

SJCDPW’S PRELIMINARY WORK SCOPE

The successful firm selected (CONSULTANT) shall perform professional and technical engineering services for the design of the proposed State Route (SR) 26 and Jack Tone Road Roundabout Project (PROJECT) for the San Joaquin County Department of Public Works (SJCDPW). The purpose of the PROJECT is to provide safety, operational, and capacity improvements to meet current and future traffic demands. The PROJECT improvements will include modifying the SR 26 and Jack Tone Road intersection to replace the existing all-way stop configuration with a roundabout and various other features to enhance safety and traffic circulation through the intersection.

The CONSULTANT shall prepare project documentation, plans, specifications and estimates consistent with SJCDPW Standards and Caltrans Guidance documents including but not limited to; Project Development Procedures Manual (PDPM), Plans Preparation Manual (PPM), California Manual on Uniform Traffic Control Devices (CA MUTCD), Construction Contract Development Guide, and Right of Way Manual.

The CONSULTANT shall be requested to enter into a consultant services agreement with SJCDPW as set forth in this Request for Proposals (RFP). CONSULTANT work shall entail the following: coordinate with the State of California Department of Transportation (Caltrans), including creation of a Project Development Team (PDT) per Caltrans requirements; perform topographic surveys and prepare base mapping; execute traffic-related surveys; prepare roadway and structure design; prepare roundabout and lighting design; perform storm drainage analysis and prepare plans; perform utility mapping, coordination, and review utility relocation plans to minimize conflicts; schedule management and the completion of full Plans, Specifications, and Estimate (PS&E) construction documents, including roadway improvement plans, storm drainage facilities, roundabout geometric layout, and striping, signing, and lighting plans; and conduct right-of-way support and surveys, and acquisition support services. The CONSULTANT shall also perform project management in conjunction with the SJCDPW’s Project Manager (PM), coordinate all stages of the PROJECT with Caltrans, and conduct a focused outreach program to stakeholders. All submittals shall be provided to SJCDPW in Adobe PDF format unless otherwise specified.

The proposed roadway improvements will be environmentally cleared by Caltrans and/or SJCDPW staff in concurrence with PROJECT design provided by the CONSULTANT. No environmental lead work shall be required as a part of this RFP, but support services such as preparation of exhibits for technical studies and responding to questions directly related to environmental clearance shall be considered as included in the other Tasks in this RFP.

The CONSULTANT shall be required to provide all labor, equipment, tools, and facilities necessary for the completion of the PROJECT’s design. SJCDPW’s goal, for scheduling purposes, is to have the Project Study Report – Project Development Support (PSR-PDS) or other agreed upon alternative Project Initiation Document (PID) within twelve (12) months or less from issuance of the Notice to Proceed (NTP). Submission of the sixty-five percent (65%) design completed for the PROJECT within twenty-four (24) months or less from issuance of the Notice to Proceed (NTP). Within this time, the necessary survey data will be collected and analyzed, and the roadway geometry/topography will be identified. Submission of the ninety-five percent (95%) design shall be due on or before thirty (30) months from issuance of the NTP. Right-of-Way activities shall be completed within forty-two (42) months from issuance of the NTP. Submission of the Final signed PS&E shall be due on or before forty-eight (48) months from issuance of the NTP.

EXHIBIT “A”

SJCDPW has not established a Disadvantaged Business Enterprise (DBE) goal for this RFP per current Federal guidance. The CONSULTANT shall not discriminate against DBEs or other enterprises on the basis of race, color, sex or national origin in the consideration for performing requested professional services for the PROJECT. The CONSULTANT is encouraged to afford full opportunity to DBEs to perform professional services in response to this RFP. In addition, SJCDPW does not have any Local Hire Policy requirements for this RFP, but the CONSULTANT is encouraged to actively use local subconsultants that employ San Joaquin County residents.

SJCDPW's Transportation Engineering Division will provide project management during the CONSULTANT's work effort and authorize payments to the CONSULTANT. This Preliminary Scope of Work provides a general guide for consultants to prepare and submit their statements of qualifications and technical proposals, which are expected to define and describe in further detail the successful completion of each task.

