



NAPA SANITATION DISTRICT

BROWN & CALDWELL - TASK ORDER No. 45
66-INCH TRUNK SEWER
REHABILITATION PROJECT (CIP 19701)

Date: _____

Issued under Professional Services Agreement dated March 30, 2017.

To: Brown & Caldwell

Project Description:

66-inch Trunk Sewer Rehabilitation Project – Construction Management and Inspection.

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: Carlos Garcia

Consultant Quality Control Manager: Rion Merlo, PE

Schedule to Perform Services: See Exhibit 'A' –Scope of Services

Time & Materials Not-to-Exceed Cost Limit: \$571,063

See Exhibit 'B' – Fee Schedule

APPROVALS:

BROWN & CALDWELL

By: _____
Authorized Representative

Date

NAPA SANITATION DISTRICT

By: _____
Purchasing Agent

Date

NSD Account No.: CIP 19701

EXHIBIT A
66 - INCH TRUNK SEWER REHABILITATION PROJECT
NAPA SANITATION DISTRICT
CIP PROJECT No. 19701

SCOPE OF SERVICES

Deliverables to be provided to the District are described under each task item, where applicable. For the purpose of estimating the required effort for this scope of services, the Engineer assumes Construction Management Services shall be completed within 30 calendar days after construction substantial completion, or 258 calendar days of Notice to Proceed, but no later than October 29, 2021.

TASK 1 Construction Management Services

Construction Management Services to be provided by Brown and Caldwell for the 66-Inch Trunk Sewer Rehabilitation Project as described in the construction contract documents prepared by and issued by the Napa Sanitation District and described below.

TASK 1.1 Construction Contract and Permitting Administration

Provide the following construction contract administration services for the construction of the Project. For the purpose of estimating the effort required for this task, the Engineer assumes that this task shall be performed concurrent with Task 1.2 Field Services, and the effort therefore included therewith.

1.1.1 Preconstruction Conference

Conduct a preconstruction conference to establish administrative procedures and implement a short-term schedule of activities for project mobilization. Identify to the Contractor the procedures for communications, submittals, requests for information or clarification, proposed contract modifications, scheduling and progress payment submissions, and other procedures as may be necessary for the project. Prepare and distribute minutes of the preconstruction meeting to attendees.

Deliverables:

- Draft and final copy of preconstruction conference agenda
- Draft and final copy of Meeting minutes

1.1.2 Construction Partnering Workshops

The Construction Manager will provide Construction Partnering Workshop with the objective of the effective completion of the project on schedule, within budget and in accordance with the Contract Documents in a cooperative rather than adversarial atmosphere. Partnering Services shall consist of a Kickoff Session, unlimited video conference sessions, monthly online management sessions and Awards Application. All sessions shall be held virtually. Construction Manager will provide the facilitator, agenda, meeting materials and minutes. Level of effort is based on the Kickoff Session and 7 monthly sessions with

each session lasting 2 hours.

Deliverables:

- Kickoff Session Agenda
- Minutes

1.1.3 Schedule, Conduct, and Document Project Meetings

On a weekly basis, conduct a project progress meeting. Construction Manager shall schedule, chair, record minutes, and monitor the action items identified for the meeting. Particular attention shall be given to construction progress, the contractor's 3-week look-ahead schedule, resolution of problems, and status of submittals, RFIs, and Change Orders. Attendees shall include the Construction Manager and representatives from the Contractor, the District, and other affected parties. Level of effort is based on 30 weekly progress meetings with each meeting lasting 2 hours.

Deliverables:

- Agenda
- Minutes

1.1.4 Maintain Project Records and Documentation

Maintain records of the project including daily logs, inspection reports, RFIs, clarification letters, submittals, potential change orders, photographs, measurements of quantities, schedules, and correspondence. Track and maintain records of tasks outlined in Mitigation Monitoring and Reporting Program in Appendix B of the Specifications. Process submittals received from the Contractor to the Design Consultant; receive submittals from the Design Consultant and return them to the Contractor. Maintain a record of items mentioned above in logs provided by the District or in an equivalent form provided by the Construction Manager. Maintain Construction Manager's working record drawings (per 1.2.7) to document changes in the field. Maintain field copies of all jurisdictional permits (CDWF, RWQCB and USACE).

1.1.5 Status Reporting System

Provide routine oral and written project progress reports to the District. Significant variances between planned and actual results shall receive appropriate attention and corrective action shall be recommended.

Deliverables:

- Daily Inspection Reports
- Progress Photos

1.1.6 Negotiate Change Orders with the Contractor

Support the District in negotiation of change orders, as directed by the District. Obtain scope documentation from and consult with District on proposed changes. Estimate change order cost as necessary and provide recommendations to the District. Track change order details on the Change Order Log.

