

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS *MIG*  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E. *P.V.S.*  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: MARCH 2, 2016

**AGENDA ITEM  
E-1  
MARCH 9, 2016**

**AWARD CONSTRUCTION CONTRACT FOR  
SUPPLEMENTAL WATER PROJECT  
JOSHUA ROAD PUMP STATION RESERVOIR TO  
PACIFIC HYDROTECH CORPORATION**

**ITEM**

Award construction contract for Supplemental Water Project Joshua Road Pump Station Reservoir to Pacific Hydrotech Corporation. [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION AWARDED CONTRACT TO PACIFIC HYDROTECH CORPORATION IN AMOUNT OF \$2,463,375, AUTHORIZE STAFF TO EXECUTE CONTRACT, AUTHORIZE CHANGE ORDER CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$250,000, AND AMEND FY 2015/16 BUDGET].

**PROJECT DESCRIPTION**

The Supplemental Water Project Joshua Road Pump Station Reservoir (Reservoir Project) consists of the construction of a 500,000 gallon partially-buried concrete reservoir at the Joshua Road Pump Station along with the related piping, electrical, instrumentation, and grading. Once completed, the Reservoir Project will increase delivery capacity of the Nipomo Supplemental Water Project (NSWP) from 645 acre feet per year (AFY) to 800 AFY. The increased capacity is significant because the District is contracted to pay the City of Santa Maria for 800 AFY beginning July 1, 2016, through June 30, 2020. In addition to meeting the time sensitive water delivery schedule, constructing the Reservoir Project at this time saves the District considerable restaging costs as all of the temporary construction easements required for Phase 1 are still in place and necessary for the Reservoir Project.

**BACKGROUND**

The NSWP delivers water purchased by the District from the City of Santa Maria and allows the District to reduce pumping from existing wells to slow the depletion of groundwater and reduce the potential for seawater intrusion on the Nipomo Mesa. The NSWP also increases the reliability of the District water supply by providing an additional source other than groundwater. The NSWP is consistent with the settlement agreement and the judgment related to the groundwater adjudication of the Santa Maria Groundwater Basin. The NSWP was originally designed to deliver 3000 AFY. Subsequently, the design was evaluated and modified to allow for phased construction to reduce the initial capital cost of the project.

NSWP Phase 1 interconnected the District water distribution system with the City of Santa Maria water distribution system. Phase 1 consisted of approximately 7600 lineal feet of 24 inch

diameter ductile iron pipe (DIP) waterline, 2600 lineal feet of 24 inch nominal inside diameter high-density polyethylene (HDPE) pipe under the Santa Maria River, a flow meter and flow control station, the Joshua Road Pump Station, a 400 gallon per minute (gpm) pump station with two (2) pumps, a chloramination system, and related power, back-up power, controls and instrumentation systems, a pressure reducing station, and chloramination systems at five (5) existing District production wells. Construction of Phase 1 was authorized by the Board in June 2013 and is scheduled to be completed in April 2016.

Design of the Reservoir Project was completed to current civil, geotechnical, seismic, mechanical and electrical standard practices. Each submittal went through a third party review for value engineering as well as constructability.

The California Public Contracts Code ("PCC") Section 20101 permits the District to pre-qualify contractors who wish to bid on the District's public works contracts. PCC Section 20101 requires the District to establish pre-qualification policies and the method by which decisions regarding Contractor's qualifications may be appealed. Pre-Qualification of Contractors helps to ensure that a project is constructed by reputable, experienced, and qualified contractors.

In November 2015, the Board adopted Resolution 2015-1397 that established a project specific pre-qualification policy for the Reservoir Project. Three (3) general contractors pre-qualified to submit bids for the Reservoir Project.

The Board authorized staff to bid the Reservoir Project at the January 29, 2016 Board meeting. On February 26, 2016, bids for the Reservoir Project were opened from three (3) pre-qualified bidders as listed below:

Contractor	Total Bid Price
Pacific Hydrotech Corporation	\$2,463,375
Gateway Pacific Contractors, Inc.	\$2,496,997
Spiess Construction Co., Inc.	\$2,810,713

The apparent low bidder was Pacific Hydrotech Corporation with a bid of \$2,463,375. Staff reviewed the bid and determined that the bid is responsive and the bidder is responsible. The engineer's estimate for construction of the project was \$3,033,100.

**SUPPLEMENTAL WATER PROJECT ENVIRONMENTAL REVIEW**

The NSWP Final EIR was certified by the District in April 2009. In May 2009, the Board adopted a resolution making CEQA project findings, adopting a statement of overriding considerations, adopting a project mitigation monitoring plan, approving the NSWP and directing staff to file a Notice of Determination with the County in compliance with CEQA. A Supplemental EIR was certified by the District in April 2012. Applicable mitigation measures were incorporated into the Reservoir Project construction contract documents.

**SCHEDULE**

The tentative schedule is as follows:

- Contract Award – March 2016
- Construction – April 2016 to January 2017

**FISCAL IMPACT**

Funding for the project is available in the FY 2015-2016 budget, Supplemental Water Fund #500, in the amount of \$2,500,000. Total project costs are estimated as follows:

Joshua Road Pump Station Reservoir Construction	\$2,500,000
Construction Contingency	\$ 250,000
Construction Management	\$ 500,000
Design Engineering Services During Construction	\$ 150,000
<b>Total</b>	<b>\$3,400,000</b>

A budget adjustment in the amount of \$900,000, from Funded Replacement Water Fund #805 to Supplemental Water Fund #500, is needed to provide additional funding for the project contingency, construction management services, and design engineering services during construction.

