



NAPA SANITATION DISTRICT

PSOMAS - TASK ORDER No. 35 2021 COLLECTION SYSTEM REHABILITATION PROJECT (CIP 20703)

Date: _____

Issued under Professional Services Agreement dated August 6th, 2018.

To: PSOMAS

Project Description:

2021 COLLECTION SYSTEM REHABILITATION PROJECT - Construction Management.

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: Justin Seufert, PE

Consultant Quality Control Manager: Gary Skrel, PE

Schedule to Perform Services: See Attachment 'B'

Time & Materials Not-to-Exceed Cost Limit: \$120,070

See Attachment 'B'

APPROVALS:

PSOMAS

By: _____ Date _____
Authorized Representative

NAPA SANITATION DISTRICT

By: _____ Date _____
Purchasing Agent

NSD Account No.: CIP 20703

Napa Sanitation District
2021 Collection System Rehab Project (CIP20703)
Construction Management Services
Proposed Scope of Services
Psomas

Attachment A

Task 1 – CONSTRUCTION PHASE

- 1) Construction Administration Services
 - a) Psomas will provide construction administration services.
 - b) Psomas will receive all correspondence from the Contractor and will address/direct all inquiries from the Contractor and all construction related correspondence. The District will be responsible for providing any design input.
 - c) Project Coordination: Psomas will act as the project coordinator and the point of contact for all communications with the Contractor. Psomas will coordinate the construction related activities between the District and Contractor.
 - d) Document Tracking System: Psomas will establish, implement and maintain Procore for tracking the construction project correspondence and documents and for processing submittals, RFI's and coordinating their review and responses with the District.

- 2) Meetings
 - a) Psomas will prepare the agenda for the progress meetings and other construction meetings required during the Project.
 - b) Psomas will facilitate the progress meetings and other construction meetings.
 - c) Psomas will prepare and issue the Record of Discussions for the progress and other construction meetings.
 - d) Psomas will attend monthly management and/or Operations team meetings with the District on an as-needed basis.

- 3) Submittals
 - a) Psomas will establish, implement and coordinate the submittal processing.
 - b) Psomas will receive the submittals from the Contractor and check the submittals for general conformity with the Contract requirements. If obvious deficiencies are apparent in the submittal, Psomas will send the submittal back to the Contractor for correction.
 - c) Psomas will route all submittals to the District as appropriate, via Procore for review and will route the reviewed submittal back to the Contractor.
 - d) Psomas will maintain, log and track submittals utilizing Procore. Psomas will track the status of submittal review with the District and the status of shop drawing resubmittals with the Contractor.
 - e) The District will review all design or permit related submittals.

- 4) Clarification and RFI Processing
 - a) Psomas will establish, implement and coordinate the system for processing clarifications.
 - b) Psomas will receive all Requests for Information (RFIs) from the Contractor and determine if the request is a valid RFI; if not, Psomas will return the RFI to the Contractor.

