

AGENDA ITEM SUMMARY

DATE: 01/09/2012 DEPARTMENT: Grants/PW DEPT. HEAD SIGNATURE: HD

SUBJECT:

Woodside Boulevard Project Update

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

Attached is an update report on the Woodside Boulevard Project.

City Council action is needed on one item – Approval of the Request for Qualifications calling for Construction, Engineering & Inspection (CE&I) and authorization for the City to advertise the RFQ.

The timeline of this RFQ process is intended to procure a CE&I prior to entering into a contract for construction of the Woodside Boulevard Project. Time is of the essence.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

- | | | |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Mayor | <input type="checkbox"/> Streets |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> Planning | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Building | <input type="checkbox"/> Police | _____ |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Works, Parks | _____ |
| <input type="checkbox"/> Fire Dept. | <input type="checkbox"/> P & Z Commission | _____ |

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve the Request for Qualifications calling for Construction, Engineering & Inspection (CE&I) and authorization for the City to advertise the RFQ.

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agrmt./Order Originals: Record
Copies (all info.): _____
Instrument # _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)

Public Works Memo

To: Mayor Fritz Haemmerle

City Council Members

CC: Heather Dawson, City Administrator

From: Tom Hellen, Public Works Director/City Engineer 

Date: January 9, 2012

Re: Woodside Boulevard Project Update

Construction Engineering & Inspection (CE&I)

Accompanying this memo are the documents for soliciting proposals for CE&I for Woodside Blvd. These have been reviewed and approved by Federal Highways. ITD maintains a list of qualified engineering firms for this work which will be used to notify firms of this proposal. This notice and any subsequent addendas will be posted on the city website. Proposals will be due on January 26, 2012.

Review of the respondents qualifications will require a review committee. I would ask for the participation of at least 2 city council members in this process. City staff reviewing the proposals would include myself, Heather Dawson, Jim Zarubica and Tracy Anderson. The documents include evaluation criteria and a weighted ranking spreadsheet.

In February the selection team will make a final recommendation of the engineering firm with whom contract negotiations will be begun. FHWA has recommended that the CE&I be under contract by the time a contractor is selected and a contract signed.

Utility Agreements

FHWA requires that each of the utilities affected by the project sign a utility agreement that they will relocate their facilities that impact construction. With the previous 2 year construction schedule we received these agreements however, with the change to a single construction season FHWA required a new utility agreement from each utility.

Three of the utility companies; Intermountain Gas, CenturyLink, and Syringa; have already signed their revised agreements. On January 5 Tim Blair of JUB Engineers and I met with Idaho Power to discuss their agreement. We were able to come to a mutual understanding of the need to not hold up the city's contractor and that we would keep them fully informed of the construction schedule through weekly progress meetings. A local Idaho Power employee will attend those meetings.

They will be providing an agreement that will reflect these discussions by our January 17 deadline. Both Tim and I are contacting Cox Communications again. They did not have any concerns when we requested this last year so we don't anticipate a problem with receiving it again.

Project Schedule

<u>Dates</u>	<u>Tasks</u>
January 3 – 6	Finalize Resident letters & FAQ sheet JUB – Complete plans for review
January 9 -13	Review of Plans & specifications by FHWA, City & JUB internal QA/QC Mail resident letters Begin meetings with stakeholders (BCSD, BCRD, Mtn Rides, etc.) Distribute RFQ to CE&I firms
January 16 – 20	Finalize Bid packages (JUB) and submit to FHWA for final approval Monthly FHWA meeting (17 th) Finalize Utility agreements Begin door – to – door visits (Heather & council)
January 23 – 27	Council to authorize advertisement for bids Council approval of ITD agreement for traffic signal funding Send informational e-mail on project schedule to residents and media CE&I firms submit qualification proposals
January 30 – February 3	Review CE&I qualifications & make recommendation Finish door – to – door visits
February 6 – 10	Council decision on CE&I firm to begin negotiations with Mandatory pre-bid meeting with contractors (9 th)
February 13 – 17	Answer contractor questions and prepare addendums as required Meeting with FHWA (tentative date)
February 20 – 24	Bids received on February 21, review by city staff, FHWA concurrence Send informational e-mail to residents and media on bid results

February 27 – March 2

Council acceptance of low bid and authorize proceeding with contract signing
Finalize negotiations with CE&I firm
Begin work on Citizen information meeting including location, date, advertisement

March 2 – 15

Hold Citizen information meeting
Sign Construction agreement, Issue Notice to Proceed

CITY OF HAILEY

REQUEST FOR TECHNICAL PROPOSALS

**ADMINISTRATION, INSPECTION, SAMPLING, AND TESTING
SERVICES SUPPORT**

For

WOODSIDE BOULEVARD RECONSTRUCTION

**TRANSPORTATION INVESTMENT GENERATING ECONOMIC
RECOVERY (TIGER) II DISCRETIONARY GRANT**

Project No. TDGII-C-07; DTFH61-11-G-00001

January 6, 2012

REQUEST FOR PROPOSAL

Table of Contents

General Information

Technical Proposal Preparation Instructions

Scope of Work

GENERAL INFORMATION

PROPOSAL

The City of Hailey is seeking qualified and experienced respondents from interested firms to submit a Technical Proposal to provide Administration, Inspection, Sampling, and Testing Services for the Woodside Boulevard Reconstruction project beginning in April, 2012 and concluding in November, 2012.

