



Agenda Date: 2/17/2021

Agenda Placement: 7F

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 2021 Treatment Plant Improvements Project (CIP 20708) Engineering Services During Construction

RECOMMENDATION

Authorize the Purchasing Agent to execute a Task Order with Carollo Engineers to provide engineering services during construction for the 2021 Treatment Plant Improvements Project (CIP 20708) in the amount of \$69,499.

EXECUTIVE SUMMARY

Carollo Engineers will provide engineering services during construction of the 2021 Treatment Plant Improvements Project. Carollo's scope of work includes review of product and material submittals, responding to contractor requests for information and clarifications, and attendance on weekly construction calls. Carollo 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 the FY 20/21 Capital Improvement Program. The total project budget is \$2,007,600. \$1,100,000 of the total project budget is allocated to this project. Treatment plant improvements beyond the scope of this project are also budgeted under the total project budget and will be completed as part of a

	separate project.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Carollo Engineers designed and prepared the construction documents for the project. They are the most qualified to provide engineering services during construction of the project.
Is the general fund affected?	Yes
Future fiscal impact:	Construction will be completed in FY 21/22. Unused budget in the current fiscal year will be carried forward into the next fiscal year.
Consequences if not approved:	NapaSan staff will provide engineering support during construction. This will impact staff's ability to complete other planned projects.
Additional Information:	None.

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

Carollo was selected as the most qualified firm to design the project due to their previously completed projects in the treatment plant, including the basis of design for this project and the replacement of the sodium hypochlorite tanks in 2019.

SUPPORTING DOCUMENTS

A . Carollo Task Order 38

Napa Sanitation District: Approve

Reviewed By: Timothy Healy