**STRATEGIC PLAN**

Goal 1 – WATER SUPPLY – Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2016-XXXX NSWP Reservoir Project Bid Award to:

1. Award the bid for Supplemental Water Project Joshua Road Pump Station Reservoir to Pacific Hydrotech Corporation in the amount of \$2,463,375 and authorize General Manager to execute the construction agreement.
2. Authorize the General Manager to issue Change Orders for construction of the project with an aggregate total amount not to exceed \$250,000.
3. Authorize amendment of FY 2015/16 budget in the amount of \$900,000 and transfer \$900,000 from Funded Replacement Water Fund #805 to Supplemental Water Fund #500.

**ATTACHMENTS**

- A. Resolution 2016-XXXX NSWP Reservoir Project Bid Award

March 9, 2016

ITEM E-1

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2016-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR THE  
CONSTRUCTION OF SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP  
STATION RESERVOIR TO PACIFIC HYDROTECH CORPORATION IN THE AMOUNT OF  
\$2,463,375, AUTHORIZING CONSTRUCTION CONTINGENCY OF \$250,000 AND  
AMENDING FY 2015/16 BUDGET**

**WHEREAS**, the District's Strategic Plan and 2010 Urban Water Management Plan outline the need for securing supplemental water sources; and

**WHEREAS**, the Supplemental Water Project increases the reliability of the District's water supply by providing an additional source other than groundwater; and

**WHEREAS**, the Supplemental Water Project is consistent with the settlement agreement and the judgment related to the groundwater adjudication of the Santa Maria Groundwater Basin; and

**WHEREAS**, the design drawings and technical specifications for Supplemental Water Project Joshua Road Pump Station Reservoir, dated January 2016, were developed by AECOM.

**WHEREAS**, the District pre-qualified general contractors who desired to bid on the Supplemental Water Project Joshua Road Pump Station Reservoir in accordance with Resolution 2015-1397; and

**WHEREAS**, the Board authorized staff to solicit bids for the project on January 27, 2016; and

**WHEREAS**, based on the staff report, staff presentation and public comment, the Board makes the following findings:

1. The project was advertised for bids in accordance with State of California Public Contracts Code requirements.
2. The District received three bids for the project.
3. Staff has reviewed the Supplemental Water Project Joshua Road Pump Station Reservoir bids and has determined that Pacific Hydrotech Corporation, the apparent low bidder, submitted a responsive bid and is a responsible bidder.

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE  
NIPOMO COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AS FOLLOWS:**

1. The bid for the Supplemental Water Project Joshua Road Pump Station Reservoir is hereby awarded to the lowest responsive and responsible bidder, Pacific Hydrotech Corporation, in the amount of \$2,463,375 and the General Manager is authorized to execute the construction agreement.
2. The General Manager is authorized to issue Change Orders for construction of Supplemental Water Project Joshua Road Pump Station Reservoir with an aggregate total amount not to exceed \$250,000.

NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2016-XXXX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR THE  
CONSTRUCTION OF SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP  
STATION RESERVOIR TO PACIFIC HYDROTECH CORPORATION IN THE AMOUNT OF  
\$2,463,375 AND AUTHORIZING CONSTRUCTION CONTINGENCY OF \$250,000**

3. The Board of Directors does hereby authorize a budget amendment and transfer in the amount of \$900,000 from Funded Replacement Water Fund #805 to Supplemental Water Fund #500.
4. The above recitals and findings are incorporated herein by this reference.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:**  
**NOES:**  
**ABSENT:**  
**CONFLICTS:**

The foregoing resolution is hereby adopted this 9<sup>th</sup> day of March 2016.

\_\_\_\_\_  
**CRAIG ARMSTRONG**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and  
Secretary to the Board

\_\_\_\_\_  
**MICHAEL W. SEITZ**  
District Legal Counsel

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS ~~AK~~  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E. P.V.S.  
DIRECTOR OF  
ENGINEERING & OPERATIONS  
DATE: MARCH 2, 2016

**AGENDA ITEM  
E-2  
MARCH 9, 2016**

**AUTHORIZE TASK ORDER WITH MNS ENGINEERS INC. FOR  
CONSTRUCTION MANAGEMENT SERVICES FOR SUPPLEMENTAL  
WATER PROJECT JOSHUA ROAD PUMP STATION RESERVOIR**

**ITEM**

Authorize Task Order with MNS Engineers Inc. for construction management services for Supplemental Water Project Joshua Road Pump Station Reservoir. [RECOMMEND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION TO AUTHORIZE TASK ORDER WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$466,932 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

**BACKGROUND**

Supplemental Water Project Joshua Road Pump Station Reservoir (Reservoir Project) consists of the construction of a 500,000 gallon partially-buried concrete reservoir at the Joshua Road Pump Station along with the related piping, electrical, instrumentation, and grading improvements. The Reservoir Project will increase Supplemental Water Project delivery capacity to 800 AFY, provide operational flexibility and save considerable restaging costs if the project is constructed before all of the temporary construction easements required for Phase 1 are released.

MNS Engineers, Inc. was selected by the Board to provide constructability, bid phase services and construction management services for the Supplemental Water Project in 2008. Construction of Phase 1 was authorized by the Board in June 2013 and is scheduled to be completed in April 2016.

The Reservoir Project design was completed in January 2016, bids for construction were opened in February 2016 and construction is pending award of the construction contract.

Staff requested that MNS Engineers, Inc. provide a proposal for construction management services for the Reservoir Project. MNS Engineers, Inc. submitted the attached proposal to perform the work for a not to exceed amount of \$466,932. The proposal includes full-time inspection, materials testing, survey control, and environmental monitoring required for the project.

