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July 15, 2025

Mr. Chris Celsi
Project Manager
Napa County Public Works

Subject: **Construction Management & Inspection Services
Napa Vallejo Waste Management Construction & Demolition Facility
Project No. 17810**

Dear Mr. Chris Celsi:

MCK Americas Inc. is pleased to provide this proposal to the County of Napa Department of Public Works for construction management services during the construction phase of the Napa Vallejo Waste Management Construction & Demolition Facility Project.

Scope of Construction Management Services

1. SCOPE OF WORK

MCK will supply all personnel, materials, and equipment to provide construction management & Inspection services during the construction of the Napa Vallejo Waste Management Construction & Demolition Facility Project No. 17810. Specific responsibilities are described below.

Task 1 Construction Management and Inspection

MCK Construction manager will provide communication and accountability through all levels of designated project stakeholders. MCK will provide Engineer/Client with monthly status reports that will include photos and descriptions of work completed, planned work for the next month, issues, schedule analysis, and regular budget reporting, including actual versus anticipated against Project Cost Model, milestones reached, historical trends, and forecasted projections. MCK will diligently review contractor project payment requests before recommending approval. MCK will conduct pencil reviews and job walks with the contractor to establish allowable invoices for each period. MCK will review invoices for accuracy and compliance with all requirements for payment. MCK will provide daily inspection reports, document Field Directives, design changes and nonconformance, and prepare Monthly Report updates on the progress of the project.

MCK will monitor all construction activities for adherence to contract requirements, planned coordination and logistics plans and permit compliance. Progress will be tracked and reported daily, with additional communication to the Engineer, contractor and Client needed to limit impacts on planned activities. MCK will coordinate with the Engineer for materials testing and special inspections to be performed by the County. MCK will coordinate closely with the contractor to create a forward-looking special inspection and testing schedule and develop a log of completed inspections and their results as well as with the Engineers sampling requirements. Any issues brought to the attention of the team will be documented and discussed in the field with the team, if required a non-conformance report (NCR) will be issued to the Contractor. MCK will collaborate with the field team and/or design team to ensure swift resolution. MCK will coordinate with Engineer as needed for sampling and testing.

MCK will provide:

- Daily inspection reports
- Field Directives, design changes and nonconformance
- Track T&M work as specified in the contract documents
- Review and recommend contractor project payment requests
- Review, negotiate and recommend contractors change order requests
- Review and comment on contractor baseline schedule and monthly updates
- Prepare Monthly Report updates on the progress of the project
- Prepare NCRs as needed.

All recordkeeping of reports, logs, and contractual documentation will be administered and managed in Procore, except as otherwise directed by the Client.

Task 2 Contract Administration and Document Control

MCK will coordinate and attend progress and coordination meetings with the contractor, Engineer, and Client during construction and prepare specific agenda, prepare accurate meeting minutes to record issues, agreements and direction from the Engineer/Client. MCK will administer the RFI and submittals process, including review of the contractor's submittal log for completeness, as well as all Engineers responses to ensure accuracy for construction and to identify any potential cost and schedule impacts.

All RFI's, Submittals, Transmittals, Inspection Requests & Reports, and revisions to Plans & Specifications will be processed through Procore and disseminated between Engineer, Contractor, and Client. All correspondence from/to contractor and Engineer will go through MCK and Procore.

Task 3 Schedule and Cost Management

MCK will review all estimates and schedules and collaborate with the contractor, Engineer and the Client to incorporate recommended efficiencies and risk mitigations. MCK will work with the team to identify and document any potential risks or changes in a risk register log. MCK will review changes - contractor and design change order requests and proposed design changes - and confirm the construction schedule, activity sequences, labor and material needs, and the

potential conflicts, constraints and other real factors that may affect costs. MCK will lead change order administration and communication with Engineer and Client.

MCK will utilize specialized critical path method software, Primavera, to develop and monitor schedules. At the beginning of the project MCK will work with the contractor to establish a Baseline schedule with a logical work breakdown structure that encompasses the entire scope of work including contractual milestones as well as other important key dates. The contractor will update the baseline schedule monthly to track progress on critical and near critical activities. Each week the contractor will also provide a lookahead schedule which will be monitored against the past monthly schedule update to identify any lost time on the critical path.

MCK will maintain the Project budget to achieve an accurate project cost forecast. Issues will be discussed and resolved at regular cost meetings. MCK will generate a Forecast Cost Report to itemize soft costs such as design, administration, permitting, entitlements, construction management and construction costs including original contract value, change orders, pending change orders, allowance/exposure holds, trends and potential claims. MCK will monitor Cost and Schedule Trends which will be identified and captured into Procore. Project monthly reports comprised of data and information managed in Procore will be provided to the project team. MCK will develop mitigation measures to keep the project within the approved budget and recommend these to the team. MCK will track changes to the budget and generate budget control reports to document changes and give real-time feedback on current budget status.

Task 4 Closeout

MCK will track all Closeout items related to the job: O&M's, Warranties, Training Videos, As-Built, and so on. At Substantial Completion, these items will be shared with Engineer and Contractor.

