



Agenda Date: 12/18/2019
Agenda Placement: 8E

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

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

REPORT BY: Karl Ono, Associate Engineer - (707) 258-6013

SUBJECT: Award Task Order for the Primary Clarifier and DAF Clarifier Rehabilitation Project (CIP 16712)
Construction Management, Inspection, and Engineering Services During Construction

RECOMMENDATION

Authorize the Purchasing Agent to execute a task order with HDR Engineering to provide Construction Management, Inspection, and Engineering Services During Construction for the Primary Clarifier and DAF Clarifier Rehabilitation Project (CIP 16712) in the amount of \$279,909.

EXECUTIVE SUMMARY

HDR Engineering will provide construction management and inspection services during construction of the Primary Clarifier and DAF Clarifier Rehabilitation Project. HDR's scope of work for construction management and inspection includes providing full time staffing to monitor the contractor's work for compliance with the contract documents, quality assurance, and safety. The consultant's work also includes coordinating work, conducting project progress meetings, maintaining project record drawings, preparing daily inspection reports, and reviewing monthly progress payments.

In addition to construction management and inspection services, HDR Engineering will also provide engineering services during construction of the project. HDR's scope of work for engineering services during construction includes review of product and material submittals, responding to contractor requests for information and clarifications, and attendance at construction progress meetings. HDR Engineering is the engineer of record for the design of the project and they are the most qualified to review submittals and evaluate impacts to the project design from changes that may occur during construction.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The project is budgeted in FY 19/20 and 20/21 of NapaSan's Capital Improvement Plan. The total project budget is \$1,514,000.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	NapaSan staff determined that HDR was the most qualified firm to provide construction management, inspection, and engineering services during construction for the project due to their qualifications.
Is the general fund affected?	Yes
Future fiscal impact:	Construction will be completed in FY 20/21. Unused budget in this fiscal year will be carried forward into next fiscal year.
Consequences if not approved:	NapaSan staff will manage and inspect the construction project and provide engineering services during construction. NapaSan staff does not have the proper certifications and experience to provide inspection of surface preparation and high performance industrial coatings installation. Also, this will impact staff's ability to complete other planned projects.
Additional Information:	None.

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

NapaSan staff managed a competitive consultant selection and procurement process for condition assessment, design, construction management, and inspection for this project. Based on staff review of the proposals received, staff selected HDR as the most qualified team to perform the required services.

SUPPORTING DOCUMENTS

A . HDR Task Order 31

Napa Sanitation District: Approve

Reviewed By: Timothy Healy