GENERAL TERMS

This Request for Technical Proposal (RFP) does not commit the City of Hailey to enter into an agreement or to pay any costs incurred in the preparation of this proposal or on subsequent negotiations.

REVISIONS TO RFP

All addenda to this solicitation will be posted on the City of Hailey webpage. No notice will be sent by mail.

RESERVATION OF RIGHTS BY THE CITY OF HAILEY

The issuance of this RFP does not constitute any assurance that the City of Hailey will enter into a contract. The City of Hailey expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Technical Proposals
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this RFP, each respondent agrees that any finding by the City of Hailey of any fact in dispute as to this RFP or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, applicant, subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

FINANCIAL REQUIREMENTS

The City of Hailey will follow a Qualifications-Based Selection (QBS) process. No financial information is to be provided with the proposal.

PROPRIETARY MATERIAL

The City of Hailey assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with provisions in this RFP and to provide the requested information. If the Consultant fails to provide any information requested in this RFP, a lower evaluation score or disqualification from consideration may result.

CONTACT INFORMATION

All questions concerning the procedures of this solicitation or project specific questions shall be directed to Tom Hellen at (208) 788-9830, Ext 14, or faxed to (208) 788-2924.

Copies of the bid proposal, plans, SWPPP, FAA Permit, Army Corps of Engineers Nationwide Permit #3 and other contract documents are available for \$50 from J-U-B Engineers, 250 S. Beechwood Ave., Suite 201, Boise, ID 83709.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal may be rejected.

Five complete copies of the proposal must be received by **4:00 p.m. MST on January 26, 2012**. The City of Hailey will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project name and the consultant's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of the City of Hailey on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Proposals shall be sent to: Tom Hellen
Public Works Director/City Engineer
City of Hailey
115 Main Street S.
Hailey, ID 83333

The proposals will be rated and ranked using accepted qualification based selection procedures. Consultants will be selected based on ranking. If your firm is selected for a project, an updated scope of work and hour estimate will be requested and negotiations will begin. If negotiations break down with the selected Consultant, it will be formally ended and negotiations will begin with the next ranked Consultant.

A general scope of work is being requested as part of the proposal. A detailed scope of work, blank man-day estimate, and staff timeline will be requested when a project is ready to go to construction. The blank man-day estimate will be used by the City of Hailey for producing an independent man-day estimate off the selected proposal.

FORMAT

- The maximum length of the submittal shall be fifteen (15) pages, including the Scope of Work and Staffing qualifications and certifications.
- The introductory letter, organization chart, and resumes shall count in the page total.
- A cover page is acceptable, and does not count in the page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Tom Hellen
Public Works Director/City Engineer
City of Hailey
115 Main Street S.
Hailey, ID 83333

The introductory letter should introduce the Consultant's proposal, identify the Project Manager, list a contact telephone number, and include a statement confirming the commitment of the Project Manager and key personnel identified in the submittal to meet the City of Hailey's quality and schedule expectations. Each sub-consultant, their work tasks, and a contact name and telephone number shall also be listed. The Consultant shall include their acceptance of the terms and provisions of the Sample Agreement and indicate willingness to execute said agreement.

PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Inspector, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the City of Hailey. Replacement personnel submitted for approval must have at least equal qualifications, experience, certification, and expertise as those listed in the proposal.

EVALUATION CRITERIA

The following criteria apply to both the Consultant and each subconsultant. When specific responses are requested concerning experience, certification, references, equipment, personnel, and quality control, provide responses for both the Consultant and each subconsultant.

CRITERIA 1 - SCOPE OF WORK

Provide a Scope of Work from which a professional agreement may be negotiated. Include a full description of what would be required to accomplish the project as outlined in the general scope of work. List all items the Consultant expects the City of Hailey to provide under each work item. For each work item list the lead Consultant or Subconsultant. Be specific as to the level of effort and qualifications anticipated for each work item.

CRITERIA 2 - COMPANY EXPERIENCE AND QUALIFICATIONS

Provide detailed information of similar work performed in the last five years, especially federally funded projects. Show how you have successfully and reliably accomplished project tasks. Include specific information on the dates and type of services provided. Describe how the company is structured and set up to handle this type of project. List three verifiable professional services references with a contact person and phone number.

CRITERIA 3 - STAFFING: Project Manager and Key Personnel Qualifications, Certifications, and, Availability (Complete for Consultant and each Subconsultant)

Identify the Project Manager who will be responsible for the execution of work and ensuring that adequate personnel and other resources are made available for these projects, and who is responsible for the quality and timeliness of the consultant's performance. Include a brief resume indicating experience, certifications, and qualifications as it specifically pertains to this project. List the percentage of his/her time available during the duration of each project to fulfill this role.