**FISCAL IMPACT**

Funding for the Reservoir Project is available in the FY 2015-2016 amended budget, Supplemental Water Fund #500.

**STRATEGIC PLAN**

Goal 1 – WATER SUPPLY – Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2016-XXXX NSWP Reservoir Project CM, authorizing a Task Order for Supplemental Water Project Joshua Road Pump Station Reservoir Construction Management Services with MNS Engineers, Inc. in the amount of \$466,932 and authorize General Manager to execute Task Order.

**ATTACHMENTS**

- A. MNS Engineers Inc. proposal dated February 29, 2016
- B. Resolution 2016-XXXX NSWP Reservoir Project CM



March 9, 2016

ITEM E-2

ATTACHMENT A



SAN LUIS OBISPO  
2231 Broad Street  
San Luis Obispo, CA 93401  
805.787.0326 Phone

February 29, 2016

Mr. Peter Sevcik  
Director of Engineering and Operations  
Nipomo Community Services District  
148 South Wilson Street  
Nipomo, CA 93444

**SUBJECT: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES  
Supplemental Water Project Phase 2A - Joshua Road Pump Station Reservoir**

Dear Mr. Sevcik:

MNS Engineers, Inc. (MNS) is pleased to submit the enclosed proposal to provide Construction Management services for the Supplemental Water Project Phase 2A - Joshua Road Pump Station Reservoir. MNS has a depth of experience in construction management and inspection for water resources projects, and we are familiar with the needs and expectation for the District on this project having provided similar services for the Supplemental Water Project Phase 1.

**Project Understanding**

The Supplemental Water Project - Joshua Road Pump Station Reservoir will consist of construction of a 500,000 gallon partially-buried concrete reservoir at the Joshua Road Pump Station along with the related piping, electrical, instrumentation, grading, and landscape improvements. The Project will increase delivery capacity to at least 800 AFY and provide operational flexibility for the District. The project will tie into the new pump station that was constructed as part of Phase 1 of the Supplemental Water Project. The project is currently out to bid and is expected to begin construction this April.

**Scope of Work**

Our staffing plan and cost proposal is based on our knowledge of the project and review of the plans and specifications. Our Construction Management services will consist of pre-construction, construction and post-construction services and will include project controls, QA, and Project Closeout. MNS will provide Construction Management Services per the attached Scope of Work.

**Staffing Plan and Cost Proposal**

MNS will perform the services described above on a time-and-materials basis in accordance with the attached Staffing Plan and Cost Proposal. Our cost for the level of effort described in this proposal, which is based on a total construction period of 10 months with construction starting in April 2016, is estimated at \$466,932.00. The final cost will be based on the actual services performed, which depend on the Contractor's schedule and efficiency as well as any additional services that the District may require. It is understood that this is an estimate of costs based upon the current available project information and actual costs will be as dictated by the construction operations.

Nipomo Community Services District – Supplemental Water Project Phase 2A - Joshua Road Pump Station Reservoir  
February 29, 2016  
Page 2

I look forward to discussing our qualifications and project solutions with the District. Please feel free to contact me at (805) 692-6921, or at [gchelini@mnsengineers.com](mailto:gchelini@mnsengineers.com).

Sincerely,  
MNS ENGINEERS, INC.



Gregory Chelini, P.E.  
Vice President/Principal Construction Manager

Encl: Scope of Work





SANTA BARBARA  
201 N. Calle Cesar Chavez, Suite 300  
Santa Barbara, CA 93103  
805.692.6921 Phone

## SCOPE OF WORK

### Nipomo CSD Supplemental Water Project Phase 2A - Joshua Road Pump Station Reservoir

#### CONSTRUCTION PHASE

##### TASK 3 – PROJECT MANAGEMENT SERVICES

###### 3.1 Project Oversight

MNS will provide the services of a principal-in-charge to provide overall project supervision and assure that contractual obligations and client concerns are consistently met.

###### 3.2 Ongoing Project Management

MNS will provide pre-construction phase and construction phase project management as necessary for the project by providing a Construction Manager to perform the following project functions:

**3.2.1 Administration of Consultant Obligations** - MNS will provide task schedules; coordination with District staff, utilities, and other contractors; maintenance of quality control and report preparation as part of the regular project management duties.

**3.2.2 Construction Engineering** - MNS will provide construction engineering to facilitate coordination for review of shop and working drawings, submittals, safety and accident prevention plans. We will perform contract drawing and specification interpretation as part of the regular project management duties.

**3.2.3 Construction Coordination Meetings** - MNS will conduct weekly meetings as part of the regular construction engineering duties. Additionally, meeting minutes will be written and distributed to all attendees and others as designated by the District.

**3.2.4 Schedule** - MNS will assure the Contractor maintains up to date computerized schedules in critical path format. MNS will review the Contractors' baseline and monthly CPM Schedule, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates are realized in the schedule.

**3.2.5 Anticipation and Avoidance of Problems and Claims** - MNS will regularly review upcoming contract work to anticipate phasing or scheduling concerns, changed conditions, or pump station operational conflicts.

##### TASK 4 – CONSTRUCTION MANAGEMENT SERVICES

###### 4.0 Pre-Construction

**4.0.1 Pre-Construction Meeting** - MNS will arrange for and manage a pre-construction conference with the contractor prior to the start of work. The pre-construction conference will include representatives from AECOM Engineering, the District, Earth Systems, if necessary, and any other stake holders who may be involved based upon the design and permit conditions. At this meeting we will discuss the hierarchy of both the District and the contractor as well as establish the protocol to be used throughout the project. The meeting will highlight the Contractor's responsibility toward such items as:

- Safety
  - Labor compliance
  - Submittals
  - Schedule updates
  - Order of work
  - Quality control
- Site access (security) and haul routes
  - Materials certification
  - Extra work or change of conditions
  - Permit and utility agreements
  - Weekly meetings
  - Pay requests

Any questions or apparent issues that may be present at this time will be discussed and resolved prior to the contractor's mobilization. An agenda, action items and meeting minutes will be prepared and distributed.

