




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

Contract #	Task Order #	Amendment #
7825	01	N/A
Project #	Index #	Contract Administrator
Various	3610100	Rafael Martinez
Not-to-Exceed Amount*	Expiration Date	Prepared By
\$420,000	See Below	Matt Gourley
Federal Provisions		State Provisions
YES X NO		Yes X NO

Administration Use ONLY		
	Admin Staff	Date
Budget Verified:	Stephanie Lisius	10/19/2023

Consultant Name:	Dewberry Engineers, Incorporated		
Contract Title:	On-Call Construction Management Support Services		
Task Order Name:	Construction Management Support Services for Oak Hill Road at Squaw Hollow Creek Bridge Replacement Project (36105031), Pedestrian Safety Improvement (36105061), & Sight Triangle Project (36105062)		
Scope of Work:	See attached pages 2 through 5.		
Additional Provisions:	State and Federal Provisions are Required.		
List Authorized Sub-Consultants:	Webster Engineering		
Deliverables:	See attached pages 2 through 7.		
Term:	Start Date:	Task Order Execution	Expiration Date: Task Order Completion

The parties indicated herein have executed this Task Order on the dates written below, the latest of which shall be deemed to be the effective date of this Task Order. No payment will be made for any work performed prior to the effective date of the Task Order. Unless otherwise indicated, receipt of this executed Task Order is your Notice to Proceed with the work specified herein. 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.

<p>Department of Transportation Signatures:</p>  _____ John Kapling Deputy Director, Engineering and Task Order Manager Date <u>10/30/23</u>	<p align="center">- - Dewberry Engineers, Incorporated - -</p>  _____ Howard Zabell Vice President Date <u>10/26/2023</u>
 <small>Rafael Martinez Nov 6, 2023 12:49 PST</small> _____ Rafael Martinez Director of Transportation and Contract Administrator Date <u>11/06/23</u>	<p>NOTES:</p> <p>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.</p> <p>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.</p> <p>* The not-to-exceed amount for this Task Order is based upon the attached Task Order Budget, which form is incorporated herein and made by reference a part hereof.</p>

Dewberry Engineers, Incorporated

Task Order #7825-01

**Construction Management Support Services for
Oak Hill Road at Squaw Hollow Creek Bridge Replacement Project and
Pedestrian Safety Improvement / Sight Triangle Project**

In accordance with Article I, Scope of Services and Exhibit A, Scope of Work, of Agreement for Services 7825, between the County of El Dorado (COUNTY) and Dewberry Engineers, Inc. (CONSULTANT), CONSULTANT shall accomplish the work described in this Work Order #7825-01.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION:

The County has established a DBE goal of 6% for this Work Order. CONSULTANT shall comply with all requirements in 49 CFR 26 as well as the attached Exhibit 10-I "Notice to Proposers DBE Information."

BACKGROUND/OVERVIEW:

COUNTY proposes to construct the following projects as represented in the COUNTY's 2023 Capital Improvement Program:

- 1.) Project 36105031: Oak Hill Road at Squaw Hollow Creek – Bridge Replacement Project
- 2.) Project 36105061: Intersection Safety/Pedestrian Safety Improvement – Oriental, Church, Racquet, & Pleasant Valley
- 3.) Project 36105062: Intersection Safety/Sight Triangle Improvement

In order to comply with state and federal regulations during the completion of repairs to the Project, CONSULTANT shall perform various construction management support services for the projects listed above as detailed in the Scope of Work below.

SCOPE OF WORK

CONSULTANT shall perform construction support services, as needed, for the Project described above consisting of the tasks and Items of Work described below.

Item of Work A. Construction Inspection

In accordance with COUNTY directives, the current editions of the *Caltrans Construction Manual*, and the *Caltrans Bridge Construction Records and Procedure Manual*, CONSULTANT shall perform construction inspection activities including, but not limited to, the following:

1) Construction Inspection:

CONSULTANT shall check the quality and quantity of the work performed by COUNTY's construction contractor, any subcontractors, and any utility companies.

