



Agenda Date: 3/4/2020  
Agenda Placement: 8C

## Napa Sanitation District Board Agenda Letter

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**TO:** Honorable Board of Directors

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

**REPORT BY:** Robin D. Gamble Holley, Asset Management Analyst - (707) 258-6031

**SUBJECT:** Award Task Order for Construction Management and Inspection Services for the Browns Valley Trunk Project (CIP 14703) and West Napa Pump Station Project (CIP 17711)

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### **RECOMMENDATION**

Authorize the Purchasing Agent to execute a task order with GHD to provide construction management and inspection services for the Browns Valley Trunk Project (CIP 14703) and West Napa Pump Station Project (CIP 17711) in the amount of \$4,063,350, when appropriate.

### **EXECUTIVE SUMMARY**

GHD will provide construction management and inspection services during construction of Browns Valley Trunk and West Napa Pump Station Projects. GHD will provide a full-time onsite construction manager, two full-time construction inspectors, a part-time construction inspector, and specialty inspectors when necessary to monitor the contractor's work for compliance with the contract documents. GHD's scope of work also includes public outreach, coordinating work between multiple contractors/contracts, coordinating project meetings, coordinating the activities of other professional services (ie. environmental inspections), review of construction document submittals, maintaining project record drawings, preparing daily inspection reports, reviewing monthly progress payments, and assistance with SRF reporting and compliance.

GHD's budget in the attached Task Order is based on the construction schedule prepared by the design engineers (GHD and Hazen). GHD will be managing the construction and perform inspection of both projects simultaneously. Based on the contract milestones the new pump station will be completed first at which point GHD will be able to reduce their resources and focus on the pipeline project.

A detailed scope of work is included in the attachments.

**FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This work is budgeted under CIP 14703 and CIP 17711. The project is being funded by a State Revolving Fund Loan (SRF) and the funding includes construction management and inspection services.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	GHD's project team has experience managing and inspecting construction projects of a similar scope and size.
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 manage and inspect the construction project. NapaSan staff does not have significant experience inspecting projects of this type or with projects funded by SRF. Additionally, 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. A request for qualifications for construction management and inspection services was sent to local and regional consulting firms and six (6) statements of qualifications (SOQs) were received by NapaSan. Based on staff review of the SOQs, all firms were invited to submit detailed proposals consisting of project approach, scope, and project schedule. Five (5) proposals were received and reviewed by NapaSan and the top three (3) firms were interviewed. Staff selected GHD's team as the most qualified team to perform the required services. GHD's CM team also performed B/C review on both projects prior to bidding.

**SUPPORTING DOCUMENTS**

A . GHD Task Order 70

Napa Sanitation District: Approve

Reviewed By: Timothy Healy