

Guardrail Safety Audit Project – Construction Management and Inspection Services

Scope of Work

Salaber Associates, Inc. (Salaber) will act as County's representative and Resident Engineer (RE) to oversee construction for the Guardrail Safety Audit Project. Salaber will ensure all construction and documentation is completed in accordance with County Bidding Documents, Plans and Specifications, Contract Documents, and State and Federal requirements.

Request for Information (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.

Project Coordination

Salaber will serve as the primary contact with the Contractor. Salaber will coordinate all construction activities on behalf of County.

Salaber will:

- Coordinate the Preconstruction Meeting (schedule, prepare agenda, run meeting, prepare minutes).
- Coordinate weekly meetings (schedule, prepare agenda, run meeting, prepare minutes).
- Similarly coordinate and any other meetings (in person or virtual) required to facilitate project progress and completion.
- Attempt to resolve all issues before they impact the project.
- Manage the team and ensure that communication and expectations are reaching all members.
- Coordinate with utilities that are affected or that are performing relocations.
- Coordinate with third parties that have a stake in, or concerns about the project.
- Verify SWPPP is prepared, Waste Discharger Identification (WDID) obtained, and weekly inspections performed and filed.
- Understand and enforce permit requirements.
- Ensure subcontract work and substitution laws are followed.
- Ensure filing system demonstrates control of the project.

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.

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. 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, etc..

Maintain Project Construction Records

Salaber will keep all project records in accordance with the full Caltrans 63 category system per Chapter 5 of the Caltrans Construction Manual in a digital filing system, with binders for Labor Compliance. A complete duplicate hard copy will also be provided to the County at project completion.

Salaber will collect or generate the files that are generally filed in Category 11, including: Form 15-A Local Agency Checklist, Form 15-B RE Checklist, Engineer's Estimate, Notice of Award, Bid Summary Sheet, executed contract and similar required documents.

Salaber will collect the files that are generally filed in Category 12, including: contractor's Authorized Representative Letter, insurance documents, bid documents, bonds (Performance / Payment), Exhibit 15-G DBE Commitment, Exhibit 15-H DBE Good Faith Effort, Exhibit 16-B Subcontracting Request and similar required documents.

Salaber will Manage official project correspondence.

Control of Materials / Quality Assurance Plan (QAP)

RE will review and respond to all submittals, for materials and otherwise (e.g. Traffic Control Plan, SWPPP / WPCP etc.). RE will keep a submittal log.

RE/Inspector will:

- Be familiar with minimum sampling & testing charts in QAP. Share with contractor and testing firm.
- Utilize Caltrans Authorized Materials List for acceptance where possible.
- Be familiar with materials that can be accepted by the Certificate of Compliance per QAP.
- Verify the Certificates of Compliance are submitted and meet specification requirements.
- Ensure proper Buy America certifications are provided for steel items, or invoices are provided for minor steel items under the allowed limit.
- File materials tests and keep updated logs.
- File materials testers and lab test certifications and keep logs.

Field Inspection

Salaber Inspector will:

- Be responsible full-time for the site per the inspection requirements for Federal Aid work of a project with multiple locations.
- Verify work is constructed to the project plans and specifications.
- Work to solve issues with the contractor at the field level.
- Keep Caltrans compliant daily diaries.
- Measure pay quantities daily, and agree with contractor on work placed.
- Prepare monthly quantity sheets.
- Document quantities placed in daily diaries.
- Maintain photo and video records as required. At a minimum the 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.

Labor Compliance

Salaber will ensure (via subcontractor CASI) that the Contractor conforms to all applicable labor compliance requirements, and shall include all applicable documentation in the project files.

Salaber/CASI will:

- Prepare bi-weekly labor compliance updates.
- Collect and review DAS 140 & DAS 142 forms.
- Collect and review certified payroll.
- Collect and review fringe benefit statements.
- Collect and review all other labor compliance documentation.
- Perform EEO interviews in the field and report deficiencies.

- Collect and review DBE paperwork.
- Collect FHWA 1391 forms annually.
- Report deficiencies to Contractor and County.
- Ensure photograph of FHWA notice board is in files.
- File all labor compliance documents hard-copy and digitally.

Prosecution and Progress (Control of Time)

Salaber RE will keep the project on track, and ensure that the contractor maintains responsibility for their work and fulfilling LAPM requirements.

Salaber will:

- Review and accept realistic baseline schedule.
- Prepare Weekly Statements of Working Days.
- Require a monthly updated schedule from the Contractor.
- Keep track of controlling item of work, and actual work performed.
- Require and analyze a Time Impact Analysis for any extra time requested by Contractor.
- Consider and implement time suspensions in cases where the owner or third party causes an extended delay.

Contract Item Pay Quantity Documents

Salaber 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.

Salaber will:

- Ensure that the Contractor is paid proportionally to the work complete, and that all laws are followed with regard to paying subcontractors.
- Pay measured bid items only based on quantity sheets from inspectors.
- Reach agreement with the contractor on proportional payments for lump sum items.
- Prepare monthly pay analysis and cover sheet and submit to County with Contractor's invoice.
- Collect conditional and unconditional waivers from prime and from subcontractors/suppliers who have pre-liened projects to avoid stop notices and payment bond issues.
- Manage any deductions (such as labor compliance) as required.
- Prepare and submit monthly change order log and forecast to County.

Change Orders and Claims

Salaber 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.

Salaber will:

- Adopt a partnering relationship with the Contractor to attempt to minimize extra costs and avoid claims.
- Track potential changes in a Potential Change Order (PCO) log.
- Only advance PCOs to Change Orders if the work is verified as beyond the contract requirements.
- 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.
- Perform an independent engineer's cost estimate to verify any negotiated extra cost.

- Keep track of force account work in the field and sign a Daily Extra Work Report (DEWR) if agreement can be reached between the inspector and foreman (or note otherwise).
- Verify force account pricing based on the DEWR using labor compliance records and the Caltrans Labor and Equipment Rental Rates book.
- Strictly follow the contract procedures in the event of any claims.
- Prepare quality documentation to protect the County in the event of any claims.
- Keep track of work that is eliminated and should be a credit to the contract.

Close-out

To close out the project, Salaber will provide the following services:

Final inspection and site walk.

Punch list completion.

Finalize as-builts with Contractor.

Change order summary.

Form 17-G Materials Final Certificate.

Collect all manuals and warranties.

Assist with notice of completion process.

Other Chapter 17 requirements as requested.