



Agenda Date: 2/3/2021
Agenda Placement: 8G

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: Award Task Order for the Pond Levee Maintenance Project (CIP 20707) Engineering Services During Construction

RECOMMENDATION

Authorize the Purchasing Agent to execute a Task Order with HDR Engineering to provide engineering services during construction for the Pond Levee Maintenance Project (CIP 20707) in the amount of \$114,018.02.

EXECUTIVE SUMMARY

HDR Engineering will provide engineering services during construction of the Pond Levee Maintenance Project. HDR's scope of work includes review of product and material submittals, responding to contractor requests for information and clarifications, construction site visits, and attendance at construction meetings. HDR 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 2020/21 and the proposed FY 2021/22 capital improvement program. The project budget is \$1,600,000.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	HDR Engineering 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

HDR Engineering was selected through a competitive process to prepare the design documents for the Pond Levee Maintenance Project.

SUPPORTING DOCUMENTS

A . Task Order 33

Napa Sanitation District: Approve

Reviewed By: Timothy Healy