**4.0.2 Pre-Construction Training** - MNS will work with the contractor and Rincon Consultants to provide any required training.

**4.0.3 Pre-Construction Photo and Video Documentation** - MNS will photograph all areas of construction just prior to actual construction. Video will also be taken of the project sites, access into the sites, and adjacent areas.

Photos and video will be organized in a manner which will make it easy to recover the documentation at a later date if needed. Each photograph or video will record the date and time and will be made available to the District upon request during construction and turned over to the District with project files after construction.

#### **4.1 Contract Administration**

MNS will provide Construction Contract Administration Services as required to maintain accurate documentation of the construction and will utilize EADOC electronic construction management and documentation control software.

**4.1.1 Construction Management Plan** - MNS will prepare a Construction Management Plan that outlines the roles and responsibilities of the CM team during construction; this will also include the District and AECOM. The CM Plan will establish the protocol and procedures to be followed during construction such as submittal and RFI review; CCO review and approval; correspondence; contract administration and documentation requirements. Standard construction forms and logs will be included in the Appendix. The Plan will be submitted to the District for review prior to construction.

**4.1.2 Correspondence and Reports** – As part of the Construction Administration, MNS will manage all correspondence including tracking submittals, RFIs, CCOs, progress pay estimates, meeting minutes, testing reports, and furnishing reports on a regular basis as required by the District. Other correspondence will be produced as appropriate to the project status.

**4.1.3 Submittal Review and Coordination** - Prior to beginning the submittal process, MNS will work with AECOM to develop a list of the required submittals. This will be used to ensure all items are submitted, and done so in a reasonable amount of time prior to the work they pertain to. The majority of the submittals will be seen at the start of the project. This list can be reviewed at progress meetings and used proactively to help the contractor make submittals with a reasonable amount of time

for sufficient review and acceptance without delay to construction. MNS will coordinate with AECOM for the efficient review and processing of all submittals including shop drawings, product data, and project specific plans. An updated submittal log will be maintained to accurately track review and approval of all submittals.

- 4.1.4 RFI Review** - MNS will review and coordinate with AECOM (if needed) the resolution of contractor requests for information (RFIs) and other requests in a timely manner. MNS will maintain a running log.
- 4.1.5 Contract Time/Delays** - The MNS team members have experience in monitoring contract progress. MNS will track all working days and non-working days including weather days, CCO days, and other delays and will provide a weekly update of contract time at the weekly meeting. MNS will review any contractor requests for time extension and will make a recommendation to the District. Such requests will be cross referenced with the Contractor's baseline schedule.
- 4.1.6 Material Substitutions** - Submittals which are non-standard or substitute alternatives for items specified, will be forwarded to AECOM for review. MNS will also be proactive in soliciting information from the contractor after award of bid to determine which items, if any, they may be substituting.
- 4.1.7 Weekly Meetings** - MNS will hold a weekly construction meeting. The meetings are a valuable tool utilized to discuss project issues and concerns, discuss upcoming work items, coordination with pump station operations, potential contract change orders, cost and schedule impacts, permit requirements, submittals, RFIs, and quality of work. The Contractor will prepare a three week look ahead schedule to be reviewed and discussed at the meeting. Discussion on the Contractor's upcoming schedule is important to anticipate any potential conflicts. MNS will prepare and distribute meeting minutes.
- 4.1.8 Reports** - MNS will prepare a monthly report which summarizes the construction cost and progress. The report will include contract progress, costs including change orders, submittal log, RFI log, change order log, updated progress payments, photos depicting work performed that month, summary of work performed, and discussion of project issues and any unique construction techniques being performed.
- 4.1.9 Certified Payroll Review** - MNS will review the Contractor's certified payroll for completeness, accuracy, and prevailing wage compliance. MNS will perform periodic employee interviews to verify Contractor's labor compliance and employees are being paid correctly in accordance to their duties. Any discrepancies will be brought to the Contractor's attention and the District will be notified.
- 4.1.10 Permits** - MNS will verify that Contractor is adhering to and has maintained all permits applicable to the project including Storm Water and Regional Water Quality Control Board.

#### **4.2 Photo Record Maintenance**

MNS will regularly photograph construction activity in digital format and deliver in electronic format on CD-ROM. A numbered set of prints and copy of the photo log will be maintained on an ongoing basis as the project proceeds.

### **4.3 Inspection**

MNS will provide a full time onsite inspector. The inspectors' primary duties will be to inspect and verify that all work in place meets the requirements of the contract plans and specifications, shop drawings, change orders, and O & M manuals as well as maintenance of project documentation. Inspection procedures will be outlined in the Project Management Plan.

**4.3.1 Daily Inspection Diaries** - The project inspector will maintain daily written records of work, including notation of such things as weather, personnel and equipment on-site, sub-contractors on site, discussions held with contractor and others, project issues that arise, material and equipment received for on-site storage, etc. The inspector will maintain photo documentation as discussed previously.

**4.3.2 Special Inspections** - MNS will coordinate with AECOM to determine and provide special inspections that may be required for construction.

**4.3.3 Record Drawing Maintenance** - MNS will regularly review the Contractor's record set for completeness and accuracy as well as keeping a separate As-Built set throughout the project.

**4.3.4 Verification of Material and Equipment** - As material arrives on site, the MNS inspector will verify that the delivered items conform to the project specifications and approved submittals, prior to approving them for use on the project.