The CONSULTANT shall provide the following services:

TASK 1.0 PROJECT MANAGEMENT AND COORDINATION

TASK 1.1 PROJECT MANAGEMENT

This task includes general project management of the PROJECT. Project management under this item includes management and tracking of project engineering design budget, administrative costs, project progress reporting, and project management coordination with SJCDPW. The CONSULTANT shall prepare and update a project schedule on a monthly basis. The schedule shall show each activity, when that activity will begin, how long it will continue, and identify activities that are independent and those that are dependent upon other tasks. Updated project schedules shall be submitted with the monthly progress report. The CONSULTANT shall maintain a resolution log to track questions, decisions and directions throughout the design process. The monthly progress reports shall include progress-to-date, work completed over the invoiced period, outstanding team action items, outstanding questions, problems encountered along with suggested solutions, budget, and anticipated work for the next month. Risk items which may result in change orders shall be identified in the Monthly reports.

TASK 1.2 PROJECT REVIEW MEETINGS

The CONSULTANT shall schedule meetings with SJCDPW for the periodic review of PROJECT status and design concepts, which are expected to be a combination of online and in-person at SJCDPW's offices, with the majority being online. For proposal purposes, assume that meetings will be held monthly through environmental clearance. Thereafter, review meetings will be held every other month. The proposed frequency of meetings is a minimum, the CONSULTANT should plan to communicate with SJCDPW as necessary to move the PROJECT forward without delay. The PROJECT review meetings shall incorporate the following design milestones:

- 1) Pre-design or kick-off meeting with SJCDPW staff;
- 2) Meeting to establish a PDT with Caltrans (not a full PDT meeting as outlined in Task 1.4 below)
- 3) Meeting to establish design criteria and identify key design features;
- 4) Meeting to establish geometric improvements and identify right-of-way acquisitions and easements;
- 5) CEQA and NEPA Environmental analysis;
- 6) Thirty-five percent (35%) design stage;
- 7) Sixty-five percent (65%) design stage;

- 8) Ninety-five percent (95%); and
- 9) One hundred percent (100%) submittal

The pre-design or kick-off meeting shall be scheduled for the introduction of staff, establishment of communication channels, clarification of procedures and formats to be used, and discussion of a design program schedule. In addition, this meeting will review the scope of work; refine the work program; and set PROJECT goals, objectives, and criteria.

The meeting to establish a PDT shall include the Caltrans PM and other key Caltrans staff as identified by their PM. This meeting shall occur prior to the kickoff PDT meeting to allow proper establishment of a PDT schedule and identification of all key Caltrans milestones.

The CONSULTANT shall prepare all meeting notices, agendas, and minutes in consultation with SJCDPW's PM. This includes prior distribution of the meeting agenda, coordination of appropriate participants to attend, and distribution of the meeting minutes after review by SJCDPW.

TASK 1.3 STAKEHOLDER COORDINATION

The CONSULTANT shall review and update the existing stakeholder list for the PROJECT. The stakeholder list shall include, but is not limited to, the following: affected neighboring residents and local businesses; Caltrans; emergency responders; and the Linden Unified School District. One-on-one meetings with stakeholders, included in Task 2.0, will be required.

TASK 1.4 CALTRANS COORDINATION MEETINGS

The CONSULTANT shall work with SJCDPW's PM to establish all necessary communication channels between the PROJECT team and Caltrans and coordinate with Caltrans staff for approval of the intersection improvements. This coordination includes, but is not limited to all meetings necessary for: creation of a PDT; establishment of a PROJECT schedule with Caltrans with all required Caltrans milestones identified; revision of the previously approved cooperative agreement; completion of the Intersection Safety and Operational Assessment Process (ISOAP) utilizing data from the previously prepared Intersection Control Evaluation (ICE) report where applicable; and any other relevant discussions including preparation and approval of a PSR-PDS or equivalent PID and construction funding contribution from Caltrans required to complete the PROJECT. Under this task, the CONSULTANT shall also identify the number of focus meetings anticipated to advance the PROJECT through the design and right-of-way phases.

TASK 2.0 PROJECT INITIATION DOCUMENT (PID) AND PROJECT APPROVAL AND ENVIRONMENTAL DOCUMENT (PA&ED)

Caltrans has indicated that the PROJECT will be required to complete PID work prior to PROJECT design. The CONSULTANT shall prepare a PSR-PDR or equivalent PID as agreed upon between Caltrans and SJCDPW. Selection of the appropriate document shall be made with expediency as the top priority. All PA&ED work prior to PROJECT design shall be included in this Task. The subtasks outlined below represent critical milestones for PROJECT development, but respondents to this RFP are encouraged to identify and add additional subtasks to their proposal that may require additional and separate tracking. All work required to complete PA&ED not identified as a subtask under Task 2.0 shall be considered as included in later Tasks as applicable.