1.1.7 Environmental and Permitting Administration

Review and familiarization with requirements of Mitigation Monitoring and Reporting Program (MMRP) and jurisdictional permits. Monitor and track compliance with permit conditions and MMRP requirements as construction progresses. Coordinate scheduling of Contractor's activities

with District and District's environmental consultant as necessary to maintain compliance with MMRP and regulatory permit conditions.

1.1.8 District and Other Agency Relations

Establish and maintain communication and coordination with affected agencies, as directed by the District, and advise the District as to notifications received regarding the Contractor's adherence to permit requirements and other established agency requirements.

Construction Manager will not provide legal advice, and any required expert witness services are considered additional services.

TASK 1.2 Field Services

Establish, implement, and maintain quality assurance/control procedures, as described below in Task 1.2, for the construction work.

1.2.1 Preconstruction Site Documentation

Prior to construction, assess the preconstruction surface conditions with Contractor and document the conditions of all street pavements, medians, sidewalks, curb and gutter, and adjacent structures. Preconstruction inspection and site condition documentation will be conducted utilizing video recorder, photos, and notes.

1.2.2 Field Inspection

Inspect construction to monitor conformance of the Contractor's work with drawings and specifications, the Mitigation Monitoring and Reporting Program, and jurisdictional permits. Inspection will include, but not limited to, installation and removal of sewer bypass and new manhole, rehabilitation of existing manholes and witness of all CCTV inspections, CIPP liner wet-out and inversion process. Report nonconformance and construction deficiencies to the Contractor and to the District. Work with the Contractor to develop and implement appropriate corrective actions.

Construction Manager will not, as a result of such observations of Contractor's Work in progress, actually or be deemed to supervise, direct, or have control over Contractor's Work, nor shall Construction Manager have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety at the Site, for safety precautions and programs incidental to Contractor's Work, nor for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing or performing the Work. Accordingly, and consistent with the District's agreement with Contractor, Construction Manager is not a guarantor of the performance of any Contractor and does not assume responsibility for any Contractor failure to furnish or perform the Work in accordance with the Construction Contract Documents.

1.2.3 Clarifications and Interpretations

Whenever there is a question of design intent requiring clarification or interpretation of the drawings and specifications, obtain the District's or District's Design Consultant's clarification and/or interpretation and provide them to the Contractor.

1.2.4 Field and Laboratory Testing

Manage, coordinate, and schedule specialty inspections with the Contractor District's inspection/testing service providers.

1.2.5 Punch Lists

Near completion of the project, inspect finished products, restoration works, and other structures to determine the general quality of work and the work items that remain to be done, and review Contractor's record drawings. Based on these reviews and inspections, prepare corrective work lists for the Contractor to complete or repair. Update and monitor punch list item disposition until project closeout.

Deliverables:

- Punch List

1.2.6 Observation of Safety and Safe Practices

In concert with the Construction Manager's services under Task 1.2.2, Construction Manager shall perform the following activities as and when necessary.

Since Construction Manager's scope of work includes services during construction, District will require the Contractor to indemnify and hold harmless Construction Manager, its officers, employees, agents, and consultants against claims, suits, demands, liabilities, losses, damages, and costs, including reasonable attorneys' fees and all other costs of defense, arising out of the performance of the work of the contractor, breach of contract, or willful misconduct of the contractor or its subcontractors, employees, and agents.

Construction Manager shall verify by inspection that the Contractor has posted its safety program at locations identified in the specifications and required by regulations.

When requested by the District, Construction Manager shall communicate the District's concerns and requests relating to safety to the Contractor's Safety Officer.

Construction Manager shall provide documentation to the District of accidents when they occur, to the extent not required or provided by Contractor. Such documentation may include copies of daily inspection reports, photographs, and memoranda describing the accident.

Construction Manager shall inform the District when Construction Manager becomes aware of suspected safety violations. Notwithstanding, Contractor shall be responsible for Contractor's operations, and the health and safety of same, consistent with District's agreement with Contractor. While Construction Manager is not responsible for the Construction Contractor's Health and Safety policies or enforcement, to the extent the Construction Manager actually observes and recognizes a site condition as an imminent danger, Construction Manager is authorized to shut the project or a portion of the project down and notify the District so the District can determine appropriate action. Construction Manager shall confirm that the Contractor is conducting safety training on site by obtaining Contractor's safety training schedule for the project and verifying that the training is conducted.

The Construction Manager shall be trained and able to enter permit required and non-permit required confined space for the purpose of construction inspection

1.2.7 Visual Documentation

Take daily photographs of the construction activities to show the progress and quality of the work, including special and typical conditions encountered during construction. Provide copies to the District at the end of construction.

