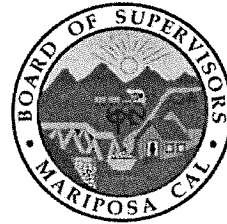




MARIPOSA COUNTY

Public Works • (209) 966-5356



RESOLUTION - ACTION REQUESTED 2016-286

MEETING: June 14, 2016

TO: The Board of Supervisors

FROM: Tony Stobbe, Public Works Director

RE: Task Order for West Whitlock Construction Inspection

RECOMMENDATION AND JUSTIFICATION:

Approve a Task Order Under the Master Agreement with Willdan Engineering to Perform Project Management, Construction Inspection and Materials Testing for the West Whitlock Road Construction Project in the Amount of \$90,128 and Authorize the Board of Supervisors Chair to Sign the Task Order.

This is the first task order issued under the Master Agreement with Willdan. Although this task order assignment falls within the signature limits granted to the Public Works Director by the Board of Supervisors for these "Master Engineering Agreements," in the interest of transparency the Department is bringing this assignment to the Board because the Department previously awarded, under its authority, a \$20,000 "bridge" contract (not as a task order under the master agreement) to allow Willdan to assist in pre-construction and construction kick-off efforts. As the total of the collective effort will exceed the \$100,000 award threshold, the Department felt it best to bring this agreement to the Board for approval. In addition, this is the first task order under the new Master Agreements, so this action provides an opportunity to exercise this newly created mechanism.

For this task order, the "warm start" provided by the small "bridge" contract has provided a unique opportunity to evaluate the benefit of professional construction inspection services. Initial indications are that the West Whitlock project, and the concurrently running Triangle Road project, are off to very positive starts thanks in no small part to the addition of a Construction Manager to the team.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On April 27, 2016 the Board approved an Engineering On-Call Services Contract with Willdan Engineering and this is the first task order issued under this agreement to Willdan.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Should the Board choose to not approve this task order, the construction phase of the project may be delayed indefinitely and ultimately increase costs as the Department

does not have the expertise or resources necessary to properly manage this complicated road rehabilitation project.

FINANCIAL IMPACT:

Sufficient funds for this task order are available in the project budget to accomplish this work.

ATTACHMENTS:

Willdan TO 16-05 (PDF)

Willdan 16-017 (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 6/6/2016

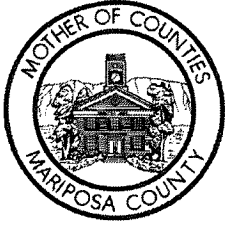
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Rosemarie Smallcombe, Marshall Long, Kevin Cann, John Carrier

EXCUSED: Merlin Jones



Mariposa County
Department of Public Works
TASK ORDER FOR SERVICES

4639 Ben Hur Road
Mariposa, CA 95338
(209) 966-5356 office
(209) 966-2828 fax
www.mariposacounty.org

Team, Service, Stewardship

TASK ORDER 16-05

DATE: May 26, 2016

Authority

This task order is issued under the authority of the 4/26/16 Professional Service Agreement (16-017) between Mariposa County (County) and Willdan Engineering (Contractor). All articles and terms of the Master Agreement shall apply to work performed under this task order.

Short Title of Work to be Performed

Willdan Engineering heretofore referred to as "Consultant" will furnish a licensed Civil Engineer Construction Manager Services for the West Whitlock Road Reconstruction Project throughout the construction and post construction period. The consultant shall provide construction inspection/observation, project management and materials testing under the direction of County staff. The consultant will perform all services and work product as detailed in the attached EXHIBIT A.

Compensation

Total payments for this work is not to exceed **\$90,128.00**

Funding Source 515-1315-785-0626

Payment Schedule: Upon Submittal of Monthly Invoices

Notice to Proceed: The Contractor is hereby authorized by County to begin work associated with the performance of the scope of work described in Exhibit "A" upon Notice of Project Start.

COUNTY:

APPROVE AS TO BUDGET:

John Carrier
Board Chairman

Mary Hodson
County Administrative Officer

APPROVED AS TO FORM:

ATTEST:

Steve Dahlem
County Council

René LaRoche
Clerk of the Board



May 25, 2016

Mr. Mike Healy, PWLF
Deputy Director
Mariposa County
4639 Ben Hur Road
Mariposa, CA 95338

Subject: Proposal for Construction Management Services – Whitlock Road P.M. 10.00 to P.M. 14.30 Project #12-09 (13)

Dear Mr. Healy:

Willdan Engineering (Willdan) is pleased to present to the County of Mariposa this proposal to provide construction engineering services for the subject project. The project includes traffic control, embankment work, asphalt overlay, culvert replacement, HDPE, shoulder backing, fog seal, and other appurtenant work. It is our understanding the project will begin construction this month and is expected to take 120 calendar days (86 working days) to complete.

It is our understanding the County is in need of the following:

1. Construction Management
2. Construction Inspection

Per your request, we have provided a detailed scope of work and our estimated fee.

