

## SJCDPW'S PRELIMINARY WORK SCOPE

### BACKGROUND:

The San Joaquin County Department of Public Works (SJCDPW) requests proposals from qualified professional consulting construction management (CM) firms to assist SJCDPW Field Engineer Division in undertaking, performing, and completing construction administration and inspection services for the construction of the Movable Span Bridges Project (PROJECT), also known as Federal Aid Project No. BRLS-5929(229).

As part of the Federal Highway Administration's Local Assistance Bridge Preventive Maintenance Program (BPMP), the County, in coordination with the California Department of Transportation (Caltrans), have identified BPMP-eligible work to prolong the life of four (4) movable span bridges. The County had procured the services of a design consultant to prepare Plans, Specifications and Engineer's Estimate for the performance of BPMP contract work.

In general, the PROJECT will primarily consist of repairing/replacing mechanical and electrical components of the following four (4) movable span bridges:

- Bridge No. 29C-108, Bacon Island Road over Middle River
- Bridge No. 29C-022, Tracy Boulevard over Grant Line Canal
- Bridge No. 29C-114, Eight Mile Road over Bishop Cut
- Bridge No. 29C-219, Eight Mile Road over Honker Cut

The requested professional services shall include, but not be limited to, the following: assisting SJCDPW staff in providing construction management/administration services, including resident engineer and field inspection services. The scope of work, in general, consists of the following: reviewing/approving project submittals; preparing contract change orders and progress payments; preparing responses to claims; preparing and submitting weekly progress reports, which must include work completed to date; and outstanding/unresolved issues. In addition, the scope includes public outreach, including coordination with stakeholders and affected members of the community; PROJECT closeout deliverables, including as-builts, and all required final close out submittals from the contractor; and a final walk-through with SJCDPW staff. The CM firm will also conduct formal weekly progress meetings with SJCDPW staff and the contractor.

Estimated Construction Contract Award Date: April 2023

Estimated Construction Contractor Start Date: November 2023

Estimated Construction Duration: **120 working days (two construction seasons)**

- 60 days per construction season
- Construction window per year: November 1 thru January 31

Estimated Construction Management & Inspection Duration: April 2023 thru March 2024 and October 2024 thru March 2025.

The CM will provide the following services:

- Reviewing project submittals for compliance with contract requirements.
- Preparing responses to Request for Information (RFI) submittals.

- Inspecting and monitoring the work for compliance with the project plans and specifications, including funding, environmental mitigation, storm water pollution prevention plan, and permitting requirements.
- Preparing contract change orders and responses to claims.
- Preparing and submitting daily inspection and weekly progress reports.
- Coordination with stakeholders, including the farming community, marinas, businesses and regulatory agencies.
- Preparation and implementation of punch list items and final acceptance.
- Project closeout deliverables, including as-builts, and all required final close out submittals from the contractor.
- Public Outreach

The CM firm shall be required to provide all labor, equipment, tools, and facilities necessary for the completion of the requested professional services for the PROJECT.

Registration as a professional engineer in the State of California is mandatory for the resident engineer. The selected CM firm shall be required to complete all work in accordance with Federal, State, and SJCDPW requirements.

**MISCELLANEOUS:**

The CM firm will not be responsible for breaches by the construction contractor with SJCDPW, unless such breach is caused or contributed to by the CM firm's negligence or by its failure to perform its obligations under the agreement between the CM firm and SJCDPW. The CM firm will support SJCDPW in any post-completion dispute with the contractor, rendering reasonable assistance, providing access to its records, but is not required to incur out of pocket costs, such as retaining independent experts.

Charges for staff meetings will only be considered for work directly related to the Project. Charges for supervision by the "Principal" or "Senior Civil Engineer in Charge" will only be considered for work directly related to the Project. Charges for general supervision will not be considered part of the services which payment will be made.

**SERVICES PROVIDED BY THE CM FIRM:**

The CM firm shall assist County Resident Engineer in construction management and inspection services during the PROJECT construction. These services will encompass serving as the County's representative to the construction contractor and the public with regard to activities at the construction site, interpretation of the requirements of the construction contract documents, assessing the acceptability of the contractor's work, assisting in managing the PROJECT's construction and evaluating contractor's claims.

Anticipated construction management and inspection services for the Project may include the following tasks:

**TASK 1 DOCUMENTATION OF PRECONSTRUCTION CONDITIONS**

The CM firm shall be responsible for processing and reviewing all project documentation prior to the start of construction. The CM firm shall document preconstruction conditions using

photographs, written notes, and video. The entire site shall be videotaped. Special or sensitive areas shall be noted and extra documentation may be required.

**Deliverables:** Copies of all documentation, including photographs, notes and videos, shall be given to the County Field Engineer and become property of SJCDPW. Provide deliverables within two weeks of the construction start date.

## **TASK 2 MEETINGS AND COORDINATION**

The CM firm shall prepare for and conduct weekly progress meetings between the contractor, County staff, and other agencies related to the PROJECT. The CM firm will be required to set aside two (2) hours each week for a formal Project meeting. In addition to the weekly progress meetings, other meetings to be anticipated include preconstruction meeting, public outreach meetings with stakeholders/community members and other periodic meetings with the contractor, County staff, and/or regulatory agencies. The CM firm will be required to coordinate meeting activities with County. The CM firm will prepare and distribute agendas, as well as record and distribute minutes for all meetings. The CM firm will prepare and provide all preconstruction documentation and notifications required by regulatory/permitting agencies.