CONSULTANT shall ensure construction contractor, subcontractors, and utility company compliance with the construction contract documents, copies of which will be provided to CONSULTANT by COUNTY. 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 COUNTY'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. Labor (names of personnel, names of their respective companies, and their respective labor classifications)
- c. Equipment (type, make, model, company that owns or is using the equipment, and the construction contractor's or subcontractor's equipment identification number)
- d. Weather
- e. Number of hours that labor and equipment were used on respective contract Items of Work
- f. Number of hours that labor and equipment were used on respective Contract Change Orders (CCOs)
- g. Number of hours that labor and equipment were idle
- h. Specific times (e.g., 7:30 a.m. – 11:30 a.m., 12:30 p.m. – 4:00 p.m.) that CONSULTANT's inspector was on site
- i. 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 item quantities constructed that day

Deliverables: CONSULTANT shall provide the Daily Inspection Report form to COUNTY's Contract Administrator for review and approval prior to utilization. CONSULTANT shall place the completed originals of the previous week's Daily Inspection Reports in the Project files before noon every Monday.

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 site before and after construction, and also during the progression of work on a daily basis.

Deliverables: CONSULTANT shall place digital photographs on a USB drive and provide to COUNTY on a weekly basis. CONSULTANT shall place copies of the digital photographs on a USB drive and place the USB drive in the Project files upon completion of Project.

4) Water Pollution Control

CONSULTANT shall provide water pollution control services including, but not limited to, the following:

- a. CONSULTANT shall ensure construction contractor compliance with all water pollution control requirements, including but not limited to requirements in the contract documents, the Construction General Permit (CGP) issued by the State Water Resources Control Board, and all Project specific permits.
- b. CONSULTANT shall ensure construction contractor compliance with Contractor's accepted Storm Water Pollution Prevention Plan (SWPPP) or Water Pollution Control Program (WPCP). CONSULTANT shall ensure that any updates to construction contractor's accepted SWPPP or WPCP are submitted, reviewed, and approved in accordance with the requirements in the construction contract documents.
- c. CONSULTANT shall perform inspections of the construction contractor's SWPPP measures deployed at the Project site in accordance with the intervals described in the construction contract documents and in accordance with the CGP. CONSULTANT shall coordinate inspections by State and Federal regulatory agencies at the Project site whenever such agencies request inspections.

Item of Work B. Construction Administration and Engineering

CONSULTANT shall provide construction administration and engineering services including, but not limited to, the following:

- 1) Document pre-construction conditions using digital photographs and video recordings. The documentation shall encompass the entire Project site and any off-site areas that may be affected by Project construction, with special attention given to environmentally sensitive areas and areas where private property meets COUNTY or State property. CONSULTANT shall provide a digital camera for both still and video.
- 2) Excavation plan review, analysis, and responses to COUNTY's construction contractor.
- 3) Calculation, analysis, and review of temporary and finished elevations.
- 4) Analysis of formwork designs and systems, including falsework.
- 5) Calculation of joint seal widths.

- 6) Development, analysis, negotiation, and review of revisions to construction contract documents for incorporation into contract change orders (CCOs).
- 7) Prepare CCOs for COUNTY approval and execution.
- 8) Prepare Project correspondence including, but not limited to, letters, emails, memoranda, and reports sent to all Project stakeholders including, but not limited to, construction contractor, environmental consultant, and local businesses.
- 9) Facilitate meetings with the construction contractor, COUNTY, and other interested parties on a weekly basis while the projects are in active construction. Prepare and distribute agendas and minutes for each meeting. Items covered at each meeting shall include, but not be limited to: three-week look-ahead schedule, status of submittals, CCOs, requests for information (RFIs), current Project issues, overview of schedule performance, safety issues, scheduling of materials testing, survey staking, and overall Project progress.
- 10) Ensure the construction contractor compliance with all schedule requirements contained in the construction contract documents including review and approval of the Contractor's Baseline Schedule. CONSULTANT shall perform technical review of the Contractor's Baseline Schedule, update schedules, as-built schedules, time impact analyses, and any other construction contractor submittals related to schedule. Monitor and review the construction contractor's progress relative to the construction contractor's schedule. By consulting with COUNTY's Project Manager, negotiating with the construction contractor, and enforcing the requirements contained in the construction contract documents, CONSULTANT shall minimize delays caused by issues including, but not limited to, right-of-way delays, utility work, CCOs, inclement weather, and unforeseen conditions. CONSULTANT shall notify the construction contractor and COUNTY's Project Manager when the construction contractor fails to keep pace with the construction contractor's schedule.
- 11) In accordance with the construction contract documents, COUNTY directives and the current edition of the *Caltrans Construction Manual*, CONSULTANT shall generate monthly progress pay estimates to be used by COUNTY to pay the construction contractor. CONSULTANT shall base the monthly progress pay estimates upon quantity calculation sheets developed by CONSULTANT for each contract item that show the calculations, measurements, or estimates made to support payment. CONSULTANT shall inform the construction contractor of quantities for each item being paid each month prior to CONSULTANT finalizing the monthly progress pay estimates so that any disputes regarding the amounts to be paid can be negotiated by CONSULTANT and the construction contractor.
- 12) Analysis of job mix formulas including Portland Cement Concrete mix designs.
- 13) Shop drawing and working drawing review, analysis, and responses to COUNTY's construction contractor.
- 14) Maintain Project files in an organized, efficient, and logical manner that is consistent with COUNTY Directives and the current edition of the *Caltrans Construction Manual*.
- 15) As submittals are received by CONSULTANT from the 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 the 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, COUNTY's directives, and the current edition of the *Caltrans Construction Manual*.

