

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

747A



FROM: TLMA - Transportation Department

SUBMITTAL DATE:
February 1, 2012

SUBJECT: Engineering Services Agreement for Construction Management Services for the Construction of the Van Buren Boulevard Interchange at Interstate 215 Project in the County of Riverside.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Engineering Services Agreement between FALCON Engineering Services Inc. and the Transportation Department to provide Construction Management services for the Construction of the Van Buren Boulevard Interchange at Interstate 215 Project with a contract amount not to exceed \$3,398,500 covering the period from full execution through December 31, 2015, and;

Juan C. Perez
Director of Transportation

Departmental Concurrence

FORM APPROVED COUNTY COUNSEL
BY: 48 Victor MARSHAL VICTOR DATE: 2/1/12

(Continued On Attached Page)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 3,908,275	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/2012
SOURCE OF FUNDS: March Joint Powers Authority (100%) There are no General Funds used in this project.			Positions To Be Deleted Per A-30	<input type="checkbox"/>
			Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVED

BY:

Tina Grande
Tina Grande

County Executive Office Signature

Dep't Recomm.: Policy

Per Exec. Ofc.: Consent

Prev. Agn. Ref.

District: 1/1&5/5

Agenda Number:

3.33

The Honorable Board of Supervisors

RE: Engineering Services Agreement for Construction Management Services for the Construction of the Van Buren Boulevard Interchange at Interstate 215 Project in the County of Riverside.

February 1, 2012

Page 2 of 2

2. Authorize the Chairman of the Board to execute the same, and;
3. Authorize the Transportation Director to sign amendments for a total amount not to exceed the contract maximum amount of \$3,908,275.

BACKGROUND: The Van Buren Boulevard interchange at Interstate 215 project is a critical important mobility project in the County providing regional access to the March Air Reserve Base/re-use area, including the Meridian master-planned business park, an employment based redevelopment of the former March Air Force Base (MARB) that is planned for significant goods movement related uses. The approved Project includes a realignment of the Van Buren Boulevard overcrossing to the south of the existing overcrossing that will have four through lanes (two lanes in each direction), a westbound left turn lane, and an eastbound dedicated right turn lane over the freeway. The existing railroad overcrossing will be replaced with a pre-cast structure that will have four through lanes (two lanes in each direction), two dedicated right-turn lanes for the eastbound to southbound entrance ramp and two westbound receiving lanes to accommodate the southbound exit ramp. New hook ramps will be installed and the existing northbound on-ramp and off-ramp will be relocated, modified and widened. The total estimated construction cost for this project is \$42 million.

The magnitude and nature of the required activities to manage the construction of this project exceeds the capacity of the Transportation Department's staff. A Request for Proposal (RFP) was advertised on June 23, 2011 on the County of Riverside's website seeking proposals from qualified Engineering firms to provide Construction Management services. Ten (10) firms' submitted proposals by the closing date of July 20, 2011, and two (2) firms were selected to be interviewed. A panel of representatives from the County of Riverside, Transportation Department and Caltrans evaluated the written proposals and conducted the interviews.

FALCON Engineering Services, Inc. was ranked the top firm, and has been selected to provide Construction Management services for the Van Buren Boulevard Interchange at Interstate 215 Project. This contract provides for Construction Management, Materials Testing, and Environmental Monitoring services in the amount not-to-exceed \$3,398,500. The terms of the agreement also provide for the Director of Transportation to execute contract amendments for contingencies related to claims, time extensions granted to the construction contractor and other unforeseen issues with the contractor that may arise to ensure completion of the construction contract with a total contract amount not to exceed \$3,908,275. Funding for the construction management of this project is being provided from March Joint Powers Authority.

The Van Buren Boulevard Interchange at Interstate 215 Project was advertised for construction on December 20th, 2011.

Construction is anticipated to begin in March 2012.

County Counsel has approved the agreement as to form.

Project No. B7-0798

ENGINEERING SERVICES AGREEMENT



for

Van Buren Boulevard at Interstate 215

Interchange Project

between

COUNTY OF RIVERSIDE • TRANSPORTATION DEPARTMENT

and

FALCON ENGINEERING SERVICES, Inc.

Table of Contents

ARTICLE I • DESIGNATED CONTACTS	1
ARTICLE II • PROJECT DEFINITION	1
ARTICLE III • COOPERATIVE AGENCIES	1
A. Lead Agency.....	1
B. Cooperative Agencies.....	2
C. COUNTY/AGENCIES Standards.....	2
ARTICLE IV • CONDITIONS	2
A. Notifications	2
B. Assignment	2
C. Subcontracts	2
D. Modifications	3
E. COUNTY Directives	3
F. Liability	3
G. Indemnification and Defense	4
H. Quality Control	5
I. Extra Work	6
K. Disputes	6
L. Termination Without Cause	7
M. Termination for Lack of Performance	7
N. Insurance	7
O. Conflict of Interest.....	11
P. Legal Compliance	11
Q. Nondiscrimination	11
R. Labor Code and Prevailing Wages	12
S. Review and Inspection.....	14
T. Record Retention / Audits.....	14
U. Ownership of Data	14
V. Confidentiality of Data.....	14
W. Funding Requirements	15
X. Post Award Audit	15
ARTICLE V • PERFORMANCE	15
A. Performance Period.....	15
B. Time Extensions	16
C. Reporting Progress.....	16
D. Evaluation of ENGINEER	17
ARTICLE VI • COMPENSATION	17
A. Work Authorization	17
B. Basis of Compensation.....	17
C. Progress Payments	19
ARTICLE VII • APPROVALS	20
APPENDICES	
A. Scope of Services	A1
B. Budget.....	B1

ENGINEERING SERVICES AGREEMENT

COUNTY OF RIVERSIDE, hereinafter referred to as "COUNTY", and **FALCON Engineering Services, Inc.**, hereinafter referred to as "ENGINEER", as parties to this agreement, are located at the following addresses:

County of Riverside • Transportation Department	FALCON Engineering Services, Inc.
4080 Lemon Street, 8 th Floor	1450 W Sixth Street, Suite 218
Riverside, CA 92502	Corona, CA 92882

do hereby agree as follows:

ARTICLE I • DESIGNATED CONTACTS

Coordination of ENGINEER, and COUNTY activities will be accomplished through an ENGINEERING PROJECT MANAGER, and a COUNTY PROJECT MANAGER.

The ENGINEERING PROJECT MANAGER for ENGINEER will be:

Wael Faqih, PE

The RESIDENT ENGINEER for ENGINEER will be:

Wael Faqih, PE

The COUNTY PROJECT MANAGER for COUNTY will be:

Hugh Smith, PE

ARTICLE II • PROJECT DEFINITION

ENGINEER shall furnish all technical and professional services including labor, material, equipment, transportation, supervision, and expertise to fully and adequately perform and complete the covenants set forth in Appendix A, Scope of Services, which is attached hereto and incorporated herein by reference. All services and deliverables associated with the performance and accomplishment of the covenants described in the Scope of Services and Exhibits Required For Federal Funding is hereinafter collectively referred to as the "PROJECT".

ARTICLE III • COOPERATIVE AGENCIES

A. Lead Agency

COUNTY is designated as the lead agency for PROJECT and is working cooperatively with other agencies in the effort to complete PROJECT.

B. Cooperative Agencies

The cooperating agencies are listed below and will hereinafter be collectively referred to as the "AGENCIES".

Caltrans

RCTC

March Joint Powers Authority

C. COUNTY/AGENCIES Standards

All deliverables shall be prepared in accordance with the current COUNTY and AGENCIES practices, regulations, policies, procedures, manuals and standards where applicable. All deliverables are subject to review and approval by COUNTY and AGENCIES.

ARTICLE IV • CONDITIONS

A. Notifications

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed to the attention of the ENGINEERING PROJECT MANAGER or the COUNTY PROJECT MANAGER at the respective addresses provided on page one of this contract.

B. Assignment

Without written consent of COUNTY, this agreement is not assignable by ENGINEER either in whole or in part.

C. Subcontracts

1. ENGINEER shall perform the services contemplated with resources available within its own organization. No portion of the services pertinent to this contract shall be subcontracted without written authorization by the COUNTY PROJECT MANAGER, except that which is expressly identified in this contract.
2. In the event ENGINEER subcontracts any portion of ENGINEER's duties under this agreement, ENGINEER shall require its subcontractors to comply with the terms of this contract in the same manner as required of ENGINEER including, but not limited to; indemnification of the COUNTY, requiring the same insurance of Subcontractors as required of ENGINEER, and having Subcontractor's insurance name the COUNTY as Additional Insured for each type of insurance where this Agreement requires

ENGINEER'S insurance to name COUNTY as Additional Insured.

D. Modifications

1. This contract may be amended or modified only by mutual written agreement of the parties. No alteration or variation of the terms of this contract will be valid unless made in writing and signed by the parties hereto and no oral understanding or agreement not incorporated herein, will be binding on any of the parties hereto.
2. Minor modifications are changes that do not substantially affect the Scope of Service. Minor modifications may be: a shift of funds between tasks within a budget category; the shifting of work and/or funding from one phase to another; use of contingency pursuant to Article VI.B.1; the substitution of County forces for any line item of work that was included in the original Scope of Service. All requests for minor modifications must be approved in writing by the Director prior to implementing the change.
3. There shall be no change in the ENGINEERING PROJECT MANAGER, the identified RESIDENT ENGINEER or key members of the PROJECT team without prior written approval by the COUNTY PROJECT MANAGER.
4. All modifications that do not fit within the definition of a minor modification to the contract shall be considered a major change and must be approved in writing by the ENGINEER and COUNTY Board of Supervisors prior to implementing the major change.

E. COUNTY Directives

ENGINEER shall receive contract directions and interpretations from the COUNTY PROJECT MANAGER.

F. Liability

1. ENGINEER has total responsibility for the accuracy and completeness of all documentation, reports, plans, calculations and estimates prepared by or on behalf of ENGINEER for this PROJECT and shall check all such material accordingly. The data and plans will be reviewed by COUNTY. The responsibility for accuracy and completeness of such items remains solely that of ENGINEER. Neither COUNTY'S review or approval shall give rise to any liability or responsibility on the part of COUNTY, or waive any of COUNTY'S rights, or relieve ENGINEER of its professional responsibilities or obligations under this Agreement.

2. The plans, estimates, calculations, reports and other documents furnished in accordance with the Scope of Services shall meet the criteria for acceptance and be a product of neat appearance, well organized, technically and grammatically correct, checked and having the preparer and checker identified. The minimum standard of appearance, organization and contents shall be of similar types produced by COUNTY and AGENCIES. If any work product submitted is not complete and ready for use by COUNTY on PROJECT, it shall be marked "Draft" or similar designation to indicate it is not ready for use by COUNTY. COUNTY expects that all work product not so designated is ready for and will be used on PROJECT.
3. The page identifying preparers of engineering reports, the title sheet for calculations and/or each sheet of plans prepared in the performance of this PROJECT, shall bear the professional seal, certificate number, registration classification, expiration date of the certificate, and signature of the professional(s) responsible for their preparation.
4. COUNTY and ENGINEER agree that reports, plans, drawings or other work products are for the exclusive use of COUNTY and may be used by COUNTY for the PROJECT described on the face hereof. Such plans, drawings or PROJECT work products may not be changed or used on a different project without the written authorization or approval by ENGINEER.
5. ENGINEER acknowledges that the plans, drawings and/or other work products may be used by COUNTY for the PROJECT regardless of any disputes that may develop between ENGINEER and COUNTY. All plans, drawings, or other work product shall be deemed the sole and exclusive property of COUNTY and ownership thereof is irrevocably vested in COUNTY whether the PROJECT is executed or not.
6. ENGINEER, and the agents and employees of ENGINEER, in the performance of this agreement, shall act in an independent capacity and not as officers, employees or agents of COUNTY.

G. Indemnification and Defense

1. The ENGINEER agrees to and shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Departments and Special Districts, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (hereinafter individually and collectively referred to as "Indemnitees") from all liability, including, but not limited to loss, suits, claims, demands, actions, or proceedings caused by any alleged or actual negligence, recklessness, willful

misconduct, errors or omissions of ENGINEER, its directors, officers, partners, employees, agents or representatives or any person or organization for whom ENGINEER is responsible, arising out of or from the performance of services under this Agreement. To the extent a loss, suit, claim, demand, action, or proceeding is based on actual or alleged acts or omissions of ENGINEER which are not design professional services, ENGINEER shall indemnify Indemnitees whether or not ENGINEER is negligent.

2. The duty to indemnify does not include loss, suits, claims, demands, actions, or proceedings caused by actual negligence of Indemnitees; however, any actual negligence of Indemnitees will only affect the duty to indemnify for the specific act found to be negligence, and will not preclude a duty to indemnify for any act or omission of ENGINEER.
3. ENGINEER shall defend and pay, at its sole expense, all costs and fees, including but not limited to attorney fees, cost of investigation, and defense, in any loss, suits, claims, demands, actions, or proceedings based or alleged to be based on any act or omission of ENGINEER arising out of or from the performance of services under this Agreement. The duty to defend applies to any alleged or actual negligence, recklessness, willful misconduct, error or omission of ENGINEER and shall apply whether or not ENGINEER is a party to the lawsuit, and shall apply whether or not ENGINEER is directly liable to the plaintiffs in the lawsuit. The duty to defend applies even if Indemnitees are alleged or found to be actively negligent, unless the act or omission at issue was caused by the sole active negligence of Indemnitees.
4. The specified insurance provisions and limits required in this Agreement shall in no way limit or circumscribe ENGINEER'S obligations to indemnify and hold harmless Indemnitees from third party claims.
5. In the event there is conflict between the indemnity and defense provisions and California Civil Code Sections 2782 and 2782.8, the indemnity and defense provisions shall be interpreted to comply with Civil Code sections 2782 and 2782.8.

H. Quality Control

ENGINEER shall implement and maintain the following quality control procedures during the preparation of the reports, calculations, plans and other documents relating to PROJECT. ENGINEER shall have a quality control plan in effect during the entire time services are being performed under the contract. The plan shall establish a process whereby reports are reviewed and calculations are independently checked, plans

checked, corrected and back-checked, and all job related correspondence and memoranda routed and received by affected persons and then bound in appropriate job files. The COUNTY PROJECT MANAGER may request evidence that the quality control plan is functional.

I. Extra Work

1. ENGINEER shall not perform Extra Work until receiving written authorization from the COUNTY PROJECT MANAGER.
2. In the event that COUNTY directs ENGINEER to provide services constituting Extra Work, COUNTY shall provide extra compensation to the ENGINEER. Allowable compensation for approved extra work will be based on the provisions of Appendix B, Budget, which is attached hereto and incorporated herein by reference.
3. An amendment to this Agreement providing for such compensation for Extra Work shall be issued by COUNTY to ENGINEER. Such Amendment shall not be effective until executed by both parties.

K. Disputes

1. In the event ENGINEER considers any work demanded of him to be outside the requirements of the contract, or if he considers any order, instruction, or decision of COUNTY to be unfair, he shall promptly upon receipt of such order, instruction or decision, ask for a written confirmation of the same whereupon he shall proceed without delay to perform the work or to conform to the order, instruction, or decision; but unless ENGINEER finds such order, instruction, or decision satisfactory, he shall within 20 days after receipt of same, file a written protest with COUNTY stating clearly and in detail his objections and reasons therefore. Except for such protests or objections as are made of record in the manner specified and within the time stated herein, and except for such instances where the basis of a protest could not reasonably have been foreseen by ENGINEER within the time limit specified for protest, ENGINEER hereby waives all grounds for protests or objections to the orders, instruction, or decisions of COUNTY and hereby agrees that, as to all matters not included in such protests, the orders, instructions and decisions of COUNTY will be limited to matters properly falling within COUNTY's authority.
2. Any controversy or claim arising out of or relating to this contract which cannot be resolved by mutual agreement may be settled by arbitration in accordance with the rules of the American Arbitration Association, provided that the parties mutually agree to submit to arbitration.

