


TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS
GENERAL MANAGER 
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: July 19, 2023

**AGENDA ITEM
D-3
JULY 26, 2023**

**AWARD CONSTRUCTION CONTRACT FOR
SOUTHLAND WASTEWATER TREATMENT FACILITY
INFLUENT LIFT STATION REHABILITATION PROJECT TO
HPS MECHANICAL, INC.**

ITEM

Award construction contract for Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project to HPS Mechanical, Inc. [RECOMMEND ADOPT RESOLUTION AWARDING CONTRACT TO HPS MECHANICAL, INC. IN THE AMOUNT OF \$598,563, AUTHORIZING STAFF TO EXECUTE CONTRACT, AUTHORIZING CHANGE ORDER CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$60,000, AND APPROVING BUDGET ADJUSTMENT IN THE AMOUNT OF \$515,373].

BACKGROUND

The District's Southland Wastewater Treatment Facility (SWWTF) consists of an influent lift station, screening, grit removal, extended aeration treatment, effluent disposal ponds and biosolids handling equipment. Wastewater from the District's collection system enters the plant and is pumped from the influent lift station to the headworks structure to begin treatment. The plant was put into operation in March 2014.

High hydrogen sulfide (H₂S) levels in the incoming wastewater have caused the influent lift station wet well coating to deteriorate as well as caused intermittent odor issues. The facility and its components need to be rehabilitated to ensure continued reliability of the lift station. The work involves spot repairs to the chemical resistant coatings of the influent lift station wet well, headworks structure, and adjacent approach manhole. The project also includes removal and replacement of the influent pump discharge piping located within the wet well and installation of odor control equipment.

The Board authorized staff to bid the project at the April 26, 2023 Board meeting. As stated in the April 26, 2023 staff report, the estimated project cost was \$400,000. The bid documents requested a Base Bid price for repairing the existing coating and an Alternate Bid price for recoating the entire wet well. The bid documents stated that the contract award would be based on the lowest Base Bid. On June 29, 2023, bids for the Project were opened from two (2) contractors as listed below:

Contractor	Total Base Bid Price	Total Alternate Bid Price
HPS Mechanical, Inc.	\$538,457	\$598,563
RCH Construction	\$489,840	\$548,840

The apparent low bidder was RCH Construction. However, the District's evaluation of the bid submitted by RCH Construction concluded that the bid was non-responsive and that the District could not award the bid to RCH Construction for the following reasons:

1. Page 012000-1 of the bid documents limits mobilization/demobilization to 5% of the sum of the remaining bid items. RCH's bid was non-responsive based on the bid amount for mobilization/demobilization of \$98,000 that significantly exceeded 5% of the sum of the remaining bid items and was on the order of 25% of the remaining bid items.
2. Page 004100-08 of the bid documents required the bidder to include the percentage of the total bid for each subcontractor. RCH's bid was non-responsive based on the failure to include a percentage of the total bid for each subcontractor. Not providing the subcontractor percentages was a problem because the District could not verify that the prime contractor was going to perform at least 60% of the work as specified.

In this situation, the intent of the California Public Contracts Code is to move to the next lowest bidder and award the contract to the next lowest bidder, HPS Mechanical, Inc. Staff reviewed the bid submitted by HPS Mechanical and determined that the bid is responsive and the bidder is responsible.

Staff further recommends that the Board select the Alternate Bid to recoat the entire wet well instead of just repairing the wet well coating since the cost differential between the Base Bid and the Alternate Bid is approximately \$60,106. A significant portion of the project cost, about 32%, is attributed to continuous temporary bypass pumping 24 hours per day, 7 days per week, of the influent lift station for the duration of the work. With the addition of the odor control equipment included as part of the Base Bid, that will reduce hydrogen sulfide (H₂S) levels in the wet well, and recoating the entire wet well, the continued reliability of the influent pump station will be prolonged.

SCHEDULE

The tentative schedule is as follows:

- Contract Award – July 2023
- Construction – September 2023 to November 2023

FISCAL IMPACT

Funding in the amount of \$250,000 is available for the project in the FY 2023-2024 budget. Total project costs (rounded) are estimated as follows:

Construction	\$598,563
Construction Contingency	\$60,000
Construction Management and Inspection - Cannon	\$77,563
Engineering Services During Construction - MKN	\$29,247
Total	\$ 765,373

Thus, a transfer from Fund #810, Town Sewer Funded Replacement Reserves, in the amount of \$515,373, is required to provide adequate funding for the project.

