

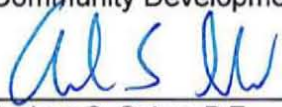

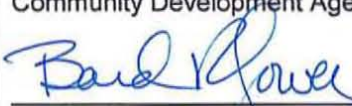
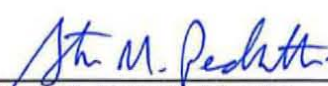
**County of El Dorado – Community Development Agency, Transportation Division  
Task Order Form**

<b>Contract #</b>	<b>Task Order #</b>	<b>Amendment #</b>
126-S1611	01	N/A
<b>Project #</b>	<b>Index #</b>	<b>Contract Administrator</b>
Various	301100	Bard R. Lower
<b>Not-to-Exceed Amount*</b>	<b>Expiration Date</b>	<b>Prepared By</b>
\$250,000	See Below	Teresa Russell
<b>Federal Provisions</b>	YES ___	NO <u>X</u>

Administration Use ONLY		
	Admin Staff	Date
Budget Verified:	Laura F.	12/01/2015

<b>Consultant Name:</b>	Ghirardelli Associates, Inc.
<b>Contract Title:</b>	On-Call Construction Support Services
<b>Task Order Name:</b>	Construction Support Services for Various Subdivisions, Permits, and Developer Driven Construction Projects.
<b>Scope of Work:</b>	See attached pages 3 through 8.
<b>Additional Provisions:</b>	No Federal Provisions required.
<b>List Authorized Sub-Consultants:</b>	If subconsultants' services are required for a work assignment, the details will be specified by County's Contract Administrator in each work assignment.
<b>Deliverables:</b>	See attached pages 3 through 8.
<b>Term:</b>	<b>Start Date:</b> Task Order Execution <b>Completion Date:</b> Contract Expiration

*The parties indicated herein have executed this Task Order on the dates written below. No payment will be made for any work performed prior to the effective date of the Task Order. 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.*

Community Development Agency Signatures:  Andrew S. Gaber, P.E. Deputy Director, Development, Right-Of-Way and Environmental Unit and Task Order Manager Community Development Agency Date: 1/6/2016	-- Ghirardelli Associates, Inc. --  Randall Bruner Vice President Date: 1/4/16
 Bard R. Lower Transportation Division Director And Contract Administrator Community Development Agency Date: 1/7/16	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 <u>must</u> 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 Cost Proposal form, which form is incorporated herein and made by reference a part hereof.
 Steven M. Pedretti, Director Community Development Agency Date: 1/7/16	



## **Ghirardelli Associates, Inc.**

### **Construction Support Services for Various Subdivision, Permits, and Developer Driven Construction Projects**

#### **Task Order Number 126-S1611-01**

In accordance with Agreement for Services #126-S1611 (Agreement) between the County of El Dorado (County) and Ghirardelli Associates, Inc. (Consultant), Consultant shall accomplish the work described below in this Task Order, #126-S1611-01

#### **TASK ORDER DESCRIPTION**

Consultant shall implement the Items of Work detailed in the Scope of Work below, in accordance with all of the terms and conditions, including the reporting and deliverable requirements, of the Agreement. The Items of Work shall consist of pre-construction services, construction inspection, construction administration, construction engineering, safety and regulatory oversight, project closeout, and other activities specifically in support of subdivision, permit, and developer construction projects on an as-requested basis when time and service constraints do not allow County to do so.

The specific services for each assignment shall be determined at a pre-service meeting, telephone conference or by email between Consultant and County's Task Order Manager (TO Manager) to discuss the needs; applicable standards; required deliverables; specific Consultant staff; subconsultants, if required; project charge to number; and estimated costs associated with each specific service on an item-by-item basis. At the conclusion of the pre-service meeting, telephone conference or email exchange, TO Manager will provide Consultant with verbal authorization to proceed. TO Manager shall follow up the verbal authorization to proceed in the form of an email, to Consultant with the specific services to be performed, based on rates as identified in Exhibit B, Rate Schedule, of the Agreement.

If changes in the Scope of Work of this Task Order are required, an amendment to this Task Order must be approved in writing and executed by the Community Development Agency Director and Consultant.

County's Contract Administrator (County CA) is Bard R. Lower, Director, Transportation Division and his address is 2850 Fairlane Court, Placerville, CA 95667, the email address is [bard.lower@edcgov.us](mailto:bard.lower@edcgov.us), and the telephone number is 530.621.7533.

County's TO Manager is Andrew S. Gaber, P.E. and his address is 2850 Fairlane Court, Placerville, CA 95667, the email address is [andrew.gaber@edcgov.us](mailto:andrew.gaber@edcgov.us), and his telephone number is 530.621.5932.

#### **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 **\$250,000.00**. No payment will be made for any work performed prior to the effective date of this Task Order, #126-S1611-01, or beyond the expiration date of the Task Order.