TASK 2.1 PSR-PDS OR EQUIVALANT

The CONSULTANT shall perform all work required to prepare a PSR-PDS or equivalent in accordance with the Caltrans PDPM. Through close coordination with Caltrans staff, the appropriate document necessary to complete the PID phase shall be identified, with a goal of completing the PID and moving into PA&ED within twelve (12) months of the initiation of this Task.

TASK 2.2 ISOAP PREPARATION

The CONSULTANT shall perform all work required to complete the Stage 1 ISOAP in accordance with Caltrans guidelines. If determined during Stage 1 that a Stage 2 ISOAP is required to complete PA&ED, the CONSULTANT shall also perform all work required by Caltrans for advancement of the PROJECT to Preliminary Engineering. The CONSULTANT shall include sufficient resources in this Task for completion of the Stage 2 ISOAP.

TASK 2.3 ENVIRONMENTAL CLEARANCE

Environmental clearance shall be completed by Caltrans and/or SJCDPW staff. The CONSULTANT shall provide support services such as preparation of exhibits for technical studies and providing answers to questions directly related to environmental clearance on an as-needed basis. The CONSULTANT shall identify in their proposal the exhibits anticipated to support Environmental Clearance.

TASK 3.0 MAPPING AND SURVEYING

The CONSULTANT shall perform any and all surveys and base mapping necessary for detailed design, conform requirements to existing topography, and/or infrastructure design. The CONSULTANT shall provide copies of all mapping and surveying documentation to SJCDPW in Adobe PDF and AutoCAD formats.

TASK 3.1 BASE MAPPING

PROJECT surveying and mapping shall include, but not be limited to: aerial photogrammetry; setting vertical and horizontal control; detailed topographic surveys; conform elevations and cross-sections; and major offsite structures or improvements worthy of design consideration.

Mapping product will be a digital photogrammetric base map, maximum 2-foot contours, with supplemental compiled field survey information at PROJECT conforms, and tied to the required datums. The horizontal control survey will be based on the North American Datum of 1983 using the California Coordinate System of 1983. The vertical control survey will be based on the National Geodetic Vertical Datum of 1929. The CONSULTANT shall set aerial control using Global Positioning System (GPS) methods and a digital level to verify elevations. Control will be tied to existing roadway base lines where possible. The CONSULTANT, or qualified subconsultant, shall prepare digital aerial photogrammetric mapping. The aerial mapping shall be supplemented with field survey conforms, utility features and drainage. The CONSULTANT shall provide field verifications of topographic features (trees, fences, utilities, drainage structures, signs etc.) related to right-of-way acquisitions and easements.

TASK 3.2 RIGHT-OF-WAY MAPPING

The CONSULTANT shall prepare all right-of-way mapping required for SJCDPW to establish existing San Joaquin County and Caltrans right of way and determine PROJECT impacts to affected properties during preliminary engineering design tasks, and to support Task 7.0, Right-of-Way.

TASK 3.3 SUPPLEMENTAL TOPOGRAPHIC SURVEYING

Upon completion of Task 6.1, 35% Stage Submittal, additional topographic surveys may be required. The CONSULTANT shall confer with SJCDPW prior to performing any supplemental topographic surveys needed to finalize PROJECT design. For proposal purposes, assume a minimum of two (2) days field time and thirty-two hours (32) additional office time.

TASK 3.4 EXISTING UTILITY MAPPING

The CONSULTANT shall prepare all mapping of existing utilities required for SJCDPW to determine PROJECT impacts to affected utilities during preliminary engineering design tasks, and to support Task 5.0, Utility Coordination and Conflict Resolution. The CONSULTANT shall provide field verifications of all visible utilities prior to the commencement of utility coordination.

TASK 4.0 PRELIMINARY ENGINEERING

The CONSULTANT shall perform any and all modeling, analyses, and preliminary design work necessary for detailed infrastructure design.

