

RESOLUTION No. 21-269

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

AWARD OF TASK ORDER NO. 1 TO PSOMAS FOR \$88,160.00 TO PROVIDE ON-CALL CONSTRUCTION INSPECTION SERVICES FOR THE 2021 ROAD REHABILITATION PROJECT NO. 450008-DISTRICT I, III, IV

WHEREAS, on March 23, 2021, the Nevada County Board of Supervisors adopted Resolution 21-075, awarding a contract with PSOMAS, for a \$3,000,000 not to exceed on-call construction management and inspection contract for the period of March 23, 2021 to March 23, 2026; and

WHEREAS, the County has a need for general construction inspection services; and

WHEREAS, on June 1, 2021, the County received a mini-proposal from PSOMAS to provide construction inspection services; and

WHEREAS, a task order must be issued to approve the desired construction inspection services per the Caltrans Local Assistance Procedures Manual; and

WHEREAS Resolution 21-075 stated that individual project scope of work and cost of services would be negotiated based on Caltrans approved rates and that all project task orders greater than \$50,000 would be brought to the County of Nevada Board of Supervisors to award within the global \$3,000,000 not to exceed contract; and

WHEREAS, this project will be Task Order No. 1 from the not to exceed on-call contract awarded with Resolution 21-075; and

WHEREAS, Task Order #1 has been negotiated in the amount of \$88,160.00 with PSOMAS and the remaining balance on their on-call contract will be \$3,000,000 - \$88,160.00 = \$2,911,840.00; and

WHEREAS, work is scheduled to begin in July 2021 through October 2021; and

WHEREAS, sufficient budget is available in 1114-30104-702-1000 / 521130 to support this award.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nevada County Board of Supervisors:

1. Award Task Order No. 1 to PSOMAS in an amount of \$88,160.00 to provide construction inspection services as needed and approved per the project scope of work. The contract term for this Task Order #1 shall be July 2021 – October 2021.
2. Authorizes the Public Works Director, or their designee, to execute on behalf of the County of Nevada the agreement between Nevada County and PSOMAS.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 22nd day of June, 2021, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: _____



Dan Miller, Chair

6/22/2021 cc: DPW*
AC*



COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
DEPARTMENT OF PUBLIC WORKS
950 MAIDU AVENUE, P.O. BOX 599002
NEVADA CITY, CA 95959-7902
(530) 265-1411 FAX (530) 265-9849 www.mynevadacounty.com

Mali LaGoe
Acting Community Development Agency Director

Trisha Tillotson
Director of Public Works

TO: Frank Martin, PSOMAS
FROM: Zachary Lake, Senior Civil Engineer
DATE: May 13, 2021
SUBJECT: Inspection Services – Mini RFP

Your company has an On-Call Professional Services Contract with Nevada County to perform a wide range of project activities related to the management, inspection, and delivery of capital projects. Nevada County has implemented a two-step process in accordance with Chapter 10 of the Caltrans Local Assistance Procedures Manual. This mini-RFP is the second part of that two-step process. Below are the specifics pertaining to this project.

The County will award a single construction management contract that will include services for supplemental inspection services for the County's Egress/Ingress Fire Safety Project (brush clearing work), inspection of utility company encroachment permit activities, and other related work as necessary.

PROJECT DESCRIPTION: Work shall consist of providing part time inspection services of the County Egress/Ingress Fire Safety Project. Inspection services will include daily tracking of contractor's progress clearing brush from various County roadways, providing daily reports, taking photos, and confirming general adherence to the project specifications. The County anticipates one inspector spending approx. 2 hours per day on this project. Additional inspection services will be required on a daily basis to ensure compliance on encroachment permits on active utility projects. The County anticipates this same inspector spending approximately 6 hours per day on various ongoing utility projects. Inspection reports on encroachment permit projects do not need to track equipment, days, or quantities, but shall include a very brief description of ongoing work.

PROJECT DOCUMENT LOCATION: 100% Project plans and specifications are available for the Egress/Ingress Fire Safety Project. Encroachment permits will be provided to the inspector as assigned.

CONTRACT TIMELINE: Approximately Late June – October 2021

LOCAL AGENCY PROJECT MANAGER: Zachary Lake, Senior Civil Engineer

DBE % REQUIRED: CE contract goal is 2% over the duration of the contract

ITEMS SPECIFIC TO THIS PROJECT: Projects are currently in progress. Consultant should anticipate daily site visits to multiple locations each day. Consultant billing will need to identify hours spent on each permit/project. The County will supply construction support throughout the life of the project. Cost effective and efficient use of staffing should be addressed in the proposal.

INSTRUCTIONS TO CONSULTANT: The mini-proposal shall include:

1. Work plan that covers the project support from late June to October 2021, or project closeout
2. Project understanding
3. Scope of work
4. Experience with similar projects
5. Schedule showing proposed staffing levels at various times during the project
6. Proposed team, including personnel names, classifications, resumes (only if not included in the original RFP)
7. Subcontractors, and their level of participation
8. All costs shall be submitted in a separate, sealed envelope marked "Cost Proposal"

Mini-proposal shall be no longer than 6 pages excluding attachments, resumes and figures.