- 16) As RFIs are received by CONSULTANT from the construction contractor, CONSULTANT shall enter the date received into an RFI log. The RFI log shall contain information for each RFI including, but not limited to, date received, RFI description, party responsible for review, target response date, actual response date, and RFI open/closed status. When CONSULTANT is not responsible for RFI review, CONSULTANT shall perform an initial review for RFI clarity and completeness and then forward the RFI to the party responsible for review of the RFI or return it to the construction contractor for modification and resubmittal. When CONSULTANT is responsible for RFI review, CONSULTANT shall review the RFI and respond to the construction contractor within five (5) working days of RFI receipt from the construction contractor.
- 17) Conduct spot interview with contractor/subcontractor's employee to ensure labor compliance.
- 18) Collect all applicable material tags and certificate of compliance when applicable during construction operation.

Deliverables: CONSULTANT shall place all data, calculations, employee interview, material's tag, certificate of compliance, 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 C. Construction Closeout

In accordance with COUNTY's Contract Administrator'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 close out paperwork required by the Local Assistance Procedures Manual

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.

EXPIRATION DATE: The earlier of Task Order Completion or Contract Expiration

This Letter serves as your authorization to proceed with the work pursuant to the above Scope of Work. No payment will be made for any work performed prior to the effective date of this Task Order or beyond the expiration date of the Task Order. In no event shall the "not-to-exceed" amount of this Task Order be exceeded. **Please use the above referenced Project Numbers when invoicing your time.**

Dewberry Engineers, Incorporated

Task Order Budget

Task Order #7825-01

Scope of Work

Task 1.1 – Construction Inspection	\$276,100.00
Task 1.2 – Construction Admin and Engineering	\$127,100.00
Task 1.3 – Construction Closeout	\$ 16,800.00

Other Direct Costs, including mileage, permit fees, traffic control, drilling, equipment, and laboratory testing fees: \$ 0.00

Total Cost \$ 420,000.00

The not-to-exceed amount for this Task Order is \$420,000.00. All expenses and their distribution among the Tasks are estimates only. This Task Order Budget represents the composition of the total not-to-exceed budget for this Task Order. In the performance of the scope of work to be provided in accordance with this budget, Consultant may request to reallocate the expenses listed herein among the various Tasks and Other Direct Costs identified herein, including reallocating such expenses between the subconsultant(s) identified herein, subject to Task Order Manager's prior written approval. In no event shall the total not-to-exceed amount of this Task Order be exceeded.






[Untitled] - 2023-11-06T123249.920

Final Audit Report

2023-11-06

Created:	2023-11-06
By:	John Gourley (John.Gourley@edcgov.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3v66ITj2MdXD4LtEQ_Ohfb8Pjp1Tg7tV

"[Untitled] - 2023-11-06T123249.920" History

-  Document created by John Gourley (John.Gourley@edcgov.us)
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-  Document emailed to Rafael Martinez (rafael.martinez@edcgov.us) for signature
2023-11-06 - 8:39:29 PM GMT
-  Email viewed by Rafael Martinez (rafael.martinez@edcgov.us)
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-  Document e-signed by Rafael Martinez (rafael.martinez@edcgov.us)
Signature Date: 2023-11-06 - 8:49:12 PM GMT - Time Source: server
-  Agreement completed.
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