**4.3.5 Acceptance/Performance Testing** - The project inspector will coordinate acceptance and performance testing of each system or piece of equipment in conformance with the requirements of the written specifications, industry standards and controlling codes.

**4.3.6 Off-Site Inspections** – We will schedule and coordinate all off-site inspections.

### **4.4 Quality Assurance**

MNS will review and inspect all work in progress to assure that it meets the requirements and quality of work outlined in the contract documents. Any deficient work will be rejected.

### **4.5 Site Visits**

The MNS Construction Manager will visit the work site on a daily basis to stay abreast of the ongoing work and monitor the progress of the work. The CM will coordinate with the on-site inspector to assure construction quality.

### **4.6 Safety**

MNS will review and ensure compliance of contractor's safety plan as well as Cal OSHA requirements. We will notify the contractor of safety problems immediately and direct the contractor to suspend work if imminent hazard is not immediately remedied or a dangerous condition persists.

**4.6.1 Project Accidents** – We will document any and all accidents that occur at or near the project (including photographs) and provide the District with a copy of said information.

#### **4.7 Construction Materials Testing**

MNS will coordinate with Earth systems, our CM team materials testing firm, to assure all material meets the project documents. All tests will be logged and copies of all test reports will be maintained in the project files. Items include:

- Site grading consisting of observation and testing of structure backfill.
- Field sampling and testing of ready-mix concrete for reinforced concrete construction and casting and testing of concrete compression test cylinders.
- Special inspection for high strength bolts and pipe coatings.

#### **4.8 Construction Survey**

Although the Contractor is required to provide construction staking, MNS will have its own in-house surveyor available as needed to provide any additional staking that the project may need. Also during construction of the project, MNS inspectors will verify grades in the field with the contractor and will review cut sheets against the stakes and the plans to check that the contractor constructs the project per the plans.

#### **4.9 Progress Payments**

Cost control is an ongoing task throughout the life of the project. Our cost control system will be used to track and monitor the actual construction costs on each contract. The tracking of contract item payments and quantities is incorporated into the progress payment spreadsheet. Tracking of contract change order payments, extra work, and supplemental work will also utilize electronic spreadsheet tracking. The MNS team knows the importance of accurate and complete quantity calculations and verification. Not only must the quantity calculations be complete and accurate; but they must be submitted in a timely manner for processing the contractor's payment request. The project monthly and overall cost as well as the contingency balance will be verified as part to the monthly progress pay request review and submission. Upon our review and approval of the contractor's payment request, we will forward a copy of the Monthly Payment Report form to the District for final approval and payment.

#### **4.10 Schedule**

MNS will assure that the contractors maintain an up to date computerized schedules in critical path format. MNS will review the contractors' baseline and monthly CPM Schedule updates, coordinate changes, and forward written conclusions to the District. We will review to ensure milestone dates and any shutdown dates for tie-in's are realized in the schedule. The schedule will be used as the basis of determination for granting extra days relative to change orders. Should a contractor start to fall behind schedule, we will request a Recovery schedule and discuss methods to expedite the work. This is one of the more useful tools in controlling both costs and budget for the project.



#### **4.11 Change Order Processing and Review**

Prior to the start of construction, MNS will meet with the District to establish change order procedures. During construction MNS will review and evaluate contractor change order requests, recommend solutions, verify costs, negotiate change orders, prepare change order form, and maintain a log of all change orders and costs. MNS will coordinate design related changes with the design engineer or other affected agencies and check to make sure all pertinent information is provided for timely review. All changes are reviewed against the project schedule to determine any time impact. Upon evaluation of any changes, MNS will make a recommendation to the District.

#### **4.12 Claims Management**

The main objective relating to claims on any project is to avoid them when possible. Good tools toward accomplishing this are to anticipate and address any potential problems before they occur, provide timely response to RFIs, promptly process change orders, thoroughly review the contractor's schedule and provide experienced review of the project work. If unforeseen conditions occur, MNS will work to identify and resolve cost & schedule related issues to keep the project on schedule and within budget. During construction MNS will work to assure that conflicts in the field are identified ahead of the scheduled work the conflict could affect, work to reduce or minimize third party impacts to the work, and notify the contractor in a timely manner such that his schedule is not disrupted.

Notices of Potential Claims submitted by the contractor will be acted on and processed in a timely manner in accordance with the Contract Documents. Detailed record keeping throughout the project is paramount in evaluating the validity and costs associated with any notice of potential claim (NOPC). It is the objective of MNS to resolve any potential claims at the job level prior to becoming actual claims.

#### **4.13 SWPPP Support**

MNS will review the Contractor's SWPPP and will provide storm water oversight throughout the project. We will monitor to verify the Contractor is complying with the SWPPP requirements such as BMP maintenance and routine reporting.

#### **4.14 Environmental Services**

MNS has teamed with Rincon Consultants to provide environmental support services throughout the project. The scope of services includes conducting any required pre-construction biological and cultural clearance surveys, worker environmental awareness trainings, and construction monitoring.

### **TASK 5 – PROJECT CLOSEOUT**

MNS will be proactive during the close out of the Contract.

#### **5.1 "Punchlist" Inspection**

The project inspector and Construction Manager will administer the specifications' final acceptance requirements and develop a deficiency list (punch-list) for the work performed, notify the contractor, and re-inspect the completed work. MNS will also conduct a final inspection in presence of District representatives and the contractor.

### **5.2 O&M Manual and Warranty Coordination**

MNS will review vendor operation and maintenance manuals for conformance with the specifications and assist the contractor in organizing the manuals. We will also assure that the contractor submit all warranty information and assist the District during this period if corrective work is need by the contractor.