TASK 4.1 TRAFFIC MODELING AND ANALYSIS

The CONSULTANT shall prepare a traffic analysis for the PROJECT. The analysis shall include a review of the current traffic control inventories, daily traffic counts at the SR 26 and Jack Tone Road intersection, vehicle classification counts, and reported traffic collisions. The traffic analysis shall also review the proposed PROJECT geometrics in relation to existing roadways including access restrictions, sight distance criteria, storage lengths and pavement marking and signing. The CONSULTANT shall prepare a traffic report documenting the existing traffic conditions and recommending roundabout and roadway geometry for the PROJECT improvements to provide efficient traffic operations. The traffic analysis shall calculate the Traffic Index to facilitate pavement design. The CONSULTANT shall provide copies of draft and final traffic reports to SJCDPW in Adobe PDF and Microsoft Word formats, and the Synchro and Simtraffic (or equivalent if requested by Caltrans) files for any traffic models prepared.

TASK 4.2 SAFETY LIGHTING

The CONSULTANT shall evaluate and design the modification or replacement of the existing and installation of new intersection safety lighting necessary for the new roundabout. Lighting within the PS&E bid documents shall be prepared in conformance with the latest edition of Caltrans and San Joaquin County standards and specifications. The CONSULTANT's scope of work for the proposed modification of the existing lighting and installation of new lights shall include but not be limited to the following: coordination with utilities for point of service connection if necessary, mapping and conflict determination, photometric analysis, overhead line clearance review, and overhead relocation necessary to accommodate proposed improvements. Upon approval of the final safety lighting criteria, the CONSULTANT shall prepare a technical memorandum summarizing and documenting the agreed upon safety lighting criteria.

TASK 4.3 STORM DRAINAGE ANALYSIS

The CONSULTANT shall perform a drainage analysis for the PROJECT and the affected PROJECT area. The analysis will include the widened intersection roadway, existing roadway to remain, and impacts on adjacent parcels. Impacts to drainage facilities beyond the PROJECT limits shall also be evaluated. In addition to determining runoff and drainage facilities, the analysis shall include the condition and flow capacities of existing channels and pipes on adjacent and intersecting roadways, and their capacity to handle any additional runoff as a result of the PROJECT. The PROJECT must be developed consistently with the Caltrans Stormwater Quality Handbooks Project Planning and Design Guide.

The CONSULTANT shall be responsible for the design, review coordination, permitting and other coordination necessary between SJCDPW and Caltrans to facilitate approval of the PROJECT. This includes all necessary studies and design features required by Caltrans.

The CONSULTANT shall map the existing storm drainage facilities from as-built information, data prepared in Task 3.0, and the CONSULTANT's field verifications. The CONSULTANT will prepare options for improvements based on the evaluation of the existing storm drain facilities. These improvements could consist of but are not limited to: new or upgraded storm drains; additional or upgraded inlets; and detention and/or retention ponds.

The CONSULTANT shall evaluate and consider the PROJECT's compliance with National Pollution Discharge Elimination System (NPDES) requirements. With the increase in runoff and modification to existing drainage facilities, water quality Best Management Practices (BMPs) may be required for treating runoff. The CONSULTANT shall prepare design options for BMPs, if any, in accordance with State requirements. The CONSULTANT shall prepare a Drainage Report that documents the existing storm drainage facilities, the PROJECT water shed areas and runoff, and the proposed storm drainage facilities for the PROJECT. The Drainage Report shall include all supporting storm drainage calculations.

TASK 4.4 GEOMETRIC DESIGN LAYOUT

The CONSULTANT shall review the design criteria prepared by County staff as a part of the original CMAQ application and previously prepared ICE and compare it with the latest editions of the San Joaquin County Improvement Standards, AASHTO standards, the CA MUTCD, and the Caltrans Highway Design Manual. Incorporating the findings of this review and the criteria approved during the ISOAP in Task 2.2, the CONSULTANT shall propose final design criteria for use on the PROJECT. The design criteria should outline base assumptions used for the geometric design criteria of the PROJECT improvements, including, but not limited to, design speed, sight distance, minimum lane widths, cross section element widths including roundabout entry and exit widths, central island and curb return radii, taper lengths, and acceleration and deceleration lengths. Upon approval of the final geometric design criteria, the CONSULTANT shall prepare a technical memorandum summarizing and documenting the agreed upon geometric design criteria.