Deliverables:

- Construction Progress Photographs

TASK 1.3 Scheduling

Review and determine acceptability of the Contractor's construction schedule as well as schedule submittals, updates, time impact reports, and revisions in accordance with the Contract Documents. Review and distribute the 3-week look-ahead schedules prepared by Contractor to the Project Team. Evaluate progress payment requests and recommend payment to the Contractor based upon the Construction Manager's judgment of the value of work completed during the payment period and the requirements of the Contractor. Evaluate the impact of change orders on the construction schedule to recommend eligible time extensions.

TASK 1.4 Cost Control

In conjunction with work in Task 2, establish, implement, and maintain cost monitoring and control procedures for the project.

1.4.1 Progress Pay Estimates

Review the Contractor's progress pay estimates for accuracy and completeness and incorporation of changes in cost and time and determine the amounts that Construction Manager recommends Contractor be paid. The review shall be based, in part, upon the Contractor's monthly schedule update so that time and cost are in reasonable accord, the earned value in place, and materials on site are documented with substantiating invoices.

TASK 1.5 Project Completion

The following subtasks shall be conducted to close out the project. For the purpose of estimating the effort required for this task, the Engineer assumes that this task shall be performed concurrent with Task 2 Field Services, and the effort therefore included therewith.

1.5.1 Final Inspection

Schedule and conduct substantial completion inspections, issue punch lists, review compliance. Advise the District, and schedule, conduct, and complete final inspection with the District. Assist in negotiation of unsettled changes or disputes. When final punch list items have been completed or resolved, recommend final acceptance to the District. Prepare a Certificate of Completion. Obtain from the Contractor and deliver to the District bonds, guarantees, operation and maintenance manuals, and record drawings.

1.5.2 Project Close Out

Prepare documentation recommending the acceptance of the complete project by the District. After completion of the project, turn over project documentation to the District in an orderly manner.

66-Inch Trunk Sewer Rehabilitation Project

Construction Manager shall maintain a warranty work file, and process final submittals including warranty certificates.

1.5.3 Record Drawings

Review and monitor monthly the Contractor's development and maintenance of working record drawings. At approximately 90 percent of Milestone completion, review the Contractor's working record drawings and advise the District as to the accuracy, thoroughness, and completeness based on site observation or information furnished by others. Construction Manager's review will not make Construction Manager responsible for Contractor's duty as to the production of record drawings, nor any errors or omissions in such record drawings. Progress pay estimates to Contractor will be contingent upon the acceptability of its working record drawings. Upon completion of the project, retain the Contractor's working record drawings for use in preparing the formal record drawings to be provided to the District.

TASK 2 Project Management

Project management subtasks are those necessary to conduct the construction management services, exclusive of the construction contract administration tasks identified in Task 1.

2.1 Monitor Progress

Establish and monitor time schedule, work force loading, and budget for the project.

2.2 Review the Work

Supervise project team and review the work performed.

2.3 Communications

Maintain communications with the District.

EXHIBIT B - FEE SCHEDULE

Napa Sanitation District (CA) -- Construction Management																			
		Garcia, Carlos L	Okamura, Esther Elaine L	Knoche, Christian J	Burlingham, Frances B	Romero, Sara B	Adkins, Una	Durazo, Elizabeth R	Terrazas, Richard W	Hoff, Kenneth	Badyal, Manvir S					GLA Construction			
Phase	Phase Description	PM	PA									Total Labor Hours	Total Labor Effort	APC	Total ODCs	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		\$249.86	\$118.78	\$210.21	\$277.06	\$90.30	\$135.04	\$240.93	\$328.13	\$192.32	\$200.00								
001	Construction Services	1,496	0	296	16	0	0	16	0	0	296	2,120	503,494	16,960	9,120	12,000	21,120	39,136	542,630
101	CM/Inspector	1,480	0	0	0	0	0	0	0	0	0	1,480	369,787	11840	7,020	0	7,020	19,211	388,998
102	Inspector 2	0	0	280	0	0	0	0	0	0	280	560	114,858	4480	2,100	0	2,100	6,685	121,543
103	Partnering	16	0	16	16	0	0	16	0	0	16	80	18,849	640	0	12,000	12,000	13,240	32,089
002	Project Management	24	24	0	24	12	12	24	8	4	0	132	27,377	1,056	0	0	0	1,056	28,433
201	Project Management	24	24	0	24	12	12	24	8	4	0	132	27,377	1056	0	0	0	1,056	28,433
GRAND TOTAL		1,520	24	296	40	12	12	40	8	4	296	2,252	530,871	18,016	9,120	12,000	21,120	40,192	571,063

Hours and Dollars are rounded to nearest whole number. To display decimals, change the format of the cells.