### **5.3 Startup and Operator Training**

MNS will review the project specifications to ascertain startup and training requirements for each system and piece of equipment, and ensure that these requirements are satisfied.

### **5.4 Record Drawing**

MNS will review the contractors' record set for completeness and accuracy and will compare with our field copy. Submittal of Final Record Drawings will be required prior to recommending final completion.

### **5.5 Closeout**

Upon satisfactory completion of all contract work, we will perform a final inspection, compile final invoices, assemble and submit contract closeout packages, prepare project closeout files and reports and recommend final acceptance of the project. A certificate of completion will be submitted to the District.

### **5.6 Final Report**

MNS will prepare a final construction report for the project. At a minimum the report shall contain the following:

- Final costs of the project (items, change orders and settled claims)
- Summary of key dates (advertisement, bid opening, award, pre-construction meeting, first working day, completion date)
- Summary of working days, non-working days, change order days, weather days, and other days
- Summary of major milestone or activity durations
- Summary of change orders (approved costs and final costs)
- Final progress pay estimate spreadsheet with final contingency balance
- Baseline and "as-built" schedule
- Discussion of significant issues or problems encountered or addressed during construction
- Copy of the approved final acceptance form
- Review and discussion on the general contractor, subcontractors, and major suppliers



March 9, 2016

ITEM E-2

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2016-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING TASK ORDER FOR SUPPLEMENTAL  
WATER PROJECT JOSHUA ROAD PUMP STATION RESERVOIR CONSTRUCTION MANAGEMENT  
SERVICES WITH MNS ENGINEERS, INC. IN THE AMOUNT OF \$466,932**

**WHEREAS**, MNS Engineers, Inc. was previously selected by the District to provide constructability, bid phase and construction management services for the Supplemental Water Project; and

**WHEREAS**, the design drawings and technical specifications for Supplemental Water Project Joshua Road Pump Station Reservoir, dated January 2016, were developed by AECOM.

**WHEREAS**, Supplemental Water Project Joshua Road Pump Station Reservoir was advertised for bids in accordance with State of California Public Contracts Code requirements; and

**WHEREAS**, the District received bids and has awarded the construction contract for Supplemental Water Project Joshua Road Pump Station Reservoir; and

**WHEREAS**, the District desires to have MNS Engineers, Inc. provide construction management services for Supplemental Water Project Joshua Road Pump Station Reservoir.

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE NIPOMO COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AS FOLLOWS:**

1. The task order for Supplemental Water Project Joshua Road Pump Station Reservoir construction management services with MNS Engineers, Inc. in the amount of \$466,932 is hereby authorized and the General Manager is authorized to execute the task order.
2. The above recitals are incorporated herein by this reference.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**CONFLICTS:**

The foregoing resolution is hereby adopted this 9<sup>th</sup> day of March 2016.

\_\_\_\_\_  
**CRAIG ARMSTRONG**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and  
Secretary to the Board

\_\_\_\_\_  
**MICHAEL W. SEITZ**  
District Legal Counsel

TO: BOARD OF DIRECTORS  
REVIEWED: MARIO IGLESIAS *MIG*  
GENERAL MANAGER  
FROM: PETER V. SEVCIK, P.E. *P.V.S.*  
DIRECTOR OF  
ENGINEERING & OPERATIONS

**AGENDA ITEM  
E-3  
MARCH 9, 2016**

DATE: MARCH 2, 2016

**AUTHORIZE TASK ORDER WITH AECOM FOR ENGINEERING SERVICES DURING CONSTRUCTION FOR SUPPLEMENTAL WATER PROJECT JOSHUA ROAD PUMP STATION RESERVOIR**

**ITEM**

Authorize Task Order with AECOM for engineering services during construction for Supplemental Water Project Joshua Road Pump Station Reservoir. [RECOMMEND BY MOTION AND ROLL CALL VOTE TO ADOPT RESOLUTION TO AUTHORIZE TASK ORDER WITH AECOM IN THE AMOUNT OF \$133,985 AND AUTHORIZE STAFF TO EXECUTE TASK].

**BACKGROUND**

Supplemental Water Project Joshua Road Pump Station Reservoir (Reservoir Project) consists of the construction of a 500,000 gallon partially-buried concrete reservoir at the Joshua Road Pump Station along with the related piping, electrical, instrumentation, and grading improvements. The Reservoir Project will increase Supplemental Water Project delivery capacity to 800 AFY, provide operational flexibility and save considerable restaging costs if the project is constructed before all of the temporary construction easements required for Phase 1 are released.

AECOM was selected by the Board to provide design services for the Supplemental Water Project in 2008. Construction of Phase 1 was authorized by the Board in June 2013 and is scheduled to be completed in April 2016.

The Reservoir Project design was completed in January 2016, bids for construction were opened in February 2016 and construction is pending award of the construction contract.

Staff requested that AECOM provide a proposal for engineering services during construction for the Reservoir Project. AECOM submitted the attached proposal to perform the work for a not to exceed amount of \$133,985.

**FISCAL IMPACT**

Funding for the Reservoir Project is available in the FY 2015-2016 amended budget, Supplemental Water Fund #500.

**STRATEGIC PLAN**

Goal 1 – WATER SUPPLY – Actively plan to provide reliable water supply of sufficient quality and quantity to serve both current customers and those in the long-term future.

**RECOMMENDATION**

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2016-XXXX NSWP Reservoir Project ESDC, authorizing a Task Order for Supplemental Water Project Joshua Road Pump Station Reservoir Engineering Services During Construction with AECOM in the amount of \$133,985 and authorize General Manager to execute Task Order.