Document the qualifications and certifications for all staff members in your proposal, including current and pending certifications for personnel that will be required at the time of the anticipated construction schedule. State the title or position and the certifications and roles of the person performing those duties. List personnel available to perform the work and describe quantitatively how this project would impact the current and anticipated total work load of the company proposed to perform this work. Identify the key personnel available for this project and each person's project roles and duties. Discuss how hiring any necessary additional personnel would be accomplished. Include brief resumes indicating experience, certifications, and qualifications as it specifically pertains to the project.

The ITD Contract Administration Manual will be used as a reference for Inspector Qualifications. http://itd.idaho.gov/manuals/Online_Manuals/Contract_Admin_Man/CA_Manual.htm .

CRITERIA 4 - QUALITY CONTROL

(Complete for Consultant and each Subconsultant)

Describe the Consultant's procedures or programs for assuring a quality project as it relates to both inspection of the work, sampling, and testing of the materials used in this project. Describe methods used to monitor the contractors Quality Control and Quality Assurance methods, verification testing, and coordinating the Independent Assurance Inspections and testing. Describe your methods of creating and maintaining a Materials Summary Report and compliance with the City of Hailey and 2010 ISPWC Standards, including QC/QA requirements. Describe methods used to monitor the contractors for compliance with storm water management and pollution prevention as required by the Nationwide Permit #3 that the City of Hailey has received from the Army Corps of Engineers.

DBE PARTICIPATION REQUIREMENTS:

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project. For further information regarding DBE participation requirements, call the City of Hailey at (208) 788-9830. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site <http://itd.idaho.gov/civil/dbefirms.htm>.

TECHNICAL PROPOSAL EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
	PROPOSAL FORMAT <i>Appearance, Follow Instructions, Number of Pages, Professional</i>		x 1.0	
CRITERIA 1.	SCOPE OF WORK		x 3.0	
CRITERIA 2.	COMPANY EXPERIENCE AND QUALIFICATIONS		x 4.0	
CRITERIA 3.	STAFFING		x 4.0	
CRITERIA 4.	QUALITY CONTROL		x 3.0	

TOTAL SCORE

RATING POINTS:

- 5.0 – Excellent
- 4.0 – Good
- 3.0 – Satisfactory
- 2.0 – Marginal
- 0.0 - Unsatisfactory

SCOPE OF WORK

GENERAL

This scope of services is to provide Construction Administration, Materials Inspection, Sampling and Testing Services, and Project Office Documentation under the general direction of the City of Hailey.

The City of Hailey will provide the City Engineer.

The Consultant shall provide services relating to office support, office and field documentation, Verification Sampling & Testing of materials and provide inspection staff. The Consultant shall provide oversight and coordinate the activities of the consultant staff which will include Sampler/Testers with the necessary Western Alliance for Quality Transportation Construction (WAQTC) qualifications and skills to perform all associated tests for Aggregate, Embankment & Base/In-Place Density, Asphalt and Concrete. Inspectors shall be IQP (ITD) Certified Inspectors with sufficient skills and experience to assist in administration of this construction project, from project start-up, throughout the duration of the construction activities and through project closeout. The project will be administered to ensure compliance with the following contract documents: Woodside Boulevard Reconstruction Contract Documents and Specifications, Project Drawings and Plans; the ISPWC Specifications; the project SWPPP and the Army Corps of Engineers Nationwide Permit #3.

The Consultant shall provide the qualified personnel as necessary to effectively carry out its responsibilities under this agreement.

TASKS

The work tasks required by this project are as follows:

Task 1 - Construction Administration

This task consists of all necessary efforts to administer the above referenced construction contract under the direction of the City of Hailey. The Consultant will be responsible to ensure the project is completed and accepted by the City of Hailey and the Federal Highway Administration (FHWA). This will require interpretation of the plans, coordination of changes to the project, assistance in processing change orders, resolving disputes, claims analysis, progress Contractor payments, complete the materials summary, and all other engineering tasks normally handled by a Project Engineer/Manager. In addition, the Consultant shall provide photographic equipment, safety equipment as well as any other necessary items to perform the work. Quality and quantity of these items shall meet with the City of Hailey's approval. Consultant to provide all necessary personnel safety equipment in accordance with OSHA, MSHA, Department of Labor, FHWA, the MUTCD, and the City of Hailey standards and conduct safety reviews/inspections as necessary to ensure a safe work environment. Vehicles (equipped with at least one amber rotating/strobe warning beacon) shall be provided by the

Consultant. Two-wheel drive full and/or compact vehicles will be authorized; sport utility vehicles will not be authorized.

The City of Hailey will not pay relocation costs for any personnel the Consultant or Subconsultants use for this project. Per Diem may be allowed and will be determined on a case by case basis.