## **INVOICES**

Invoices pertaining to the services described herein shall be prepared and submitted in accordance with the terms and conditions of the Agreement and shall include sufficient documentation, including personnel classifications, hours and charges to support Consultant's charges for the work performed and shall identify the appropriate project number, the subdivision project number, permit number, or developer project name, as applicable, the above-designated Task Order #126-S1611-01 and the Agreement for Services #126-S1611.

## **SCOPE OF WORK**

### **Item of Work A. Pre-Construction Services**

In accordance with County directives Consultant shall perform pre-construction activities including, but not limited to, the following:

#### **1) Pre-Construction Meeting:**

Consultant shall attend a pre-construction meeting as County's representative. Such meetings are typically held at each project site and are organized by developer or developer's contractor. During the meeting, Consultant's Inspector shall discuss items including, but not limited to, the following: County requirements for construction standards, practices and methods, specifications and requirements, project communication lines, utilities, materials testing, and contract change order procedures. Consultant shall obtain and file the agenda, minutes and attendees list.

**Deliverables:** Consultant shall submit the agenda, minutes and attendees list to the TO Manager, or designee, via email within two (2) days after the meeting. Consultant shall place hard copies of the agenda, minutes, and attendee list in the project files within two (2) days after the meeting.

#### **2) Subdivision Checklist Pre-Construction Items**

County will provide Consultant with a Subdivision Checklist. Consultant shall verify items one through eight on the Subdivision Checklist have been completed.

Consultant shall complete the Subdivision Checklist and email the completed Subdivision Checklist to County.

**Deliverables:** Consultant shall email the completed Subdivision Checklist to TO Manager, or designee, and place a hard copy of the Subdivision Checklist in the project files within one (1) week of the pre-construction meeting and prior to start of any work on the project.

## **Item of Work B. Construction Inspection**

In accordance with County directives Consultant shall perform construction inspection activities including, but not limited to, the following:

### **1) Construction Inspection:**

Consultant shall utilize on-site inspectors to check the quality of the work performed by developer's construction contractor, any subcontractors and any utility companies. Consultant shall ensure developer's construction contractor, subcontractors, and utility company work is in compliance with the approved Subdivision Plans and associated agreements (Subdivision Improvement Agreement, Subdivision Grading Agreement, or Road Improvement Agreement), applicable County Codes, Ordinances, Resolutions and regulations, the State of California Standard Plans and Standard Specifications (edition to be designated on the Subdivision Plans), and sound construction practice.

Items to be inspected shall include, but shall not be limited to, construction materials, methods, techniques, and sequences. The on-site inspectors shall prepare Daily Inspection Reports each day that the developer's construction contractor, subcontractors, or utility company works on site. The Daily Inspection Reports shall document items including, but not limited to, the following:

- a. The date and the day of the week
- b. Weather
- c. Specific times that Consultant's 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, developer(s) or developer's Engineer regarding the project progress, quality, or compliance with regulatory requirements.

Consultant shall notify the developer's construction contractor daily of deficiencies found in materials and workmanship that developer's construction contractor shall remedy. Consultant shall 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.

Consultant shall notify TO Manager, or designee, immediately by phone or email of any critical construction quality issue, which the contractor, subcontractor, utility company, or developer 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 place the completed originals of the previous week's Daily Inspection Reports in the project files before noon every Monday.

Consultant shall maintain and update weekly the deficiency list and place it in the project files before noon every Tuesday.

**2) As-Built Plans:**

During construction, Consultant shall compile as-built plans by making notes and sketches on a set of project plans, which will be provided to Consultant by County, that show changes made to the contract plans that did not require CCOs. In addition, Consultant shall incorporate changes implemented by CCOs into the contract plans by making notes and sketches on the as-built plans or by placing supplemental or replacement sheets included with the CCOs directly into the as-built plans.

**Deliverables:** Consultant shall keep as-built plans on file in the project files.

**3) Digital Photography:**

Consultant shall take digital photographs of the progression of work on a daily basis.

**Deliverables:** Consultant shall place digital photographs on a Consultant-provided USB 2.0 jump drive on a weekly basis and keep the jump drive in the project files. As an alternative, the Consultant may establish an account with a commercial data storage provider or File Transfer Protocol (FTP) site, and provide access to such account to TO Manager, or designee.

**Item of Work C. Construction Administration**

In accordance with TO Manager's directives, Consultant shall provide construction administration services including, but not limited to, the following:

**1) Records Maintenance:**

Consultant shall maintain project files in an organized, efficient, logical manner that is consistent with TO Manager's directives.

**Deliverables:** Consultant shall ensure that all project filing is performed on at least a weekly basis, 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 TO Manager, or designee, Consultant shall prepare project correspondence including, but not limited to, letters, emails, memoranda, and reports sent to all project stakeholders including, but not limited to, developer, developer's engineer or contractor, and local businesses.

**Deliverables:** When requested by TO Manager, Consultant shall provide copies of any project correspondence to TO Manager, or designee, via email or fax, as directed by TO Manager. Consultant shall place hard copies of all correspondence in the project files within one (1) day of creating or receiving such correspondence.