STRATEGIC PLAN

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2023-XXXX SWWTF Influent Lift Station Rehabilitation Project Bid Award to:

1. Award the bid for the SWWTF Influent Lift Station Rehabilitation Project to HPS Mechanical, Inc. in the amount of \$598,563 and authorize the 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 \$60,000.
3. Approve budget adjustment transferring \$515,373 from the Town Sewer Funded Replacement Reserves, Fund #810, to provide additional funding for the SWWTF Influent Lift Station Rehabilitation Project in the FY 2023-2024 Budget.

ATTACHMENTS

- A. Resolution 2023-XXXX SWWTF Influent Lift Station Rehabilitation Project Bid Award

JULY 26, 2023

ITEM D-3

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2023-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR THE
SOUTHLAND WASTEWATER TREATMENT FACILITY INFLUENT LIFT STATION
REHABILITATION PROJECT TO HPS MECHANICAL, INC. IN THE AMOUNT OF \$598,563,
AUTHORIZING CONSTRUCTION CONTINGENCY OF \$60,000,
AND AMENDING FY 2023/2024 BUDGET**

WHEREAS, the Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project (Project) involves the repair of existing chemical resistant coatings in the influent lift station wet well, headworks structure, and adjacent approach manhole as well as removal and replacement of the influent pump discharge piping located within the wet well and installation of odor control equipment to ensure continued reliability of the lift station; and

WHEREAS, the design drawings and technical specifications for the Project, dated May 2023, were developed by District staff and MKN Associates; and

WHEREAS, the Board authorized staff to solicit bids for the Project on April 26, 2023; 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 two (2) bids for the Project.
3. District evaluation of the bid submitted by RCH Construction, the apparent low bidder, determined that the bid was non-responsive.
4. District evaluation of the second low bid, submitted by HPS Mechanical, Inc., determined that the bid is responsive and the bidder is responsible.
5. Awarding the bid including the bid alternate is reasonable and will prolong the continued reliability of the influent pump station.

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

1. The contract for the Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project is hereby awarded to the lowest responsive and responsible bidder, HPS Mechanical Inc., in the amount of \$598,563 for the Bid Alternate, and the General Manager is authorized to execute the construction agreement.
2. The General Manager is authorized to issue Change Orders for construction of project with an aggregate total amount not to exceed \$60,000.

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2023-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AWARDING THE BID FOR THE
SOUTHLAND WASTEWATER TREATMENT FACILITY INFLUENT LIFT STATION
REHABILITATION PROJECT TO HPS MECHANICAL, INC. IN THE AMOUNT OF \$598,563,
AUTHORIZING CONSTRUCTION CONTINGENCY OF \$60,000,
AND AMENDING FY 2023/2024 BUDGET**

3. The Board authorizes transfer of \$515,373 from Fund #810, Town Sewer Funded Replacement Reserves, to provide additional funding for the project in the FY 2023-2024 Budget.

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 26th day of July 2023.


RICHARD MALVAROSE
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:

MARIO IGLESIAS
General Manager and
Secretary to the Board

CRAIG A. STEELE
District Legal Counsel

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: JULY 19, 2023

**AGENDA ITEM
D-4
JULY 26, 2023**

**APPROVE TASK ORDER WITH CANNON
FOR CONSTRUCTION MANAGEMENT SERVICES FOR
SOUTHLAND WASTEWATER TREATMENT FACILITY
INFLUENT LIFT STATION REHABILITATION PROJECT**

ITEM

Approve Task Order with Cannon for construction management services for Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH CANNON IN THE AMOUNT OF \$77,563 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

The Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project involves spot repairs to the chemical resistant coatings of the influent lift station wet well, headworks structure, and adjacent approach manhole. The project also includes removal and replacement of the influent pump discharge piping located within the wet well and installation of odor control equipment.

Staff requested that Cannon provide a proposal for construction management services for the Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project. Cannon submitted the attached proposal to perform the work for a not to exceed amount of \$77,563. The proposal includes inspection and materials testing required for the project.