3. Neither the pendency of a dispute nor its consideration by arbitration will excuse ENGINEER from full and timely performance in accordance with the terms of the contract.

L. Termination Without Cause

1. COUNTY reserves the right to terminate this contract at COUNTY's discretion and without cause, upon thirty (30) calendar days written notice to ENGINEER.
2. In the event of termination of the Agreement, upon demand, ENGINEER shall deliver to COUNTY all field notes, surveys, studies, reports, plans, drawings, specifications, and all other materials and documents prepared or provided to ENGINEER in the performance of this Agreement. All such documents and materials shall be property of COUNTY.
3. In the event that the contract is terminated, ENGINEER is entitled to full payment for all services performed up to the time written notice of contract cancellation is received by ENGINEER. Payment shall be made for actual services performed in the performance of the PROJECT to date based upon Appendix A, Scope of Services, as contracted for, less payments made to date; plus any amount for authorized, but unpaid, extra work performed and costs incurred.

M. Termination for Lack of Performance

COUNTY may terminate this agreement and be relieved of the payment of any consideration to ENGINEER should ENGINEER fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY. In such event, ENGINEER shall be paid only for work completed and delivered to COUNTY in a timely and successful manner.

N. Insurance

Without limiting or diminishing the ENGINEER'S obligation to indemnify or hold the COUNTY harmless, ENGINEER shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages and shall satisfy the following terms during the term of this Agreement, or for a term otherwise specified herein.

1. Workers' Compensation:

Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California.

Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less

than \$1,000,000 per person per accident. Policy shall be endorsed to waive subrogation in favor of the County of Riverside; and to provide a Borrowed Servant/Alternate Employer Endorsement.

2. Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, completed operations, personal and advertising injury covering claims which may arise from or out of ENGINEER's actual or alleged acts or omissions during any work under this Agreement.

The policy shall name, by endorsement, the County of Riverside and all Agencies, Special Districts and Departments of the County of Riverside, their respective Directors, Officers, Board of Supervisors, employees, agents, elected and appointed officials ("County insureds") as Additional Insureds. The policy shall provide first party insurance coverage for the County insureds for any loss, suits, claims, demands, actions, or proceedings caused by any alleged or actual negligence, recklessness, willful misconduct, error or omission of ENGINEER, its directors, officers, partners, employees, agents or representatives or any person or organization for whom ENGINEER is responsible, arising out of or from the performance of services under this Agreement. Indemnity coverage under the policy does not include loss, suits, claims, demands, actions, or proceedings caused by actual active negligence of County insureds; however, any actual negligence of County insureds will only affect the duty to indemnify for the specific act found to be negligence, and will not preclude a duty to indemnify for any act or omission of ENGINEER.

The policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

The Policy shall provide a defense to the County insureds for any loss, suits, claims, demands, actions, or proceedings caused by an actual or alleged act or omission of ENGINEER, its directors, officers, partners, employees, agents or representatives or any person or organization for whom ENGINEER is responsible, arising out of or from the performance of services under this Agreement. A defense is required if the loss, suits, claims, demands, actions, or proceedings are based on any negligence of the County insureds unless the negligence of the County insureds is the sole cause of the loss, suits, claims, demands, actions, or proceedings.

3. Vehicle Liability:

ENGINEER shall maintain Liability Insurance for all owned, non-owned or hired vehicles in an amount not less than \$1,000,000 per occurrence combined single limit. If ENGINEER'S vehicles or mobile equipment are not to be used in the performance of the obligations under this Agreement, ENGINEER shall maintain coverage for non-owned or hired vehicles in an amount not less than \$1,000,000 per occurrence combined single limit. Such non-owned or hired vehicle coverage may be included as a part of the Commercial General Liability policy. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name by endorsement, all Agencies, Special Districts and Departments of the County of Riverside, their respective Directors, Officers, Board of Supervisors, employees, agents, elected or appointed officials and subcontractors as Additional Insureds.

4. Professional Liability:

ENGINEER shall maintain Professional Liability Insurance providing coverage for performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If ENGINEER'S Professional Liability Insurance is written on a claims-made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement. Upon termination of this Agreement or the expiration or cancellation of the claims made insurance policy ENGINEER shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or, 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or, 3) demonstrate through Certificates of Insurance that ENGINEER has maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2) or 3) will continue for as long as allowed by law.

5. General Insurance Provisions - All lines:

a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A.M. BEST rating of not less than an A: VIII (A: 8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

- b. The ENGINEER must declare its self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self insured retentions which are deemed unacceptable to the COUNTY, at the election of the County's Risk Manager, ENGINEER shall either; 1) reduce or eliminate such self-insured retentions as respect to this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, defense costs and expenses.
- c. The ENGINEER shall cause their insurance carrier(s) to furnish the COUNTY with 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein; or, 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) shall provide no less than thirty (30) days written notice or ten (10) days in the event of cancellation for nonpayment of premium be given to the COUNTY prior to any cancellation of such insurance. In the event of a material modification or cancellation of coverage, this Agreement shall terminate forthwith, unless the COUNTY receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages and the insurance required herein is in full force and effect. Individual(s) authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance. ENGINEER shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements or policies of insurance including all endorsements and any and all other attachments as required in this Section. Submittal of certificates to County and review or approval of certificates by County does not relieve ENGINEER of its duties to provide insurance which fully complies with the terms stated above.
- d. It is understood and agreed by the parties hereto and the ENGINEER's insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary

insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as excess.

- e. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services or performance of work the Risk Manager of the County of Riverside reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverages required herein, if; in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the ENGINEER has become inadequate.
- f. ENGINEER shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement

O. Conflict of Interest

ENGINEER warrants, by execution of this contract, that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by ENGINEER for the purpose of securing business. For breach or violation of this warranty, COUNTY has the right to annul this contract without liability, pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee. ENGINEER may be requested to complete a Conflict of Interest Statement prior to, during, or after execution of this contract. ENGINEER understands that as a condition of this contract ENGINEER agrees to complete the Conflict of Interest Statement when requested to do so by COUNTY.

P. Legal Compliance

ENGINEER shall comply with all Federal, State and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals currently in effect and in any manner affecting the performance of this Agreement, including, without limitation, workers' compensation laws and licensing and regulations.

Q. Nondiscrimination

- 1. During the performance of this agreement, ENGINEER and its Subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national

origin, ancestry, physical handicap, medical condition, marital status, age or sex. ENGINEER and Subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and applicable regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12900, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference and made a part hereof as if set forth in full. ENGINEER and its Subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

2. ENGINEER will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by COUNTY or AGENCIES to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of ENGINEER is in the exclusive possession of another who fails or refuses to furnish this information, ENGINEER shall so certify to COUNTY, or the Federal Highway Administration as appropriate and shall set forth what efforts he has made to obtain the information.
3. In the event of ENGINEER's noncompliance with the nondiscrimination provisions of this contract, COUNTY shall impose such contract sanctions as it determines to be appropriate, including, but not limited to:
 - Withholding of payments to ENGINEER under the contract until ENGINEER complies;
 - Cancellation, termination, or suspension of the contract in whole or in part.
4. ENGINEER shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this contract.
5. ENGINEER shall comply with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR 21 through Appendix H and 23 CFR 710.405(b) are applicable to this contract by reference.

R. Labor Code and Prevailing Wages

1. Certain Classifications of Labor under this contract may be subject to prevailing wage requirements.
2. Reference is made to Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with

Section 1720). By this reference said Chapter 1 is incorporated herein with like effect as if it were here set forth in full. The parties recognize that said Chapter 1 deals, among other things with discrimination, penalties and forfeitures, their disposition and enforcement, wages, working hours, and securing worker's compensation insurance and directly affect the method of prosecution of the work by ENGINEER and subject it under certain conditions to penalties and forfeitures. Execution of the Agreement by the parties constitutes their agreement to abide by said Chapter 1, their stipulation as to all matters which they are required to stipulate as to by the provisions of said Chapter 1, constitutes ENGINEER's certification that he is aware of the provisions of said Chapter 1 and will comply with them and further constitutes ENGINEER's certification as follows: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract."

3. Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates, including the per diem wages applicable to the work, and for holiday and overtime work, including employer payments for health and welfare, pension, vacation, and similar purposes, in the county in which the work is to be done have been determined by the Director of the California Department of Industrial Relations. These wages are available from the California Department of Industrial Relations' Internet website at <http://www.dir.ca.gov>.
4. Should a portion of the project contain Federal funding, Federal minimum wages shall be used. The Federal minimum wage rates for this project as determined by the United States Secretary of Labor are available from the U.S Department of Labor, Employment Standards Administration, Wage and Hour Division's Internet website at <http://www.access.gpo.gov/davisbacon>. If there is a difference between the minimum wage rates determined by the Secretary of Labor and the general prevailing wage rates determined by the Director of the California Department of Industrial Relations for similar classifications of labor, the ENGINEER and subcontractors shall pay not less than the higher wage rate. The Department will not accept lower State wage rates determinations. This includes "helper" (or other classifications based on hours of experience) or any other classification not appearing in the Federal wage determinations. Where Federal wage determinations do not contain the State wage rate determination otherwise available for use by the ENGINEER and subcontractors, the ENGINEER and subcontractors

shall pay not less than the Federal minimum wage rate which most closely approximates the duties of the employees in question.

S. Review and Inspection

ENGINEER and any Subcontractors shall permit COUNTY and/or AGENCIES to review and inspect PROJECT activities including review and inspection on a daily basis.

T. Record Retention / Audits

1. ENGINEER, Subcontractors, and COUNTY shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract or three years from project closeout, whichever is later.
2. COUNTY, Caltrans, the State Auditor General, FHWA or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of ENGINEER that are pertinent to the contract for audits, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

U. Ownership of Data

Ownership and title to all reports, documents, plans, calculations, and estimates produced as part of this contract will automatically be vested in COUNTY and no further agreement will be necessary to transfer ownership to COUNTY.

V. Confidentiality of Data

1. All financial, statistical, personal, technical or other data and information which is designated confidential by COUNTY or AGENCIES, and made available to ENGINEER in order to carry out this contract, shall be protected by ENGINEER from unauthorized use and disclosure.
2. Permission to disclose information on one occasion for a public hearing held by COUNTY or AGENCIES relating to this contract shall not authorize ENGINEER to further disclose such information or disseminate the same on any other occasion.
3. ENGINEER shall not comment publicly to the press or any other media regarding this contract, including COUNTY or Agencies actions regarding this contract. Communication shall be limited to COUNTY,

Agency or ENGINEER's staff that are involved with the project, unless ENGINEER shall be requested by COUNTY to attend a public hearing or respond to questions from a Legislative committee.

4. Each subcontract shall contain provisions similar to the foregoing related to the confidentiality of data and nondisclosure of the same.
5. ENGINEER shall not issue any news release or public relations item of any nature whatsoever regarding work performed or to be performed under this contract without prior review of the contents thereof by COUNTY and receipt of COUNTY's written permission.

W. Funding Requirements

1. All obligations of COUNTY are subject to appropriation of resources by various Federal, State and local agencies.
2. This agreement is valid and enforceable only if sufficient funds are made available to COUNTY for the purpose of this PROJECT. In addition, this agreement is subjected to any additional restrictions, limitations, conditions or any statute enacted by Congress, State Legislature or COUNTY that may affect the provisions, terms or funding of this contract in any manner.
3. It is mutually agreed that if sufficient funds for the program are not appropriated, this contract will be amended to reflect any reduction in funds.

X. Post Award Audit

The Cost Proposal (Appendix B, Budget), is subject to a post-award audit. After any post-award audit recommendations are received, the Appendix B, Budget, shall be adjusted by the ENGINEER and approved by the COUNTY PROJECT MANAGER to conform to the audit recommendations. The Consultant agrees that individual items of cost identified in the audit report may be incorporated into the Agreement at the COUNTY's sole discretion. Refusal by the Consultant to incorporate the post-award or interim audit recommendations will be considered a breach of the Agreement terms and cause for termination of the Agreement.

ARTICLE V • PERFORMANCE

A. Performance Period

1. This Contract shall begin upon notification to proceed by the COUNTY PROJECT MANAGER.
2. ENGINEER is advised that any recommendation for contract award is not binding on COUNTY until the

proposed contract fully executed and approved by COUNTY.

3. ENGINEER shall perform PROJECT services in accordance with the provisions set forth in Appendix A, Scope of Services, which is attached hereto and incorporated herein by reference. All Covenants set forth in this agreement shall be completed by December 31, 2015 unless extended by supplemental agreement.
4. Where ENGINEER is required to prepare and submit studies, reports, plans, etc., to COUNTY, these shall be submitted in draft as scheduled, and the opportunity provided for COUNTY to offer comments, prior to final submission.
5. When COUNTY determines that ENGINEER has satisfactorily completed the PROJECT services, COUNTY shall give ENGINEER a written Notice of Final Acceptance. ENGINEER shall not incur any further costs hereunder unless so specified in the Notice of Final Acceptance. ENGINEER may request a Notice of Final Acceptance determination when, in its opinion, it has satisfactorily completed all covenants as stipulated in this Contract.
6. Time is of the essence in this agreement.

B. Time Extensions

1. Any delay in providing PROJECT services required by this contract occasioned by causes beyond the control and not due to the fault or negligence of ENGINEER, shall be the reason for granting an extension of time for the completion of the aforesaid work. When such delay occurs, ENGINEER shall promptly notify COUNTY in writing of the cause and of the extent of the delay whereupon COUNTY shall ascertain the facts and the extent of the delay and grant an extension of time for the completion of the work when, in COUNTY's judgment, their findings of fact justify such an extension of time.
2. COUNTY's findings of fact shall be final and conclusive to the parties hereto. However, this is not intended to deny ENGINEER its civil legal remedies in the event of a dispute.

C. Reporting Progress

1. As part of the monthly invoice ENGINEER shall submit a progress report in accordance with COUNTY Engineering Services Progress Reporting Guidelines. Progress Reports shall indicate the progress achieved during the previous month in relation to the Scope of Services, Appendix A. Submission of such progress report by ENGINEER shall be a condition precedent to receipt of payment from COUNTY for

each monthly invoice submitted.

2. To ensure understanding and performance of the contract objectives, meetings between COUNTY, AGENCIES, and ENGINEER shall be held as often as deemed necessary. All work objectives, ENGINEER's work schedule, the terms of the contract and any other related issues will be discussed and/or resolved. ENGINEER shall keep minutes of meetings and distribute copies of minutes as appropriate.

D. Evaluation of ENGINEER

ENGINEER's performance will be evaluated by COUNTY for future reference.

ARTICLE VI • COMPENSATION

A. Work Authorization

ENGINEER shall not commence performance of any work or PROJECT services until so directed by the County Project Manager. No payment will be made for any work performed prior to approval of this contract.