TASK 4.5 GEOTECHNICAL STUDY

The CONSULTANT shall obtain all geotechnical and/or geological information necessary for the design of the PROJECT. Geotechnical and/or geologic investigations shall be of sufficient detail to facilitate planning and detailed design of the PROJECT. This may require addressing issues including but not limited to: pavement design; retaining walls and slopes; and general soil characteristics. The

CONSULTANT shall provide a geotechnical report that provides site-specific design criteria, construction recommendations and industry best practices tailored to the site. The CONSULTANT, or qualified subconsultant, shall perform the following work items to complete the geotechnical analysis:

1. Site investigation;
2. In-situ soil sampling, boring & laboratory tests;
3. Determination of soil “R” value in new pavement design areas;
4. Pavement design
5. Determination of ground and slope stability/ground water conditions;
6. Moisture Content and Unit Weight for in-situ property assessment;
7. Sieve analysis and Plasticity Index for classification; and
8. Traffic control measures as required for field operation.

The CONSULTANT shall procure permits and provide required notification to any affected agencies, including Caltrans, and Underground Service Alert (USA), prior to any subsurface explorations. The CONSULTANT shall provide copies of draft and final geotechnical reports to SJCDPW in Adobe PDF and Microsoft Word formats.

TASK 5.0 UTILITY COORDINATION AND CONFLICT RESOLUTION

The CONSULTANT shall be responsible for assisting in the relocation arrangements of all utilities impacted by the PROJECT improvements. The CONSULTANT shall identify all affected utilities to procure utility mapping and to coordinate the design and permitting of the PROJECT. CONSULTANT shall work with the utility providers to identify potential conflicts, determine clearance and relocation requirements and establish the schedules for required utility relocations.

The CONSULTANT shall be responsible for PROJECT review coordination, permitting and other coordination necessary with SJCDPW, Caltrans, PG&E and other utility companies as necessary to facilitate the design of the PROJECT. The CONSULTANT shall prepare and present viable options, including exhibits to SJCDPW to facilitate resolution of utility conflicts.

The CONSULTANT shall follow the guidance of the Caltrans Right of Way Manual and provide the affected utilities with preliminary plans to allow for their planning and design of utility relocation. Preliminary plans shall identify potential conflict locations and contain sufficient vertical and horizontal controls to allow a determination of relocation requirements, where applicable. The CONSULTANT shall coordinate the relocation schedules of all affected utilities to ensure timely completion of the proposed relocations. The CONSULTANT shall work with the Utility providers to determine if the PROJECT contractor or the Utility provider will be relocating conflicting facilities. Utility relocations shall be incorporated into the PROJECT construction schedule as necessary.

TASK 6.0 PLANS, SPECIFICATIONS AND ESTIMATE (PS&E)

The CONSULTANT shall implement and maintain quality control procedures during the preparation of memoranda, working papers, reports, plans and drawings for the PROJECT. The quality control procedures will be in effect during the entire time work is being performed for the PROJECT. The quality control procedures will establish a process whereby all work product submittals are independently checked.

The preparation of all plans shall be consistent with the Caltrans PPM.

All PS&E submittals shall first be made solely to SJCDPW for brief review. Upon initial approval by SJCDPW staff, PS&E stage submittals will be shared with Caltrans for concurrent review. In the interest of efficiency, a combined set of comments shall be compiled and addressed by the CONSULTANT after both reviews are completed.

Milestones under this task shall include the thirty-five percent (35%) preliminary design stage submittal, sixty-five percent (65%) design stage submittal, ninety-five percent (95%) design stage submittal, one hundred percent (100%) submittal, and final advertising document submittal. The CONSULTANT shall prepare construction documents consisting of PS&E in the English System sufficient for the administration and construction of the PROJECT. For completion of this task, the CONSULTANT shall provide the following services:

TASK 6.1 35% PS&E SUBMITTAL

The CONSULTANT shall prepare and submit to SJCDPW plans in Adobe PDF format and engineer's estimate in Microsoft Excel format. Plan view drawings shall be scaled to 1"=20', details shall be presented to a scale appropriate to communicate design intent, and all plans submitted shall be prepared in accordance with SJCDPW design criteria and the Caltrans PPM. The work product shall consist of plans and profiles, and estimated quantities sufficient to define the extent and nature of the PROJECT. The thirty-five percent (35%) design stage submittal for review and approval by SJCDPW shall include, but is not limited to the following:

1. Roadway Improvement Plans:

Based on the Caltrans and SJCDPW-approved Traffic Report, Geometric Design Criteria, and Geotechnical Report prepared in Tasks 4.1, 4.4, and 4.5 respectively, the CONSULTANT shall submit plans showing the proposed new roadway improvements. Adjacent property ownership information will be included, and the plans shall show right-of-way acquisitions and temporary construction easements. The proposed new roadway improvement plans shall include planimetrics to define roadway alignment, profile and potential conflicts, typical cross-sections, and proposed structural sections.