FISCAL IMPACT

Funding in the amount of \$765,373 is available for the project in the amended FY 2023-2024 budget. Total project costs are estimated as follows:

Construction	\$598,563
Construction Contingency	\$60,000
Construction Management and Inspection - Cannon	\$77,563
Engineering Services During Construction - MKN	\$29,247
Total	\$ 765,373

STRATEGIC PLAN

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve a Task Order for the Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project Construction Management Services with Cannon in the amount of \$77,563 and authorize the General Manager to execute the Task Order.

ATTACHMENTS

- A. Cannon proposal dated Jun 9, 2023

JULY 26, 2023

ITEM D-4

ATTACHMENT A



June 9, 2023

Peter V. Sevcik, PE
Nipomo Community Services District
148 S Wilson Street
Nipomo, CA 93444

**PROJECT: CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
SOUTHLAND WWTF WET WELL REHABILITATION PROJECT**

Dear Mr. Sevcik:

We appreciate the opportunity to provide construction management and inspection services for your Southland WWTF Wet Well Rehabilitation Project. Our proposed staff has recent experience managing and inspecting wastewater projects for both Local and State agencies throughout San Luis Obispo and surrounding counties. Many of these projects involved work items like the proposed scope, including items such as plant upgrades and coating rehabilitation.

Our recent experience managing and inspecting similar wastewater projects provides Cannon with unique insight regarding Nipomo Community Services District's expectations - to facilitate delivery of the project on time and on budget with no disruption to plant operations.

We have included a staffing plan and cost estimate based on the anticipated project work and duration of 84 calendar days. Based on our understanding of the District's needs, we have proposed a part-time construction inspector, full-time coatings inspector during coating operations, and part-time construction manager. We are confident the qualifications of our staff offer an excellent match for this project, and we are ready to begin work upon your approval. Thank you for the opportunity to provide construction management and inspection services on Southland WWTF Wet Well Rehabilitation Project

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Riddell".

Patrick Riddell, PE C72034
Director of Construction Management



PROJECT UNDERSTANDING AND APPROACH

The Nipomo Community Services District's (District) Southland WWTF plays a critical role in collecting and treating the District's wastewater. Due to degradation and failure of the influent wet well's coating system, specifically the roof and walls above the normal water levels, the District is looking to rehabilitate the influent wet well, as well as upgrade other existing piping and appurtenances.

The project is currently out to bid, with bids expected to be received on June 29th, 2023. We understand that contract allows for 84 calendar days from NTP to complete the work and, therefore, our proposal provides for 84 calendar days (60 working days) of construction management and inspection services.

One critical aspect of this project includes development of a wastewater bypass plan, with redundancy, to allow assessment and rehabilitation work within the influent wet well. The District will also have its suction pumping system available to the contractor as a third measure of redundancy.

Project work will also include the installation of a Titus Twister and its associated appurtenances. The addition on the Titus Twister will not only help reduce corrosion of the influent wet well, but will also assist in odor control and provide significant benefits to the surrounding community.

Cannon's construction management staff has direct experience on similar types of wastewater construction projects, including work with local wastewater districts and municipalities. We will provide the District with qualified leadership through an experienced Resident Engineer and supporting team staff. We fully understand the construction documentation and requirements for the project. We have performed an in-depth and detailed review of the project plans and specifications, and we have developed a detailed understanding of the overall goals and timing of the project.



PROJECT-SPECIFIC CONSIDERATIONS AND CRITICAL SUCCESS FACTORS

Construction Management Expertise

We offer the District expertise with the following services: construction management, inspection, and engineering; cost controls; schedule review; communication and documentation; weekly progress reporting; management of RFIs, submittals, change orders; potential claims management; and payment applications. In addition, our project team has recently completed construction management of similar wastewater infrastructure projects and we are intimately familiar with the formats and procedures required to successfully manage and inspect the construction of your wastewater facility infrastructure project.

Construction Schedule (CPM) and Budget

A properly managed schedule is instrumental in maintaining project progress and establishing a common basis on which time and cost issues, as well as disputes, may be negotiated. We will use critical path method (CPM) scheduling to review the contractor's construction schedule to confirm successful implementation of the construction project. Through analysis of the CPM schedule, we can assess project progress. This careful analysis may present opportunities for cost savings as well as opportunities to shorten the overall construction schedule, which is particularly important in a project of this nature.

