



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

Napa Sanitation District Board Agenda Letter

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 Engineering Services during Construction for the Browns Valley Trunk Project (CIP 14703)

RECOMMENDATION

Authorize the Purchasing Agent to execute a task order with GHD to provide engineering services during construction for the Browns Valley Trunk Project (CIP 14703) in the amount of \$522,720, when appropriate.

EXECUTIVE SUMMARY

GHD will provide engineering services during construction of the Browns Valley Trunk Project (CIP 14703). GHD's scope of work includes environmental services, review of product and material submittals, responding to contractor requests for information and clarifications, attendance at construction and site meetings as needed, and preparation of record drawings.

GHD prepared the environmental document for the project and is the engineer of record for the design of the project and they are the most qualified to perform the listed services during construction.

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 project is budgeted under CIP 14703. The project is being funded

	by a State Revolving Fund Loan (SRF) and the funding includes engineering and environmental services during construction.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	GHD prepared the design documents and the environmental documents for the project. GHD is 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 FY21/22. Unused budget in the current fiscal year will be carried forward into the next fiscal year.
Consequences if not approved:	Staff will review submittals and requests-for-information and perform other scoped activities. Responses could delay construction and could impact staff's ability to complete other scheduled projects.
Additional Information:	None.

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

Work on the project began with an alignment study in 2014. Based on the results of the alignment study, the pipeline design started in 2016. NapaSan originally planned to start construction of the project in 2017 but extended the project design and outreach schedule to take advantage of SRF funding opportunities. GHD prepared the design documents and the environmental documents for the project. A similar item went to the Board in 2019 however the task order was never executed due to a delay in SRF funding.

SUPPORTING DOCUMENTS

A . Task Order 69 - GHD

Napa Sanitation District: Approve

Reviewed By: Timothy Healy