B. Basis of Compensation

1. PROJECT services as provided under this agreement as described in the Appendix A, Scope of Services, shall be compensated for as defined in Appendix B, Budget, which is attached hereto and incorporated herein by reference. The total amount of the Contract is not to exceed \$ 3,398,500 and reimbursement is to be made at actual billed cost for the following contractors with not to exceed amounts as shown:

•	FALCON Engineering Services Inc.	\$	1,687,500
•	ATHALYE Consulting Engineers Inc. (structural/roadway)	\$	440,000
•	CPM Partners Inc. (scheduling/claim support)	\$	418,000
•	URS CORP. (environmental/landscaping/RR coordination)	\$	451,000
•	Converse Consulting (material testing)	\$	200,000
•	GeoMat Testing Laboratories, Inc.((material testing)	\$	202,000

Engineer's Budget	=	\$	3,398,500
	Contingency	=	\$ 509,775
Total Budget	=	\$	3,908,275

County shall hold a contingency budget in reserve for unforeseen extra work that may arise during the performance of this agreement. Use of contingency budget shall only be authorized by the Director of Transportation through execution of an amendment to this agreement. No additional compensation for Extra Work will be paid except upon the issuance of an Extra Work Order by COUNTY.

2. Prior authorization in writing by the COUNTY PROJECT MANAGER will be required before ENGINEER enters into any non-budgeted purchase order or subcontract exceeding \$1000 for supplies, equipment or consultant services. ENGINEER shall provide an evaluation of the necessity or desirability of incurring such costs.
3. For purchase of any item, service or consulting work not covered in ENGINEER's proposal and exceeding \$10,000, with prior authorization by the COUNTY PROJECT MANAGER, three competitive quotations shall be submitted with the request, or the absence of bidding shall be adequately justified.
4. Any equipment purchased as a result of this contract is subjected to the following: ENGINEER shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$500 or more. If the purchased equipment needs replacement and is sold or traded in, COUNTY shall receive a proper refund or credit. At the conclusion of the contract or if the contract is terminated, ENGINEER may either keep the equipment and credit COUNTY in an amount equal to its fair market value or sell such equipment at the best price obtainable at a public or private sale in accordance with established COUNTY procedures and credit COUNTY in an amount equal to the sales price. If ENGINEER elects to keep the equipment, fair market value shall be determined, at ENGINEER's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable by COUNTY, and ENGINEER. If it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by COUNTY and AGENCIES.
5. The consideration to be paid ENGINEER, as provided herein, shall be in compensation for all of ENGINEER's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.
6. ENGINEER agrees that the Contract Cost Principles and Procedures, CFR 48, Federal Acquisition Regulations Systems, Chapter 1, Part 31, shall be used to determine the allowability of individual items of

cost and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments shall be used to determine the administrative requirements.

7. ENGINEER also agrees to comply with Federal procedures in accordance with Office of Management and Budget Circular A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.
8. In the event of errors or omissions in the plans for PROJECT, ENGINEER shall perform the necessary engineering services required to correct such errors and omissions without additional charge to COUNTY.


C. Progress Payments

1. ENGINEER shall submit monthly invoices for PROJECT Services in accordance with Appendix B, Budget, and in accordance with COUNTY Engineering Services Invoicing Procedures.
2. ENGINEER shall submit an invoice each month for PROJECT services performed during the preceding month. Invoices shall be submitted to the COUNTY PROJECT MANAGER and shall be included with a Progress Report covering the same period as the submitted invoice. Invoices shall show separate line item totals for each work order or extra work task.
3. Progress payments will be based on PROJECT services provided and actual costs incurred. Payments made prior to the completion of each phase will not exceed the amount allowed in ENGINEER's cost proposal for the completion of that phase and prior phases, unless approved in writing by the COUNTY PROJECT MANAGER..
4. Progress payments will be made as promptly as fiscal procedures will permit upon receipt by the COUNTY PROJECT MANAGER of itemized invoices.
5. Payment of the post construction Services will be withheld until all documentation is submitted in an acceptable format and COUNTY issues a Notice of Final Acceptance for PROJECT. The total invoiced amount will be paid to ENGINEER after COUNTY has approved ENGINEER's final documents and estimate for PROJECT.

ARTICLE VII • APPROVALS

COUNTY Approvals

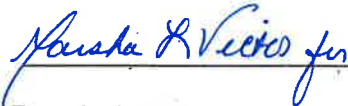
RECOMMENDED FOR APPROVAL:

 Dated: 01/31/12

Juan C. Perez

Director of Transportation

APPROVED AS TO FORM:

 Dated: 2/1/12

Pamela J. Walls

County Counsel

APPROVAL BY THE BOARD OF SUPERVISORS

_____ Dated: _____

PRINTED NAME

Chairman, Riverside County Board of Supervisors

ATTEST:

_____ Dated: _____

Clerk of the Board (SEAL)

ENGINEER Approvals

ENGINEER:

 Dated: 12/5/2011

Maha Faqih
PRINTED NAME

President
TITLE

ENGINEER:

_____ Dated: _____

PRINTED NAME

TITLE

Appendix A
County of Riverside Transportation Department
Van Buren Boulevard Interchange on Interstate 215 Scope of Services

<u>1 - Project Description</u>	2
1.1 Project Controls System Development	2
1.2 Monthly Project Progress Meetings and Reports	4
1.3 Document Management System	4
1.4 Neighborhood Liaison Strategy	5
1.5 Sub-Consultant Management:	5
<u>2 – Pre-Construction Phase Services</u>	6
2.1 Construction Management Plan	6
2.2 Storm Water Pollution Prevention Plan (SWPPP)	6
2.3 Local Assistance Documentation / Federal Contract Management Requirements	7
2.4 Pre-construction walk with contractor	8
<u>3 – Construction Management Services</u>	9
3.1 Pre-construction Conferences	9
3.2 Communications and Correspondence	10
3.3 Change Management	10
3.4 Monthly Construction Progress Reports	11
3.5 Schedule Monitoring	12
3.6 Cost Monitoring	12
3.7 Progress / Coordination Meetings	13
3.8 Payment Recommendations	13
3.9 Safety	14
3.10 Environmental Coordination & Monitoring	15
3.11 Neighborhood Communication /Public Information	17
3.12 Submittal Management and Review	18
3.14 Document Management	20
3.15 Construction Change Order Assistance	20
3.16 Review Certified Payrolls	22
<u>4 – Construction Inspection Services</u>	22
4.1 Inspection and Documentation	22
4.2 Materials Testing, Construction Testing & Quality Assurance Program (QAP)	23
4.3 Surveying	24
4.4 Review and maintain “As Constructed Schedule”	25
4.5 Maintain Photographic and Video Records of Construction Progress	26
4.6 Review and Maintain “As Built” Drawings	26
4.7 Final Acceptance – Punch List Assistance	27
4.8 Final Inspection and Punch-list	27
<u>5 – Construction Closeout Activities</u>	28
5.1 Contract Closeout	28
5.2 Project As-Built Drawings	28
5.3 Final Project Report	29
5.4 Final Payment, Final Report of Expenditure Checklist	29
<u>6 – Field Office and Employee Equipment</u>	30

1 - Project Description

The COUNTY proposes the reconstruction and improvement of the Van Buren Boulevard Interchange on Interstate 215 (I-215) in Riverside County. The improvements will include reconstructing the existing tight diamond interchange on I-215 and Van Buren Boulevard, widening of I-215, bridge structure replacements, and local street improvements, and modification of the interchange ramps and signalization of the ramp termini. The expected time of construction for this project is approximately one and a half years and is presently scheduled to start in April 2012 and be completed by October 2013.

Existing Conditions:

The existing freeway overcrossing has two lanes (one lane in each direction) and the existing railroad overcrossing has 4 lanes (2 lanes westbound and 1 lane eastbound plus 1 right turn lane in the eastbound direction). The existing on-ramps and off-ramps consist of two lanes, except for the northbound on-ramp which is one lane.

Approved Project:

The existing Van Buren Boulevard overcrossing will be realigned to the south with a structure that will have four through lanes (two lanes in each direction), a westbound left turn lane, and an eastbound dedicated right turn lane over the freeway. The existing railroad overcrossing will be replaced with a pre-cast structure that would have four through lanes (two lanes in each direction), two dedicated right-turn lanes for eastbound to southbound entrance ramp, one right turn lane for eastbound to northbound entrance ramp, and two westbound receiving lanes to accommodate the southbound exit ramp. A new hook-type ramp will be installed and the existing on-ramps and off-ramps will be relocated, modified and widened. Auxiliary lanes will be added to the mainline and the southbound main lane on I-215 will be widened to the west to accommodate the ultimate configuration of the freeway. Retaining walls up to 30 feet high will be required in various locations, specifically at the ramps to minimize impact to the railroad and MARB right-of-way.

The County shall provide copies of applicable permits and conditions of approval to the Consultant prior to commencement of the work contemplated by this Agreement.

1.1 Project Controls System Development

Purpose:

To provide ENGINEER managers and County staff with current information regarding schedule, budgets, expenditures, and change orders in an integrated cost and schedule information system.

The master schedule of the Project Controls System (PCS) will enable critical activities and interrelationships between the contractors, suppliers, the County, the County's Project Manager, design engineers, utility companies, biologist and construction manager (including its subcontractors) to be monitored efficiently during the construction phase of the project. The master schedule will identify permit constraints, work area restrictions and other known work and/or coordination constraints.

The automation of the above information will enable timely analysis, intervention, and decision making to enable efficient control of the project.

Approach:

ENGINEER will develop the PCS using software similar to Primavera P3 and Expedition, Microsoft Word and Excel software. A master schedule will be developed summarizing all significant activities of project related entities including the contractor, equipment suppliers, the County project manager, design consultants, biologist, and the construction manager. The schedule will be structured to include the following:

- Primary contractor work activities, including major submittals required accomplishing the work.
- Principal work activities of the ENGINEER' construction manager, the County's project manager, design consultants, biologist, contractors, and suppliers.
- Activities necessary for regulatory compliance.
- Activities related to utility relocations.
- Relationships between submittals, approvals, procurement, and delivery of materials.
- Milestones associated with permitting and approvals.
- Any activity requiring coordination with the County, Caltrans oversight, and other local utility/regulatory agencies.
- Substantial and final completion dates.

The cost accounting format will use a work breakdown structure and cost categories that will be compatible with the County's cost accounting system. The work breakdown structure will be based on contractor's activities and will provide the basis for cost-loading activities in the schedule.

Assumptions:

1. The initial master project schedule will be developed based on information available before the award of contracts for construction.
2. The County will provide a description of the County invoicing requirements and guidelines for project work breakdown structure and cost reporting format.
3. County will provide copies of all consultant contracts including scope of services and budgets.

Deliverables:

1. Implementation of Project Control System.
2. Draft master project schedule.
3. Initial master project schedule following review and approval by the County.
4. Initial project cost.

1.2 Monthly Project Progress Meetings and Reports

Purpose:

To apprise County management and other stakeholders of ENGINEER's activities under this contract via written report and monthly meeting.

Approach:

ENGINEER will provide a brief written report covering a summary of the status and expenditures associated with each of the tasks described in this scope of work; including highlights of any unusual contractual issues that arise during the reporting period.

ENGINEER will schedule monthly progress meetings, which will provide for discussion of progress reports and issues related to (a) this agreement and (b) the construction agreements.

Assumptions:

1. The project monthly progress report will be provided throughout the contract period for an estimated duration of 18 months.
2. A regular monthly meeting date and time will be established. Meeting date is typically the first week of each month, the same day of the week, i.e., Monday, Tuesday, etc.
3. Written progress reports will be provided to the County at least 5 working days in advance of each progress meeting.
4. County to submit proposed changes/amendments to the monthly progress reports, in writing, to ENGINEER for its use.

Deliverables:

1. Monthly project progress report.
2. One page summary report.
3. Monthly progress review meetings with minutes/summaries.

1.3 Document Management System

Purpose:

To establish a system for the timely logging, filing, and tracking of project related correspondence to assure timely responses, provide a record of communications to enable efficient retrieval and establish the chronology of events for use in dispute resolution.

Approach:

ENGINEER will set up a document tracking system; using software similar to Primavera Expedition to maintain project files.

Assumptions:

1. Actual logging, filing, and tracking of project information will be performed under separate tasks and subtasks.
2. The ENGINEER File Index will conform to the Caltrans filing numbering system.

Deliverables:

Implementation of a computerized document management system including written procedures for use of the ENGINEER project team.

1.4 Neighborhood Liaison Strategy

Purpose:

To provide a strategy for dealing with issues related to the impacts of construction on the residential neighborhoods and businesses located adjacent to and within the limits of the project.

Approach:

ENGINEER will develop in conjunction with the County a strategy for neighborhood and local community communication related to construction phase impacts and mitigation.

Assumptions:

ENGINEER will be responsible for development of the neighborhood liaison strategy. However, the County will provide general guidelines for community and neighborhood affairs, dictate protocol, and initiate contact with local elected officials, if required. The County will be responsible for the review and approval of the overall plan.

Deliverables:

1. ENGINEER: Draft Action Plan
2. County: Review and comment on action plan.
3. ENGINEER: Draft Neighborhood affairs strategy memorandum.
4. County: Comments on draft strategy memorandum.
5. ENGINEER: Final Neighborhood affairs strategy memorandum.

1.5 Sub-Consultant Management:

Purpose:

To coordinate and manage sub-consultant services contracted with ENGINEER. Sub-consultants include inspectors, materials testing consultants, and biologists, and /or others, to be determined at a later date and secured at reasonable rates.

Approach:

ENGINEER will coordinate and manage the utilization of sub-consultants for the County in order to comply with the terms of the contract documents and the requirements of regulatory agencies.

At the County's direction, ENGINEER will negotiate and enter into sub-consultant agreements with select sub-consultants.

ENGINEER will work with consultants contracted directly with the County. ENGINEER will review and approve invoices provided by County consultants and forward said invoices to the County for processing and payment.

Assumptions:

1. The County will retain final approval rights over invoices for County contracted consultants.
2. All costs associated with ENGINEER's sub-consultant services will be billed to the County in conjunction with ENGINEER's services on a monthly basis.

Deliverables:

1. Copies of all sub consultant reports. Original reports will remain with ENGINEER until project closeout, at which time all originals will be forwarded to the County with the project documentation.
2. Copies of all sub-consultant invoices billed through ENGINEER.
3. Original invoices reviewed and approved by ENGINEER for County contracted consultants.

2 – Pre-Construction Phase Services

ENGINEER shall provide specialized services during the project Pre-Construction phase, including the bidding periods of the project. These services are intended to involve the construction manager early in the project and to provide advanced planning for construction phase activities.

2.1 Construction Management Plan

Purpose:

To provide the County and ENGINEER with uniform procedures and standards for the administration of the construction contract.

Approach:

ENGINEER will develop a procedures manual that is usable for the construction project utilizing the **Caltrans Construction Management Manual** and portions of the **Local Assistance Manual**. The Manual will be a compilation of both manuals, using various parts from both manuals as appropriate and incorporating a section concerning emergencies. The County approved manual will be used by the County, as it deems appropriate.

Assumptions:

The final project manual will be bound in a three ring binder to facilitate future revisions.

Deliverables:

1. Draft project manual for review by the County. ENGINEER will provide two (2) copies of the draft.
2. After review and comments, provide two (2) copies of final project manual to the County.

2.2 Storm Water Pollution Prevention Plan (SWPPP)

Purpose:

To protect the County from potential fines from regulatory agencies by monitoring contractors' activities regarding pollution prevention controls and/or activities for general compliance with the contractor's SWPPP Best Management Practices (BMP).