The Consultant shall:

1. Under the direction of the City of Hailey, act as the City's authorized representative as defined in the Contract Documents. The extent and limitation of the duties, responsibilities and authority of the Engineer as assigned in said Contract Documents shall not be modified, except as the Engineer may otherwise agree in writing. Serve as the City of Hailey's liaison with the Contractor, working principally through the Contractor's superintendent and assist in understanding the intent of the Contract Documents.
2. Provide general contract administration on the construction contract in accordance with the City of Hailey Contract Documents, and assist the Project Manager in monitoring Contractor's compliance with contract requirements. Notify City Engineer and the Contractor when Contractor is found in non-compliance.
3. Analyze the plans, specifications, special provisions, and other contract documents, and recommend to the City of Hailey any necessary or desirable changes to accomplish the project in accordance with the plans and specifications. Develop draft contract documents as needed to accomplish these changes.
4. Attend and facilitate partnering meetings, job conferences, weekly coordination meetings, pre-operational meetings, public information meetings, and other project related meetings. Take and maintain notes of all meetings and conferences and then distribute copies to participants within one week.
5. Document any project delay or potential delay caused by conflicts or utilities.
6. Analyze the Contractor's work schedule (Critical Path Diagram, CPM) when submitted and make recommendations to the City of Hailey regarding any changes, or needed changes, to the schedule. Monitor the Contractor's adherence to the work schedule during construction.
7. Maintain a complete set of project records, including daily diaries, quantities for pay items, progress estimates, material deliveries and correspondence. Contractor pay estimates shall be submitted to the City Engineer for review and payment.
8. Maintain a daily record of each pay item for the progress estimate. Quantities will be based on daily records and calculations. All such records will be retained.
9. Prepare pay items and submit to the City of Hailey with recommendation for payment.

The recommendation will be based on such observations and review that, to the best of the consultants' knowledge, information and belief, the contractor's work has progressed to the point indicated, the quality of such work is generally in accordance with the Contract Documents, and the conditions precedent to the Contractor's being entitled to such payment appear to have been fulfilled.

10. Track and maintain a log on all shop drawing and/or sample submittal and encourage all reviewers to complete their review in a timely manner. Deficiencies will be immediately reported to the City of Hailey.
11. Identify and monitor all project permit requirements and notify the Contractor and the City of Hailey immediately when violations or potential violations occur.
12. Upon notice by the Contractor of pending claims for extra work or work beyond the original scope, maintain accurate records showing actual cost of such work.
13. Analyze and make recommendations to the City of Hailey on all requests received from the Contractor for time extensions, contract changes, and extra work.
14. Coordinate all contract changes with the Contractor, the City of Hailey, and others as required. Negotiate and draft all Change Orders for review and approval by the City of Hailey.
15. Monitor and reinforce each Contractor's compliance with contract provisions in regard to payment of predetermined wage rates in accordance with the City of Hailey procedures. This includes verifying Contractor and Subcontractor's payrolls for format classification, pay scale, timely submissions, and concurrence with field reviews. Maintain filing system for payrolls and labor interviews and notify the contractors on incorrect classification, pay scales, etc.
16. Monitor and reinforce each Contractor's compliance with contract provisions in regard to Equal Employment Opportunity and Affirmative Action and check job site at least once to verify bulletin board and posters adhere to the contract. Coordinate corrective actions with the City of Hailey.
17. Maintain on-the-job training records. Verify Contractor is providing necessary training with correct number of trainees listed for the project. Make personal contacts with trainees on the job site at least once a month.
18. Monitor and reinforce each Contractor's compliance with contract provisions in regard to environmental provisions and permits.
19. Assist the City of Hailey in preparing for any litigation or other action that may arise. Prepare claim package on all claims of the City of Hailey and Contractor relating to the acceptability of the Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Contractor's work.

Task 2 - Public Relations

This task involves implementing a media outreach plan essential to the success of the project. The outreach plan will be to inform the public of the scheduled construction project activities through various media outlets illustrating the work zone and impacted time frames for the project. The Consultant will:

1. Coordinate with the City of Hailey for all news releases to be distributed by the City of Hailey, informing the public of the proposed construction project. The consultant will provide a weekly construction update to the City of Hailey to be placed in a regular news release. This update information shall be supplied to the City of Hailey representatives on the Wednesday prior to the news release for distribution into the appropriate newspapers and incorporation onto the City of Hailey website.
2. Coordinate weekly with the Contractor's Traffic Control Manager concerning the public information program to inform motorists of construction impacts on their travel.
3. Respond and coordinate public inquiries and/or concerns with the contractor and the City of Hailey for appropriate action. Maintain records of contacts and responses.

Task 3 - Project Inspection

There are distinct and independent areas of inspection and materials testing associated with this project as follows:

- Materials QC and acceptance sampling and testing and inspection when materials are installed into the work by the Construction Contractor.
- Materials verification sampling and testing and inspection to verify the results of the acceptance testing and inspection performed by the Contractor.
- Dispute resolution sampling and testing.
- Acceptance of material by certification.

The City of Hailey will arrange any IA inspections that may be required.