2. Drainage Plans:

Based upon the Caltrans and SJCDPW-approved Storm Drainage Analysis prepared in Task 4.3, the CONSULTANT shall prepare plans showing the proposed storm drainage improvements. The proposed drainage system plan will be shown with horizontal alignments.

3. Roundabout and Safety Lighting Plans:

Based upon the Caltrans and SJCDPW-approved Traffic Report and Safety Lighting Criteria prepared in Tasks 4.1 and 4.2 respectively, the CONSULTANT shall prepare a roundabout and safety lighting layout for the PROJECT. The CONSULTANT shall prepare plans for the PROJECT intersection that will include circulatory roundabout lane widths, approach and departure lane widths and radii, truck apron and central median sizing, and splitter island dimensions. The CONSULTANT shall also include safety lighting photometrics in these plans.

4. Signage and Striping Plans:

The CONSULTANT shall prepare the design and layout of pavement striping plans consistent with the CA MUTCD and include station and offset to locate legends and striping. Aerial photos shall be used as backgrounds for the Signage and Striping Plans during the 35% submittals to enhance special context and streamline the design review process, but the aerial photos shall be removed no later than the 95% submittal in Task 6.3.

5. Utility Plans:

The CONSULTANT shall coordinate with each utility provider to map their facilities and identify conflicts. In addition to any possible utility relocation or adjustments, the plans will include utilities to be abandoned, removed, disposed, disconnected, etc. The design will include technical feasibility, preliminary costs, and anticipated design constraints. The CONSULTANT shall coordinate with the utility providers to develop viable conflict resolution options for presentation to Caltrans and SJCDPW.

TASK 6.2 65% PS&E SUBMITTAL

The CONSULTANT shall prepare and submit to SJCDPW plans in Adobe PDF format, engineer's estimate in Microsoft Excel format, and specifications in Adobe PDF and Microsoft Word formats. The sixty-five percent (65%) design stage submittal for review and approval by SJCDPW shall address all comments received from Caltrans and SJCDPW in Task 6.1 and include grading. The Task 6.2 submittal shall also include, but is not limited to the following:

1. Construction Traffic Plans:

The CONSULTANT shall conduct a comprehensive inventory of all traffic sign types within the PROJECT limits. The inventory shall provide a base for any recommended changes and/or additions and deletions.

The CONSULTANT shall prepare a complete construction sign plan for each construction phase of the PROJECT. Each phase of the PROJECT shall have a table identifying the number and locations of all existing and proposed signs.

2. Construction Staging/Traffic Handling Plans:

The CONSULTANT shall prepare plans for the design and layout of the construction staging, showing alignments, widths, pavement sections, striping layout, and signing provisions. All construction staging shall be evaluated for viability utilizing design vehicles as approved by Caltrans and SJCDPW.

TASK 6.3 95% PS&E SUBMITTAL

The ninety-five percent (95%) design stage submittal for review and approval by SJCDPW shall address all comments received from Caltrans and SJCDPW in Tasks 6.1 and 6.2. This plan set shall include all elevations and grades for grading and utilities. The Task 6.3 submittal shall also include final draft PS&E including, but not limited to:

1. Title Sheet (SJCDPW format)
2. Typical Cross Sections
3. Roadway and Surface Improvements
4. Plan and profile, Superelevation diagrams
5. Storm Drainage Improvements
6. Roundabout Plans
7. Safety Lighting Plans
8. Traffic Signing and Striping Plans
9. Utility Plans
10. Detail Sheets
11. Staged Construction/Traffic Handling Plans
12. Storm Water Pollution Prevention Plan Worksheet

- 13. Specifications
- 14. Engineer's Estimates

TASK 6.4 100% PS&E SUBMITTAL

The one-hundred percent (100%) design stage submittal for review and approval by SJCDPW shall address all comments received from Caltrans and SJCDPW in Tasks 6.1, 6.2, and 6.3. The Task 6.4 submittal shall include all final PS&E documentation required for successful advertising of the PROJECT by SJCDPW. Upon approval of the 100% stage submittal, PS&E development will be considered successfully completed.

TASK 6.5 FINAL PS&E DOCUMENT SUBMITTAL

Upon SJCDPW approval of the 100% submittal, the CONSULTANT shall provide SJCDPW with one hard copy and appropriate electronic files for each of all geotechnical, traffic, and/or other engineering reports prepared for the PROJECT. All plans will be prepared at a scale of 1"=20' unless determined otherwise by mutual agreement between CONSULTANT and SJCDPW.