**ATTACHMENTS**

- A. AECOM proposal dated March 1, 2016
- B. Resolution 2016-XXXX NSWP Reservoir Project ESDC

March 9, 2016

ITEM E-3

ATTACHMENT A





AECOM 805 938 5364 tel  
2400 Professional Parkway 805 938 0047 fax  
Suite 100  
Santa Maria CA 93455  
www.aecom.com

March 1, 2016

Mr. Peter Sevcik, PE  
Director of Engineering and Operations  
Nipomo Community Services District  
P.O. Box 326  
Nipomo, CA 93444

Dear Mr. Sevcik,

**Re: Proposal for Office Engineering during Construction for the Nipomo Community Services District Joshua Road Pump Station Reservoir Project**

The final plans and specifications for the Joshua road Pump Station Reservoir were completed in February 2016. The Project will consist of constructing a 0.5 MG semi-buried concrete reservoir at the Joshua Road Pump Station site along with the related piping, electrical, instrumentation, grading, and landscape improvements.

Per the District's request, AECOM has developed this scope for office engineering during construction of the project as detailed in the final plans and specifications. We recommend the following scope to effectively execute this phase of the project.

A schedule for the proposed work has been compiled assuming the notice to proceed is issued on April 4, 2016. We propose that the work described herein be performed on a time and materials basis. Details for the estimated engineering fees are included in the attached spreadsheet.

Scope of Work

Office Engineering Services During Construction

It is our understanding that the District will select a construction management firm to act as Construction Administrator to provide onsite observation and administrative support during construction, including special inspections, construction survey, staking, materials testing, and permitting and CEQA mitigation coordination. AECOM will continue to provide office engineering support (as described herein) at the direction of District staff. AECOM will work closely with the District during this phase to manage our budget and regularly communicate status.

**Task 1. List of Required Submittals**

AECOM will prepare a list of required submittals based on the Contract Documents to assist the District's Construction Administrator and the District with tracking and acquiring the required submittals from the Contractor after the contract is awarded. The list of required submittals will be prepared and provided to the District's Construction Administrator at or prior to the pre-construction conference.



**Task 2. Pre-Construction Job Walk**

AECOM will attend a pre-construction conference with the District's Construction Administrator and the Contractor's team. As part of this effort AECOM will (1) Review and discuss the plans and specifications to facilitate the Contractor's understanding of the Project; (2) Discuss required submittals and shop drawings; and (3) Respond to a reasonable number of technical inquires pertaining to the project. We assume the District's Construction Administrator will schedule and lead the conferences.

**Task 3. Submittal Review**

AECOM will review technical submittals and coordinate with the District's Construction Administrator to provide timely and organized responses to technical submittals. It is assumed that the District's Construction Administrator will manage submittals and responses and will provide one electronic copy and two hard copies of each submittal or resubmittal for AECOM review. AECOM has assumed the District will utilize a construction document management software (EADOC) for the project. AECOM will utilize EADOC for the electronic submittal responses. In addition, one paper copy of submittals and responses will be maintained by AECOM and one paper copy will be returned to the Construction Manager for replication and distribution as needed. For budgeting purposes, AECOM anticipates a total of 75 submittals and 50 resubmittals, with resubmittal reviews budgeted at half the time of the original submittal or less. The following is a preliminary list of material and equipment submittals anticipated for the project:

- Backfill materials
- Piping & valves
- Concrete-related products
- Shoring/Trenching/Excavation
- Sump Pumps
- Lighting
- Rock and Aggregate
- Reservoir calculations, plan, and materials
- O&M Manuals
- Access hatches and grating
- Structural steel, trusses, and decking
- Ladders and handrails
- Conduit/Wiring
- Coatings
- Concrete mix designs
- Process control and instrumentation system
- Sump pumps
- Fencing
- Instruments
- Electrical Services

We assume that the District's Construction Administrator's scope will include processing the following submittals:

- Insurance/Bonds
- Schedule
- Permits
- Dewatering
- SWPPP
- Potholing
- Pipe Testing Procedures
- Disinfection Procedures
- Temporary Facilities

AECOM will perform the following services for submittal review:



- Receive and log submittals provided by the Construction Administrator.
- Review short term look ahead schedules such that they contain critical submittal dates, and the logs reflect the same dates.
- Review submittals in a timely fashion and return to the Construction Administrator.
- Update submittal logs on a regular basis, and share with the Construction Administrator.

#### Task 4. Respond to RFIs

AECOM will log, manage, and respond to Requests for Information from the Contractor, provided by the Construction Administrator team. For budgeting purposes, we have assumed a total of 20 RFIs.

#### Task 5. Respond to Requests for Change

As directed by the District, AECOM will review proposed change orders related to design issues submitted by the Contractor or requested by the District through the Construction Administration team. Change order submittals will include supporting records. AECOM's review will include the potential impacts on the Project schedule and budget and will include recommendations to address the proposed changes.

#### Task 6. Attend Project Meetings

AECOM will attend monthly project progress meetings at the District office (once per month two hours per meeting). An 10-month construction period is assumed for this scope. AECOM assumes that the Construction Administrator will conduct the meetings, prepare agenda and issue meeting minutes.

#### Task 7. Design Engineer Observation of Work in Progress

AECOM's design engineer will perform technical field observation (limited to 10 visits at approximately 4 hours per visit) to review work progress and assess design issues or conflicts as they arise.

#### Task 8. Design Engineer Site Visit for Punchlist Development

AECOM's design engineers including civil, electrical, and I&C will perform one technical field observation to assist in the development of a punchlist for project completion.

