



Agenda Date: 2/5/2020
Agenda Placement: 8B

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

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

REPORT BY: Matthew Lemmon, Senior Civil Engineer - 707-258-6004

SUBJECT: Award Task Order for the Pond Biosolids Removal and Reuse Project (CIP 13745) Construction Management, Inspection, and Engineering Services During Construction

RECOMMENDATION

Authorize the Purchasing Agent to execute a task order with West Yost Associates to provide construction management, inspection, and engineering services during construction for the Pond Biosolids Removal and Reuse Project (CIP 13745) in the amount of \$205,135.

EXECUTIVE SUMMARY

West Yost Associates will provide construction management and inspection services during construction of the Pond Biosolids Removal and Reuse Project. West Yost's scope of work 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 meetings, preparing daily inspection reports, and reviewing monthly progress payments.

In addition to construction management and inspection services, West Yost Associates will also provide engineering services during construction for the project. West Yost's scope of work for engineering services during construction includes review of submittals, responding to contractor requests for information and clarifications, and attendance at construction progress meetings. West Yost worked on 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 2019/20 Capital Improvement Program.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	NapaSan staff determined that West Yost Associates is the most qualified firm to provide these services because of their experience designing the project.
Is the general fund affected?	Yes
Future fiscal impact:	This project will be completed in FY 20/21. Unused budget in the current fiscal year will be carried forward into the next fiscal year.
Consequences if not approved:	NapaSan staff will manage and inspect the construction project. This will impact staff's ability to complete other planned projects.
Additional Information:	None.

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . Task Order 5 West Yost

Napa Sanitation District: Approve

Reviewed By: Timothy Healy