This task includes all work necessary to monitor the Contractor's work in progress to verify the work is in substantial conformance with the Contract Documents. The City of Hailey must approve all the inspectors working under this agreement before doing any work on this project. All inspectors will meet the requirements outlined in the ITD Contract Administration Manual, Section 114. Inspectors shall be IQP (ITD) certified Inspectors with sufficient skills and experience to assist in administration of this construction project, from project start up, throughout the duration of the construction activities and through project closeout.

The Consultant shall provide construction inspection as needed to ensure a quality project. Senior inspectors shall be high school graduates (or GED equivalent) with a minimum of eight (8) years of experience in construction inspection. Inspectors shall be high school graduates (or GED equivalent) with at least three (3) years experience in construction inspection. Inspectors in charge of reviewing the contractor's traffic control shall be ATTSA certified. The Consultant shall:

1. Conduct on-site inspection of the Contractor's work in progress to determine if the work is in accordance with the Contract Documents. Prepare daily reports on the City of Hailey forms recording the Contractor's hours on the site, weather conditions, data relative to questions of change orders, field orders, or changed conditions, site visitors, daily activities, decisions, observations in general, and specific observations in more detail as the case of observing test procedures. Daily reports to be maintained in the project files.
2. Assist in enforcing the current the City of Hailey safety policy and the safety provisions of the contract. Take immediate action if warranted and report immediately to the City of Hailey the occurrence of: safety deficiencies, incidences, hazardous environmental conditions, emergencies, or acts of God endangering personnel, work, property, or the environment.
3. Report to the City of Hailey whenever part of the Contractor's work in progress may not produce a completed project that conforms to the Contract Documents or may prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents.
4. Identify and recommend corrections for any omissions, substitutions, defects and deficiencies in the work of the Contractor.
5. Receive and review all certificates of inspections, tests, and approvals required by the Contract Documents.
6. Check measurements of pay quantities for accuracy, as requested by the City of Hailey, and prepare required documentation for processing of payment to the Contractor.

The frequency and scope of inspections will vary with the work activity being performed; however, the Consultant shall perform inspection services in accordance with the ISPWC Standards and the Contract's Special Provisions.

Task 4 - Material Testing

This task includes all work to determine that the materials supplied and constructed by the Contractor meet the conditions set forth in the contract documents. All sampling and testing personnel working under this agreement must meet the requirements outlined in the ITD Contract Administration Manual, section 114, for testing and sampling which they perform. All samplers and testers must be accepted by the City of Hailey before performing any work on this project. All testing must be performed at a laboratory qualified through the ITD Laboratory Qualification Program. The Consultant shall provide oversight and coordinate the activities of the consultant staff which will include Sampler/Testers with the necessary WAQTC qualifications and skills to perform all associated tests. If required the City of Hailey will provide IA Inspectors and IA testing will be performed by the City of Hailey. Materials Verification Testing and inspection duties shall include, but not be limited to, soils, aggregate, structural and non-structural concrete, conduit installation, incidental items and traffic control

operations, and preparation of QC/QA data analysis and review. All work shall be performed in accordance with the project plans, special provisions, Contract Documents and Specifications and other appropriate standards. The Consultant will provide all sampling equipment, disposable molds for casting concrete cylinders, sample cartons, sample bags, and other expendable type testing supplies. The Consultant shall:

1. Perform project on-site sampling and testing of component materials and completed work items to verify that the materials and workmanship incorporated in each project are in substantial conformity with the plans, specifications and contract provisions. The Consultant shall meet the minimum sampling frequencies and other provisions as contained in 2010 ISPMC Standards and the Contract Special Provisions and as required due to project phasing, or other factors which could affect minimum testing frequencies.
2. Keep the City of Hailey informed about schedules for sampling and testing on each project and ensure that all documentation reports on sampling and testing are completed and submitted the same week the work is done or as otherwise directed.
3. Monitor the Contractor's Quality Control Plan. Immediately report items of non-compliance to the City of Hailey. Insert the acceptance and verification testing results into a spreadsheet for aggregates and asphalt pavement pay items and forward this spreadsheet via email to the proper City of Hailey representative.
4. The responsibility for control of concrete production is assigned to the Contractor. The Consultant shall provide daily monitoring of the Contractor's Quality Control activities at the project site and perform acceptance sampling and testing at the specified ISPMC frequency.
5. Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor. Make recommendations to the City of Hailey for change orders before allowing any substitutes.
6. Compile and maintain in current status the Materials Summary Log and applicable QC/QA data entry.

Task 5 - Project Closeout

This task involves acquiring and preparing the necessary project closeout documents, which shall include all supporting records. The Consultant shall:

1. Verify to the City of Hailey that all the necessary documents have been received for submission of contractor's affidavit of payment.
2. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment.