Technical Expertise

Knowledge and experience in the design, construction, and sequencing of wastewater facility rehabilitations are critical prerequisites for the management team responsible for overseeing the construction of this project. In addition to our detailed familiarity with the project plans and specifications, the construction management team must have a thorough understanding and background using applicable provisions, SSPC coating specifications, standard specifications for public works construction (Greenbook), CBC, and UPC, and have a solid understanding of the overall project work involved. Cannon's construction management team has the resources to address all aspects of the construction management and inspection work of this project in-house.



Quality Assurance

Materials engineering, sampling, and acceptance testing functions are a minimal but critical component of this project. We will provide administration of materials sampling and testing procedures to be used during construction and confirm that the construction materials and workmanship conforms to contract specifications. We will coordinate directly with our proposed materials engineer and will work closely with the resident engineer and project inspector to confirm that sampling and acceptance testing is completed in accordance with the contract documents and that testing is completed in a timely manner. We will maintain a summary log of all testing to measure consistency.

Communication Strategy

Communication is essential in avoiding or resolving problems that may be encountered during a project. Understanding our role in relation to the roles of the District's designated Project Manager will be a top priority. We will develop clear and concise procedures for communications specifically tailored for this project that will expedite and facilitate project work.

Effective communication is the foundation of good relations. In collaboration with the District, we will implement and confirm compliance with established records management procedures for recording and distributing project documents. The more complete the documentation, the more effective the resolution of any problems that may arise. In addition, this information can be used to avoid claims if the evidence is sufficient and clear.

Maintaining Wastewater Facility Operations

One of the main purposes of this project is to assess the condition and rehabilitate the existing coating system within the influent wet well, in addition to other piping and appurtenance upgrades. In order to facilitate this work, significant planning and coordination of a redundant bypass system will be provided by the contractor. This will require advance planning by the engineer, careful implementation by the contractor, and close coordination with District operators and the CM team to ensure that bypass operations continue uninterrupted for the duration of the project.

Utility Locating

Prior to beginning construction of underground improvements, the contractor is required to locate and identify the horizontal and vertical location of any existing utilities which may affect the work. Enforcing this requirement at the pre-construction meeting will increase safety and allow the information to be provided to the engineer in a timely manner, such that changes can be made with minimal disruption and/or cost impacts.



WORK PLAN

Our work program for pre-construction, construction, and post-construction activities is detailed below.

Phase 1. Pre-Construction

Task 1.1 Contract Document Review

Our construction management team will thoroughly review plans, specifications, related reports, and documents pertinent to administering the construction of this project. In addition to facilitating our understanding of scope and sequencing of the work, this review will allow us to determine areas that may present challenges during construction. In conjunction with our preliminary review, we will review field conditions and photograph or video the work area and site conditions prior to the start of construction. We will discuss noted design issues or potential conflicts, along with questions that arise from our initial plan review with the District's project manager and project engineer.

Task 1.2 Document Control Procedures and Coordination with District Staff

Cannon will establish a working relationship with District staff to implement procedures for the efficient processing and management of project documents.

Task 1.3 Pre-Construction Meeting

Cannon will coordinate and lead the Pre-Construction Meeting, which will include all major subcontractors and other project stakeholders.



Phase 2. Construction

Task 2.1 On-Site Construction Management and Inspection

Cannon will have a Resident Engineer assigned to the project who will oversee construction management operations. Their team will include a Construction Inspector and Coatings Inspector who will be onsite to monitor the daily construction operations and provide coordination and documentation of activities.

Task 2.2 Construction & Coatings Inspection

During observation and monitoring of the quality of the construction work, we will provide the following services:

- Maintain daily on-site project reports for inspections, observations, and construction activities. Reports will contain a record of weather, work on-site, number of workers, work accomplished, problems encountered, solutions agreed upon, and other similar relevant data per District requirements.
- Maintain photo and video record of construction progress.
- Monitor traffic control and continually update or modify as necessary to confirm safe passage through the project work zones.
- Monitor construction activities to see that elements of project are furnished, installed, and constructed per contract documents. We will also prepare required notices of non-conformance when materials, construction installation process, or quality of work does not meet the requirements of the contract. Notices will be issued to the contractor stating the nature of the deviation and requiring the contractor to perform corrective action. Non-compliance issues will be documented with photographs and in writing.
- File appropriate reports.
- Oversee inspection and/or testing performed by the contractor as part of the contract work.
- Conduct daily inspections and oversee inspections required for the project.
- Monitor contractor's work and recommend testing as needed.
- Review storm water BMPs for compliance with approved SWPPP.