Please submit three (3) hard copies to the address in the header and email one (1) electronic copy no later than June 1, 2021, at 12:00 PM, to the attention of the listed project manager. Award of the mini-proposal is scheduled for June 2021.

Specific cost proposals will be negotiated with the highest ranked firm, based on approved Caltrans ICR rates.

SCOPE OF WORK: FULL CONSTRUCTION MANAGEMENT SERVICES PROVIDING (AS CHECKED)

Resident Engineer	✓ Weekly working days tracking
✓ Construction inspector(s)	✓ Force account work analysis (if required)
Licensed engineer required	Material testing
✓ Maintain project construction records	Environmental monitoring
Labor compliance interviews	RFI support
Prevailing wage review	Submittal review
Change order preparation	✓ Coordination with public
Progress payment preparation	✓ Photo documentation
✓ Contract item pay quantity documents	✓ Weekly updates to County staff
✓ Daily diaries	✓ Coordination with other agencies

CONSULTANT WILL BE RATED BASED ON THE FOLLOWING:

1. Work Plan – Proposed plan to address the anticipated scope of work. Understanding of the work to be done with detail enough to complete the project. (15 pts/15%)
2. Experience of assigned project personnel on similar projects (55 pts/55%)
3. Efficiency of staff usage for the duration of the project (25 pts/25%)
4. Staff resources (5 pts/5%)

Each item above will be given a point value for a total of 100 points.

Nevada County 2021 Annual Roadway Project

Cost Proposal

Consultant Name

PSOMAS

DIRECT LABOR

Staged Construction

<u>Classification</u>	<u>Name</u>	<u>Company</u>	<u>Hours</u>		<u>Initial Hourly Rate</u>	<u>Total</u>
Project Manager	Frank Martin	Psomas	8	@	\$ 250.00	\$ 2,000
Construction Inspector	John Van Matre	Psomas	344	@	\$ 185.00	\$ 63,640
Construction Inspector (OT)	John Van Matre	Psomas	80	@	\$ 235.00	\$ 18,800
Admin Asst / Labor Compliance	Chantel Clark	Psomas	8	@	\$ 90.00	\$ 720

Subtotal Direct Labor Costs

\$ 85,160
\$ 85,160

OTHER COSTS

Vehicles (Included in Overhead)	\$ -
Field Equipment and Supplies	\$ -
Office Supplies	\$ -
Travel (Source Inspection)	\$ 3,000
Miscellaneous Expenses	\$ -
	\$ 3,000

SUBCONSULTANT COST

Subconsultant Mark-up - 5%

\$ -
\$ -

TOTAL COST

\$ 88,160



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

DEPARTMENT OF PUBLIC WORKS

950 MAIDU AVENUE, P.O. Box 599002

NEVADA CITY, CA 95959-7902

(530) 265-1411 FAX (530) 265-9849

<http://www.mynevadacounty.com>

CONTRACT: **On-Call Construction Management Services**

TASK ORDER		
BY COUNTY	REQUEST DATE: June 22, 2021	COUNTY TASK ORDER #1
	PROJECT TITLE: Award of Task Order #1 to PSOMAS to Provide On-Call Construction Inspection Services	
	Consultant.: PSOMAS	FAX:
	REQUESTED BY: Zachary Lake	FOR DEPARTMENT: Public Works
	REQUEST: CM Services	REQUESTED DELIVERY DATE: 7/1/2021
	PROJECT LOCATION: Various Locations	
	DESCRIPTION: Consultant shall provide general construction inspection services.	
	See Attached:	
	Inspection Services – Mini RFP	
	Proposal from PSOMAS dated June 1, 2021	
Task Order #1 – Scope of Work		
COMPLETED BY CONSULTANT	ESTIMATED DELIVERY: 7/1/2021	ESTIMATED COST: \$88,160.00
	COMMENTS:	
COUNTY	AUTHORIZATION TO PROCEED:	
	By: _____ DATE : ____ / ____ / ____ Trisha Tillotson, Director of Public Works	

Scope of Work - Inspection Services

Psomas' Construction Inspector can, on a daily basis, check the quality and quantity of the work performed by all trades and to verify provisions of the contract documents are being fulfilled. Psomas will **inspect construction methods, materials, techniques, and sequences** to evaluate the Contractor's compliance with the construction documents, provide observation of material testing, and will review all construction prior to burial. Our Construction Inspector will continually monitor the Contractor's implementation of their traffic control plans and will verify all required construction access for residents and businesses during the project detour.