#### Task 9. Prepare Record Drawings

AECOM will prepare record drawings based on the Contractor's markups of the construction plans for each bid set. AECOM assumes that the Construction Administrator will review the Contractor's markups throughout construction completeness and accuracy.

#### Services not Included

This scope of work assumes support for permitting and property negotiations, including right-of-way, easements, and property agreements, have been completed; and excludes construction survey and staking, materials testing, special inspections, field testing, environmental monitoring, and permit compliance. We assume construction administration and onsite observation will be performed by others. AECOM is available for additional fee on a time-and-materials basis to assist the District if additional support services are required.

Startup services have not been included in the scope of work. For additional fee, AECOM is available to assist the District with startup services during construction. The value of these services has been realized on related AECOM projects. Startup services would consist of observation, troubleshooting and documentation of the startup for the instrumentation and controls and electric systems.



Schedule

The preliminary schedule for this scope of work assumes a notice-to-proceed (NTP) date of April 4, 2016 and a construction duration of 10 months.

Budget

AECOM will perform this work on a Time and Materials basis, with a total budget not to exceed \$133,985 for the base scope of work unless prior authorization is granted in writing by the District. Please refer to the attached spreadsheet for a breakdown of fees.

If you have questions or comments, please contact me to discuss. We look forward to continuing work with you on this important project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler Hunt'.

Tyler Hunt, PE  
Project Manager

A handwritten signature in black ink, appearing to read 'Ben Horn'.

Ben Horn, PE  
Operations Manager

## Project Budget

### Joshua Road Pump Station Reservoir Project

### Nipomo Community Services District

#### Office Engineering Services during Construction

Task Description	Personnel Hours						Budget				
	Principal	Senior Engineer I	Associate Engineer	Design CAD Operator	Admin Assistant	Total Hours	Labor	Non-Labor Fee	Subconsultant	Total Non-Labor	Total
<b>Office Engineering Services During Construction</b>											
1 - List of required submittals		2	4				\$ 830	\$ 66		\$ 66	\$ 896
2 - Construction job walk		4					\$ 620	\$ 50		\$ 50	\$ 670
3 - Submittal review (Assume 75 submittals & 50 resubmittals total)	80	216	164		24	484	\$ 73,400	\$ 5,872		\$ 5,872	\$ 79,272
4 - Respond to RPIs (Assume up to 20 RPIs total)	16	32	32	16	4	100	\$ 14,540	\$ 1,163		\$ 1,163	\$ 15,703
5 - Respond to Requests for Change	8	40	24	16	4	92	\$ 13,060	\$ 1,045		\$ 1,045	\$ 14,105
6 - Attend Project Meetings (once per month, 10 months)		30				30	\$ 4,650	\$ 372		\$ 372	\$ 5,022
7 - Observe Work in Progress (occasional visits by design engineer)	8	32				40	\$ 6,640	\$ 531		\$ 531	\$ 7,171
8 - Site visit by civil, electrical and I&C engineers to develop punchlist	8	24				32	\$ 5,400	\$ 432		\$ 432	\$ 5,832
9 - Prepare Record Drawings (27 sheets)		8	8	24		40	\$ 4,920	\$ 394		\$ 394	\$ 5,314
<b>Subtotal</b>	<b>120</b>	<b>388</b>	<b>232</b>	<b>56</b>	<b>32</b>	<b>828</b>	<b>\$ 124,060</b>	<b>\$ 9,925</b>	<b>-</b>	<b>\$ 9,925</b>	<b>\$ 133,985</b>
<b>Total</b>	<b>120</b>	<b>388</b>	<b>232</b>	<b>56</b>	<b>32</b>	<b>828</b>	<b>\$ 124,060</b>	<b>\$ 9,925</b>	<b>-</b>	<b>\$ 9,925</b>	<b>\$ 133,985</b>

Personnel Category	\$/HR
Principal	\$210.00
Senior Engineer I	\$155.00
Associate Engineer	\$130.00
Design CAD Operator	\$110.00
Administrator	\$75.00

March 9, 2016

ITEM E-3

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2016-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING TASK ORDER FOR SUPPLEMENTAL  
WATER PROJECT JOSHUA ROAD PUMP STATION RESERVOIR ENGINEERING SERVICES  
DURING CONSTRUCTION WITH AECOM IN THE AMOUNT OF \$133,985**

**WHEREAS**, AECOM was previously selected by the District to provide design engineering services for the Supplemental Water Project; and

**WHEREAS**, the design drawings and technical specifications for Supplemental Water Project Joshua Road Pump Station Reservoir, dated January 2016, were developed by AECOM.

**WHEREAS**, Supplemental Water Project Joshua Road Pump Station Reservoir was advertised for bids in accordance with State of California Public Contracts Code requirements; and

**WHEREAS**, the District received bids and has awarded the construction contract for Supplemental Water Project Joshua Road Pump Station Reservoir; and

**WHEREAS**, the District desires to have AECOM provide engineering services during construction for Supplemental Water Project Joshua Road Pump Station Reservoir.

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE NIPOMO  
COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS AS FOLLOWS:**

1. A task order for Supplemental Water Project Joshua Road Pump Station Reservoir engineering services during construction with AECOM in the amount of \$133,985 is hereby authorized and the General Manager is authorized to execute the task order.
2. The above recitals are incorporated herein by this reference.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**CONFLICTS:**

The foregoing resolution is hereby adopted this 9<sup>th</sup> day of March 2016.

\_\_\_\_\_  
**CRAIG ARMSTRONG**  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
**MARIO IGLESIAS**  
General Manager and  
Secretary to the Board

\_\_\_\_\_  
**MICHAEL W. SEITZ**  
District Legal Counsel