

SCOPE OF SERVICES
Transtech Engineers, Inc.
Construction Management / Inspection Services
Pavement Rehabilitation Program, FY 2018-19

REHABILITATION WORK:

City's Pavement Rehabilitation Program, FY 2018-19 includes various rehab work, such as Full Depth Reclamation (FDR), varying depths of cold-mill and overlay, localized areas RR, Construct 2" ARHM AC Pavement Overlay, removal and replacement of off-grade curb and gutter at various locations. Striping, loop reinstallations, and other misc. incidental and relevant work.

PROJECT LOCATIONS:

1. *Garfield Avenue:* From Telegraph Rd to Gage Avenue.
2. *Triggs Street:* From Eastern Ave to Telegraph/Atlantic.
3. *Gage Avenue:* From south of Slauson Avenue to Greenwood Avenue.
4. *Greenwood Avenue:* From Gage to Slauson Avenue.
5. *Sheila Street:* From East End to West End (Proposed work on this street involves limited and temporary repairs at selected localized).

SCOPE OF SERVICES:

Provide necessary services and personnel to manage the project, including construction manager, inspector, labor compliance, contract administration, and other necessary tasks. For contract administration, we follow guidelines similar to those described in Caltrans Local Assistance Procedures Manual (LAPM).

Main elements of scope of services include:

- Providing necessary construction management, inspection and contract administration, inspections.
- Maintaining projects files and records.
- Monitoring schedule.
- Maintain Engineer's and Inspector's Daily Reports.

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- Managing and processing change orders and pay requests.
- Managing, responding, and processing RFI's and submittals.
- Conducting construction and project progress meetings with contractor, city staff and stake holders.
- Providing Labor Compliance.
- Ensuring as-built drawings are properly maintained.
- Conducting project walk-through(s) and preparing punch list(s).

Construction Management

- Review the labor compliance provisions of the contract with the contractor at the pre-construction meeting
- Prepare daily reports
- Obtain certified payrolls and owner operator listings
- Check certified payrolls
- Conduct employee interviews
- Maintain written evidence of apprentices employed on the project
- Cross check daily reports, interviews, payrolls and prevailing wage rates
- Document that the required posters and wage rates are displayed at the job site
- Compare all force account (time and material) billings to certified payrolls

Construction Inspection

Inspector is primarily responsible for the day-to-day observation of construction activities, including coordination of all construction methods, compliance with National Pollutant Discharge Elimination System (NPDES) / Storm Water Pollution Prevention Plan Best Management Practices, proper implementation of traffic control according to the California Manual on Uniform Traffic Control Devices and project plans, and verification that the overall work is completed in conformance with contract documents and applicable standards. Inspector will enforce compliance with contract terms through performance measurements, progress pay assessment, coordination, and progress meetings. Consultant Inspector will also monitor the Contractor's progress of work and compare the progress of work against the approved baseline schedule.

Pre-Construction Meeting

Coordinate and hold a pre-construction meeting with Contractor, City, relevant City department representatives, design engineer. Attendees may also include representatives from utility companies, Police and Fire Departments, PW Maintenance, various other City Departments as necessary, Regulatory Agency Representatives, and any other Stake Holders

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as necessary. Prepare meeting minutes for distribution to attendees. The following topics are generally included in the pre-construction meeting:

- Safety
- Equal Employment Opportunity
- Labor Compliance
- Subcontracting
- DBE
- Permits and Environmental Mitigation Commitment requirements
- Potential Traffic or Pedestrian Handling Issues
- Progress Schedule
- Work Plans
- Quality Control/Quality Assurance
- Materials Requiring Certificates of Compliance
- Materials Requiring Buy America Certificates
- Contract Training (Apprentice) Goals
- Change Order Process
- Dispute Process
- Partnering
- Potential Utility Conflicts

Project Files

The project files will contain data pertinent to the work and to the requirements of the specifications. In general, project files will support:

- adequacy of file control
- conformance to contract specifications
- contract payments to the contractor

Organization of Files

Project files will be organized to cover subjects such as:

- Contract Package
- Project Personnel
- Correspondence
- Weekly Statement of Working Days
- Quality Assurance
- Engineer's Daily Reports

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- Photographs
- Contract Item Pay Quantity Documents
- Change Orders
- Progress Pay Estimates and Status of Funds
- Labor Compliance and Equal Employment Opportunity records
- Disadvantaged Business Enterprise Records

At the end of the project, provide a pdf file of the files to the City.