Approach:

ENGINEER will observe the contractor's work area for general compliance with the SWPPP Best Management Practices (BMP) and notify the contractor if the pollution prevention controls are not in accordance with the SWPPP. Failure to revise and correct conditions will be cause to have the County take corrective action. Immediate shutdown of the contractor's work may be required, if conditions are in non-compliance with the SWPPP or other permit conditions.

Assumptions:

1. ENGINEER will not provide full time inspections of contractor's work areas for compliance with the contractor(s) SWPPP and BMP.
2. ENGINEER will not be responsible for contractor(s) means and methods for complying with the BMP listed in the SWPPP.
3. ENGINEER will not be responsible for costs incurred by the contractor(s) for its failure to comply with its SWPPP.
4. ENGINEER will document site conditions with respect to SWPPP and BMP weekly and maintain a separate file for said reports.

Deliverables:

Contractor(s)' SWPPP monitoring reports and ENGINEER documentation of site conditions kept in project file for the record.

2.3 Local Assistance Documentation / Federal Contract Management Requirements

Purpose:

To assist the County in field observation, testing and preparation of documentation required for compliance with FHWA Contract Management Requirements as detailed in the Caltrans's Local Assistance Procedures Manual.

Approach:

ENGINEER in conjunction with the County will review the Local Assistance Procedures Manual to insure that all contract administration procedures, documentations, and filing system is being prepared in accordance with Chapters 15, 16, and 17 of the Local assistance Procedures Manual. All subsections included in these chapters have been discussed in details throughout various sections of this Scope of Services:

- Chapter 1, Introduction and Overview
- Chapter 5, Accounting/Invoices Contents
- Chapter 7, Field Review
- Chapter 12, Plans, Specifications & Estimate
- Chapter 14, Utility Facility
- Chapter 15, Advertise and Award Project; including the following sections:
 - Approval for Local Agency to Administer Projects.
 - Project Advertisement,
 - Contract Bid Opening, Contract Award, and Award Package
- Chapter 16, Administer Construction Contracts includes the following:
 - Project Supervision and inspection
 - Pre-construction meeting and partnering
 - Contract time

- Sub-contractors
- Engineer's daily reports
- Project files
- Construction records and procedures
- Safety Provisions
- Labor compliance
- Equal employment opportunity
- Quality Assurance Program
- Contract claims
- Traffic safety in highway and street work zones
- Construction engineering review by the State.
- Chapter 17, Project Completion includes the following:
 - Acceptance procedures
 - As-built plans
 - Report of expenditures
 - Consequences
- Chapter 19, Progress Reviews

The County and ENGINEER will incorporate specific deliverables within the scope of services and designate the party or parties responsible.

Assumptions:

The County will review the attached scope of services and deliverables to ensure that all tasks required are identified and an individual party is assigned responsibility for that task.

Deliverables:

This Scope of Services. Individual tasks required for compliance with the Local Assistance Procedures Manual are identified as specific tasks including all required checklists, forms, filing system, procedures for progress payments, change orders, claims, correspondence, as-builts, reporting, permit compliance, permit renewals, final invoicing and claims mitigations and resolutions.

Also using the Caltrans Construction Manual, Traffic Manual, CAL OSHA Safety Orders, SWPPP & PMP preparation Handbook, and all Bridge Manuals as applicable.

All above Chapters and sections have specific formats, checklists, and procedures that would be implemented as required by the Local Assistance Procedures Manual and Contract Provisions.

2.4 Pre-construction walk with contractor

Purpose:

To document existing project site and neighboring site conditions prior to the start of construction; to ensure that all parties are aware of and agree to the condition of existing project site and neighboring site conditions prior to the start of construction.

Approach:

Prior to the issuance of a Notice to Proceed, ENGINEER, the Contractor, utility company representatives, biologist, County and City representatives will walk the entire project and record existing conditions via a written log, still photographs, and videotape where required. ENGINEER will provide copies of all documentation to the Contractor and the County. ENGINEER will keep documentation originals in the project files until project completion.

Assumptions:

Project walk will not take longer than two days with approximately the same amount of time to log, file and copy the information.

Deliverables:

A written log, still photographs and any videotape depicting existing site conditions, as recorded prior to the start of construction.

3 – Construction Management Services

ENGINEER, on behalf of the County, will provide construction management services for a single construction contract. The project involves the reconstruction and improvement of the Van Buren Boulevard Interchange on I-215 in Riverside County, more completely described above. Construction Management services will encompass the enforcement of all construction contract requirements.

3.1 Pre-construction Conferences

Purpose:

To provide a forum for all essential project participants to meet prior to the start of work. This meeting will outline the County's administration of the contract, introduction of the participants, and record all comments and questions submitted by the contractor. Provides an understanding of the procedures to be used on the project and what the Contractor can expect from the County and its consultants.

Approach:

ENGINEER will schedule, prepare the agenda, chair and take minutes of the pre-construction meeting. The meeting will outline project specifics and inform the Contractor of project administration procedures.

Assumptions:

1. The County will provide the meeting venue.
2. The County will assist ENGINEER in developing the attendee list.
3. ENGINEER will prepare a draft agenda for the County approval prior to the meeting.

Deliverables:

1. Written agenda and minutes of pre-construction conference.
2. Electronic copies of pre-construction meeting minutes to the attendees.
3. Review and comment on contractor's base-line schedule.

4. Establish ground rules of coordination & communications with contractor and designer concerning the processing and reviewing of submittals and RFI's.
5. Maintain construction documents per federal requirements and as detailed in Chapters 15, 16, 17 and other relevant Chapters of the Local Assistance procedures Manual.
6. Enforcement DBE requirements.
7. Enforcement of Labor Compliance Requirements, including completion federal Labor Compliance Pre-job Checklist.
8. Enforcement of Quality Assurance Program
9. Completion of the Federal Resident Bridge Engineer's Construction Contract Administration Checklist, including all necessary attachments as detailed in Local Assistance Procedures Manual.
10. Discussion of environmental permits requirements.
11. Discussion of utility company requirements.
12. Preparation of invoices for federal reimbursement, if applicable.

3.2 Communications and Correspondence

Purpose:

To provide and/or facilitate effective communication, on behalf of the County, among all stakeholders in the administration of the construction contract.

Approach:

ENGINEER will obtain all pertinent information as required to develop a project directory of all key personnel working on the project. ENGINEER will develop a graphic chart indicating the proper flow of correspondence. ENGINEER will log all information received from the Contractor and others, in *Expedition*. Lastly, ENGINEER will prepare and/or forward appropriate responses, obtaining County approval when required.

Assumptions:

1. The ENGINEER Correspondence Log will be used for all correspondence received from the County, the Contractor and others.
2. All original correspondence will remain with the ENGINEER project files. Only copies will be distributed, with the exception of shop drawing submittals.
3. The ENGINEER project files will be turned over to the County upon the conclusion of the project.

Deliverables:

1. Communication flow chart.
2. Written logs of information received from the County, the Contractor, design consultants, biologist, testing firm, citizens and/or others.

3.3 Change Management

Purpose:

To provide a system for logging and tracking all changes on the project.

Approach:

ENGINEER will review potential change orders for contractual and technical merit, prepare independent cost estimates and schedule analysis of work as necessary, and negotiate change order costs with the Contractor. ENGINEER will prepare change orders with all required support documentation for execution by the County. ENGINEER will keep the County apprised of cumulative changes in project cost and project duration.

Assumptions:

1. ENGINEER will be allowed to use its own judgment regarding how best to handle cost negotiations with the Contractor, but will keep the County informed throughout the process.
2. ENGINEER will obtain final approval of all project cost and/or project time changes from the County prior to authorizing the Contractor to proceed with changes.
3. ENGINEER will prepare official change order documentation to be processed with the Contractor's regular application for payment.
4. Change Orders will require County's approval.

Deliverables:

1. Independent cost estimates.
2. Change orders ready for execution.
3. Change order summary reports.

3.4 Monthly Construction Progress Reports

Purpose:

To keep the County apprised of the project status during the prescribed construction period.

Approach:

ENGINEER will prepare a monthly report that provides construction status to the County and other involved parties. The monthly report shall contain the following:

1. Status of contractor's schedule and what the contractor is doing to maintain or catch up if the schedule has slipped. While the focus will be on critical path items, other items that might become critical will be discussed in the report.
2. Construction and construction manager's costs incurred for the month.
3. Cash flow projections for both the contractor and Construction manager.
4. Identify actual and potential problems associated with the construction project and consult with the Project Manager and design engineer.
5. Evaluate Cost Reduction Incentive Proposals (CRIP) and provide recommendations to the Engineer for acceptance or denial.
6. Potential Issues, pending change orders and executed change orders.
7. Photographs to show construction activities and for clarity for special issues.
8. Other information deemed necessary for the County to have a concise understanding of the construction Projects.

Assumptions:

The County will assist ENGINEER in the initial formatting of the first report.

Deliverables:

1. Monthly progress report.
2. One page summary report for distribution to Senior County staff or elected officials.

3.5 Schedule Monitoring

Purpose:

To monitor and review the Contractor's schedule, after acceptance of baseline schedule, to ensure project is not being delayed over issues within the control of the Contractor.

Approach:

ENGINEER will develop procedures, using available software, to review the Contractor's monthly schedule updates for logic, duration, and resource changes. ENGINEER will notify the Contractor of discovered changes and document the Contractor's response, for the record. ENGINEER will keep the County apprised of the Contractor's current construction schedule.

Assumptions:

Contract specifications will require the Contractor to use Critical Path Method (CPM) scheduling tools/software. The preferred scheduling software is P6, P3 or Suretrak by Primavera. Gant charts will be strictly forbidden.

Deliverables:

1. ENGINEER will prepare and transmit to the Contractor schedule review comments.
2. Monthly review of contractor's schedule updates and provide summary to County on schedule status and impact of changes to completion date.
3. Monitor and facilitate utility coordination with various utility companies and the Contractor. Incorporate relocations in the schedule and report any delays and impacts to completion date.

3.6 Cost Monitoring

Purpose:

To provide the County with a system that is easy to understand and provides up-to-date cost information for making timely decisions.

Approach:

Using a combination of software like *Expedition* and *Excel*, ENGINEER will generate spreadsheets and graphs for the purpose of monitoring anticipated and actual cost outlays.

Assumptions:

The County will provide direction regarding desired cost monitoring information and report formats.

Deliverables:

1. Monthly cost monitoring reports in a format to be determined.
2. Monthly progress report for the County describing key issues, cost vs. budget status, and schedule status.

3.7 Progress / Coordination Meetings

Purpose:

To provide a forum for the review of the project status, the look-ahead schedule, outstanding RFIs and submittals, and project issues.

Approach:

ENGINEER will conduct regular progress/coordination meetings, to be attended by the County, the Contractor, ENGINEER and other invitees. ENGINEER will request the County and the Contractor to submit agenda items for the meetings. Using the proposed agenda items and agenda items developed in house, ENGINEER will prepare a comprehensive agenda for the meeting and distribute the agenda to all parties scheduled to attend. Following the meeting, ENGINEER will distribute meeting minutes, requesting either the concurrence of those who attended, or suggested corrections to the minutes. Minutes will be filed as either approved or amended.

Assumptions:

1. The County's and Contractor's staffs will be able to meet on a regular basis with minimal absences.
2. The meeting room will be able to seat a minimum of 15 people.
3. Meetings will not take place more than once a week and will not last longer than one hour.
4. The Contractor will submit a look-ahead schedule (2 or 3 week) at each meeting.

Deliverables:

1. Agenda with status of open items from previous meetings.
2. Meeting minutes, for review, with action items noted.
3. Amended meeting minutes, if required.
4. Submittal, Issues log, Change Order log and RFI and RFQ working logs.

3.8 Payment Recommendations

Purpose:

To verify that the Contractor's request for payment does not represent more than an amount that is reasonable for the work done on a monthly basis. To prepare progress payment recommendations on behalf of the County for work completed and materials stored on hand (if allowed).

Approach:

ENGINEER will review and approve the Contractor's monthly progress based on the percentage of work activities complete. The Contractor will submit a certified application for payment to ENGINEER for final review. Once approved, ENGINEER will prepare a payment application certificate, using software similar to *Expedition*, for approval and execution by the County.

Assumptions:

1. The County will make payments in accordance with the contract stipulations and State Law to the Contractor once each month.
2. The software is acceptable to the County for preparing progress payment application certificates.

Deliverables:

1. Contractor's certified application for payment.
2. Progress payment request documents suitable for approval and execution by the County.

3.9 Safety

Purpose:

To review the Contractor's work site safety and notify the Contractor of unsafe conditions, as observed. Implement the CAL OSHA Safety Orders requirements for providing safe work site conditions.

Approach:

ENGINEER will observe contractors' work area. Contractors to be informed if unsafe work conditions and/or areas are observed. Immediate shutdown of contractors' work may be required if conditions endanger property and/or life. Random attendance of contractor's tailgate meeting. ENGINEER will conduct its own bi-weekly staff safety meeting to discuss specific safety procedures and issues relating to current or upcoming construction activities requiring unique safety procedures.

Assumptions:

1. Contract document requires Contractor to submit its safety program and safety officer prior to the start of work
2. Contract documents or Contractor's safety program requires contractor to submit accident reports.
3. ENGINEER assumes no responsibility for safety of Contractor's work areas.
4. ENGINEER assumes no responsibility for implementation of Contractor safety program or its construction means and methods.

Deliverables:

1. Accident reports from Contractor.
2. Bi-weekly safety meeting minutes
3. Copies of safety issues discussed during contractors tailgate meetings.

3.10 Environmental Coordination & Monitoring

Purpose:

To verify the contractor has copies of applicable permits and that the work activities abide by the requirements of the permits granted by regulatory agencies. All permits shall be kept current and renewed prior to expiration throughout the project duration.

Approach:

ENGINEER will review and enforce requirements stipulated in permits issued by regulatory agencies. ENGINEER will mobilize the services of its sub-consultant for Biological, Paleontological and Cultural Resources Monitoring. The monitoring will be performed by certified monitors in each respective field.

Assumptions:

1. All permits will be provided to ENGINEER for review.
2. All permits will be included in the contract documents.
3. The biological monitor should have experience with Western Riverside County habitats and species, and specifically with Burrowing Owl, vernal pools, and nesting birds.

Deliverables:

Biological Monitor shall:

1. Develop an employee education program and sensitive resource brochure. Each employee (including temporary, contractors, and subcontractors) will receive a training/awareness program within two weeks of working on the proposed project. They will be advised of the potential impact to the listed and sensitive species/habitats and the potential penalties for taking such species. A brochure with color photos and brief descriptions will be shown to employees and will remain in Resident Engineer's office for future reference.
2. Be present for all ESA fence construction. ESA fencing shall be placed around the two potential vernal pools to avoid disturbance. Inform all parties associated with this project to strictly avoid these areas and that no construction activities, materials, or equipment will be permitted in the ESAs as depicted on the design plans.
3. To the extent practicable, vegetation clearing will be scheduled to occur outside the general breeding season (February 15 through August 31) for migratory nesting birds. If vegetation clearing were to occur during the breeding season, a qualified biologist will conduct preconstruction surveys of all potential nesting vegetation within the project site for nesting birds no more than 3 days prior to commencing project activities (including construction and/or site preparation). If no nesting birds were observed, project activities may begin. If an active bird nest is located, the nest site shall be fenced a minimum of 50 feet in all directions, and this area shall not be disturbed until after August 31 and until the nest becomes inactive.
4. To avoid direct take of burrowing owls, a qualified biologist shall conduct burrowing owl preconstruction surveys of the project site following the 1993 Burrowing Owl Consortium Guidelines (BOCG). Surveys shall be conducted no later than 30 days prior to initiation of

project activities. If owls are found onsite, no disturbance shall occur within 300 feet of the occupied burrow during the nesting season (March 1 through August 31). Passive relocation (use of one way doors followed by the collapse of burrows 48 hours after the installation of the one-way doors will occur when owls are present outside the nesting season. Owls may be passively relocated (following BOCG) outside the breeding season by a qualified biologist. If burrowing owls are observed onsite and must be relocated, a burrowing owl relocation plan shall be submitted to DFG for review and approval.

