



Agenda Date: 11/3/2021

Agenda Placement: 7E

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Timothy Healy - General Manager
NS-Technical Services/Engineer

REPORT BY: Simon Kobayashi, Associate Engineer - 707-258-6030

SUBJECT: Authorize Increase of Change Order Signing Authority of the General Manager for the 2021 MST Recycled Water Meter Installation Project (CIP 22719)

RECOMMENDATION

Authorize an increase of change order signing authority for the General Manager from \$69,412 (81.2% of original contract) to a maximum of \$88,512 (103.6% of original contract) for the 2021 MST Recycled Water Meter Installation Project (CIP 22719) for a potential total approved contract amount of \$173,910.

EXECUTIVE SUMMARY

Construction of the 2021 MST Recycled Water Meter Installation Project is currently in progress. On September 1, 2021, the Board authorized an increase to the General Manager's change order signing authority from 20% to 81.2% to execute a change order with Benchmark Civil Construction to construct two additional recycled water connections for property owners within the Community Facilities District (CFD).

After the first change order was executed, one additional property owner has joined the CFD and has requested a connection to the recycled water system on 2nd Avenue. The request was submitted to NapaSan one week prior to the County's scheduled paving project on 2nd Avenue. In order to construct the additional connection prior to the paving project, NapaSan requested a quote from Benchmark Civil Construction to perform the additional work under a contract change order in an expedited manner. The work was performed on October 26th and the street was paved on October 27th. Even though the work is complete, Board approval is required to authorize the General Manager to sign the contract change order because it exceeds the current signing authority.

The change order pricing submitted by Benchmark Civil Construction is \$19,100 for the additional connection, which is higher than the prorated cost of \$15,535 per connection that was submitted in the original bid. The increased cost for the additional connection is due to additional trenching, as the new connection must cross both lanes of the road to reach the recycled water main. Therefore, staff believes that the change order pricing is

competitive.

Staff is requesting that the Board authorize an increase to the General Manager's change order signing authority to approve this change order. The resulting total maximum contract amount for the project would be \$173,910. Attached for reference is NapaSan Code Section 2.03.020 (Informal Bidding for Construction) with Subsection F (Change Orders) highlighted.

Per the reimbursement agreement between NapaSan and the County of Napa for this MST recycled water project, all project costs (including change orders) are reimbursable to NapaSan.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	NapaSan has entered into a reimbursement agreement with Napa County for all project costs from the MST project, therefore no project costs will be paid by NapaSan sewer rate payers.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This project expands the number of recycled water customers in the MST area.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	The change order will not be executed which will prevent NapaSan from paying the contractor for the work that was performed.
Additional Information:	None.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: On December 16, 2009, the Board adopted a resolution that considered the certified North Bay Water Recycling Program Final EIR/EIS, adopted related CEQA/NEPA mitigation findings, alternative findings, a statement overriding considerations, and a mitigation and monitoring and reporting program and approved the MST Project identified in the NBWRP Phase 1 Implementation Plan. An addendum to the EIR/EIS analyzing the final MST pump station location and pipeline expansion alignments was certified by the Board on November 6, 2013. The proposed recycled water meters are part of the MST Project.

BACKGROUND AND DISCUSSION

NapaSan and the County of Napa work together to assist the Milliken-Sarco-Tulocay (MST) Community Facilities District (CFD) with construction of recycled water services for newly annexed parcels. As part of the awarded project and first change order, recycled water meters will be installed at the following addresses: 1052 Second Ave, 1221 Third Ave, 2020 Third Ave, 2222 Third Ave, 1182 4th Ave, 1256 4th Ave, 2018 Coombsville Rd, and 5045 Coombsville Rd. With the proposed change order, the 1150 Second Ave recycled water meter

installation would be added to the project. NapaSan's role is to design and contract the work. Napa County manages the CFD finances and reimburses NapaSan for related costs. The new connections will be self-funded through CFD assessment fees.

There are currently 73 recycled water meters serving the MST area. Adding these 9 new meters will bring the total to 82.

SUPPORTING DOCUMENTS

A . District Code Section 2.03.02

Napa Sanitation District: Approve

Reviewed By: Timothy Healy