Task 2.3 Scheduling and Progress Meetings

Cannon will coordinate, review, and approve the contractor's proposed schedule for the completion of the project. We will also review the contractor's baseline schedule and update submittals for conformance with the master schedule and contract documents. In addition, we will prepare and distribute Weekly Statement of Working Day Reports to maintain an accurate and current record of contract time.



Task 2.4 Change Order Management

Cannon will negotiate and coordinate the implementation of contract change orders during the construction process. We will compile change-order-supporting documentation, such as inspection reports, test reports, drawings, sketches, photographs, and other materials as required. We will review and evaluate the appropriateness of proposed change orders; advise the District as to their effect on the contract time and cost; and perform independent estimates of the proposed change order work, when necessary, as well as recommend approval or denial with approval by the District.

Task 2.5 Requests for Information (RFI) Management

Cannon will provide timely coordination of RFIs with the Engineer of Record and written responses to contractor. We will maintain the RFI log and records.

Task 2.6 Submittal Management

Cannon will provide timely coordination with the Engineer or Record for submittals of materials not supplied by the District. We will maintain the submittal log and records.

Task 2.7 Claims Management (optional)

At the request of the District, Cannon will maintain a potential claims log. We will prepare a file for each potential claim issue. We will evaluate, analyze, and coordinate negotiation to achieve claims and dispute resolutions in line with District directions.

Task 2.8 Survey (optional)

The contractor will be responsible for the lines and grades and any necessary construction staking required for the project. Upon request of the District, we can provide construction staking and/or monument preservation, if applicable, as an additional service to this contract.

Task 2.9 Materials Testing

Cannon will coordinate with our materials sampling and testing subconsultant, Earth Systems Pacific, to confirm sampling and testing frequencies are met. We will review the results of the testing materials. Following our review, we will make recommendations for the acceptance of work in general compliance of the contract documents or make recommendations if remedial actions are needed to correct unacceptable portions of the contractor's work.



Task 2.10 Progress Pay Estimates

Cannon will evaluate the contractor's pay applications. We will verify that the quantities claimed are true and accurate using field measurements, materials tickets, extra work reports, and visual confirmation. We will prepare quantity calculation sheets for each bid item for inclusion in the project records.

Task 2.11 Safety Program and Traffic Control Plan

Cannon will monitor the contractor's on-site safety program and compliance with Cal-OSHA Construction Safety Orders.

Task 2.12 Project Records

Cannon will establish and implement procedures for review and processing of project documentation. To maintain that records are organized, complete, and will allow for ease of document retrieval, we will set up project binders and electronic files following procedures outlined in Chapter 5 of the Caltrans Construction Manual.

Cannon will implement procedures for timely delivery of project documentation; expediting RFIs, submittals and change orders; and submittal, review, and approval of Progress Pay applications. Monitoring logs will be created to track survey records, RFIs, submittals, certified payroll, employee interviews, materials incorporated into project, materials testing, change orders, extra work reports, pay estimates, and potential claims.



Phase 3. Construction Completion and Closeout

Task 3.1 Final Inspection and Punch List

Cannon will compile detailed “punch lists” with the District’s Project Manager and Engineer. We will oversee the complete performance of punch list items and final clean-up before the contractor moves off-site. We will coordinate final testing, documentation, and regulatory inspections.

Task 3.2 Coordinate Close-Out and Submittal of Final Documents

Cannon will monitor the contractor’s, subcontractor’s, and designer’s progress to finalize and submit project records and documents. We will obtain required contract documents, lien releases, written warranties, and record drawings, and forward to the District for inclusion in the project files.

Task 3.3 Final Payment

Cannon will evaluate contractor’s final payment application, resolve outstanding matters, and provide approval and recommendation for final payment.

Task 3.4 Record Drawings

Cannon will gather all redlined drawings from the contractor for review and acceptance. The plans will contain all modifications or plan deviations encountered during construction.



FEES


Fees are based on the rates per the following fee schedule. It is our understanding that this project qualifies for California Prevailing Wages. Based on review of the project documents, we have assumed part-time construction management for the duration of the project, a combination of full-time and part-time inspection for 84 calendar days (60 working days), plus part-time pre-construction and post-construction services.