5. Be at attendance at all pre-construction and pre-grade meetings and be on site during vegetation removal.
6. Shall have the authority to halt all associated project activities that may be in violation of MSHCP Consistency and/or 404, 401, and 1602 Permits requirements.
7. Monitor construction to ensure that vegetation removal, Best Management Practices (BMPs), ESA fencing, and all avoidance and minimization measures are properly constructed and followed.
8. Monitor substances from project-related activities that could be harmful to aquatic life, including, but not limited to, petroleum lubricants and fuels, cured and uncured cements, epoxies, paints and other protective coating materials, Portland cement concrete or asphalt concrete, and washings and cuttings thereof, shall not be discharged to soils or waters of the state. All waste concrete shall be removed.
9. Motorized equipment shall not be maintained or parked within or near any stream crossing, channel or lake margin in such a manner that petroleum products or other pollutants from the equipment may enter these areas under any flow conditions. Vehicles shall not be driven or equipment operated in waters of the state on-site, except as necessary to complete the proposed project. No equipment shall be operated in areas of flowing water.
10. Monitor that the typical erosion control measures, BMPs, in the vicinity of streams will be employed in accordance with the conditions in the 401 Water Quality Certification requirements of the Regional Water Quality Control Board.
11. Monitor the restriction of the use of invasive exotic plant species in landscaped areas adjacent to or near sensitive vegetation communities. Native plants shall be used to the greatest extent feasible in the landscaped areas adjacent to and/or near mitigation/open space areas and within or adjacent to stream channels. Invasive non-native plant species shall not be introduced to the landscaped areas adjacent to stream channels (minimum 100 foot setback from open space areas and 150 foot setback from stream channel and wetland/riparian mitigation sites). Invasive non-native plant species not to be used include those species listed on the "California Invasive Plant Inventory, February 2006" and the February 2007 Inventory Update", (which are updates to Lists A & B of the California Exotic Pest Plant Council's list of "Exotic Pest Plants of Greatest Ecological Concern in California as of October 1999"). This list includes: Pepper trees, pampas grass, fountain grass, ice plant, myoporum, black locust, capeweed, tree of heaven, periwinkle, bush lupine, sweet alyssum, English Ivy, French broom, Scotch broom, Spanish broom, and pepperweed. A copy of the complete list can be obtained by contacting the California Invasive Plant Council at (510) 843-3902, at their website at www.cal-ipc.org, or by email at info@cal-ipc.org.

12. In areas of particular sensitivity, extra precautions will be taken if invasive species are found in or adjacent to the construction areas. These include the inspection and cleaning of construction equipment and eradication strategies to be implemented should an invasion occur.
13. Monitor shall adhere to the conditions and mitigation measures outlined in the U.S. Army Corp of Engineers 404 Permit No. SPL-2008-00398-VCC dated 5/4/11, Clean Water Act Section 401 Water Quality Standards Certification dated 2/22/11, and California Department of Fish and Game Streambed Alteration Agreement Notification Number 1600-2010-0121-R6 (Revision 1).

Paleontological and Cultural Resources monitor shall:

1. Ensure that the components of the Paleontological Mitigation Plan (PMP) are adhered to for all excavation and earth moving activities during construction.
2. Ensure that if cultural resources are discovered during construction, all earth-moving activity within and around the immediate discovery area will be diverted until a qualified archaeologist can assess the nature and significance of the find.

All monitors shall:

1. Monitor shall wear orange safety vests at all times on the job site and shall be aware of the location of all heavy equipment in the vicinity as they may not be visible to the equipment operator.
2. Monitor is required to call RESIDENT ENGINEER the day before weekly site visit to determine if there will be work requiring monitoring that day. Travel time and mileage will not be paid when the monitoring firm fails to consult with RESIDENT ENGINEER monitoring work cannot be done.
3. Monitor is required to complete log sheets which indicate the monitor's first and last name, the date, start and stop time, and mileage each day they are on job site. The RESIDENT ENGINEER must sign each log sheet on the day it is completed. Monitor is responsible for ensuring that log sheets are signed. Log sheets must be submitted with invoices. Invoices submitted without log sheets will not be paid.
4. All materials submitted will become the property of the Riverside County Transportation Department.

3.11 Neighborhood Communication /Public Information

Purpose:

To provide an efficient means for keeping traveling public, adjacent residents and businesses apprised of the work activities they will encounter during construction. To provide a local contact telephone number that residents and businesses may contact to pose questions and discuss concerns.

Approach:

Using the Neighborhood affairs strategy memorandum, developed in Task 1, ENGINEER will prepare “Dear Neighbor” letters and door hangers as a means to communicate with adjacent residents and businesses. Attending and facilitating public meetings, responding to citizens and business owner’s inquiries. Working with the County’s, Caltrans and City’s public information offices.

Assumptions:

Any County desired changes to the final memorandum of understanding will be communicated to ENGINEER in a timely manner.

Deliverables:

1. Attend weekly (as needed) Neighborhood/Business meetings.
2. Minutes of any meetings listing questions posed by residents and business owners.
3. Work progress flyers (Dear Neighbor letters).
4. Door hangers if not provided by the Contractor.
5. Local contact number for ENGINEER.
6. 24-hour hot line
7. Provide Draft “Friday” report items to the Council and draft news releases.
8. Provide project progress updates for website and/or newsletter.

3.12 Submittal Management and Review

Purpose:

To provide an efficient means of processing and reviewing submittals, including working drawings furnished in accordance with Sections 5-1.02 and 5-1.02A of the State Standard Specifications, from the Contractor and forwarding applicable submittals to the Project Designer as may be appropriate.

Approach:

Using software similar to *Expedition*, ENGINEER will develop a comprehensive submittal list for distribution to the Contractor and the Designer. ENGINEER will update and submit status submittal logs for review at each coordination meeting. ENGINEER will work with the Contractor and Designer (where applicable) to encourage timely submission, review and approval of submittals as outlined in the Contract Documents, prior to inclusion of submitted materials in the progress of the work. In addition, ENGINEER will perform the engineering reviews and approvals for working drawings and calculations provided by the Contractor in accordance with Sections 5-1.02 and 5-1.02A of the State Standard Specifications and within the review timeframes as specified in the applicable sections of the contract documents and specifications. The following steps will be taken in reviewing the Contractor’s submittals:

1. Log all submittals by Specification Section.
2. Ensure that the Contractor has provided a complete submittal, coordinated with the work of other trades, and that all deviations have been noted. Submittal is returned to the contractor if it is not complete.
3. Construction Manager reviews submittal for general compliance with the specification.

4. Applicable Submittals are forwarded to Designer for formal review. Submittal status is logged.
5. Submittals sent to Designer are returned to ENGINEER. Submittal status is logged.
6. ENGINEER to perform engineering review of submittals consisting of working drawings and calculations furnished in accordance with Sections 5-1.02 and 5-1.02A of the State Standard Specifications. Such submittals shall be reviewed and approved by ENGINEER's Resident Engineer in accordance the above sections, other applicable sections of the State Standard Specifications and the Caltrans Inspection Manuals for the associated work (ie. Falsework, Prestressing, Trenching and Shoring, etc.).
7. Approved submittals are returned to the Contractor for use in work. Submittal status is logged.
8. ENGINEER to inform Contractor if a re-submittal is required.

Assumptions:

1. ENGINEER will not be responsible for errors or omissions in submittal lists.
2. Coordination and submission of submittals in accordance with requirements of the contract is the responsibility of the Contractor.
3. County will provide a listing of submittals to be reviewed by the Designer or others including County staff.
4. ENGINEER will not make an exhaustive review of Contractor's submittals except as noted above.
5. ENGINEER will forward to the Designer all submittals designated by the County to be reviewed and approved by Designer. These submittals are typically for pre-manufactured materials and assemblies specified in the Contract.

Deliverables:

1. Submittal status log.
2. Check Calculations, where required.
3. Copy of all approval letters, approved working drawings, submittals and final submittal log.
4. Request for Information (RFI) Management

Purpose:

To provide an efficient means of processing Requests for Information (RFIs) submitted by the Contractor. The efficient management of RFIs permits timely communication between the Designer and the Contractor.

Approach:

ENGINEER will receive, log and review all RFIs for completeness and verify the question is reasonable and understandable. ENGINEER will provide a short technical review of the RFI to determine if the issue is addressed adequately in the contract documents. ENGINEER will return the RFI if the question is unclear or, in the opinion of ENGINEER staff, the answer is contained in the contract documents, noting where the requested information can be found in the contract documents. ENGINEER will track RFIs, using the software similar to *Expedition*, and facilitate the timely response from the Designer.

Assumptions:

The Designer will respond with an answer to all RFIs within the contract stipulated time period for response. Facsimile or e-mail will be used to forward RFIs to the Designer and return responses to the Contractor, with original documents to follow.

Deliverables:

1. Comprehensive log of all outstanding RFIs and their status.
2. Prepare responses to RFI's related construction issues
3. Transmit design related RFI's to design engineer and copy County Project Manager.
4. Conduct meetings with the Contractor and other parties as needed to discuss and resolve RFI's.

3.14 Document Management

Purpose:

To provide the County with an electronic means of tracking all documents exchanged between the parties involved in the construction of the project.

Approach:

ENGINEER will use software similar to Primavera *Expedition* and the ENGINEER File Index modified to conform to the Caltrans filing system to log all documents in the project field office. Documents will be scanned into the document control system and attached to the file index categories. All documents will be filed as an electronic file and hardcopy.

Assumptions:

1. ENGINEER will use software similar to *Expedition*.
2. The County may not use the chosen software.

Deliverables:

1. Comprehensive logs of all documents in the project files (electronic and hardcopy).
Electronic files shall not require special software to read or access.
2. All hardcopy project documents exchanged on the project between the various parties.
3. Establish and process project control documents to include:
 - Daily inspection and Resident Engineer's diaries
 - Weekly News Letter and Weekly Statement of Working Days
 - Monthly progress report and monthly progress pay estimate
 - RFI's, Submittals
 - Correspondences with Contractor, Caltrans, Permitting Agencies, Utility Companies, Regulatory Agencies, and other stake holders
 - Survey requests and survey notes
 - Materials receipts, materials testing results, and certificate of compliance
 - Mix designs for PCC, CTPB, AC, AB

3.15 Construction Change Order Assistance

Purpose:

To provide the County with assurance that the Contractor is not presenting requests to be paid for additional work included in the original contract. To assure the County that the associated extra work costs and time extension requests are fair and reasonable to both the County and the Contractor.

Approach:

ENGINEER will negotiate change orders on behalf of the County and will use the following approach in assisting & coordinating the process with the County:

Requests for Changes by the County

1. ENGINEER will forward a Request for Quote (RFQ) to the Contractor for pricing and stipulation of proposed time extension, if requested work can be shown to impact the project's critical path. The RFQ shall contain a description of the extra work (normally provided by the Designer) to fairly price the work.
2. ENGINEER will prepare an independent cost estimate of the extra work.
3. ENGINEER will review the cost quote from the Contractor for completeness, negotiate cost and time extension requests as required and, obtaining County concurrence throughout the process. Obtain County authorization for proceeding with the change, based on definitive cost and time extension values.
4. Should ENGINEER and the Contractor be unable to negotiate a reasonable price, the County will be consulted prior to directing the work via alternative contract change options such as proceeding on a time and material basis or proceeding by force account.

Requests for Changes by Contractor

1. ENGINEER will review requests of proposed cost and/or time impacts for merit. If ENGINEER determines the request fails on merit, the Contractor will be informed of the reasons why the request is denied. Should ENGINEER determine the request has merit; ENGINEER will proceed with steps 2 and 3.
2. ENGINEER will prepare an independent cost estimate and schedule analysis of the work.
3. ENGINEER will negotiate extra work cost and time extensions with the Contractor.
4. ENGINEER will prepare change order documents for approval and execution by the County.

Assumptions:

1. ENGINEER will have authority to make minor changes to work that it determines to have no cost or time impacts to the construction project.
2. The contract will require the Contractor to submit a project schedule dragnet to demonstrate critical path impact to the project's schedule in order to substantiate any/all Contractor requests for contract time extension.
3. Extra work costs successfully negotiated between ENGINEER and the Contractor will be submitted to the County for approval.

Deliverables:

1. Perform quantity and cost analysis as required for negotiation of change orders
2. Analyze additional compensation claims that are submitted during construction period and prepare responses.
3. Perform claims administration including coordinating and monitoring claim responses, logging claims and tracking claim status.
4. Change order documentation ready for approval and execution by the County.

3.16 Review Certified Payrolls

Purpose:

To verify the Contractor provides certified payroll reports in conformance with the provisions of the contract and applicable State and Federal Law. To verify the certified payroll reports contain information required by the Labor Code.

Approach:

ENGINEER will receive and review certified payrolls from the Contractor and each of its subcontractors. ENGINEER will check for the “Statement of Compliance” from the Contractor and/or subcontractors, and spot-check wages for each classification of laborer or craftsman. ENGINEER will notify the County and the Contractor of all discrepancies and/or errors and request a corrected Certified Payroll.

Assumptions:

1. ENGINEER will conduct employee interviews, for the purpose of verifying payment of prevailing wages. ENGINEER will perform a minimum of one interview per trade, per contractor per month.
2. ENGINEER will not be held responsible for enforcement of the Labor Code.
3. ENGINEER will maintain a weekly list of subcontractors working on the project.
4. ENGINEER will not be responsible for identifying every worker on site.

Deliverables:

Hardcopies of the Contractor’s certified payrolls maintained in the project files.

4 – Construction Inspection Services

4.1 Inspection and Documentation

Purpose:

To provide the County with documentation of construction activities, duration of activities, manpower and equipment allocation, inspections, and work conditions.

Approach:

ENGINEER will provide the County with knowledgeable people, familiar with construction activities to be performed on the project. ENGINEER will document the Contractors’ daily activities, manpower loading, on-site equipment and items considered pertinent to the project.

ENGINEER will either coordinate and manage the utilization of Sub-consultant’s inspectors, including special inspectors, for the purpose of providing daily inspections and/or special inspections as deemed necessary and beneficial for proper completion of the project, or, at the County’s direction, ENGINEER will negotiate and enter into a sub-consultant agreement(s) with a qualified Inspector(s), as defined in Task 1.5.