Safety Provisions

Federal and State laws have established occupational safety and health standards with which all employers must comply. These laws require an employer to provide a safe place of employment; i.e., one that is reasonably free from danger to life, or health. We will require the contractor under contract specifications to comply with safety rules and regulations. The Construction Safety Orders of the California Division of Industrial Safety apply. In administering this part of the contract, the engineer is required to verify the contractor properly provides a safe work environment for its workmen. Under no circumstances should the contractor be instructed orally or in writing on how to correct a deficiency. The unsafe condition should simply be identified as well as the specific regulation involved, if it is known. In carrying out the responsibilities of assuring safety compliance as a contract requirement, generally, the guidelines provided in Caltrans LAPM will be used.

Daily Reports

Prepare daily reports to record work in progress. The daily report document what work was performed, where and how it was performed, and who performed it. The details would be so sufficient that someone not familiar with the project could re-create the events that occurred and review of the contractor's costs to perform the work in a manner similar to force account. The report would also document significant events or conversations, and activities performed to ensure contract compliance.

Contract Time Monitoring

Review working days, contract time requirements, and document time extensions according to the requirements set forth in the bid specifications. Any contract time extension approvals should only be made if the justification demonstrates a delay to the controlling item(s) of work in the contractor's schedule. We will maintain a written record of project progress. This record should indicate factors which may affect the work, such as, weather conditions, utility delays, strikes or labor disputes, and material shortages. Based on these factors a record of working days should be maintained, including Weekly Statement of Working Days.

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Payment Source Documents

Prepare backup documents to support payments made to the contractor. The documents may include:

- Portion of work applied
- Necessary measurement and/or calculations by which quantity is determined
- Name of individual who made determination

Labor Compliance

Certified payroll documents will be checked with daily reports to ensure labor compliance for the project. Our team shall conduct random spot interviews with the Contractor's employees and subcontractor's employees on the project. On average, one report per week for each operation being performed is anticipated. The interview shall contain information similar to the Caltrans Form CEM-2504.

Quality Assurance

Oversee that materials incorporated into the project are in conformance with the contract specifications and the City's Quality Assurance Program (QAP).

Progress Meetings

Conduct bi-weekly progress meetings with the City, Contractor, and other relevant project contributors.

Public Relations/Outreach

During construction, provide public outreach support for the City to nearby residents and businesses to provide project information, schedule, and street closure information to affected residents and businesses and other members of the public. The public information activities may include:

- Review Contractor project schedule, phasing, and look-ahead schedules to identify construction activities that could affect nearby businesses.
- Assist in preparing flyers and other informational items for dissemination to nearby residents and businesses as well as the City Public Information Officer for wider release.
- Coordinate with Contractor to minimize impact to nearby residents and businesses including reasonable modification to project schedule, phasing, and other activities to accommodate resident/business needs.

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Project Punch List

Conduct a final compliance inspection with the contractor and prepare a final list of items to be completed or corrected.

Record Drawings

Coordinate preparation of record drawings for the Project to ensure that markups provided by the Contractor and Consultant Inspector are integrated by the design engineer into project as-built plans and cross-checked with construction submittals, RFIs, and change orders.

COSTS

Generally, industry range for these services and similar projects is in the range of 10% to 15%. Transtech will invoice the City an average of 10% of the construction costs based on its current schedule of fees and in compliance with the current on-call services contract requirements. Invoicing will be based on time and material and actual staff hours.