



Agenda Date: 3/6/2019  
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 Professional 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 professional services during construction for the Browns Valley Trunk Project (CIP 14703) in the amount of \$594,246, when appropriate .

### **EXECUTIVE SUMMARY**

GHD will provide professional services during construction of the Browns Valley Trunk Project (CIP 14703). GHD's scope of work includes preparation of conformed construction documents, 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 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 professional 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 professional services during construction of the project.
Is the general fund affected?	Yes
Future fiscal impact:	Construction 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:	Responses to contractor inquiries during construction will be delayed and NapaSan would not be able to meet the terms of the environmental document.
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.

**SUPPORTING DOCUMENTS**

A . Task Order 69 - GHD

Napa Sanitation District: Approve

Reviewed By: Timothy Healy