Assumptions:

1. ENGINEER shall provide inspectors who are experienced and qualified for the inspection required.

2. All inspections will be within the project limits.

Deliverables:

1. ENGINEER Resident Engineer's daily reports and Inspector's daily and/or special inspection reports maintained in the ENGINEER project files and turned over to the County at the completion of the project. Copies of these daily reports will be submitted to the on weekly basis or upon request.
2. Take and maintain digital photographs and videos as necessary to provide documentation of construction activities. All photos will be logged, dated and kept at the field office in a bound folder (hard copies and CD copy).
3. Verify field measurements for compliance with contract plans and specifications and provide quantity calculations for progress payment.
4. Continue to update an As-Built set of plans and review contractor's marked set.
5. Conduct weekly project meetings, prepare and distribute to all designated parties.
6. Review the updated construction schedule and maintain record.
7. Establish and process job control documents including:
 - Daily inspection diaries
 - Weekly Resident Engineers News Letter
 - Monthly construction progress payment
 - Request for information
 - Survey requests
 - Materials receipts
 - Weigh master certificates
 - Materials submittals
 - Weekly statements of working days
 - Construction change orders
 - Review of certified payrolls

4.2 Materials Testing, Construction Testing & Quality Assurance Program (QAP)

Purpose:

To provide project site and laboratory testing of construction materials used in the project for the purpose of determining quality and acceptability of materials and workmanship incorporated into the project and in compliance with the contract documents.

Approach:

ENGINEER will coordinate and manage the utilization of its materials and testing laboratory for the purpose of providing laboratory and field-testing of materials in accordance with test methods and frequencies specified in the contract documents, as required by the California Test Methods, and Caltrans' Quality Assurance Manual.

Assumptions:

1. ENGINEER shall provide material testers and laboratory technicians who are experienced and qualified for the inspection required.
2. ENGINEER will insure the implementation of the Quality Assurance Program for source inspections, materials acceptance, and special inspections as required by the contract.

3. All material testing, materials acceptance and special inspections will be within the project limits or as required by the contract.

Deliverables:

1. Laboratory test reports maintained in the ENGINEER project files and turned over to the County at the completion of the project.
2. Summary sheet of all test reports submitted by others to substantiate compliance with contract documents.
3. Summary sheets of all Certificates of Compliance or source release tags furnished by the Contractor along with the applicable delivered materials at the job site.
4. Testing summary sheets.
5. Coordinate source inspections and special inspections as required by the contract document and the Quality Assurance Program.

4.3 Surveying

Purpose:

To provide construction survey staking services for the construction of storm drains, curb & gutters, other utilities, street sections, sub-grades, bridge, walls and for monitoring settlement and other appurtenances as may be required for completion the reconstruction and improvement of the Van Buren Boulevard Interchange on I-215.

Approach:

ENGINEER will manage and provide all survey staking services necessary for the construction of this project. Resident Engineer will review contractor's survey staking request for completeness and schedule survey staking in a timely manner.

The survey staking services shall conform to Section 11 "Engineering Surveys" of the Caltrans Survey Manual and the following requirements:

1. Construction staking shall begin no later than two working days after the initial request is made through the ENGINEER Resident Engineer.
2. ENGINEER will insure that all survey-staking services are coordinated to meet the contractor's operations schedule; staking requests are submitted and reviewed in a timely manner.
3. ENGINEER will provide field office support and office space to the survey crews and check field staking notes after staking.
4. ENGINEER survey staking sub-consultant, if required and approved by the County, shall provide all labor, tools, equipment and other miscellaneous items necessary to perform their work, and providing one set of construction stakes as required by the construction contract.

Assumptions:

1. It is assumed that the County will provide the Survey services on this contract under the direction of the CM.

Deliverables:

1. Maintain log of construction staking requests

2. Maintain a construction-staking plan set in the field office for review, reference, and document any as-built changes.
3. Maintain files of all field notes for review and reference.
4. Limits of clearing and grubbing will be flagged at 100-foot intervals
5. Slope Stakes will place at 100-foot intervals; intermediate slope stakes will not be required. Rough grade will be staked at all grade breaks and at 50-foot intervals. Slope stakes will be provided for roadway.
6. Finished grading stakes for curb and gutter and edge pavement will be placed at all grade breaks, at 50-foot intervals on straight sections, and 25-foot intervals on curved sections, and at the beginning and end of curves.
7. Utilities and storm drains will be staked at 25-foot intervals, ends of pipes, and at appurtenances, Drop inlets shall be staked with two 5-foot offset stakes parallel to curb, showing offset to curb line.
8. Waterline and Appurtenances will be staked at 50-foot intervals, at grade breaks, and at appurtenances (valves, crosses, ends, etc)
9. Retaining walls, bridge abutments and bents: one set of stakes will be provided for bridge construction as follows: Three stakes will be provided at each abutment, pier or bent. One stake will be provided at the intersection of the control line and abutment/bent/pier centerline. The other two stakes will be placed on the centerline of the abutment/pier/bent, one on either side of the structure, offset as requested by the Contractor. Approach slabs will be established at limits of slabs, with one set of stakes to offset requested by the Contractor. The Contractor shall provide retaining wall staking and additional survey controls as required to construct the structure to the grades and tolerances required by the Standard Specifications and Special provisions.
10. Other improvements such as permanent delineation, signs, lighting, signals, traffic detector loops, guard rails, etc., will be staked by the Construction Engineer.

4.4 Review and maintain “As Constructed Schedule”

Purpose:

To track contractor’s progress during construction of the project.

Approach:

ENGINEER will use the daily inspection reports prepared by ENGINEER inspectors, the contractors’ schedule, site observations, and other sources of information, to track and document the contractor’s actual progress. The contractor’s baseline critical path schedule or most recent accepted update will be used as a basis for comparing planned versus actual progress. The CPM software described in Section 3 will be used to track the contractor’s progress and build a schedule based on the contractor’s activities.

Assumptions:

Monitoring will be on a continuous basis and the “as constructed” schedule will be updated monthly.

Deliverables:

An “As Constructed Schedule” with one electronic file (readable by software used by the County) and one hardcopy.

4.5 Maintain Photographic and Video Records of Construction Progress

Purpose:

To provide the County with a photographic record of the project, before, during and after construction.

Approach:

Using 35mm and digital photography, ENGINEER will record the Contractor's progress during construction. Care will be taken to record all items and/or conditions that have or may have a bearing on claimed extra work. Still photographs will be labeled with captions indicating subject matter, date taken, and any description required to further clarify the item/issue being photographed.

Assumptions:

All photographs will remain at the ENGINEER office until the end of the project.

Deliverables:

All photographic records.

4.6 Review and Maintain “As Built” Drawings

Purpose:

To provide the County with accurate record drawings for the project.

Approach:

ENGINEER will monitor the contractor's required record drawings on a monthly basis. In addition to monitoring the contractor's drawings, ENGINEER will maintain a copy of the contract plans for the project. ENGINEER will attempt to include items that are not normally shown on the contractor's set of record drawings. This information is not necessarily construction related, but is project related and may be important in future maintenance and/or construction projects.

Assumptions:

1. The County will be responsible for making the changes to the drawings prepared by its design engineers.
2. ENGINEER will assist the design engineers in answering its questions regarding the record drawings.
3. Contract documents will require contractor to maintain redline as-built drawings.

Deliverables:

One set of marked up contract drawings. This set will be in addition to the contractor's marked up set of contract drawings.

4.7 Final Acceptance – Punch List Assistance

Purpose:

To provide the County with reasonable assurance that the work of the project has been completed in compliance with the general intent of the contract documents.

Approach:

ENGINEER will coordinate a walk-through with the County, the Designer, Caltrans, the City and the Contractor. ENGINEER, with assistance from the County, the Designer and Caltrans will prepare a punch list indicating all deficiencies and/or omissions noted in the walk-through. ENGINEER will then forward the punch list to the Contractor for correction of the work in accordance with timelines defined in the contract. ENGINEER, in conjunction with the County and Caltrans as necessary, will inspect items on the punch list once the Contractor has notified ENGINEER that the work is complete. Completed items on the punch list will be signed off by ENGINEER. Upon completion of the punch list work ENGINEER will notify the County the work is complete and forward a copy of the completed punch list.

Assumptions:

Contractor will provide a preliminary punch list of outstanding work items for review by ENGINEER prior to requesting a final walk-through from the County, the Designer and Caltrans.

Deliverables:

Completed and signed-off punch-list submitted to the County with the closeout documents.

4.8 Final Inspection and Punch-list

Purpose:

To identify elements of construction requiring correction prior to final acceptance by the County.

Approach:

ENGINEER will perform a project inspection of the completed construction following substantial completion. During the inspection, ENGINEER will develop a list of contract work requiring correction or rework. The written list of deficient work (punch-list) will be delivered to the County and CONTRACTOR within three (3) working days of the final inspection. The final punch-list will include items to be corrected that were identified previously during the course of construction.

Assumptions:

1. The County will identify any key County or other permitting agency (Caltrans) personnel to be included in the final inspection.
2. ENGINEER will contact and schedule all required final inspection personnel 48 hour prior to the final inspection.
3. ENGINEER will prepare the final punch-list.

Deliverables:
Final punch-list.

5 – Construction Closeout Activities

5.1 Contract Closeout

Purpose:
To provide the County with final closeout documentation.

Approach:
ENGINEER will turnover all project files, contract correspondence and documents including final logs at time of project completion.

Assumptions:
County will file final Notice of Completion and Acceptance of Work.

Deliverables:

1. Notice of Completion form for Riverside County.
2. Copy of the Contractor's performance bond, good for the warranty period.
3. Final project documentation in accordance with the requirements of the Caltrans local assistance manual and FHWA requirements.

5.2 Project As-Built Drawings

Purpose:
To provide the County with accurate record drawings indicating all changes and as-built conditions.

Approach:
ENGINEER will monitor Contractor required record drawings on a monthly basis. In addition to monitoring the Contractor's drawings, ENGINEER will maintain a copy of up-to-date contract plans for the purpose of aiding the Designer in final review of the record drawings.

Assumptions:

1. The Contractor will be responsible for preparing the record drawings in both reproducible and electronic formats.
2. ENGINEER will assist the Designer in review and final approval of the record drawings.

Deliverables:
One set of contract drawings indicating recorded changes to the contract, as maintained by ENGINEER. This set will be in addition to the Contractor's marked up set of contract drawings. Provide one copy of the revised Mylar drawings. The design consultant will prepare the record drawings for the project.

5.3 Final Project Report

Purpose:

To provide the County with a written history of the construction contract. The contents of the final report are to fulfill federal requirements for federal financial participation.

Approach:

ENGINEER will review the project documents and prepare a written report for the County. As a minimum, the report will include the following:

1. Names of all organizations involved with the Projects, i.e., County managers, Caltrans, construction manager, contractor and any other parties that may have a significant part in the construction of the projects.
2. Chronological history of the construction effort, to include all significant dates.
3. Contract amounts at bid time with all other bids in tabular form.
4. Change order history, to include summary statement about each change, negotiated cost of each change and other information deemed necessary by ENGINEER and the County's Project Manager.
5. Summary of Requests for Information, in tabular or matrix form.
6. Summary of outstanding claims not resolved when the notice of completion is filed.
7. Summary of final contract amount.
8. Final DBE Report.
9. Project photographs.
10. "Lessons learned"

Assumptions:

County will provide input to ENGINEER regarding the form of the final report and federal required documents to be included in the report.

Deliverables:

One hard copy and one electronic file will be provided.

5.4 Final Payment, Final Report of Expenditure Checklist

Purpose:

To provide the County with the final contract cost and final balance due the Contractor. Also prepare Report of Expenditure Checklist for federal reimbursement including all necessary attachments.

Approach:

Following completion of the contract work, ENGINEER will, in accordance with the Designer, determine the final quantities and cost of all outstanding unit price work and all outstanding approved change order work. ENGINEER will prepare for the County and the Contractor, a final balancing change order quantifying the final contract amount. Contractor will include amount of final balancing change order in submission of last certified application for payment, submitted to ENGINEER. Once approved, ENGINEER will forward application for payment to the County for final approval and processing.

Assumptions:

1. There are no outstanding issues or claims.
2. The County is responsible for filing Notice of Completion and addressing all subcontractor claims prior to release of final payment.

Deliverables:

1. Final Pay Estimate including finalized bid items, claims, change orders, punch-list items, and corrected shop drawings.
2. Contractor's last certified application for payment with application certificate.
3. Report of Expenditure Checklist with attachments
4. Federal final report including all attachments.

6 – Field Office and Employee Equipment

The Construction Contractor will provide a construction trailer/office facility with sanitary facility, water supply, and air conditioning for the use of CM staff and provide venue for weekly construction progress meetings, coordination meetings with local agencies, utility companies, local businesses, residents and other stake holders. Supplies include furniture, phones, computers, fax machine, Internet services, copying/reproduction machine, file cabinets, safety equipments required for field staff to perform their work.

