



Agenda Date: 4/3/2019
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: Simon Kobayashi, Associate Engineer - 707-258-6030

SUBJECT: Award Task Order for the 2019 Treatment Plant Improvements Project (CIP 18740) Engineering Services During Construction

RECOMMENDATION

Authorize the Purchasing Agent to execute a Task Order with Carollo Engineers to provide Engineering Services During Construction for the 2019 Treatment Plant Improvements Project (CIP 18740) in the amount of \$138,443.

EXECUTIVE SUMMARY

Carollo Engineers will provide engineering services during construction of the 2019 Treatment Plant Improvements Project. Carollo's scope of work includes review of product and material submittals, responding to contractor requests for information and clarifications, and attendance at monthly construction meetings. Carollo is the engineer of record for 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 IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The project is budgeted in the FY 2018/19 and the proposed FY 2019/20 capital improvement program. Total project costs are expected to be \$1,760,819.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Carollo Engineers designed and prepared the construction documents for the project. They are 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 FY 19/20. Unused budget in the current fiscal year will be carried forward into the next fiscal year.

Consequences if not approved: NapaSan staff will provide engineering support during construction. 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 30

Napa Sanitation District: Approve

Reviewed By: Timothy Healy