

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

Contract #	Task Order #	Amendment #
3562	02	N/A
Project #	ORG #	Contract Administrator
Various	3620200	Rafael Martinez
Not-to-Exceed Amount*	Expiration Date	Prepared By
\$450,000	See Below	Matthew Potter
Federal Provisions		State Provisions
YES NO X		Yes NO X

Administration Use ONLY		
	Admin Staff	Date
Budget Verified:		

Consultant Name:	HDR Construction Control Corporation.	
Contract Title:	On-Call Construction Support Services	
Task Order Name:	Construction Support Services for Various Utility Permits	
Scope of Work:	See attached pages 3 through 8	
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 8.	
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, 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 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:

- - HDR Construction Control Corporation - -

John Kahling, P.E.
Deputy Director, Engineering
Task Order Manager

Date

Jason Albert Tom
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.

- - County of El Dorado - -

By: _____
Board of Supervisors
"County"

Date

Attest:
Kim Dawson
Clerk of the Board of Supervisors

By: _____
Deputy Clerk

Date

HDR Construction Control Corporation

Construction Inspection Service for Various Utility Permits Task Order #3562-02

In accordance with ARTICLE I, Scope of Services, of Agreement for Services #3562 (Agreement), between the County of El Dorado (COUNTY) and HDR Construction Control Corporation (CONSULTANT), CONSULTANT shall accomplish the work described below in this Task Order #3562-02.

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 permittee 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 written authorization to proceed with the specific services to be performed, based on rates as identified in Exhibit B, Rate Schedule, of the Agreement.

In accordance with ARTICLE I, Scope of Services, of the Agreement, CONSULTANT shall submit all Task Order deliverables to COUNTY's Contract Administrator in the required format for review and approval. COUNTY's Contract Administrator is Rafael Martinez, Director; email address is rafael.martinez@edcgov.us.

CONSULTANT shall also submit copies of the Task Order deliverables to COUNTY's TO Manager. COUNTY's TO Manager's address is 2441 Headington Road, Placerville, California 95667; the email address is john.kahling@edcgov.us, and the telephone number is 530.642.4974.

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 COUNTY and CONSULTANT prior to commencement of any modified work.

This Task Order is effective upon execution and shall cover the period of July 10, 2021 through the earlier of Task Order completion or Contract Expiration.

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 \$450,000.00. No payment will be made for any work performed under this Task Order #3562-02 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, #3562-02; and Agreement for Services #3562.

DELIVERABLES

Unless otherwise indicated below, and notwithstanding any other provision of this Agreement to the contrary, CONSULTANT shall submit hard copy deliverables via U.S. Mail or be delivered in-person and electronic copy deliverables shall be submitted 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. In addition, all digital photographs shall be submitted on a USB drive in jpeg format with a minimum resolution of 2816 X 2112.

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.

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, CONSULTANT shall perform construction inspection 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 permittee or permittee'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) business days after the meeting. CONSULTANT shall place hard copies of the agenda, minutes, and attendee list in the project files within two (2) business days after the meeting.

2) Construction Inspection:

CONSULTANT shall check the quality and quantity of the work performed by permittee's construction contractor, any subcontractors, and any utility companies. CONSULTANT shall ensure construction contractor, subcontractors, and utility company compliance with the approved plans and associated agreements, 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 permittee'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 (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
- 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 item quantities constructed that day
- e. Documentation of discussions held with superintendents, foremen, lead workers, permittee(s) or permittee's Engineer regarding the project progress, quality, or compliance with regulatory requirements

CONSULTANT shall notify the permittee's construction contractor daily of deficiencies found in materials and workmanship that permittee'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 permittee fails to remedy or agrees to remedy within a reasonable time period.

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.

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

3) 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 Contract Change Orders (CCO). 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.

4) Digital Photography:

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

Deliverables: CONSULTANT shall place digital photographs on a USB 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.

Item of Work B. 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, permittee, permittee'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) business day of creating or receiving such correspondence.

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

CONSULTANT shall attend meetings as COUNTY's representative, with permittee's construction contractor on a regular basis. CONSULTANT shall take notes for each meeting and obtain agendas and/or minutes prepared by permittee or permittee'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 permittee or permittee'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 permittee, permittee'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 permittee, permittee'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 C. Safety and Regulatory Oversight

CONSULTANT shall provide safety and regulatory oversight of 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 D. 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 Checklist and notification / correspondence with TO Manager, or designee, permittee and permittee'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) calendar 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.

HDR Construction Control Corporation

Task Order Budget Form

Task Order #3562-02

Item of Work	Description
Item of Work A	Construction Inspection
Item of Work B	Construction Administration and Engineering
Item of Work C	Safety and Regulatory Oversight
Item of Work D	Project Closeout

Total Proposed Task Order Budget \$450,000.00

The not-to-exceed amount for this Task Order is \$450,000.00. In no event shall the not-to-exceed amount of the Task Order be exceeded.