



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

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) Engineering Services During Construction

RECOMMENDATION

Authorize the Purchasing Agent to execute a Task Order with HDR Engineering to provide Engineering Services During Construction for the Headworks Equipment Replacement Project (CIP 17726) in the amount of \$141,836.

EXECUTIVE SUMMARY

HDR Engineering will provide engineering services during construction of the Headworks Equipment Replacement Project (CIP 17726). The consultant'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. HDR Engineering 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 Capital Improvement Program.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	HDR Engineering 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 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 provide design 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 . CIP 17726 Task Order

Napa Sanitation District: Approve

Reviewed By: Andrew Damron