



Agenda Date: 8/1/2018
Agenda Placement: 8C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Andrew Damron for Timothy Healy - General Manager
NS-Technical Services/Engineer

REPORT BY: Simon Kobayashi, Associate Engineer - 707-258-6030

SUBJECT: Award Task Order for the Headworks Equipment Replacement Project (CIP 17726) Construction Management and Inspection Services

RECOMMENDATION

Authorize the Purchasing Agent to execute a task order with Psomas to provide Construction Management and Inspection Services for the Headworks Equipment Replacement Project (CIP 17726) in the amount of \$321,560.

EXECUTIVE SUMMARY

Covello Group, a Psomas Company, will provide third party construction management and inspection services during construction of the Headworks Equipment Replacement Project. Covello Group's scope of work includes providing full time staffing to monitor the contractor's work for compliance with the contract documents, quality assurance, and safety. The consultant's work also includes coordinating work, conducting project meetings, maintaining project record drawings, preparing daily inspection reports, and reviewing monthly progress payments.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The project is budgeted in the Capital Improvement Program.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	NapaSan staff determined that Covello Group, a Psomas Company, was the

	most qualified firm to provide construction management and inspection services for the project through a competitive qualification and proposal process.
Is the general fund affected?	Yes
Future fiscal impact:	Construction will be completed in FY 18/19. 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. 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 for construction management and inspection. Based on staff review of the proposals received, staff selected Covello Group, a Psomas Company, as the most qualified team to perform the required services. Third-party construction management offers independent review of project issues and evaluation of solutions that best benefit the project.

SUPPORTING DOCUMENTS

A . Psomas Task Order 25

Napa Sanitation District: Approve

Reviewed By: Andrew Damron