

**County of El Dorado – Department of Transportation
Task Order Form**

Contract #	Task Order #	Amendment #
8049	01	N/A
Project #	ORG #	Contract Administrator
Various	3620200	Rafael Martinez
Not-to-Exceed Amount*	Expiration Date	Prepared By
1,000,000	See Below	Matt Gourley
Federal Provisions YES NO X		State Provisions YES NO X

Administration Use ONLY		
	Admin Staff	Date
Budget Verified:	Chase Hilbert	2/27/2025

Consultant Name:	Ghirardelli Associates, Inc.		
Contract Title:	As-Needed Construction Inspection Services		
Task Order Name:	Construction Support Services for Various Utility Permits		
Scope of Work:	See attached pages.		
Additional Provisions:	No Federal Provisions required.		
List Authorized Sub-Consultants:	If subconsultants' services are required for a work assignment, the details will be specified by County's Contract Administrator in each work assignment.		
Deliverables:	See attached pages 3 through 6.		
Term:	Start Date: Upon Execution	Expiration Date:	The earlier of Task Order Completion or Contract Expiration

The parties indicated herein have executed this Task Order on the dates written below. This Task Order may be executed in one or more counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument.

Department of Transportation Signatures:		- - Ghirardelli Associates, Inc. - -	
_____ John Kahling, P.E. Assistant Director, Engineering Contract Administrator	_____ Date	_____ Raewyn Butcher Vice President	_____ Date
_____ Rafael Martinez Director, Department of Transportation	_____ Date	NOTES: 1. This form is intended as a guide to identify minimum requirements of a Task Order. Task Orders must also be compliant with the provisions of the contract. 2. Where a Task Order cannot be accommodated on this form; use as a cover (noting "See Attached" in the appropriate spaces above) to provide accounting codes, Admin authorization and signatures. Any substitute format must include all elements of this form for each item of work. * The not-to-exceed amount for this Task Order is based upon the attached Task Order Budget Form, which form is incorporated herein and made by reference a part hereof.	
_____ George Turnboo Chair, Board of Supervisors	_____ Date		

Ghirardelli Associates, Inc.

**Construction Inspection Service for Various Utility Permits
Task Order #8049-01**

In accordance with ARTICLE I, Scope of Services, of Agreement for Services #8049 (Agreement), between the County of El Dorado (COUNTY) and Ghirardelli Associates, Inc. (CONSULTANT), CONSULTANT shall accomplish the work described below in this Task Order #8049-01.

PRICE / COST

Billing rates for the services performed under this Task Order shall be in accordance with the terms and conditions of the Agreement. The not-to-exceed amount for this Task Order is \$1,000,000.00. No payment will be made for any work performed under this Task Order #8049-01 prior to the effective date of this Task Order or beyond the earlier of the expiration date of this Task Order or expiration or termination of the underlying Agreement.

INVOICES

Invoices pertaining to the services described herein shall be submitted in accordance with the requirements of ARTICLE V, Allowable Costs and Payments, of the Agreement, shall include sufficient documentation to support CONSULTANT's charges for the work performed, and shall identify the Work Order number; the above designated Task Order, #8049-01; and Agreement for Services #8049.

DELIVERABLES

Unless otherwise indicated below, and notwithstanding any other provision of this Agreement to the contrary, CONSULTANT shall submit electronic copy deliverables via email to COUNTY's Contract Administrator. All deliverables shall be prepared and submitted in accordance with the deliverable requirements of ARTICLE I, Scope of Services, of this Agreement.

Unless otherwise directed by COUNTY's Contract Administrator, the files for the Project shall be located at CONSULTANT's temporary office location which will be provided by COUNTY at COUNTY's Department of Transportation, Headington Road location.