3. Promptly conduct an inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of the City of Hailey and the Contractor, to determine if the work is Substantially Complete. If there are no objections from the City of Hailey and the Consultant considers the work substantially complete, the Consultant shall deliver a certificate of substantial completion to the City of Hailey and the Contractor.
4. Participate in a final inspection, to include representatives from the City of Hailey, to determine if the completed work by the contractor is acceptable so that the Consultant may recommend, in writing, final payment to the Contractor. Accompanying the recommendation for final payment, the Consultant shall also provide a notice that the work is acceptable to the best of its knowledge, information and belief and based on the extent of the services provided under this agreement.
5. Prepare and furnish to the City of Hailey record plans showing appropriate record information based on project annotated documents received from the Contractor. Supply two (2) sets of red marked plans depicting all changes to the original contract to the City of Hailey.

Items to be provided by the City of Hailey:

1. Project Plans and Specifications

Construction Engineering, Inspection & Testing (CE&I)

Scope of Work

Project Name: Woodside Boulevard Reconstruction
Project No.: TDGII-C-07; DTFH61-11-G-00001

This scope of services is to provide Construction Administration, Inspection, and Materials Sampling & Testing services for street construction for the Woodside Boulevard Reconstruction in Hailey, Idaho. It is the basis of this project to provide the City of Hailey with experienced administration, inspection, sampling and testing. Through this contract, Consultant will inspect and document to the City of Hailey the activities associated with the project to the level necessary to administer the contract. This project is being constructed with the assistance of a TIGER II Federal Grant and will have participation from the Idaho Division of the Federal Highway Administration.

Consultant proposes to implement the project by providing the City of Hailey with Inspection, Materials Testing, Survey Verification, and Project Administration services. The following tasks represent the individual services that are to be provided under this agreement.

Primary Tasks:

1. **Construction Administration – Lead: Consultant** will provide the qualified personnel necessary to administer the Plans, Special Provisions and Specifications of the project to ensure the project is accepted by the City of Hailey and FHWA. The following sub-tasks represent a partial list of those activities necessary to administer the contract.

a. **Labor Compliance** – The Contractor's wage rates will be verified, documented and tracked for format, classification, pay scale, timely submissions, and concurrence with field reviews. Maintain on-the-job training records.

Performance Assumptions:

- i. Maintain filing system for payrolls and labor interviews and notify contractors on incorrect classification, pay scales, etc.
- ii. Maintain on-the-job training records.
- iii. Verify Contractor is providing necessary training with correct number of trainees listed for the project.
- iv. Make personal contacts with trainees on the job site at least once a month.

b. **Filing & Records Verification – Consultant** will maintain the project files on-site and forward a copy of important or requested information to the City of Hailey. An on-going process of periodic checks of the files will occur during the project to ensure that all records are being accurately kept and the filing system is up to date.

Performance Assumptions:

- i. Maintain project filing system on-site.
- ii. Address periodic review comments.

c. **Pay Estimate Preparation** – For each Contractor pay estimate, a package will be prepared for the City of Hailey that contains the quantities and back-up for each with a summary sheet showing the amounts to be paid. This package can then be used to enter the quantities for the pay estimate to the Contractor.

Performance Assumptions:

- i. Prepare bi-weekly or monthly pay estimate packages.

d. **Materials Certifications** – Certifications will be requested for all materials incorporated into the project. No materials will be incorporated or accepted for payment until the Certifications are received.

e. **Coordinate all Contract Changes** – With the City Engineer on all requests received from the Contractor for time extensions, contract changes, and extra work.

f. **Weekly Progress Meetings** – The Contractor and City of Hailey Representative will attend weekly progress meetings on the project. These meetings will have an agenda and minutes will be prepared for each. In addition, these meetings will be tape recorded for accuracy and the tapes kept with the project files for future reference.

Performance Assumptions:

i. Attend weekly progress meetings and prepare minutes for distribution and review.

g. **Monthly Invoicing** – Consultant will prepare monthly invoices to be submitted to the City of Hailey for review and payment.

Performance Assumptions:

i. Consultant shall submit, within ten (10) days after Agreement award, a baseline time-scaled cash flow curve that is based upon the Detailed Work Schedule and represents all compensation to be invoiced by Professional Service Provider to the City of Hailey in the course of the services.

h. **Analyze Change Orders** – Consultant will prepare and analyze Change Orders for review and submittal by the City of Hailey.

Performance Assumptions:

i. Consultant will consult with the City of Hailey representative and prepare the documents necessary to complete the change order process. Submittal of the Change Order package will be the responsibility of the City of Hailey. All discussions with the City of Hailey concerning Change Orders will take place through the City of Hailey representative. Consultant will analyze and make recommendations to the City Engineer on all requests received from the Contractor for time extensions, contract changes, and extra work.

ii. Consultant will assist the City of Hailey in preparing for any litigation or other action that may arise. Prepare claim packages on all claims of the City of Hailey and Contractor relating to the acceptability of the Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Contractor's work.

iii. Pending Claims for extra work or work beyond the original scope, Consultant will maintain accurate records showing actual cost of such work.

i. **Contract Submittal Review** – Consultant will perform contract submittal review as necessary. It is understood that some interpretations and clarifications will be directed to the Design Engineer.

