



Agenda Date: 9/1/2021
Agenda Placement: 7F

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: Authorize Increase of Change Order Signing Authority for the General Manager for the 2021 MST Recycled Water Meter Installation Project

RECOMMENDATION

Authorize an increase of change order signing authority for the General Manager from \$17,079.60 (20% of original contract amount of \$85,398) to a maximum of \$69,412 (81.2% of original contract) for the 2021 MST Recycled Water Meter Installation Project for a potential total approved contract amount of \$154,810.

EXECUTIVE SUMMARY

Construction of the 2021 MST Recycled Water Meter Installation Project is currently in progress. After issuance of a work order to Benchmark Civil Construction, NapaSan and the Napa County were approached by two additional property owners within the Community Facilities District who requested connections to the recycled water system. In order to construct the additional connections this season, NapaSan requested a quote from Benchmark Civil Construction to perform the additional work under a contract change order. The quote also includes cathodic protection for the new metallic valves on each service connection.

The change order pricing submitted by Benchmark Civil Construction is \$18,270 per meter, which is slightly higher than the prorated cost of \$15,535 per meter that was submitted in their original bid. The increased cost for the additional two meters is due to site constraints that are specific to these two meters, including storm drain crossings and additional paving. Therefore, staff believes that the change order pricing is competitive.

NapaSan's procurement rules allow the General Manager to approve contract change orders up to 20% of the original contract amount for informal bidding. The proposed contract change order to install two recycled water meters and cathodic protection will exceed 20% of the original contract amount. Board approval is required to authorize the General Manager to sign contract change orders that exceed 20% of the original contract amount for informal bidding. Attached for reference is NapaSan Code Section 2.03.020 (Informal Bidding for Construction)

with Subsection F (Change Orders) highlighted.

Staff is requesting that the Board authorize the General Manager to approve up to a maximum of \$69,412 (81% of original contract amount of \$85,398) in change orders for the project. This amount would cover the proposed change order and allow addition of up to two meter installation by change order. This request is due to recent strong interest in MST parcels connecting to the recycled water system.

The construction completion deadline will remain September 30, 2021. This project is being coordinated with a Napa County paving project to avoid conflicts.

Per the reimbursement agreement between NapaSan and the County for this MST recycled water project, all project costs (including change orders) are reimbursable to NapaSan.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	NapaSan has entered into a reimbursement agreement with Napa County for all project costs from the MST project, therefore no project costs will be paid by NapaSan sewer rate payers.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This project will expand the number of recycled water customers in the MST area.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	The additional new recycled water services will not be installed at this time.
Additional Information:	None.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: On December 16, 2009, the Board adopted a resolution that considered the certified North Bay Water Recycling Program Final EIR/EIS, adopted related CEQA/NEPA mitigation findings, alternative findings, a statement overriding considerations, and a mitigation and monitoring and reporting program and approved the MST Project identified in the NBWRP Phase 1 Implementation Plan. An addendum to the EIR/EIS analyzing the final MST pump station location and pipeline expansion alignments was certified by the Board on November 6, 2013. The proposed recycled water meters are part of the MST Project.

BACKGROUND AND DISCUSSION

NapaSan and the County of Napa work together to assist the Milliken-Sarco-Tulocay (MST) Community Facilities

District (CFD) with construction of recycled water services for newly annexed parcels. As part of the awarded project, recycled water meters will be installed at the following addresses: 2222 Third Ave, 1052 Second Ave, 1182 4th Ave, 1256 4th Ave, and 2018 Coombsville Rd. With the proposed change order, 2020 3rd Ave and 5045 Coombsville Rd recycled meter installations would be added to the project. NapaSan's role is to design and contract the work. Napa County manages the CFD finances and reimburses NapaSan for related costs. The new connections will be self-funded through CFD assessment fees.

There are currently 73 recycled water meters serving the MST area. Adding these 7 new meters will bring the total to 80.

SUPPORTING DOCUMENTS

A . District Code Section 2.03.02

Napa Sanitation District: Approve

Reviewed By: Timothy Healy