BACKGROUND/OVERVIEW:

COUNTY needs assistance with Utility Inspections at various locations in El Dorado County. CONSULTANT shall perform as-needed construction inspection services for various utility projects, which may include the following services at a minimum:

SCOPE OF WORK:

Item of Work A. Pre-Construction Meetings

Attend pre-construction meetings as COUNTY's representative. Such meetings are typically held at each project site and are organized, permittee, or their contractor. During the meeting, discussed items typically include the following: COUNTY requirements for construction standards, practices and methods, specifications and requirements, project communication lines, utilities, and materials testing. Obtain and file the agenda, minutes and attendees list.

Deliverables: CONSULTANT shall submit the agenda, minutes and attendees list to the COUNTY via email within two (2) business days after the meeting.

Item of Work B. Construction Inspection for Utility Permits

1) Construction Inspection:

Utilize on-site inspectors to check the quality of the work performed by the permittee, permittee's construction contractor, and any subcontractors. Ensure the permittee, the permittee's construction contractor, and subcontractors, work is in compliance with the approved Utility Plans, associated agreements and Standards and Specifications. Items to be inspected shall include at a minimum, construction materials, methods, techniques, and sequences. The on-site inspectors shall prepare Daily Inspection Reports each day that the permittee, the permittee's construction contractor, or subcontractors works on-site. The Daily Inspection Reports shall document items including at a minimum:

- a. The date and the day of the week
- b. Weather conditions
- c. Specific times that on-site inspector was on-site (e.g., 7:30 a.m. - 11:30 a.m.; 12:30 p.m. - 4:00 p.m.)
- d. Narrative section that includes all pertinent observations and discussions that occurred that day, a general description of the work performed that day, and lists and locations of the construction contract work found to be in conformance with the standards, and those found to be out of conformance with the standards that day.
- e. Documentation of discussions held with superintendents, foremen, lead workers, permittee(s), or permittee's engineer or construction manager regarding the project progress, quality, or compliance with permit and regulatory requirements.

Notify the permittee or permittee's construction contractor daily of deficiencies found in materials and workmanship that construction contractor shall remedy. Maintain a list of deficiencies to be updated weekly, showing date of discovery of the deficiency, date of notification to contractor, and date of remedy.

Notify COUNTY immediately by phone or email of any critical construction quality issue, which the permittee, permittee's contractor, or subcontractor fails to remedy or agrees to remedy within a reasonable time period.

Deliverables: CONSULTANT shall complete a Daily Inspection Report form for each day's work on the project and email to the COUNTY at the end of each workday.

CONSULTANT shall maintain and update weekly the deficiency list and email it to the COUNTY by end of business every Monday.

2) As-Built Plans:

During construction, CONSULTANT shall compile as-built drawings by making notes and sketches on a set of project plans, provided by County, that show changes made to the plans. Incorporate changes to project plans either by making notes and sketches on the as-built plans by hand or electronically using appropriate file formats.

Deliverables: CONSULTANT shall keep as-built plans on file in the Project files.

3) Digital Photography:

CONSULTANT shall take digital photographs of the site during the progression of work on a daily basis.

Deliverables: CONSULTANT shall place digital photographs on the daily reports.

Item of Work C. Construction Administration

1) Records Maintenance

Maintain project files in an organized, efficient, logical manner that is consistent with COUNTY's directives.

Deliverables: CONSULTANT shall ensure that all project filing is performed on at least a weekly basis, or on a frequency agreed to by COUNTY, except filing that will be required on a more frequent basis when specified elsewhere in this Scope of Work or elsewhere in the Agreement.

2) Correspondence

When directed by COUNTY, prepare project correspondence including at a minimum, letters, emails, memoranda, and reports sent to all project stakeholders including at a minimum, permittee, permittee's engineer or contractor, and local businesses.

Deliverables: When requested by COUNTY, CONSULTANT shall provide copies of any project correspondence to COUNTY via email, as directed by COUNTY. CONSULTANT shall place hard copies of all correspondence in the project files within one (1) business day of creating or receiving such correspondence.