Performance Assumptions:

i. Traffic Control Plans – Traffic Control Plans will be reviewed by Consultant for compliance with MUTCD specifications.

ii. CPM Reviews – CPM Reviews will be performed monthly with the contractor to ensure that activity dates are correctly recorded for accuracy.

iii. Interpretations and Clarifications – It is expected that Consultant will perform routine interpretations and clarifications on the project. Sensitive decisions and interpretations or those that affect Erosion and Environmental permitting will be reviewed by the City of Hailey prior to final disposition.

Deliverables: Labor & Contractor Record verification documentation; project files; pay estimates; material certifications and summaries; progress meeting notes; monthly Consultant invoices; documentation of Traffic Drawing reviews; documentation of CPM reviews; documentation of RFI's and responses; shop drawing log and correspondence with Design Engineer.

Key Items Provided by the City of Hailey: Contractor submittal items; Contractor, and other contact information; traffic control plan submittals, schedules, and shop drawings.

2. **Survey Control - Lead:** Consultant. Surveying work performed by Consultant will be performed under the direction of a Professional Land Surveyor licensed in the State of Idaho. Particular surveying tasks will be initiated as requested by Consultant.

a. **Control Verification** – Consultant Surveyor will perform office calculations, review and reporting necessary to check both horizontal and vertical closures of primary and secondary control, baseline control and reference points. Consultant will provide crew time for random field checks as deemed necessary to verify control throughout the project. The Contractor's Surveyor will provide the Consultant Surveyor calculations, field notes, and electronic data for any existing or new control, baseline control or reference points used for the project. This information will be provided on a weekly basis or as determined by the Project Inspector.

b. **Quality Assurance** – Consultant Surveyor will perform independent office calculations, review and reporting of field checks at random to confirm lines, grades and structures which initially will be located and staked by the Contractor's Surveyor. The Contractor's Surveyor will provide calculations, field notes, and any electronic data necessary to perform these checks. Items to be included, but not limited to, are as follows:

- i. Bench Loops
- ii. Cross-sections
- iii. Slope stakes

- iv. Reference points
- v. Structures
- vi. Base lines
- vii. Profiles

viii. Electronic drawings and Digital Terrain Model (DTM)

c. **Quantity Confirmation:** Consultant Surveyor will perform independent office calculations, review and reporting, and field checks at random to provide confidence that reported pay quantity calculations are accurate and justifiable. The Contractor's Surveyor will provide copies of their calculations to

Consultant Surveyor on a weekly basis or as determined by the Project Inspector.

d. **As-Directed Services:** The Consultant Surveyor will provide independent office calculations, review and reporting, and crew time to be used "as directed" by the City of Hailey representative during the construction season to assist with the confirmation of existing conditions, design assumptions, or analysis of contractor change orders.

Deliverables: *Documentation of survey checks for control or accuracy; records of quantity checks.*

Key Items Provided by the City of Hailey: *Contractor notes, electronic design files from Design Engineer.*

3. **Project Inspection – Lead:** Consultant . Inspection will be performed by the Consultant with qualified and IQP certified inspection staff. A matrix of the qualifications and certifications will be prepared and maintained to ensure full compliance with WAQTC and IQP requirements.

a. **Inspector Diaries** – Prepare daily reports recording the Contractor's hours on the site, weather conditions, data relative to questions of change orders, filed orders, or changed conditions, site visitors, daily activities, decisions, observations in general, and specific observations in more detail as the case of observing test procedures; maintain in the project files, and send copies to the City of Hailey representative on a weekly basis. Receive and review all certificates of inspections, tests, and approvals required by the Contract Documents.

b. **Enforce the City of Hailey Safety Policy** – Enforce the safety provisions of the contract. Take immediate action if warranted and report immediately to the City of Hailey representative the occurrence of safety deficiencies, incidences, hazardous environmental conditions, emergencies, or acts of God endangering personnel, work, property or the environment.

c. **Identify and Recommend Corrections** – Report any omissions, substitutions, defects and deficiencies in the work of the Contractor. This activity includes daily inspection by the Consultant of work being performed by the contractor.

d. **Pay Quantity Collection** – The Consultant will check measurements of pay quantities for accuracy, as requested by the City of Hailey Project Manager, and prepare required documentation for processing of payment to the Contractor.

Environmental & Erosion Control Monitoring – A Storm Water certified inspector as a member of the Consultant will be on the project at all times. This is to ensure compliance with all permits and storm water plans. Weekly monitoring reports will be prepared and filed in the project office.

Performance Assumptions:

i. This scope includes two inspections per week (one regular and one storm event driven). The scope includes two hours per inspection. Attendance at the weekly meeting is not included by the environmental inspector. A daily diary will be prepared by the environmental inspector for site visits (to record pay quantities).