Total Estimated Cost of CM & Inspection Services: \$77,563

Phase	Role	Rate	2023				Total Est. Hours	Estimated Cost
			Jul	Aug	Sep	Oct		
Pre-Construction								
	Resident Engineer	\$183	12				12	\$2,196
	Construction Inspector III (Prevailing Wage)	\$155	2				2	\$310
	Coatings Inspector	\$155	1				1	\$155
	Engineering Assistant II	\$105	1				1	\$105
Construction								
	Resident Engineer	\$183	28	38	30		96	\$17,568
	Construction Inspector III (Prevailing Wage)	\$155	48	52	80		180	\$27,900
	Coatings Inspector	\$155	40	80	0		120	\$18,600
	Engineering Assistant II	\$105	3	5	4		12	\$1,260
Post-Construction								
	Resident Engineer	\$183				8	8	\$1,464
	Construction Inspector III (Prevailing Wage)	\$155				4	4	\$620
	Coatings Inspector	\$155				0	0	\$0
	Engineering Assistant II	\$105				2	2	\$210
Total Estimated Hours			135	175	114	14	438	
Total Estimated Cost of Labor								\$70,388
Other Direct Costs								
Earth Systems Pacific								\$2,500
Reimbursibles								
Misc. Reimbursibles, Reproductions, Inspection Materials & Supplies								\$1,050
Lodging, Meals, and Incidental Expenses (Coatings Inspector) - 15 Working Days								\$3,625
Total Estimated Cost of CM Services								\$77,563

NOTES:

- 1 Fees are based on an 84 calendar day (60 working day) construction schedule. Full-time inspection is provided for 15 working days during coating operations and part-time inspection is provided for the remaining 45 working days. Duration for coating inspection assumes the Contractor is coordinating all hold points for inspection with a minimum of 72 hours notice and no re-inspections are required.
- 2 Fees include work during normal working hours, night and weekend work are excluded.
- 3 Surveyor services, except for verification of contractor's survey by onsite inspection staff, are excluded but available at an additional cost.

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: JULY 19, 2023

**AGENDA ITEM
D-5
JULY 26, 2023**

**APPROVE TASK ORDER WITH MKN & ASSOCIATES FOR
ENGINEERING SERVICES DURING CONSTRUCTION FOR
SOUTHLAND WASTEWATER TREATMENT FACILITY
INFLUENT LIFT STATION REHABILITATION PROJECT**

ITEM

Approve Task Order with MKN & Associates for engineering services during construction for Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project [RECOMMEND BY MOTION AND ROLL CALL APPROVE TASK ORDER WITH MKN IN THE AMOUNT OF \$29,247 AND AUTHORIZE STAFF TO EXECUTE TASK ORDER].

BACKGROUND

MKN was selected by the District to provide design services for the Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project. The Project involves spot repairs to the chemical resistant coatings of the influent lift station wet well, headworks structure, and adjacent approach manhole. The project also includes removal and replacement of the influent pump discharge piping located within the wet well and installation of odor control equipment.

Staff requested that MKN provide a proposal for engineering services during construction for the Project. MKN submitted the attached proposal to perform the work for an amount not to exceed \$29,274. The proposal includes submittal review, request for information review, site visit reviews as needed, and record drawing preparation.

FISCAL IMPACT

Funding in the amount of \$765,373 is available for the project in the amended FY 2023-2024 budget. Total project costs are estimated as follows:

Construction	\$598,563
Construction Contingency	\$60,000
Construction Management and Inspection - Cannon	\$77,563
Engineering Services During Construction - MKN	\$29,247
Total	\$ 765,373

STRATEGIC PLAN

Goal 2. FACILITIES THAT ARE RELIABLE, ENVIRONMENTALLY SENSIBLE AND EFFICIENT. Plan, provide for and maintain District facilities and other physical assets to achieve reliable, environmentally sensible, and efficient District operations.

Goal 5. OPERATIONS. Maintain a proactive program to ensure readiness of systems and cost-effectiveness of operations.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, approve a Task Order for Southland Wastewater Treatment Facility Influent Lift Station Rehabilitation Project Engineering Services During Construction with MKN in the amount of \$29,247 and authorize the General Manager to execute the Task Order.