Appendix B

I-215 Van Buren Boulevard Interchange Project - Riverside County Transportation Department												
Proposed Budget for Construction Management & Inspection Services												
Construction Manager Prime: FALCON Engineering Services, Inc.	Pre-Construction			Construction			Post-Construction			Total		
	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Total Cost	
Project Director	140	\$ 225.00	\$ 31,500.00	1,700	\$ 225.00	\$ 382,500.00	-	\$ -	\$ -	-	\$ -	
Resident Engineer/PM	40	\$ 175.89	\$ 7,035.60	2,300	\$ 175.89	\$ 404,547.00	40	\$ 225.00	\$ 9,000.00	1,880	\$ 423,000.00	
Lead Bridge Inspector	40	\$ 166.87	\$ 6,674.80	2,300	\$ 166.87	\$ 383,801.00	-	\$ -	\$ -	2,340	\$ 411,582.80	
Senior Inspector	-	\$ 124.03	\$ -	620	\$ 124.03	\$ 76,898.60	-	\$ -	\$ -	620	\$ 390,475.80	
Electrical/Signal, SWPPP	32	\$ 146.58	\$ 4,690.56	472	\$ 146.58	\$ 68,985.76	-	\$ -	\$ -	804	\$ 76,698.60	
Utility Coordinator	164	\$ 225.00	\$ 36,900.00	-	\$ -	\$ -	-	\$ -	\$ -	164	\$ 73,876.32	
B/C review	416	\$ -	\$ 86,800.96	7,392	\$ -	\$ 1,316,932.36	40	\$ -	\$ 9,000	7,848	\$ 1,413,000.00	
SUBTOTAL												
Inspection Subconsultants (ATHALYE)	40	\$ 190.92	\$ 7,636.96	2,260	\$ 190.92	\$ 431,487.56	-	\$ -	\$ -	2,300	\$ 439,124.51	
Structural & Roadway: ATHALYE Consulting Engineering Services, Inc.	40	\$ 126.42	\$ -	2,260	\$ 126.42	\$ -	-	\$ -	\$ -	-	\$ -	
Structures Representative	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	
Roadway Inspector	40	\$ -	\$ 7,636.95	2,260	\$ -	\$ 431,487.56	-	\$ -	\$ -	2,300	\$ 440,000.00	
SUBTOTAL												
10% Markup on SC												
Scheduling & Claim Support	120	\$ 150.00	\$ 18,000.00	1,280	\$ 120.00	\$ 153,600.00	-	\$ -	\$ -	1,280	\$ 153,600.00	
CPM Partners, Inc. (Scheduling, Document Control, Claim Support)	16	\$ 125.00	\$ 2,000.00	160	\$ 125.00	\$ 20,000.00	-	\$ -	\$ -	320	\$ 56,000.00	
Office Engineer/Inspector	40	\$ 150.00	\$ 6,000.00	1,280	\$ 150.00	\$ 192,000.00	-	\$ -	\$ -	1,280	\$ 192,000.00	
Scheduler	160	\$ 85.00	\$ 13,600.00	1,280	\$ 85.00	\$ 108,800.00	-	\$ -	\$ -	1,280	\$ 122,400.00	
Claim Support	160	\$ 220.00	\$ 35,200.00	3,040	\$ 220.00	\$ 668,800.00	-	\$ -	\$ -	3,040	\$ 735,000.00	
Office Inspector (PT)	160	\$ 110.00	\$ 17,600.00	1,280	\$ 110.00	\$ 140,800.00	-	\$ -	\$ -	1,280	\$ 158,400.00	
SUBTOTAL												
10% Markup on SC												
Environmental, RR & Landscaping	160	\$ 150.00	\$ 24,000.00	160	\$ 150.00	\$ 24,000.00	-	\$ -	\$ -	320	\$ 48,000.00	
URS Corporation (Environmental, Landscaping, Railroad Coordination)	180	\$ 85.00	\$ 15,300.00	180	\$ 85.00	\$ 15,300.00	-	\$ -	\$ -	360	\$ 50,600.00	
Landscaping	16	\$ 125.00	\$ 2,000.00	16	\$ 125.00	\$ 2,000.00	-	\$ -	\$ -	32	\$ 4,000.00	
Environmental Support	40	\$ 150.00	\$ 6,000.00	2,960	\$ 150.00	\$ 444,000.00	-	\$ -	\$ -	3,000	\$ 450,000.00	
Environmental Support	160	\$ 110.00	\$ 17,600.00	1,280	\$ 110.00	\$ 140,800.00	-	\$ -	\$ -	1,440	\$ 158,400.00	
Inspection	160	\$ 110.00	\$ 17,600.00	1,280	\$ 110.00	\$ 140,800.00	-	\$ -	\$ -	1,440	\$ 158,400.00	
RR Coordination	160	\$ 150.00	\$ 24,000.00	1,280	\$ 150.00	\$ 192,000.00	-	\$ -	\$ -	1,440	\$ 216,000.00	
ODC (Total)	196	\$ -	\$ 21,200.00	3,076	\$ -	\$ 346,600.00	-	\$ -	\$ -	3,856	\$ 451,000.00	
SUBTOTAL												
10% Markup on SC												
Materials Testing (Converse Consulting & GeoMat Testing Lab)	4	\$ 1,200.00	\$ 4,800.00	48	\$ 1,200.00	\$ 57,600.00	-	\$ -	\$ -	52	\$ 62,400.00	
Materials Testing (Converse Consulting)	4	\$ 1,200.00	\$ 4,800.00	48	\$ 1,200.00	\$ 57,600.00	-	\$ -	\$ -	52	\$ 62,400.00	
Materials Testing (GeoMat Lab)	4	\$ 1,200.00	\$ 4,800.00	48	\$ 1,200.00	\$ 57,600.00	-	\$ -	\$ -	52	\$ 62,400.00	
Office/Admin	4	\$ 9,800.00	\$ 39,200.00	48	\$ 9,800.00	\$ 470,400.00	-	\$ -	\$ -	52	\$ 509,600.00	
Direct Expense (Material Testing)	4	\$ 9,800.00	\$ 39,200.00	48	\$ 9,800.00	\$ 470,400.00	-	\$ -	\$ -	52	\$ 509,600.00	
SUBTOTAL												
10% Markup on SC												
Other Direct Costs (See attached)	456	\$ -	\$ 110,000.00	10,932	\$ -	\$ 2,417,000.00	40	\$ -	\$ 9,000.00	11,428	\$ 3,398,500.00	
Office Supplies	456	\$ -	\$ 110,000.00	10,932	\$ -	\$ 2,417,000.00	40	\$ -	\$ 9,000.00	11,428	\$ 3,398,500.00	
Equipment, Vehicles, Phones, etc.	456	\$ -	\$ 110,000.00	10,932	\$ -	\$ 2,417,000.00	40	\$ -	\$ 9,000.00	11,428	\$ 3,398,500.00	
Markup on SC @ 10%	456	\$ -	\$ 110,000.00	10,932	\$ -	\$ 2,417,000.00	40	\$ -	\$ 9,000.00	11,428	\$ 3,398,500.00	
SUBTOTAL												
10% Markup on SC												
TOTAL PROJECT COST												

- 1) Cost Proposal is based on Average 160hrs/month for the entire project duration of a 16 Months construction contract with consultant NTP on 02/01/2012 - Holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas, and a Floating Holiday
- 2) Costs for job-site construction management office, office equipment, and office furniture are not included in this estimate. Other Direct Costs are estimates, based on project duration. Invoicing will be based on submitted hourly rates with Overhead and Fee multipliers included.
- 3) Overtime, weather, holidays and potential time extensions or delays may result in additional construction management services. Surveying costs are an estimate. Salary escalations during the term of this contract will reflect County of Riverside increases per the California Department of Industrial Relations or the U.S. Department of Labor, whichever is higher.
- 4) Prevailing Wage - Wages for Inspection subject to Calif. Labor Code Section 1772. Overtime will be paid in accordance with applicable labor laws.
- 5) Pre-Construction and Post-Construction are based upon 1 Month duration each.
- 6) Filled Office shall be provided by the Contractor/County



ATHALYE
Consulting Engineering Services, Inc.

26457 Rancho Parkway South, Lake Forest, CA 92630
Tel: 949-837-6749 ♦ Fax: 949-837-5128
Aathalye@athalyeinc.com ♦ www.athalyeinc.com

October 4th, 2011

Wael Faqih, PE
FALCON Engineering Services, Inc.
1020 Aquino Circle
Corona, CA 92879

Subject: Sub consultant Cost Estimate-Details Concurrence Letter for
I-215/Van Buren Interchange Project

Dear Mr. Faqih:

This letter is to confirm that attached cost proposal submitted by Athalye Consulting Engineering Services, Inc. is our agreed cost for a total Not to Exceed Sum of \$440,000.00 to perform the following task work:

Construction Inspection

Athalye Consulting Engineering Services, Inc. will provide Construction Inspection services as needed with respect to the subject project.

Athalye Consulting Engineering Services, Inc. intends to work on the above project in accordance with the client's regulations and the contract.

Sincerely,

Ashok Athalye
Principal

COMPANY: Athalye Consulting Engineering Services, Inc.		SCOPE OF WORK: Inspection Subconsultant		DATE: 12/5/2011	REV: 1
PROJECT: I-215/Van Buren Interchange				MILESTONE/PHASE/PROJECT SUMMARY: All Phases	
DIRECT LABOR					
PERSONNEL	FUNCTION	HOURS	RATE	AMOUNT	
Mario Alarcon	Structures Representative	2300 @	\$74.00	\$170,200.00	
Naim Abu-Laban	Roadway Inspector		\$49.00		
		TOTAL HOURS	2300	TOTAL DIRECT LABOR	\$170,200.00
MULTIPLIERS					
ESCALATION @		(Rate)			
OVERHEAD @		134.55% (of Total Direct Labor + Escalation)		\$229,004.10	
PROFIT @		(of Total Direct Labor + Escalation)			
				TOTAL MULTIPLIERS	\$229,004.10
OTHER DIRECT EXPENSES *** Billed at Actual Cost ***					
ITEM	QUANTITY	UNIT	UNIT COST	AMOUNT	
				TOTAL OTHER DIRECT EXPENSES	
OUTSIDE SERVICES (w/o fee)					
COMPANY	LABOR	MULTIPLIER	EXPENSES	TOTAL	
				TOTAL OUTSIDE SERVICES	
FEES					
OUTSIDE SERVICES ADMIN FEE @		(of Total Outside Services & Outside Services Fees)			
ATHALYE CONSULTING ENGINEER	10.00%	(of Total Direct Labor + Total Multipliers)		\$39,920.41	
OUTSIDE SERVICES @	10.00%	(of Total Labor + Total Multiplier for Outside Services)			
				TOTAL FEES	\$39,920.41
				TOTAL COST	\$439,124.51

October 9, 2011

Wael Faqih, PE
FALCON Engineering Services, Inc.
1020 Aquino Circle
Corona, CA 92879

Subject: Sub consultant Cost Estimate-Details Concurrence Letter for
I-215/Van Buren Interchange Project

Dear Mr. Faqih:

This letter is to confirm that attached cost proposal submitted by CPM Partners is our agreed cost for a total Not to Exceed Sum of \$418,000 to perform the following task work:

- Monthly Schedule reviews
- Office Engineer/Inspection (assume 1 FTE)

CPM Partners will provide above services as needed with respect to the subject project.

CPM Partners intends to work on the above project in accordance with the client's regulations and the contract.

Sincerely,



Sevda Koraltan
President

Appendix B

Project Proposed Budget for Construction Management & Inspection Services (CPM Partners, Inc)											
Construction Manager Sub	Pre-Construction			Construction			Post Construction			Total	
	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Total Cost
CPM Partners	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
Project Director	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
Resident Engineer	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
ARE/OE	1,280	\$	153,600.00	1,280	\$	153,600.00	-	\$	\$	1,280	\$
Senior Inspector	1,280	\$	172,800.00	1,280	\$	172,800.00	-	\$	\$	1,280	\$
Scheduler	320	\$	56,000.00	320	\$	56,000.00	-	\$	\$	320	\$
Claims Analyst	160	\$	35,200.00	160	\$	35,200.00	-	\$	\$	160	\$
Contract Administration Support	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
B/C review	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
SUBTOTAL	-	\$	\$	3,040	\$	417,600.00	-	\$	\$	3,040	\$
Inspection Subconsultants											
Structural	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Total Cost
Structures Representative	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
SUBTOTAL	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
Environmental Support											
Site Biologist	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Total Cost
	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
SUBTOTAL	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
Materials Testing											
Soils and Material Technician	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Total Cost
Plant Inspection	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
Office/Admin	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
Direct Expense (Material Testing)	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
SUBTOTAL	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
Construction Surveying											
Surveying Crew	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Total Cost
Survey CADD	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
SUBTOTAL	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
Other Direct Costs (See attached)											
Subconsultant Management	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Total Cost
Equipment, Vehicles, Phones, etc.	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
SUBTOTAL	-	\$	\$	-	\$	\$	-	\$	\$	-	\$
TOTAL PROJECT COST	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Total Cost
	-	\$	\$	3,040	\$	418,000.00	-	\$	\$	3,040	\$
	-	\$	\$	3,040	\$	418,000.00	-	\$	\$	3,040	\$

- 1) Cost Proposal is based on Average 160hrs/month for the entire project duration of a XX Month construction contract with consultant NTP on XX/XX/20XX - Holidays include New Year's Day, Memorial Day, Independence Day; Labor Day; Thanksgiving (2 days), Christmas, and a Floating Holiday
- 2) Costs for job-site construction management office, office equipment, and office furniture are / are not included in this estimate. Other Direct Costs are estimates, based on project duration. Invoicing will be based on submitted hourly rates with Overhead and Fee multipliers included.
- 3) Overtime, weather, holidays and potential time extensions or delays may result in additional construction management services. Surveying costs are an estimated. Salary escalations during the term of this contract will reflect County of Riverside increases.
- 4) **Prevailing Wage - Wages for inspection subject to Calif. Labor Code Section 1772. Overtime will be paid in accordance with applicable labor laws.**



October 5, 2011

Wael Faqih, PE
FALCON Engineering Services, Inc.
1020 Aquino Circle
Corona, CA 92879

**Subject: Sub consultant Cost Estimate-Details Concurrence Letter for
I-215/Van Buren Interchange Project**

Dear Mr. Faqih,

This letter is to confirm that the attached cost proposal submitted by URS Corporation is our agreed cost for a total Not to Exceed Sum of \$451,000 to perform the following task work:

Landscaping
Environmental Support
Inspection
Rail Coordination

URS Corporation will provide the referenced services as needed with respect to the subject project.

URS Corporation intends to work on the above project in accordance with the client's regulations and the contract.

Sincerely,

Keith Kajiya
Vice President

Appendix B

I-215/Van Buren Interchange Project Proposed Budget for Construction Management & Inspection Services (URS Corporation)

Construction Manager Prime	Pre-Construction			Construction			Post Construction			Total Total Cost
	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	
SUBTOTAL	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
Subconsultants										
URS Corporation										
Landscape										
Patricia Trauth	20	\$ 150.00	\$ 3,000.00	160	\$ 150.00	\$ 24,000.00	40	\$ 150.00	\$ 6,000.00	\$ 33,000.00
SUBTOTAL	20	\$ -	\$ 3,000.00	160	\$ -	\$ 24,000.00	-	\$ -	\$ 6,000.00	\$ 33,000.00
Environmental Support										
Carol Thompson	120	\$ 85.00	\$ 10,200.00	180	\$ 85.00	\$ 15,300.00	16	\$ 85.00	\$ 1,360.00	\$ 26,860.00
Lincoln Hulise	16	\$ 125.00	\$ 2,000.00	16	\$ 125.00	\$ 2,000.00	8	\$ 125.00	\$ 1,000.00	\$ 5,000.00
SUBTOTAL	136	\$ -	\$ 12,200.00	196	\$ -	\$ 17,300.00	24	\$ -	\$ 2,360.00	\$ 32,000.00
Inspection										
Robin Wollen	-	\$ -	\$ -	2,560	\$ 110.00	\$ 281,600.00	480	\$ 110.00	\$ 52,800.00	\$ 334,400.00
SUBTOTAL	-	\$ -	\$ -	2,560	\$ -	\$ 281,600.00	480	\$ -	\$ 52,800.00	\$ 335,000.00
Rail Coordination										
Bob Brosey	40	\$ 150.00	\$ 6,000.00	160	\$ 150.00	\$ 24,000.00	40	\$ 150.00	\$ 6,000.00	\$ 36,000.00
SUBTOTAL	40	\$ -	\$ 6,000.00	160	\$ -	\$ 24,000.00	40	\$ -	\$ 6,000.00	\$ 36,000.00
Other Direct Costs (See attached)										
Mileage Allowance	Months	Billing Rate	Total Cost	Months	Billing Rate	Total Cost	Months	Billing Rate	Total Cost	Total Cost
Cell Phone/Air Card for Inspector	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
Vehicle for Inspector	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ -
SUBTOTAL	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	\$ 15,000.00
TOTAL PROJECT COST										
	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Hours	Billing Rate	Total Cost	Total Cost
	196	\$ -	\$ 21,200.00	3,076	\$ -	\$ 346,900.00	544	\$ -	\$ 67,160.00	\$ 451,000.00

- 1) Cost Proposal is based on Average 160hrs/month for the entire project duration of a 15 Month construction contract with consultant NTP before 12/2011 - Holidays include New Year's Day, Memorial Day, Independence Day; Labor Day; Thanksgiving (2 days), Christmas, and a Floating Holiday
- 2) Costs for job-site construction management office, office equipment, and office furniture are not included in this estimate. Other Direct Costs are estimates, based on project duration. Invoicing will be based on submitted hourly rates with Overhead and Fee multipliers included.
- 3) Overtime, weather, holidays and potential time extensions or delays may result in additional construction management services. Surveying costs are an estimated. Salary escalations during the term of this contract will reflect County of Riverside increases.
- 4) **Prevailing Wage - Wages for Inspection subject to Calif. Labor Code Section 1772. Overtime will be paid in accordance with applicable labor laws.**



Converse Consultants

Geotechnical Engineering, Environmental and Groundwater Science, Inspection and Testing Services

October 6, 2011

Wael Faqih, PE
FALCON Engineering Services, Inc.
1020 Aquino Circle
Corona, CA 92879

Subject: **SUB CONSULTANT COST ESTIMATE-DETAILS CONCURRENCE LETTER**
I-215/Van Buren Interchange Project
Converse Project No. 11-81-234-00

Dear Mr. Faqih:

This letter is to confirm that attached cost proposal submitted by Converse Consultants is our agreed cost for a total Not to Exceed Sum of **One Hundred Ninety-Nine Thousand Nine Hundred Ninety Six Dollars and Eighteen Cents (\$199,996.18)** to perform the following task work:

- Soils and Materials Testing and Inspection Services

Converse will provide these services as needed with respect to the subject project.

