication Expense

ODC Unit Costs:

PECE (\$/hr):            \$13.00  
Mileage (\$/mi):        \$0.58  
Miles per Roundtrip:    60

# ATTACHMENT C: PROJECT SCHEDULE

