



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

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 West Napa Pump Station Project (CIP 17711)

RECOMMENDATION

Authorize the Purchasing Agent to execute a task order with Hazen and Sawyer to provide engineering services during construction for the West Napa Pump Station Project (CIP 17711) in the amount of \$299,769, when appropriate.

EXECUTIVE SUMMARY

Hazen and Sawyer will provide engineering services during construction of the West Napa Pump Station Project (CIP 17711). Hazen's scope of work includes 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.

Hazen 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 17711. The project is being funded by a State Revolving Fund Loan (SRF) and the funding includes engineering services during construction.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Hazen prepared the design documents and 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. Responses could delay construction and could impact staff's ability to complete other scheduled projects.
Additional Information:	None.

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

Hazen and Sawyer was selected through a competitive process to prepare the design for the West Napa Pump Station including preparation of plans and specifications for bidding.

SUPPORTING DOCUMENTS

A . Hazen Task Order 08

Napa Sanitation District: Approve

Reviewed By: Timothy Healy