ATTACHMENTS

- A. MKN proposal dated July 18, 2023

JULY 26, 2023

ITEM D-5

ATTACHMENT A



MKN & Associates, Inc.
P O Box 1604
Arroyo Grande CA 93421
805 904 6530

July 18, 2023

Elizabeth Villanueva
Assistant Engineer
Nipomo Community Services District
(Submitted Electronically)

RE: Proposal for Engineering Services During Construction – Southland WWTF Wet Well Rehabilitation Project

Dear Elizabeth,

PROJECT UNDERSTANDING

Michael K. Nunley & Associates, Inc. (MKN) is pleased to provide this proposal for Engineering Services During Construction (ESDC) for the Southland WWTF Wet Well Rehabilitation Project. In general, the project consists of rehabilitation of the influent wet well, headworks, and approach manhole coatings, replacement of pump discharge piping, and installation of ozone odor control equipment and piping.

The following scope of work outlines the proposed project tasks.

SCOPE OF WORK

Task Group 100 – Engineering Services During Construction

The following engineering services during construction will be provided. Assumptions are included as the basis for the budget.

Task 101. Pre-Construction Meeting

MKN will attend the Pre-Construction Meeting with the District, the District's Construction Manager, and the Contractor to review the project, discuss schedule and project requirements, and communication protocol. We assume the Construction Manager will coordinate and lead the meeting.

Task 102. Submittal Review

MKN will review technical submittals forwarded by the District's Construction Manager and provide responses in a timely manner. For budgeting purposes, we have assumed up to twelve (12) submittal reviews.

Task 103. Respond to RFIs

MKN will respond to Requests for Information (RFIs) from the Contractor forwarded by the District's Construction Manager. For budgeting purposes, we have assumed up to five (5) RFIs.

Task 104. Respond to Requests for Change

As directed by the District and/or the District's Construction Manager, MKN will review proposed change orders submitted by the Contractor or requested by the District. MKN's review will include the potential impacts on the project design and will include recommendations to address the proposed changes. Our budget assumes review of up to two (2) Change Orders.

Task 105. Engineer's Observation of Work in Progress

MKN will perform technical field observation at the District's request to review work progress for general conformance with the plans and specifications and to assess construction issues or conflicts as they arise. For budgeting purposes, we have assumed MKN and IRJ (electrical engineer) will provide up to a total of sixteen (16) hours of observation.

Task 106. Record Drawings

MKN will prepare a final set of record drawings based on the Contractor's redlines. It is assumed the District and/or the District's Construction Manager will review the Contractor's redlines for completeness and accuracy based on the work performed. Record drawings will be provided to the District as a pdf and CAD file of the drawings.

ASSUMPTIONS

- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through Client and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through Client, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the client.
- District's Construction Manager will provide construction observation and coating inspections.
- District's Construction Manager will be managing and distributing submittals and RFIs for review.
- District and/or District's Construction Manager will review Contractor's redlines for completeness and accuracy.

BUDGET AND SCHEDULE

If selected to perform this work, MKN will proceed on a time and materials basis with a budget not to exceed \$29,247. Overall level of effort for ESDC can vary greatly. If additional effort beyond our assumed budget is necessary, MKN will alert the District promptly with a recommendation on how to proceed.

The project will be invoiced monthly according to the attached standard rate sheet.

Record drawings will be prepared within four weeks following receipt of Contractor's as-built drawings.

We hope this proposed scope meets your expectations. We are happy to answer any questions you have and look forward to working with you.

Sincerely,



J.J. Reichmuth, PE

Attachments:

Budget Spreadsheet
Standard Fee Schedule

NCSD Southland WWTF Wet Well Rehab ESDC Budget

Task Group 100: Engineering Services During Construction		Hourly Rates			Principal Engineer	Assistant Engineer II	Senior Designer	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Electrical (IRJ Engineers)	Structural (SSG)	Non-Labor Costs	Total Fee
		230	145	155										
Task 101 Pre-Construction Meeting		3	4	7					\$1,270	\$ 38	\$ -	\$ -	\$ 38	\$ 1,308
Task 102 Submittal Review		16	32	48					\$8,320	\$ 250	\$ 1,430	\$ 220	\$1,900	\$ 10,720
Task 103 Respond to RFIs		12	24	44					\$7,480	\$ 224	\$ 468	\$ 880	\$1,572	\$ 9,052
Task 104 Respond to Requests for Change Orders		8	8	16					\$3,000	\$ 90	\$ -	\$ -	\$90	\$ 3,090
Task 105 Engineer's Observation of Work in Progress		4	4	8					\$1,500	\$ 45	\$ 880	\$ -	\$925	\$ 2,425
Task 106 Record Drawings		4	4	16					\$2,740	\$ 82	\$ 330	\$ -	\$412	\$ 3,152
Subtotal		47	76	139					\$ 24,310	\$ 729	\$ 3,108	\$ 1,100	\$ 4,937	\$ 29,247
TOTAL BUDGET		47	76	139					\$24,310	\$ 729	\$ 3,108	\$ 1,100	\$ 4,937	\$ 29,247