The CONSULTANT shall provide the following hard copy deliverables:

1. 2 sets 24x36 plans
2. 2 sets 24x36 cross sections
3. 3 sets specifications
4. 3 copies engineer's estimates
5. 1 set 24x36 plans on mylar (or SJCDPW approved equivalent) for final signatures
6. AutoCAD format electronic files - plans and drawings
7. Microsoft Excel format electronic files - engineer's estimate
8. Microsoft Word format electronic files - specifications
9. 1 set Adobe PDF format electronic plans, specifications, and engineer's estimate

TASK 7.0 RIGHT-OF-WAY

SJCDPW will obtain all necessary lands, easements and right of entry permits from affected property owners necessary for the PROJECT construction and permanent roadway configuration. As part of the meetings with neighboring residents and local businesses for the exchange of information, the CONSULTANT may be required to conduct field meetings with these constituents to facilitate easements and right of entry permits during PROJECT development. This may require preparation of exhibits and identifying the proposed easements and right-of-way through field stakes, painting, or other methods. The CONSULTANT shall also locate, mark, and/or stake improvements or right-of-way to facilitate any utility relocations prior to construction.

SJCDPW shall obtain and pay for all preliminary title reports, referenced deeds and maps. CONSULTANT shall prepare all legal descriptions and related plats. SJCDPW shall conduct all acquisition activities. CONSULTANT will conduct appraisals and preliminary assessments of relocation benefits.

TASK 7.1 RIGHT-OF-WAY SERVICES

SJCDPW anticipates that right-of-way activities will also take place during the design effort related to up to five (5) "partial" right-of-way acquisitions necessary for the proposed PROJECT. Some rights of entry

and temporary construction easements may be necessary as well as the assessment of encroachments within San Joaquin County right-of-way.

The CONSULTANT shall perform all field surveys as required by SJCDPW. Utilizing data collected in Task 3.2, the CONSULTANT shall provide to SJCDPW an electronic copy of all field survey data and prepare an exhibit for each affected parcel and right-of-way acquisition or easement, including related closure calculations.

The CONSULTANT shall define for SJCDPW the controlling elements for all right-of-way acquisitions and easements. The CONSULTANT shall prepare a Record of Survey, as required by the Professional Land Surveyor's Act, to memorialize any permanent survey monuments set as part of the PROJECT.

TASK 7.2 LEGAL DESCRIPTIONS AND PLATS

The CONSULTANT shall provide legal descriptions and related plats, and all other information and documents required for right-of-way acquisitions, easements and rights of entry. The CONSULTANT shall coordinate with SJCDPW for any easements and rights of entry required including review of documents.

TASK 7.3 APPRAISALS

The CONSULTANT shall conduct appraisals required for right-of-way acquisitions and coordinate with SJCDPW to review related reports and documents.

All appraisals and related services shall be conducted by a real estate appraiser licensed by the State of California and be completed in accordance with the Uniform Standards of Professional Appraisal Practice. The appraised value of just compensation for a property acquisition shall be summarized in an appraisal report consisting of, but not limited to, the following items:

- A statement of purpose and function for the appraisal, including any assumptions and limiting factors or conditions;
- A description of the property's physical characteristics;
- An analysis of the property's highest and best use, including the appropriate alternative approaches to value as applicable;
- A statement of the value of property rights;
- A statement of any damages or benefits to remainder property if applicable; and
- The signed certification and effective date of the valuation.

The CONSULTANT shall have an independent appraiser complete a review appraisal for all acquisitions in accordance with Caltrans requirements.

TASK 7.4 CALTRANS AGREEMENTS AND RIGHT-OF-WAY CERTIFICATION

The CONSULTANT shall coordinate between Caltrans and SJCDPW to ensure accurate and timely preparation of any agreements required to ensure proper transfer of property from San Joaquin County to Caltrans at PROJECT completion. The CONSULTANT shall also ensure that all work required to complete right-of-way certification is completed in a timely manner to ensure PROJECT construction.

TASK 8.0 PUBLIC OUTREACH

The CONSULTANT shall conduct various meetings for the transfer and dissemination of information to the public and for periodic updates of PROJECT progress. The objectives are to promote participation in the process, build community consensus, and improve communication and understanding between decision-makers and community residents.