Daily Inspection Reports can be prepared and completed each day to document observed construction activities and will include the number, classification, and hourly summary of Contractor's activity and equipment, the work performed by apprentices, weather, and can include any salient discussions, abnormal occurrences, unforeseen conditions, and observations noted by the field inspector(s) during the course of their inspection duties.

If requested by the county, the Daily Inspection Reports shall be submitted to the County's Project Manager on a daily basis via email or hard copy.

Any substandard work shall be rejected and the contractor will be notified in writing to replace or repair the work to project plans and specification.

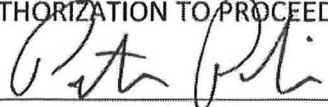
Our Construction Inspector will mark up a field redline set of drawings to incorporate Contractor record drawing markups, prepare punch lists, coordinate and conduct the final inspections and acceptance walk-throughs.

Digital photographs will be taken daily to document the progress of the project and will be stored and provided to the County in digital format at the close of the project along with all other digital data on a flash drive.



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	Consultant.: PSOMAS	FAX:
	REQUESTED BY: Zachary Lake	FOR DEPARTMENT: Public Works
	REQUEST: CM Services	REQUESTED DELIVERY DATE: 7/8/2021
	PROJECT LOCATION: Various Locations	
	DESCRIPTION: Consultant shall provide on-call construction inspection services and	
	submittal reviews for the 2021 Road Rehab Project. Services shall be provided throughout	
	the life of the project.	
	See Attached:	
Task Order #1 – Scope of Work		
Cost Proposal from PSOMAS dated June 1, 2021		
COMPLETED BY CONSULTANT	ESTIMATED DELIVERY: 7/8/2021	ESTIMATED COST: \$87,584.00
	COMMENTS:	
COUNTY	AUTHORIZATION TO PROCEED:	
	By:  Patrick Perkins P.E. Principal Civil Engineer	DATE: 7/8/21

Task Order #1 – Scope of Work

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Digital photographs shall be taken daily to document the progress of the project and shall be stored and provided to the County in digital format at the close of the project along with all other digital data on a flash drive.

Field Inspection

Construction Inspector will serve as the focal point for coordination among the County, the Contractor, the permit agencies, the utility companies, and the public. As part of their field duties, Construction Inspector will verify that construction proceeds in accordance with the County's plans and specifications and all other pertinent project standards and will conduct inspections to verify the workmanship and quality of all work conducted on site. Any deficiencies or deviations from the contract documents will be documented in writing, sent to the contractor, and brought to the County's attention. Construction Inspector will serve as the focal point for coordination among the County, the Contractor, the permit agencies, the utility companies, and the public.

Construction Inspector will specifically be responsible for:

- Monitoring the contractor's work for general conformance with the plans and specifications
- Documenting the progress of the work with daily diaries and photographs
- Confirming that only the approved materials are incorporated into the work
- Coordinating any materials testing
- Monitoring contract change order work in the field
- Monitor the contractor's coordination with various utility owners

- Inspect traffic control and erosion control measures as often as necessary to verify activities meet with the approved plans
- Track and resolve community complaints and coordinate with the public as necessary
- Preparing deficiency and punch lists
- Reviewing the contractor's as-built record drawings status

Documentation of Pre-construction Conditions

Construction Inspector shall take detailed photos of the project sites prior to work starting. Key items noted will be driveways, sidewalks, road conditions, and any other areas as requested by the County.

Storm Water Pollution Prevention

PSOMAS will take a proactive role in confirming the SWPPP is managed in accordance with the approved SWPPP.

Cost Control and Monthly Progress Payments

Construction Inspector shall compare payment items to the actual work performed during the month for the 2021 Road Rehab Project. They will recommend to the County any necessary withholdings, such as liquidated damages, labor compliance issues, stop notices, rejected work, or noncompliance with contract requirements.

Submittals and Clarifications

PSOMAS shall support the County with the review of submittals as requested. PSOMAS shall also provide the approved submittals related to paving and micro-surfacing to the materials testing firm .

Field Material Testing

For recording of tests, results will be logged. Failed tests that require additional work or replacement will be documented in the log and filed, as will retests. Only work with passing materials tests shall be accepted.

Contract Modifications/Change Orders/Claims

Construction Inspector will be available to review notices of potential claim and provide details to the County. Should there be any extra work at force account, Construction Inspector will track this time on his daily report, will agree with the contractor on a daily basis, and will provide updates on work to the County project manager as requested.

Nevada County 2021 Annual Roadway Project

Cost Proposal

Consultant Name PSOMAS

DIRECT LABOR

Staged Construction

<u>Classification</u>	<u>Name</u>	<u>Company</u>	<u>Hours</u>		<u>Initial Hourly Rate</u>	<u>Total</u>
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\$ 87,584

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Field Equipment and Supplies
Office Supplies
Travel (Source Inspection)
Miscellaneous Expenses

\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -

SUBCONSULTANT COST

Subconsultant Mark-up - 5%

\$ -
\$ -

TOTAL COST

\$ 87,584