**3) Periodic Meetings with Developer and/or Construction Contractor:**

Consultant shall attend meetings as County's representative, with developer's construction contractor on a regular basis. Consultant shall take notes for each meeting and obtain agendas and/or minutes prepared by developer or developer's 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. Consultant may invite other stakeholders to the meetings when appropriate.

**Deliverables:** Consultant shall place developer or developer's construction contractor prepared meeting agendas and minutes, if available and Consultant's meeting minutes in the project files within two (2) working days after each meeting date.

**4) Special Coordination Meetings:**

When circumstances warrant, or at the direction of TO Manager, or designee, Consultant shall 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. Consultant shall generate a meeting agenda and minutes for each meeting.

**Deliverables:** Consultant shall submit the meeting agendas to TO Manager, or designee, via email within two (2) working days before each meeting date. Consultant shall place hard copies of the agenda and meeting minutes in the project files within two (2) working days after each meeting date.

**5) Submittal Management:**

As submittals are received by Consultant from developer, developer's Engineer or construction contractor, Consultant shall enter information for each submittal into a submittal log including, but not limited to, date received, submittal description, party responsible for review, response due date, actual response date, and submittal approval/rejection status. When Consultant is not responsible for submittal review, Consultant shall perform an initial review for submittal completeness and then forward the submittal to the party responsible for review of the submittal, or return it to developer, developer's Engineer or construction contractor for modification and resubmittal. When Consultant is



responsible for submittal review, Consultant shall review the submittal and respond in a timely manner consistent with the construction contract documents, TO Manager's directives and the current edition of the *Caltrans Construction Manual*.

**Deliverables:** Consultant shall place all data pertaining to submittals (including, but not limited to, submittals, analysis data or calculations, correspondence, and a copy of the submittal log) in the project files within five (5) working days of creating or receiving such data. Consultant shall review the submittals and when Consultant is responsible for submittal review, Consultant shall respond via email or letter (as appropriate and as directed by TO Manager, or designee) within the timeframes contained in the Caltrans Standard Specifications. When Consultant is not responsible for submittal review, Consultant shall perform an initial review for submittal completeness, log the submittal, and forward it to the party responsible for review of the submittal for modification and resubmit within one (1) working day of receipt of the submittal.

#### **Item of Work D. Construction Engineering**

Consultant shall provide construction engineering services including, but not limited to, the following:

- 1) Overhead sign shop drawing and erection plan review, analysis, and responses to developer's Engineer or construction contractor.
- 2) Shoring and excavation plan review, analysis, and responses to developer's Engineer or construction contractor. Analysis and review of temporary and finished elevations.
- 3) Analysis and review of CCOs proposed by the developer's Engineer or construction contractor.
- 4) Analysis of Portland cement concrete and hot mix asphalt mix designs, aggregate base test data and other material data to ensure compliance with County Standards and the Standard Specifications.
- 5) Shop drawing and working drawing review and analysis.
- 6) Review of falsework or other temporary construction related engineering systems submitted by developer's construction contractor.

**Deliverables:** Consultant shall place all data, calculations, and correspondence pertaining to construction engineering in the project files within five (5) working days of creating or receiving such data, calculations, or correspondence.

#### **Item of Work E. Safety and Regulatory Oversight**

Consultant shall provide safety and regulatory oversight of subdivision construction 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 Game Streambed Alteration Agreement(s), U.S. Army Corps of Engineer's Waters of the U.S. Permits, and Water Quality Certifications.

**Deliverables:** Consultant shall notify TO Manager, or designee, 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 TO Manager, or designee, 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.

#### **Item of Work F. Project Closeout**

In accordance with TO Manager's directives and the current edition of the *Caltrans Construction Manual*, Consultant shall perform project closeout duties including, but not limited to, the following:

- 1) Completion of as-built plans.
- 2) Completion of project Construction punch list and follow-up inspections to ensure completion of punch list items.
- 3) Completion of County's Subdivision Checklist and notification / correspondence with TO Manager, or designee, developer and developer's Engineer and/or Contractor as to status of complete and incomplete items.
- 4) Recommendation to TO Manager that the project is complete and ready for acceptance.

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



# Ghirardelli Associates, Inc.

## Cost Proposal\*

### Task Order #126-S1611-01

#### Scope of Work

Item of Work A.	Pre-Construction Services	\$	-
Item of Work B.	Construction Inspection	\$	240,000.00
Item of Work C.	Construction Administration	\$	5,000.00
Item of Work D.	Construction Engineering	\$	-
Item of Work E.	Safety and Regulatory Oversight	\$	-
Item of Work F.	Project Closeout	\$	5,000.00
		Labor Total	\$ 250,000.00
		<b>Total Costs</b>	<b>\$ 250,000.00</b>

\*All expenses and their distribution among Items of Work are estimates only. This Cost Proposal represents the composition of the total not-to-exceed budget for this Task Order. In the performance of the scope of services to be provided in accordance with this budget, Consultant may request to reallocate the expenses listed herein among the various Items of Work identified herein, subject to County CA's written approval. In no event shall the total not-to-exceed amount of the Task Order be exceeded.