Deliverables: *Inspection diaries; records of contractor monitoring; pay quantity calculations; environmental & erosion control monitoring; permit monitoring; certificates of inspections.*

Key Items Provided by City of Hailey: *permits; certificates or requirements not specified in the contract but to be administered.*

4. **Materials Testing – Lead:** Consultant . The Consultant will provide materials testing services as required by ISPWC specifications. The following items represent the major sub-tasks required for administering this portion of the agreement.

a. **Quality Assurance and Verification Testing** – Consultant will sample and test according to the requirements in the ISPWC Standards and the Contract Documents. Verification testing will also be performed as indicated in the specifications. Perform project onsite sampling and testing of component materials and completed work items to verify that the materials and workmanship incorporated in each project are in conformity with the plans, specifications and contract provisions. The Consultant shall meet the minimum sampling frequencies and other provisions as contained in the contract documents, ISPWC

Standards, and as required due to project phasing, or other factors which could affect minimum testing frequencies. The responsibility for control of concrete production is assigned to the Contractor. The Consultant shall provide daily monitoring of the Contractor's Quality Control activities at the project site and perform acceptance sampling and testing at the specified frequency.

b. **Prepare and Transmit Test Results** – Monitor the Contractor's Quality Control Plan. Immediately report any non-compliance findings to the City of Hailey. Insert the acceptance and verification testing results into a spreadsheet for aggregates and asphalt pavement pay items and forward this spreadsheet via email to the proper City of Hailey representative. Prepared results will be transmitted to both the City of Hailey and Contractor within the 24-hour time limitation.

Performance Assumptions:

i. Prepare QC/QA analysis per the specifications and submit to the contractor within 24 hrs.

c. **Materials Summaries** – Compile and maintain in current status, the Materials Summary Log and applicable QC/QA data entry.

Performance Assumptions:

i. At a minimum, prepare materials summaries for all items shown on the bid schedule and progress estimates.

d. **Schedule for Sampling** - Keep the City of Hailey informed about schedules for sampling and testing on the project and ensure that all documentation reports on sampling and testing are completed and submitted the same week the work is done or as otherwise directed.

e. **Transport Samples** - Be responsible for transporting samples to be tested in an appropriate laboratory as necessary.

f. **Acceptability of "or-equal" Products** - Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the Contractor. Make recommendations to the City of Hailey Project Manager for change orders before allowing any substitutes.

Deliverables: Record of QC review and monitoring; record of QA testing; pay factors; materials summaries.

Key Items Provided by the City of Hailey/Contractor:

- Contractor QC plan

5. **Record Drawings & Project Close-Out - Lead: Consultant**. The Consultant will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of the project, marked drawings will be submitted to the City of Hailey for preparation of the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the City of Hailey representative for review and acceptance. The Consultant will:

a. Verify to the City of Hailey Project Manager that all the necessary documents have been received for submission of contractor's affidavit of payment.

b. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment.

c. Promptly conduct an inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of the City of Hailey, and the Contractor, to determine if the work is Substantially Complete. If there are no objections from the City of Hailey, and the Consultant considers the work substantially complete, the Consultant shall deliver a certificate of substantial completion to the City of Hailey and the Contractor.

d. Participate in a final inspection, to include representatives from the City of Hailey, to determine if the completed work by the contractor is acceptable so that the Consultant and the City of Hailey may recommend in writing, final payment to the Contractor. Accompanying the recommendation for final payment, the Consultant shall also provide a notice that the work is acceptable to the best of their knowledge, information and belief and based on the extent of the services provided under this agreement.

e. Prepare and furnish to the City of Hailey record plans showing appropriate record information based on project annotated documents received from the Contractor. Supply two (2) sets of red marked plans depicting all changes to the original contract will be supplied to the City of Hailey.

Deliverables: Completed project files that correspond with the electronic design files supplied by the City of Hailey

Key Items Provided by the City of Hailey: Provide periodic reviews of the project files to ensure on-going and final acceptance.

6. **Key Understandings** - It is anticipated that each subconsultant on the Consultant will provide their inspectors with a vehicle, camera and cellular phone. The cost for these items is included in the direct costs for this project and all work will be under the direction of the City of Hailey Engineer or his assigned representative.

7. **Project Schedule** - Consultant proposes to implement the Project's Services within the following schedule: The scope of work for this stage of the project will run in accordance with the contractor's construction schedule. It is anticipated that the Consultant will be engaged in Administration, Inspection and Testing services from September 2011 through November 2013.

8. **Professional Service Fee** - Consultant will invoice the City of Hailey for professional services described in this Proposal for tasks described in the Scope-of-Services section. Consultant will invoice the City of Hailey for professional labor and reimbursable expenses based on the Cost Estimate and will bill only for the efforts actually expended to complete the project in accordance with the provisions of the City of Hailey Task Order for this work.

The fee estimate, level-of-effort projections, and schedule assumptions represent Consultant professional judgment. They are presented to allow a review of our approach. As we initiate activities, it may become apparent some modifications to this proposal are necessary due to changes in the Contractor's schedule. Consultant will advise the City of Hailey of such issues and any fee and/or schedule impact prior to implementing revised activities.