2023 FEE SCHEDULE FOR
PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Engineering Technician	\$90/HR
Administrative Assistant	\$100/HR
CAD Technician I	\$118/HR
CAD Design Technician II	\$140/HR
Senior Designer	\$155/HR
Assistant Engineer I	\$125/HR
Assistant Engineer II	\$145/HR
GIS Specialist	\$150/HR
Planner	\$170/HR
Senior Planner	\$190/HR
Project Engineer I/ Senior Scientist	\$170/HR
Project Engineer II	\$180/HR
Senior Project Engineer I	\$195/HR
Senior Project Engineer II	\$200/HR
Project Manager	\$205/HR
Principal Engineer	\$230/HR
Project Director	\$255/HR


CONSTRUCTION MANAGEMENT SERVICES

Construction Inspector	\$173/HR
Assistant Resident Engineer	\$178/HR
Resident Engineer	\$196/HR
Construction Manager	\$214/HR
Principal Construction Manager	\$252/HR

Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.625/mi.

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: PETER V. SEVCIK, P.E.
DIRECTOR OF
ENGINEERING & OPERATIONS
DATE: JULY 19, 2023

**AGENDA ITEM
D-6
JULY 26, 2023**

**AUTHORIZE PURCHASE OF VEHICLE
AND AMEND FY 23-24 BUDGET**

ITEM

Authorize staff to purchase replacement vehicle and amend FY 23-24 Budget [RECOMMEND ADOPT RESOLUTION AUTHORIZING STAFF TO PURCHASE VEHICLE FROM PERRY FORD AT A COST OF \$33,201 AND AMEND FY 23-24 BUDGET].

BACKGROUND

The District's FY 2023-2024 budget allocated funding for the purchase of a vehicle for the Administration Department that will replace a 2010 Ford Ranger. The truck is at the end of its useful life.

District staff solicited a quote for a 2023 Ford Escape from a local dealer and the dealer provided the following quote:

Dealer	Total Cost
Perry Ford	\$33,201

The vehicle quoted meets the District's minimum specifications.

FISCAL IMPACT

Funding in the amount of \$30,000 was allocated in the FY 2023-2024 District budget for the purchase of a replacement vehicle. A transfer of \$3201 from reserves to Fund #110, Administration, is required.

RECOMMENDATION

Staff recommends that the Board, by motion and roll call vote, adopt Resolution 2023-XXXX, Replacement Vehicle, to:

1. Authorize staff to purchase 2023 Ford Escape from Perry Ford for total cost of \$33,201.
2. Amend FY 2032-2024 budget and transfer \$3201 from reserves to Fund #110, Administration.

ATTACHMENTS

- A. Resolution 2023-XXXX, Replacement Vehicle

JULY 26, 2023

ITEM D-6

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2023-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT AUTHORIZING PURCHASE OF
2023 ESCAPE FROM PERRY FORD AT A COST OF \$33,201
AND AMENDING FY 2023/2024 BUDGET**

WHEREAS, the District owns a 2010 Ford Ranger that is at the end of its useful life and needs to be replaced; and

WHEREAS, Perry Ford provided a fleet price quote of \$33,201 for a 2023 Ford Escape.

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

1. The above recitals and referenced findings are true and correct and incorporated herein by this reference.
2. The District's General Manager is authorized to purchase a 2023 Ford Escape from Perry Ford for \$33,201.
3. The Board authorizes transfer of \$3201 from reserves to Fund #110, Administration, to provide funding for the purchase in the FY 2023-2024 Budget.

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 26th day of July 2023.

RICHARD MALVAROSE
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND
LEGAL EFFECT:

MARIO IGLESIAS
General Manager and
Secretary to the Board

CRAIG A. STEELE
District Legal Counsel