

2022 High Friction Surface Treatment Project – Construction Management

Scope of Work

Ghirardelli Associates, Inc. (Ghirardelli) will act as County's representative and Resident Engineer to oversee construction for the 2022 High Friction Surface Treatment Project. Ghirardelli will ensure all construction and documentation is completed in accordance with County Bidding Documents, Specifications and Contract Documents, and State and Federal requirements.

Contractor Coordination

Ghirardelli will coordinate all contractor construction activities on behalf of County including the preconstruction meeting, and any other meetings (in person or virtual) required to facilitate project progress and completion.

Maintain Project Construction Records

Although this project is not Federally Funded, Ghirardelli will keep all project records in accordance with the full Caltrans 63 category system per Chapter 5 of the Caltrans Construction Manual. The Resident Engineer (RE) will perform the majority of the office engineering tasks; however the Construction Inspector (Inspector) will provide and file the daily reports (Cat 46), source documents (Cat 48), and daily construction photos (Cat 14). Files will be maintained electronically on SharePoint with access provided to the County. A complete duplicate hard copy will also be provided to the County at project completion.

Labor Compliance

Ghirardelli will ensure that the Contractor conforms to all applicable labor compliance requirements, and shall include all applicable documentation in the project files. The Inspector will conduct a minimum of two interviews per trade per month and file documentation to the project files.

Prevailing Wage Review

RE will review certified payroll and labor compliance interviews for minimum prevailing wage in accordance the California Department of Industrial Relations for the type of work as well as location. Certified payroll records will be saved to the project files.

Change Order Preparation

RE will prepare all change order documents in accordance with the LAPM Ch 16. This includes the CCO Memo, independent cost estimate, time impact evaluation, record of negotiations, backup documentation, as well as the CCO itself. All change orders will be discussed and agreed upon by the County prior to entering into negotiation or providing direction to the Contractor.

Contract Item Pay Quantity Documents

The Inspector will prepare all quantity documents which will include all pertinent measurements and calculations as a basis for the monthly pay quantity for each bid item and Change Order. RE will review and initial each source document.

Daily Diaries

Inspector will prepare a daily diary for each day of the contract which will document the weather, shift duration, personnel on the project, equipment used and idle, construction activities and their applicable bid item, daily quantities, CCO work, tracking of force account activities, conversations, and any other daily occurrences pertinent to the day's activities.

Weekly Working Days Tracking

RE will prepare at the conclusion of each week's work a Weekly Statement of Working Days to send to the Contractor. The Caltrans 5-day working calendar will be utilized for contract time.

Force Account Work Analysis (as required)

RE will prepare a force account analysis in accordance with Caltrans Standard Specifications Section 9-1.04 as necessary to determine costs for change orders, validate Contractor's cost proposals for changes, or analyze potential claim costs.

Environmental Monitoring

Environmental monitoring in accordance with the project's approved environmental permits shall be provided as necessary.

RFI Support

RE will perform a review of all RFIs then route to appropriate personnel as required, such as the Designer of Record, or complete the review and response himself. RE will keep an RFI log.

Submittal Review

RE will review and respond to all submittals. RE will keep a submittal log.

Coordination with Public

Based on County guidance, RE and Inspector will coordinate and communicate with the public as necessary to coordinate project activities and resolve and questions or issues a member of the public may have on site.

Photo Documentation

Inspector will photograph the existing site conditions prior to construction, take daily construction photos to be included in the daily diary, and take post-construction photos.

Weekly Updates to County Staff

RE will prepare a weekly report to the County to include percent time and cost expended, project look ahead activities, change order summary and expenditure, and potential claims. This report will be tailored to the County's preference. The County will also be invited to the weekly meeting with the Contractor to discuss project coordination and scheduling.

Coordination with Other Agencies

RE and Inspector will coordinate and communicate as needed with utility agencies, water district, and environmental permit agencies.