The CONSULTANT must take care to ensure that key community constituents are consulted at critical decision points. Technical information must be shared and prepared in a form which is understood by all parties. The CONSULTANT must ensure that the community participation is tailored to the local area and meets its special needs. Community residents, professional experts, and public officials must be actively engaged in a shared process of information gathering, problem identification, and priority setting. The CONSULTANT must keep a careful record of community concerns and issues.

The CONSULTANT shall attend up to three (3) public meetings for the presentation of concepts and design features to the public, and possibly the San Joaquin County Board of Supervisors. At least two (2) of these meetings shall be held in a facility near the PROJECT vicinity to present the PROJECT to neighboring residents and businesses for the exchange of information about the design and related issues. These meetings will be designed to provide information and to obtain feedback on the PROJECT features, projected impacts to adjacent properties and businesses, staging plans and detours, and construction scheduling.

The CONSULTANT shall schedule all public meetings, make arrangements for facilities, prepare exhibits to illustrate design concepts and PROJECT features, issue meeting notices, and prepare agenda and minutes. The CONSULTANT will record public comments, provide appropriate responses, and consider them in the design when possible. The CONSULTANT shall be responsible for compiling all comments and recommendations for administrative and public review.

Based on the stakeholder list developed in Task 1.3, the CONSULTANT shall facilitate one-on-one meetings with stakeholders, property owners, or business owners and SJCDPW. The CONSULTANT shall be prepared to discuss design impacts related to property frontages, turning movements, driveways, construction staging, etc. The CONSULTANT shall obtain and record stakeholders' input and concerns and provide answers to their questions. One-on-one meetings are expected to be a combination of in-person and online with the majority being in-person on-site meetings. It is estimated that ten (10) or more meetings may be required.

TASK 9.0 BIDDING AND POST-AWARD ASSISTANCE

The CONSULTANT shall provide assistance during the construction bidding process and during construction.

TASK 9.1 BIDDING AND AWARD ASSISTANCE

The CONSULTANT shall provide assistance during the advertising and bidding phase. Assistance will involve providing clarification or answers to questions received from prospective bidders. This assistance could include necessary design revisions if SJCDPW deems it necessary, or coordination with Caltrans as needed to address concerns within their jurisdictions. SJCDPW shall be responsible for receiving all inquiries and providing all responses to questions received during the bidding period, with input from Caltrans included where applicable.

TASK 9.2 DESIGN SERVICES DURING CONSTRUCTION

It is anticipated that the CONSULTANT shall provide limited design assistance during construction, primarily consisting of field reviews and meetings (assume six (6) total, including the four (4) listed below), as requested by SJCDPW, plus responding to requests for information. The CONSULTANT and, if necessary, appropriate design team members are expected to attend the following meetings unless it is mutually agreed otherwise: a preconstruction meeting; post construction meeting; construction coordination meetings in the field when necessary; and final punch list and job walk meeting. Construction management will be provided by SJCDPW or a firm selected by SJCDPW to provide construction management services. Inspection, materials testing, and construction administration services are not included in this scope and will be provided by others.

The CONSULTANT shall provide to SJCDPW or a firm selected by SJCDPW to provide construction management services all engineering records, survey information and data, cross sections, design memorandums, record of meetings conducted with area residents and business owners, and other information required to construct the PROJECT. If questions arise during construction over the intent of the design, the CONSULTANT and appropriate design team members will be expected to respond to such questions in a timely fashion. The CONSULTANT shall review, comment, and make recommendations on the Contractor's material submittals and shop drawings. Approval of contractor's shoring plans, detour signing, and traffic striping plans, etc. may be performed by others. The CONSULTANT shall prepare record drawings and as-built revisions for the PROJECT. The CONSULTANT shall take measure to ensure the appropriate design team members' services during construction are included as required.

TASK 9.3 CONSTRUCTION STAKING - OPTIONAL

The CONSULTANT shall provide construction staking services as required in contract specifications and special provisions and/or as required to construct the PROJECT and as directed by SJCDPW. Note: This task will be included in the CONSULTANT proposal as an optional, additive scope of work and a cost proposal component, but will not be used to determine the final project “not to exceed” amount of the agreement. These additional services will be performed at the option of SJCDPW after review of the delivered work products and the level of PROJECT funding. If SJCDPW elects to proceed with this optional work task, SJCDPW and CONSULTANT shall finalize a negotiated amount for compensation and shall execute a Supplemental Task Order to the Agreement for completion of these additional services.