**Deliverables:** Copies of meeting agendas/minutes and preconstruction documentation/notifications to regulatory/permitting agencies.

## **TASK 3 SUBMITTALS AND CLARIFICATIONS**

The CM firm shall assist County staff in processing and issuing clarifications and interpretations of the contract documents related to requests for information. The CM firm shall also assist in issuing necessary clarifications and interpretations of the contract documents in response to requests by the contractor. The CM firm shall review contractor provided submittals and coordinate the processing of said submittals between contractor, design consultant (when needed), County staff, and other agencies, as required. The CM firm shall establish and maintain a project file for delivery to County after the construction is complete. The CM firm shall log and transmit RFI (Request for Information) by the contractor, including any that are provided to the design engineer for a formal review. The CM firm shall be responsible to see that all submittals are reviewed and returned in a timely manner.

**Deliverables:** Copies of project submittals/RFIs and corresponding responses; log of all submittals and RFIs and corresponding status.

## **TASK 4 CONSTRUCTION INSPECTIONS, MONITORING, AND PROGRESS PAYMENT VOUCHERS**

The CM firm shall provide a part-time Resident Engineer and full-time construction inspector. The Resident Engineer is expected to be available on an average of up to four (4) hours per workday.

The CM firm shall provide a field inspector to observe the contractor's construction work on a daily (per workday) basis. Field inspector shall monitor the contractor's performance from the perspective of quality, cost and schedule and shall enforce the requirements of applicable construction contract documents. Inspections and monitoring shall include site inspections for compliance with storm water pollution prevention plans. The CM firm shall also monitor

environmental mitigation and mitigation requirements of various permits and specification requirements as they apply to the Project.

Daily inspection reports and diaries of contractor's construction activities shall be completed in accordance with Caltrans procedures and made available to the County Field Engineer the next workday.

The CM firm's Resident Engineer shall compare notes with the contractor's representative at the end of each day to confirm work that was accomplished and confirm quantities. The CM firm shall document any defective work until it is repaired to the County's satisfaction and quality of work is in accordance with the applicable construction contract documents.

The CM firm's daily inspection reports shall include, at a minimum, the following information: the number, classification and hourly summary of activity of each of the contractor's employees working, materials deliveries, number, type and hourly summary of contractor's equipment on site (both working and not used), weather conditions, discussions with the contractor, problems and issues dealt with, changes, and any other information necessary to create a satisfactory record of the day's activities at the Project site in accordance with standard inspection practice. A summary of the completed daily work shall be included in each daily inspection report with corresponding locations and photographs. Extra work shall be clearly distinguishable from contract work. The CM firm shall prepare a punch list and monitor the contractor's progress in completing the punch list items.

The CM firm shall review the contractor's construction schedule, request updates as appropriate, and track delays or accelerations based on actual contractor operations. The CM firm shall closely monitor Critical path activities to ensure that milestones are met.

The CM firm shall prepare and issue weekly statement of working days to the contractor.

The CM firm shall prepare and submit a written weekly report to the County Field Engineer describing updates of the Project's progress, percent of work completed, percent of funds expended including change orders, and any community relations or contractor-related issues. The report shall also include photographs and/or videos of completed work. All outstanding deficiencies and claims shall be noted in the weekly report until resolved or settled.

The CM firm shall document all bid items that are eligible for payment and prepare corresponding vouchers. Vouchers must detail the percentages or quantities completed per bid item and include details such as location and materials installed. Each subsequent voucher must include the quantities or percentages of work completed to date.

**Deliverables:** Daily Inspection Reports, Weekly Progress Reports, and Payment Vouchers as indicated above.

## **TASK 5 PUBLIC OUTREACH**

The CM firm shall prepare up to eight (8) public notifications and distribute them to stakeholders, including the farming community, marinas, and affected businesses. The CM firm shall also create a project hotline. The CM firm shall monitor the project hotline number and forward any messages received by the Public.

**Deliverables:** Eight (8) public notifications and creation of project hotline number.

**TASK 6 FINAL COMPLETION AND ACCEPTANCE**

After the Project is substantially complete, the CM firm will schedule a walk-through with the County Field Engineer and shall prepare a “punch list” of incomplete or unsatisfactory items and submit the list to the contractor. Once all work is satisfactorily complete, the CM firm will deliver a statement to County indicating that to the best of their knowledge and belief, after diligent investigation including satisfaction of its other obligations under the agreement, the PROJECT has been completed in accordance with the construction contract documents and recommends acceptance.

**Deliverables:** Punch list and project completion statement.

**TASK 7 PROJECT CLOSEOUT**

The CM firm shall maintain a record of “as-built” drawings and monitor the construction contractor’s progress in sufficient detail to reconstruct, if necessary, the as-built history of the Project. The CM firm will prepare and provide all postconstruction documentation and notifications required by regulatory/permitting agencies.

**Deliverables:**

The CM firm will submit to the County Field Engineer or designee the following Project closeout items:

All records, maps, plans maintained by the CM firm during construction.

All approved shop drawings, submittals and manufacturer’s literature maintained by the CM firm during the Project’s construction.

One complete set of annotated Project progress photographs, bound chronologically and videotapes taken before and during construction.

One set of record drawings of as-built changes in neat red pencil.

The original set of all inspection reports, summaries, testing documents, meeting agenda and minutes, clarifications, schedules, correspondence and other documents related to the construction work.

Submittal of completed Contractor DBE forms.

Postconstruction documentation to regulatory/permitting agencies.