- c) Psomas will provide a response to the Contractor for any administrative and general RFIs.
 - d) Psomas will route all other RFIs to the District as appropriate. The District will review RFIs and provide design/technical response.
 - e) Psomas will review the District's response and verify acceptability of response. If the response materially affects the Construction Contract Documents, it will be reviewed with Psomas and the District, as necessary, to verify necessity and whether a contract change order is warranted.
 - f) Psomas will maintain a system for logging and tracking RFIs. Psomas will track the status of RFI review with Design Consultant.
 - g) The District will prepare Design Clarifications where Psomas, the District, or the Contractor identifies design issues. Psomas will prepare Clarification Letters for transmittal to the Contractor for Design Clarifications and other clarifications.
- 5) Change Order Preparation, Negotiation & Processing
- a) Psomas will prepare and issue the change request to the Contractor with the appropriate design documents. The District will modify or revise design documents as necessary for change requests.
 - b) Psomas will prepare an independent cost estimate and/or verify the acceptability of the Contractor's cost proposal for each change request. The District's input may be requested for specific equipment and material costs.
 - c) Psomas will negotiate change orders with the Contractor at the request of the District.
 - d) In the event the Contractor encounters a time sensitive problem where time is not available to negotiate a change order amount, Psomas will issue a field order consistent with the construction contract specifications. Field orders will be discussed and approved by the District prior to issuance to the Contractor. In the event the District's personnel are unavailable, Psomas is authorized to instruct the Contractor to proceed with the work described in the field order. Psomas' authorization prior to receiving the District's approval is limited to construction activities which are necessary to remedy an emergency and/or mitigate Contractor standby costs to the District.
 - e) Psomas will prepare change orders for execution by the District and Contractor.
 - f) Psomas will implement and maintain a system for logging and tracking changes.
 - g) Psomas will provide a monthly summary to the District providing an assessment of Project construction costs and pending CCO costs.
- 6) Progress Payment
- a) Psomas will review and approve the Contractor's Schedule of Values for Progress Payment purposes.
 - b) Psomas will verify the quantity and acceptability of stored materials, if appropriate.
 - c) Psomas will verify the Contractor's construction progress as it relates to the progress payments.
 - d) Psomas will administer, prepare and process the monthly progress payments utilizing Procure.
 - e) Psomas will prepare the District's summary cover sheet for the progress payments, which will be executed by Psomas, the Contractor and the District.
- 7) Scheduling
- a) Psomas will assist the Contractor in their development of the initial Baseline Schedule.

- b) Psomas will review, provide written comments to the Contractor and recommend acceptance of the Baseline Schedule.
- c) Psomas will review, provide written comments to the Contractor and recommend acceptance of the Schedule Updates.
- d) Psomas will maintain an “as-built” schedule data and monitor the Contractor’s daily efforts during construction.

TASK 2 - POST CONSTRUCTION ACTIVITIES

- 1) Project Closeout
 - a) Psomas will compile and furnish all project documents to the District in electronic files.
 - b) Psomas will review record drawings provided by Contractor and incorporate any additional documented changes or deviations to original drawings.

- 2) Dispute Resolution: Dispute resolution services are not included in this Scope of Work. If dispute resolution services are needed during or after the Project, either an amendment or a separate agreement will be executed.

PROJECT TEAM

Gary Skrel, P.E. will serve as Principal in Charge. Our Key Staff for this project include Justin Seufert, P.E. as Construction Manager and Austin Lemire-Baeten as Office Engineer/Field Engineer. Other members of our Group, if necessary, will assist as construction activities require.

PROPOSED WORK EFFORT AND BUDGET

Attachment B presents our estimated level of effort and budget.

TERMS and CONDITIONS

The work will be provided under a separate Task Order to our existing Professional Services Agreement, dated August 6, 2018.



2021 Collection System Rehab Project

Fee Proposal for Construction Management Services for the 2021 Collection System Rehab Project (CIP 20703)

November 20, 2020

Attachment B

PERSONNEL/SERVICE (Note 1)	HOURS AND HOURLY RATES			Level of Effort (hours)												
	Total Hours	2020 Rate	Base Bid Amount	SUBMITTALS / PRECON		CONSTRUCTION (290 Calendar Days)								CLOSE OUT		
				Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
Psomas Labor																
Gary Skrel - Principal in Charge	22	\$ 245	\$ 5,390	2	2	2	2	2	2	2	2	2	2	2	2	0
Justin Seufert - Construction Manager	208	\$ 210	\$ 43,680	16	16	16	16	16	16	16	16	16	16	16	32	16
Austin Lemire - Office/Field Engineer	568	\$ 125	\$ 71,000	64	64	40	40	40	40	40	40	40	40	40	80	40
Other Direct Costs (Note 3)																
		Monthly Allowance	\$ -													
			\$ -													
Total			\$ 120,070													
			Total Not To Exceed													
			\$120,070													

- Notes:
1. Staffing and level of effort is based on our proposed approach, a project duration of 290 calendar days and an NTP date of January 1, 2020.
 2. Construction Inspection is excluded from the proposed Budget.
 3. The Budget does not include any other direct costs. All normal operating expenses are included in hourly billing rates.