MCK will ensure comprehensive completion and documentation of all aspects of the project scope and contract, including:

- Reconcile final costs and payments
- Lead punch walk and ensure corrections
- Extract and review as-builts for record
- Document warranties
- Ensure completion of all training
- Document proper closure of permits
- File all project documentation in Procore if chosen.

MCK estimated fees are based on the above tasks, proposed team members, hourly rates, and anticipated effort through December 2026. The duration of the assignment is from August 2025 through December 2026 with the option to extend upon request by the client. Our work will be performed on a time and material basis at the hourly rates and markups as outlined in the Contract.

We look forward to working with you and the team on this important project.
Regards,

Nate Gavzy
Executive Vice President
MCK Americas



July 14th, 2025

Mr. Nate Gazy
MCK Americas Inc.
150 Executive Park Blvd., Suite 2150
San Francisco, CA 94134

Reference: **MCK - Napa Vallejo Waste Management Authority C&D Facility
Joint Scope of Construction Management Services**

Dear Nate,

This letter is to set forth the scope of services for MCK Americas Inc. and Pound Management Inc. (PMI) to jointly provide construction management services for Napa Vallejo Waste Management Authority's (NVWMA), new Construction & Demolition Debris (C&D) Facility in American Canyon, California.

Scope of Services:

For the purposes of this scoping document, MCK and PMI will be called the Construction Managers (CM) and NVWMA will be called the Authority. Please note that PMI did briefly work with RSA+ (Design Lead) on this project but were not involved with the design or bid administration. The scope listed below describes the services to be provided upon bid award to project close-out.

- a. CM will create an overall project budget, including soft costs, permits /utilities, hard costs, contingencies, etc. for approval by the Authority. This project budget will be updated and tracked with actual costs, as accrued.
- b. CM will assist with preparing the agenda and coordinating the preconstruction kick-off meeting to coincide with the Notice to Proceed (NTP). The meeting will cover the topics presented in the contract specifications and other items related to the proper administration of the contract. CM will prepare and distribute meeting minutes.
- c. CM will create and distribute a quarterly (or other preferred duration) project report, which summarizes progress, pending issues, areas of concern and action, schedule and budget status, and progress photos. This project report will include an executive summary.
- d. CM will coordinate with the general contractor and project team to establish centralized project information storage and distribution protocols. Key time-sensitive documents such as current drawing sets / specifications, supplementary design updates, shop drawings, request for information (RFIs), as-builts, inspection reports, inspection requests, storm water pollution prevention plan (SWPPP) documents, meeting minutes, and change orders will be readily accessible, with a clear direction of actionable tasks. It is anticipated that we will utilize the construction software system, Procore. The final project digital files will be turned over to the Authority at the end of the project.

PoundManagementInc.

5800 Colby St., Oakland CA 94618 • 1427 Jefferson St., Napa CA 94559 • www.poundmgt.com

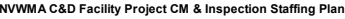
- e. CM will attend outside meetings as requested (utility agencies, Authority meetings, County meetings, American Canyon public works, etc.).
- f. CM will conduct regular owner, architect contractor (OAC) meetings per the bid specifications, with the design leads, general contractor, and Authority. Meeting minutes will be distributed after each meeting and include open issues and action items.
- g. CM will assist with coordination, as needed, between the project and the municipalities and other jurisdictions which interface with the project.
- h. CM has included a prevailing wage compliance subconsultant to assist with review of contractor payroll and compliance with State regulations.
- i. CM will coordinate the contractor's submittals, RFI's, substitution requests, and change orders. We will review and forward them to the design team to be acted upon promptly. All submittals, RFIs, substitution requests, and change orders are logged and tracked in Procore. The status of these documents will be agenda items at the weekly OAC meetings.
- j. The CM will assist the Authority's staff in response to the needs of the project.
- k. CM will create and maintain with input from the general contractor and design team, an overall project schedule. We will monitor progress and proactively manage the project's team to stay in conformance to the project schedule.
- l. CM will review and recommend approval of contractor's applications for payment and track lien releases.
- m. CM will review, document, and make recommendations for approval of change orders to the Authority.
- n. CM will review with collaboration of the design team, the testing documentation required for contract compliance. CM will also assist with the fire marshal, building department, and any other code enforcement authorities to help ensure an orderly and timely project close-out.
- o. CM will coordinate the project close-out tasks, including scheduling of training sessions, managing the receipt and turnover of required attic stock, operation and maintenance manuals (O&M's), and warranty documents.
- p. CM in collaboration with the Authority and design team, prepare a project punchlist. CM will further estimate the value of the punchlist items to be used to establish the appropriate amount of contractor retention pending completion of the punchlist work.
- q. CM will review the contractor's as-builts with the design team and Authority. A consolidated set will be turned over to the Authority at the end of the project.
- r. CM will review any outstanding dispute items at the completion of the project and make clear recommendations to the Authority as to appropriate action or potential resolution parameters.

Sincerely,

Sean Grinnell
Pound Management Inc. (PMI)

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|---|------------------------|
| Total Proposed T&M Budget | \$ 1,166,495.19 |
| Direct rates have been escalated 4% per year | |
| Assumes 400 working day schedule | |
| Assumes shared trailer/work space | |
| Rates include mileage, computers, phone, standard equipment | |