

**CITY OF FAIRFIELD  
TASK ORDER**

**Task Order No. 3a**

**Contract:** Agreement for On-Call Design Engineering Services  
Dated April 22, 2019, pursuant to Resolution No. 2019 - 81

**Consultant:** **West Yost Associates**

**Project:** **North Bay Regional Water Treatment Plant Laboratory  
Improvement Project – Construction Phase Services**

**Scope of Work:** CONSULTANT shall provide to the CITY the services described in Exhibit "A," which consists of the proposal submitted by CONSULTANT. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit "A."

**Exhibits:**

**A. Scope of Services and Fee Estimate dated August 26, 2022**

**Fee - Dollar Amount of Task Order: Not to exceed \$111,829.00**

**City Account Code: 4560899 (10349)**

**Construction Support Services Through: December 31, 2023**



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westyost.com

August 26, 2022

SENT VIA: EMAIL

Brandan Hiltman  
North Bay Regional Water Treatment Manager  
Public Works Department, City of Fairfield  
5110 Water Works Lane  
Fairfield, CA 94533

**SUBJECT: North Bay Regional Water Treatment Plant Laboratory Improvement Project – Proposal to Provide Engineering Services During Construction**

Dear Mr. Hiltman:

West Yost is pleased to submit this proposal to provide engineering services during construction (ESDC) for the North Bay Regional Water Treatment Plant (NBRWTP) Laboratory Improvement Project (Project). Our proposed scope of work and fee for this Project are detailed in the following sections.

## **SCOPE OF WORK**

West Yost proposes to provide engineering services during construction for the Project under the following tasks:

- Task 1. Submittal Review
- Task 2. Respond to Requests for Information (RFIs)
- Task 3. Design Clarifications
- Task 4. Meetings/Site Visits
- Task 5. Project Management

Each of these tasks are described in detail below.

### **Task 1. Submittal Review**

The West Yost team will review Contractor submittals (e.g. shop drawings, product data, samples, operations and maintenance (O&M) manuals, etc.) for conformance with the design concepts and general compliance with the Contract Documents and provide review comments on a West Yost standard submittal review form. This task will also include development and maintenance of a submittal log.

The budget for this task assumes the following: the West Yost team will provide responses to up to 10 architectural submittals; 20 mechanical/HVAC/plumbing submittals; 4 electrical submittals; the

submittal review process will be conducted in PDF format; and the process will be coordinated by the Construction Manager.

#### **Task 1 Assumptions**

- The submittal review process will be coordinated by the Construction Manager

#### **Task 1. Deliverables**

- One (1) electronic copy of submittal review form and related materials for each submittal

## **Task 2. Respond to Requests for Information (RFIs)**

The West Yost team will review requests for information (RFIs) submitted by the Contractor and will provide responses to each RFI on a West Yost standard response form. This task will also include development and maintenance of a submittal log.

The budget assumes the West Yost team will provide responses to up to 22 Contractor RFIs; the RFI process will be conducted in PDF format; and the process will be coordinated by the Construction Manager.

#### **Task 2 Assumptions**

- The RFI process will be coordinated the Construction Manager

#### **Task 2 Deliverables**

- One (1) electronic copy of RFI response form and related materials for each RFI

## **Task 3. Design Clarifications**

The West Yost team will develop as-needed design clarifications and provide new or amended contract documents for inclusion in a change order. The budget for this task includes preparation of up to 5 design clarifications or change orders and includes up to 50 hours for engineering, drafting, and administrative activities.

#### **Task 3 Deliverables**

- One (1) electronic copy of design clarification memoranda and amended contract documents for each change order

## **Task 4. Meetings & Site Visits**

The West Yost team will attend regularly scheduled meetings with City staff, the Construction Manager, and Contractor's representatives. In addition, at the Construction Manager's request, the West Yost team will visit the project site to provide advice and assistance, or to answer any questions that may arise concerning design intent.

The anticipated meetings and site visits are summarized in Table 1 below. As shown, some meetings are assumed to be teleconferences and some meetings are assumed to be in-person meetings.

<b>Table 1. Anticipated Meetings &amp; Site Visits</b>					
<b>Meeting Description</b>	<b>Meeting Type</b>	<b>Frequency</b>	<b>Estimated Meeting Length</b>	<b>Total Meetings</b>	<b>Staff per Meeting</b>
Pre-Construction Meeting	In-Person	Once	4 hours (including travel time & prep)	1	1
Regular Progress Meetings	Phone Call	Bi-Weekly	1 hour	20	1
As-Needed Site Visits	In-Person	As-Needed	4 hours (including travel time & prep)	10	2

#### **Task 4 Deliverables**

- Site Visit Notes

### **Task 5. Record Drawings**

Upon completion of the project, the West Yost team will produce project record drawings. West Yost will perform this task using information provided from the Contractor’s working record drawings. Record drawings will omit the engineer’s stamp and signature.

### **Task 6. Project Management**

This task includes overall project management of scope, schedule, and budget; regular communication with City; coordination with subconsultants; quality assurance/quality control (QA/QC); and preparation of monthly progress reports and invoices.

#### **Task 7 Deliverables**

- One (1) electronic copy of progress report and invoice per month

## **ESTIMATED FEE**

Services will be performed on a time and materials basis in accordance with the West Yost team’s standard rates at the time the services are performed. The estimated fees for each task are shown in Table 2. We will not exceed the Total Estimated Fee without prior authorization from the City.

<b>Table 2. Estimated Fee by Task and Subtask</b>		
<b>Task No.</b>	<b>Task</b>	<b>Estimated Fee, dollars</b>
1.	Submittal Review	30,720
2.	Respond to Requests for Information	14,074
3.	Design Clarifications	12,775

<b>Table 2. Estimated Fee by Task and Subtask</b>		
<b>Task No.</b>	<b>Task</b>	<b>Estimated Fee, dollars</b>
4.	Meetings & Site Visits	30,692
5.	Record Drawings	9,457
5.	Project Management	14,112
<b>Design Services During Construction</b>		<b>\$111,829</b>

Thank you for providing West Yost the opportunity to be of continued service to the City of Fairfield. We look forward to working with you on this important project. Please call if you have any questions or require additional information.

Sincerely,  
WEST YOST



Bill Schilling  
Project Manager



Tim Banyai  
Treatment Business Sector Manager