

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS  
**MEETING DATE(S):** MARCH 14 & 18, 2024  
**FROM:** ERIC WECK, P.E., ENGINEERING MANAGER  
**FOR:** ACTION  X  DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_



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## NOTICE OF ACCEPTANCE OF THE SUPPLEMENTAL ENVIRONMENTAL PROJECT

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### STAFF RECOMMENDATION

Board acceptance of the Supplemental Environmental Project as complete and authorize the release of retention money<sup>2</sup> held for R.E. Chaffee Construction, Inc., in the amount of \$19,543.85, thirty-five days after filing the Notice of Completion (NOC).

### SUMMARY

On September 19, 2023, MSWD awarded the Supplemental Environmental Project (SEP) to R.E. Chaffee Construction, Inc. in the amount of \$429,964.70 (including a 10% contingency). The project scope consisted of the connection of 21 properties to the District’s existing sewer service, and abandonment of 21 septic tanks.

### ANALYSIS

The SEP project is a septic to sewer conversion project to mitigate the potential of groundwater impacts from existing septic systems. 21 properties were selected based on their proximity to existing wells and the feasibility to have them connected to the existing sewer collection systems that are currently in place. R.E. Chaffee Construction, Inc. was the lowest responsive bidder and submitted a bid in the amount of \$390,877. After construction was completed, the final construction cost was \$390,877.00, as there were no Contract Change Orders necessary to adjust the project scope. Pursuant to the Public Contract Code, 5% of the invoice amount is withheld from the Contractor and is returned 35 days after the Notice of Completion is filed with the County of Riverside. The amount of retention to be returned to the Contractor is \$19,543.85.

### FISCAL IMPACT

The final construction contract costs for the project is \$390,877.00, which includes the 5% retention.

### ATTACHMENTS

Notice of Completion – R.E. Chaffee, Inc.  
Contract – R.E. Chaffee, Inc.

FINANCIAL DATA		
Cost Associated with this action:	\$0	
Current FY cost:	\$390,877	
Future FY cost:	\$0	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Operations	
BID/Job#	870/11732	
Current BID/Job balance	\$544,000	
Balance remaining if approved:	\$153,123	