3) Periodic Meetings with Permittee, and/or Construction Contractor

When directed by COUNTY, attend meetings as COUNTY's representative, with the permittee or permittee's construction contractor on a regular basis. Take notes for each meeting and obtain agendas and/or minutes prepared by permittee, or their construction contractor, if available. Items covered at each meeting shall include, but not be limited to, upcoming schedule, status of submittals, CCOs, requests for information (RFIs), current issues on the project, and overall progress of the project. May invite other stakeholders to the meetings when appropriate.

Deliverables: CONSULTANT shall email meeting agendas and minutes as prepared by developer, permittee, or their construction contractor, if available, and CONSULTANT's meeting minutes to the COUNTY within two (2) business days after each meeting date.

4) Special Coordination Meetings

When circumstances warrant, or at the direction of COUNTY, facilitate and/or attend special meetings to discuss items including, but not limited to, special construction activities, permit regulatory issues, construction impacts on traffic, adjacent properties and local businesses, coordination with utility companies, and scheduling of road closures. Generate a meeting agenda and minutes for each meeting.

Deliverables: CONSULTANT shall submit the meeting agendas to COUNTY via email within two (2) business days before each meeting date. CONSULTANT shall email copies of the agenda and meeting minutes to the COUNTY within two (2) business days after each meeting date.

5) Safety and Regulatory Oversight

Provide safety and regulatory oversight of utility projects to ensure compliance with Construction Safety Orders (CSOs) and typical safe jobsite practices, applicable regulatory requirements, including, but not limited to: permits related to Water Pollution Control and Dust Control, California Department of Fish and Wildlife Streambed Alteration Agreement(s), U.S. Army Corps of Engineer's Waters of the U.S. Permits, Stormwater Pollution Prevention Plans (SWPPP), and Water Quality Certifications.

Upon consultation with and direction from COUNTY, inspector shall issue a correction notice or stop work notice on behalf of COUNTY for violations of the terms and conditions of any applicable regulatory requirement; permit; Agreement(s); or COUNTY's Codes, Ordinances, Resolutions or regulations.

Deliverables: CONSULTANT shall notify via email COUNTY at the end of each day of any violations of CSOs and applicable regulatory requirements. This notification shall contain a detailed description of the nature and extent of the violation.

Upon consultation with and direction from COUNTY, CONSULTANT inspector shall issue a correction notice or stop work notice on behalf of COUNTY for violations of the terms and conditions of any applicable regulatory requirement; permit; Agreement(s); or COUNTY's Codes, Ordinances, Resolutions or regulations.

6) Project Closeout

In accordance with COUNTY's directives, perform project closeout duties including, but not limited to, the following:

- a. Completion of as-built plans.
- b. Completion of project Construction punch list and follow-up inspections to ensure completion of punch list items.
- c. Recommendation to COUNTY that the project is complete and ready for acceptance.

Deliverables: CONSULTANT shall email all data and correspondence pertaining to project closeout in the project files to the COUNTY within five (5) business days of creating or receiving such data or correspondence. CONSULTANT shall hand deliver one (1) complete hard copy of as-built plans to COUNTY within sixty (60) calendar days of final acceptance of project. CONSULTANT shall email the punch list and Subdivision Checklist to COUNTY within one (1) week of completion. CONSULTANT shall email the recommendation for acceptance to COUNTY along with the completed Subdivision Checklist.

Ghirardelli Associates, Inc.

Task Order Budget Form

Task Order #8049-01

Item of Work	Description
Item of Work A	Pre-Construction Meetings
Item of Work B	Construction Inspection for Utility Permits
Item of Work C	Construction Administration

Total Proposed Task Order Budget \$1,000,000.00

The not-to-exceed amount for this Task Order is \$1,000,000.00. In the performance of the scope of work to be provided in accordance with this budget, CONSULTANT may allocate costs among the items of work as needed. In no event shall the not-to-exceed amount of the Task Order be exceeded.