Task #1 - Construction Management

1. Assist the County with public awareness and information program to keep residents and local stakeholders advised of project status along with the impacts to traffic flow circulation, including answering questions from the public about the project.
2. Prepare the construction file.
3. Ensure that the contractor distributes public construction notices and places construction and information signs.
4. Prepare special concerns to be presented at the preconstruction conference.
5. Conduct meeting and prepare preconstruction meeting minutes and distribute to attendees.
6. Review contractor's safety program in consultation with County staff.
7. Through Willdan's system of project control, monitor activities related to the project such that the project is constructed pursuant to contract documents, LAPM, and in a timely fashion.

8. Log, track, and process submittals, RFIs, RFCs, CCOs, field directives, NOPCs, Non-Conformance Reports (NCRs), construction schedule, and detailed traffic control plan.
9. Closely review schedule and advise contractor to take action on schedule slippage.
10. Document contractor's 20-day notices, mechanic's liens, and stop notices.
11. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
12. Prepare weekly statement of working days and submit to the contractor and the County.
13. Provide monthly progress report.
14. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
15. Evaluate and respond to the contractor's requests for clarification of plans and specifications.
16. Ensure that all questions, conflicts, and issues are immediately brought to the County's attention and addressed with appropriate directives to the contractor.
17. Conduct special site meetings, when necessary, with the contractor and County staff to review job progress, scheduling, and coordination.
18. Perform quantity, time, and cost analyses required for negotiation of contract changes.
19. Negotiate and prepare change orders, including memorandum of explanation and cost estimates to substantiate change order costs and provide to County for review.
20. Monitor and perform immediate and thorough analysis of validity of all potential claims that arise.
21. Maintain all data for change orders and record information with regard to the time of dispute, time of notification by the contractor, and action taken by the inspector.
22. Monitor materials documentation and testing results and enforce corrections.
23. Monitor preparation of a punch list at substantial completion and follow up.
24. Routinely review construction files to ensure conformance to County standards and good construction management practice.
25. Ensure County received as-built set of drawings at completion.
26. Assist County with stop notices and release of retention.
27. Provide memorandum of clearance to issue the notice of completion.



28. Finalize and deliver all construction files and supplies to the County for their records.

TASK #2 - Construction Inspection

The construction observation services are generally performed in accordance with the provisions of the latest editions of the Standard for Public Works Construction "Green Book," Project Special Provisions, Caltrans Standard Specifications, and the Public Work Inspector's Manual. Following is a listing of the inspection services that will be applied to the project.

1. Conduct a field investigation of the project area to become familiar with the existing facilities and the project environment.
2. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
3. Meet with County staff to review the scope of work and establish project schedules.
4. Provide as needed construction observation of the work to monitor materials and methods towards compliance with plans, specifications, and contract documents, and address and document non-conforming items as they are discovered.
5. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations, including but not limited to, Clean Air Act and Clean Water Act (NPDES).
6. Meet with the contractor at the beginning of each day and review proposed work plans, including specific details that may affect progress.
7. Conduct weekly jobsite meetings and other meetings with County staff, merchants, engineer, public relations personnel, contractor, and construction administrator, as needed.
8. Observe construction safety and public safety and convenience and report discovered discrepancies to construction administrator and County; however, the Contractor is solely responsible for site and public safety.
9. Maintain copies of all permits needed to construct the project and enforce special requirements of each.
10. Maintain detailed daily diary on construction progress showing site conditions, weather conditions, traffic control measures taken by the construction contractor, labor, equipment, and materials used during the day, quantity of work performed during the day, and major incidences occurring each day.
11. Prepare clear and concise letters and memorandums, as needed.
12. Maintain field file bound workbooks during construction, including a cumulative record of quantities constructed, daily and weekly reports, working day reports, change order documentation, photographs, and other documentation.



- 13. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the County.
- 14. Prepare punch list at substantial completion and follow up.
- 15. Upon project completion, provide the finished set of project workbooks to the County.

FEE

Our proposed not-to-exceed fee for the scope of work identified above is \$90,128.00 and is based on a 90 Calendar Day construction contract. Invoices will be submitted monthly with back-up information substantiating all charges to date. Willdan's proposed project assignment scope and cost proposal are submitted for your review, and possible acceptance, as a Task Order under Master Engineering On-Call Contract No. 16-017.

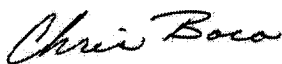
The following is Willdan's breakdown to provide the requested construction engineering services:

Classification	Rate	Hrs.	Total
Construction Management & Public Works Inspection (Tasks 1 & 2)	\$131	688 Hrs.	\$90,128.00
Total Not-to-Exceed Fee			\$90,128.00

Thank you for this opportunity to be of continuing service to the County of Mariposa. We recognize the importance of this project to the County and are committed to realizing its timely and successful completion. Should you have any questions regarding this proposal, please contact Mr. Chris Baca at (562) 364-8198.

Respectfully submitted,

WILLDAN ENGINEERING



Chris Baca
Director of Construction Management

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