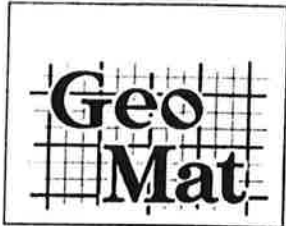
Converse intends to perform our services on the above project in accordance with the client's regulations and the contract documents. Thank you for the opportunity to be of service.

CONVERSE CONSULTANTS

Hashmi S. Quazi, Ph.D., P.E., G.E.
Regional Manager/Principal Engineer

Dist: 1\addressee via email
Encl: Cost Proposal Worksheet

COMPANY: Converse Consultants		SCOPE OF WORK Soils and Materials Testing and Inspection		DATE: 10/6/2011	REV: 1
PROJECT: I-215/Van Buren Interchange				MILESTONE/PHASE/PROJECT SUMMARY: All Phases	
DIRECT LABOR					
PERSONNEL	FUNCTION	HOURS	RATE	AMOUNT	
Harhar Shiwakoti	Project Engineer	100 @	\$33.89	\$3,389.00	
Danielle Ertl	Project Coordinator	60 @	\$23.08	\$1,384.80	
Melinda Roberts	Word Processor	60 @	\$17.33	\$1,039.80	
Michael Collins	Lab/Field Supervisor	120 @	\$23.00	\$2,760.00	
Ruben Rocha	Field Technician	1000 @	\$39.39	\$39,390.00	
TOTAL HOURS		1340	TOTAL DIRECT LABOR	\$47,963.60	
MULTIPLIERS					
ESCALATION @	3.00% (Rate)			\$1,438.91	
OVERHEAD @	144.00% (of Total Direct Labor + Escalation)			\$71,139.61	
PROFIT @	9.00% (of Total Direct Labor + Escalation)			\$4,446.23	
TOTAL MULTIPLIERS				\$77,024.75	
OTHER DIRECT EXPENSES *** Billed at Actual Cost ***					
ITEM	QUANTITY	UNIT	UNIT COST	AMOUNT	
Sample Pickup	150	Hour	\$50.00	\$7,500.00	
Caltrans 202	25	Test @	\$260.00	\$6,500.00	
Caltrans 205	20	Test	\$175.00	\$3,500.00	
Caltrans 211	10	Test	\$230.00	\$2,300.00	
Caltrans 214	10	Test	\$200.00	\$2,000.00	
Caltrans 217	15	Test	\$104.00	\$1,560.00	
Caltrans 226/370	10	Test	\$25.00	\$250.00	
Caltrans 216	10	Test	\$180.00	\$1,800.00	
Caltrans 229	10	Test	\$180.00	\$1,800.00	
Caltrans 301	8	Test @	\$240.00	\$1,920.00	
Caltrans 304	7	Test @	\$50.00	\$350.00	
Caltrans 308	15	Test @	\$95.00	\$1,425.00	
Caltrans 309	5	Test @	\$175.00	\$875.00	
Caltrans 366	5	Test @	\$345.00	\$1,725.00	
Caltrans 367	5	Test @	\$60.00	\$300.00	
Caltrans 371	1	Test @	\$2,300.00	\$2,300.00	
Caltrans 382 Rock	3	Test @	\$690.00	\$2,070.00	
Caltrans 382 Asphalt	10	Test @	\$230.00	\$2,300.00	
Caltrans 523	20	Test @	\$80.00	\$1,600.00	
Caltrans 521	150	Test @	\$23.00	\$3,450.00	
Caltrans 204	5	Test @	\$195.00	\$975.00	
Caltrans 227	20	Test @	\$100.00	\$2,000.00	
Caltrans 643	5	Test @	\$200.00	\$1,000.00	
ASTM C128	4	Test @	\$150.00	\$600.00	
AASHTO T304	10	Test @	\$190.00	\$1,900.00	
ASTM D4781	10	Test @	\$80.00	\$800.00	
Vehicle	1387	Hour	\$7.00	\$9,709.00	
TOTAL OTHER DIRECT EXPENSES				\$62,509.00	
OUTSIDE SERVICES (w/o fee)					
COMPANY	LABOR	MULTIPLIER	EXPENSES	TOTAL	
TOTAL OUTSIDE SERVICES					
FEEES					
OUTSIDE SERVICES ADMIN FEE @	(of Total Outside Services & Outside Services Fee)				
CONVERSE CONSULTANTS (10.00% (of Total Direct Labor + Total Multipliers)			\$12,498.83	
OUTSIDE SERVICES @	10.00% (of Total Labor + Total Multiplier for Outside Serv				
TOTAL FEES				\$12,498.83	
TOTAL COST				\$199,996.18	



GeoMat Testing Laboratories, Inc.

Soil Engineering, Environmental Engineering, Materials Testing, Geology

October 4, 2011

TO: FALCON Engineering Services, Inc.
1020 Aquino Circle
Corona, California 2879

ATTENTION: Mr. Wael Faqih, P.E.

SUBJECT: Sub consultant Cost Estimate-Details Concurrence Letter for I-215/Van Buren Interchange Project, Riverside County, California

This letter is to confirm that attached cost proposal submitted by GeoMat Testing Laboratories, Inc. is our agreed cost for a total Not to Exceed Sum of (Total Cost of \$201,507.56) to perform the task of Material Testing.

GeoMat Testing Laboratories, Inc. will provide material testing services as needed with respect to the subject project.

GeoMat Testing Laboratories, Inc. intends to work on the above project in accordance with the client's regulations and the contract.

Submitted for GeoMat Testing Laboratories, Inc.

Haytham Nabils, GE 2375
Principal Engineer

COMPANY: GeoMat	SCOPE OF WORK Solis and Materials Testing and Inspection	DATE: 12/5/2011	REV:
PROJECT: I-215/Van Buren Interchange		MILESTONE/PHASE/PROJECT SUMMARY: All Phases	

DIRECT LABOR

PERSONNEL	FUNCTION	HOURS		RATE	AMOUNT
Haytham Nablisi	Project Engineer	105	@	\$32.00	\$3,360.00
Ibrahim Massoud	Project Coordinator	70	@	\$20.00	\$1,400.00
Seham Nablisi	Word Processor	50	@	\$20.00	\$1,000.00
Nada Shilleh	Lab Supervisor	150	@	\$20.00	\$3,000.00
Ashraf Alam, et al	Field Technician	1050	@	\$36.61	\$38,440.50
		TOTAL HOURS			TOTAL DIRECT LABOR
		1425			\$47,200.50

MULTIPLIERS

ESCALATION @	3.00% (Rate)	\$1,416.02
OVERHEAD @	177.00% (of Total Direct Labor + Escalation)	\$86,051.23
PROFIT @	9.00% (of Total Direct Labor + Escalation)	\$4,375.49
TOTAL MULTIPLIERS		\$91,842.73

OTHER DIRECT EXPENSES

*** Billed at Actual Cost ***

ITEM	QUANTITY	UNIT		UNIT COST	AMOUNT
Sample Pickup	150	Hour	@	\$50.00	\$7,500.00
Caltrans 202	25	Test	@	\$240.00	\$6,000.00
Caltrans 205	10	Test		\$150.00	\$1,500.00
Caltrans 211	10	Test		\$180.00	\$1,800.00
Caltrans 214		Test		\$200.00	
Caltrans 217	20	Test		\$100.00	\$2,000.00
Caltrans 226/370	5	Test		\$25.00	\$125.00
Caltrans 216	20	Test		\$180.00	\$3,600.00
Caltrans 229	10	Test		\$150.00	\$1,500.00
Caltrans 301	4	Test	@	\$230.00	\$920.00
Caltrans 304	5	Test	@	\$50.00	\$250.00
Caltrans 308	15	Test	@	\$85.00	\$1,275.00
Caltrans 309	5	Test	@	\$150.00	\$750.00
Caltrans 366	5	Test	@	\$335.00	\$1,675.00
Caltrans 367		Test		\$60.00	
Caltrans 371		Test		\$2,300.00	
Caltrans 382 Rock	3	Test	@	\$675.00	\$2,025.00
Caltrans 382 Asphalt	10	Test	@	\$225.00	\$2,250.00
Caltrans 523	20	Test	@	\$80.00	\$1,600.00
Caltrans 521	150	Test	@	\$20.00	\$3,000.00
Caltrans 204		Test		\$195.00	
Caltrans 227	30	Test	@	\$90.00	\$2,700.00
Caltrans 643		Test		\$200.00	
ASTM C128	2	Test	@	\$130.00	\$260.00
AASHTO T304	1	Test	@	\$170.00	\$170.00
ASTM D4781	2	Test	@	\$80.00	\$160.00
Vehicle	1250	Hour	@	\$6.00	\$7,500.00
TOTAL OTHER DIRECT EXPENSES					\$48,560.00

OUTSIDE SERVICES (w/o fee)

COMPANY	LABOR	MULTIPLIER	EXPENSES	TOTAL
TOTAL OUTSIDE SERVICES				

FEEES

OUTSIDE SERVICES ADMIN FEE @	(of Total Outside Services & Outside Services Fees)	
GEOMAT @	10.00% (of Total Direct Labor + Total Multipliers)	\$13,904.32
OUTSIDE SERVICES @	10.00% (of Total Labor + Total Multiplier for Outside Services)	
TOTAL FEES		\$13,904.32
TOTAL COST		\$201,507.56

Appendix C

Exhibits Required For Federal Funding



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Transportation Department

Juan C. Perez, P.E., T.E.
Director of Transportation

Exhibit 10-F Certification of Consultant, Commissions & Fees

CERTIFICATION OF CONSULTANT

I HEREBY CERTIFY that I am the President, and duly authorized representative of the firm of FALCON ENGINEERING SERVICES, Inc. whose address is 1020 AQUINO CIRCLE, CORONA, CA. 92879, and that, except as hereby expressly stated, neither I nor the above firm that I represent have:

- (a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above consultant) to solicit or secure this agreement; nor
- (b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the agreement; nor.
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above consultant) any fee, contribution, donation, or consideration of any kind, for or in connection with, procuring or carrying out this agreement.

I acknowledge that this Certificate is to be made available to the California Department of Transportation (Caltrans) in connection with this agreement involving participation of Federal-aid Highway funds, and is subject to applicable state and federal laws, both criminal and civil.

12/6/2011
(Date)

[Signature]
(Signature)

MAHA FAZIL P.E.



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Transportation Department

Juan C. Perez, P.E., T.E.
Director of Transportation

Exhibit 10-G Certification of Local Agency

CERTIFICATION OF LOCAL AGENCY

I HEREBY CERTIFY that I am the Construction Division Manager of the Riverside County Transportation Department, and that the consulting firm of _____, or its representative has not been required (except as herein expressly stated), directly or indirectly, as an express or implied condition in connection with obtaining or carrying out this Agreement to:

- (a) employ, retain, agree to employ or retain, any firm or person, or
- (b) pay or agree to pay, to any firm, person or organization, any fee, contribution, donation, or consideration of any kind.

I acknowledge that this Certificate is to be made available to the California Department of Transportation (Caltrans) in connection with this Agreement involving participation of federal-aid highway funds, and is subject to applicable state and federal laws, both criminal and civil.

12/13/11
(Date)

[Signature]
(Signature)



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Transportation Department

Juan C. Perez, P.E., T.E.
Director of Transportation

Exhibit 10-I Notice to Proposers DBE Information

NOTICE TO PROPOSERS DISADVANTAGED BUSINESS ENTERPRISE

INFORMATION

The Agency has established an Underutilized DBE goal for this Agreement of 0 %.

OR

The Agency has not established an Underutilized goal for this Agreement. However, proposer are encouraged to obtain DBE participation for this Agreement.

1. TERMS AS USED IN THIS DOCUMENT

- The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Part 26.5, Code of Federal Regulations (CFR).
- The term "Underutilized Disadvantaged Business Enterprise" or "UDBE" is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups:
 - Black American
 - Asian-Pacific American
 - Native American
 - Women
- The term "Agreement" also means "Contract."
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Contractor should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The bidder/proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF UDBE AND DBE INFORMATION

If there is a UDBE goal on the contract, a "Local Agency Bidder/Proposer-UDBE Commitment (Consultant Contract)" (Exhibit 10-01) form shall be included in the Request for Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts.



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Juan C. Perez, P.E., T.E.
Director of Transportation

Transportation Department

Only UDBE participation will be counted towards the contract goal; however, all DBE participation shall be collected and reported.

A "Local Agency Proposer -DBE -Information (Consultant Contract)" (Exhibit 10-O2) form shall be completed and submitted with the executed contract. The purpose of the form is to collect all UDBE and DBE commitment data required under 49 CFR 26. For contracts with no goals, this form collects information on all DBEs, including UDBEs. Even if no DBE participation will be reported, the successful bidder must execute and return the form.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the proposer's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime consultant, subconsultant, subcontractor, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A UDBE bidder, not bidding as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 1. The proposer is a UDBE and will meet the goal by performing work with its own forces.
 2. The proposer will meet the goal through work performed by UDBE subconsultants, subconsultants, suppliers or trucking companies.
 3. The proposer made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55; that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The (prime consultant) shall list only one subconsultant for each portion of work as defined in their proposal and all DBE subconsultants should be listed in the cost proposal list of subconsultants.
- G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subconsultants.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP.



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



Juan C. Perez, P.E., T.E.
Director of Transportation

Transportation Department

- B. Access the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program website at: <http://www.dot.ca.gov/hq/bep/>.
- Click on the link in the left menu titled Find a Certified Firm
 - Click on Query Form link, located in the first sentence
 - Click on Certified DBE's (UCP) located on the first line in the center of the page
 - Click on Click To Access DBE Query Form
 - Searches can be performed by one or more criteria
 - Follow instructions on the screen
 - "Start Search," "Requery," "Civil Rights Home," and "Caltrans Home" links are located at the bottom of the query form
6. **MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS DBE CREDIT, AND IF A DBE IS ALSO A UDBE, PURCHASES WILL COUNT TOWARDS THE UDBE GOAL UNDER THE FOLLOWING CONDITIONS:**
- A. If the materials or supplies are obtained from a DBE manufacturer, count one hundred percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises, the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count sixty percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not an ad hoc or Agreement-by -Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not UDBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.



COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY



*Juan C. Perez, P.E., T.E.
Director of Transportation*

Transportation Department

- 7. FOR DBE TRUCKING COMPANIES: CREDIT FOR DBES WILL COUNT TOWARDS DBE CREDIT, AND IF A DBE IS A UDBE, CREDIT WILL COUNT TOWARDS THE UDBE GOAL, UNDER THE FOLLOWING CONDITIONS:**
- A. The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular Agreement, and there cannot be a contrived arrangement for the purpose of meeting the UDBE goal.
 - B. The DBE must itself own and operate at least one fully licensed, insured and operational truck used on the Agreement.
 - C. The DBE receives credit for the total value of the transportation services it provides on the Agreement using trucks it owns, insures, and operates using drivers it employs.
 - D. The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the Agreement.
 - E. The DBE may also lease trucks from a non-DBE firm, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. The DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by the DBE.
 - F. For the purposes of this Section D, a lease must indicate that the DBE has exclusive use and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, as long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.

EXHIBIT 10-J STANDARD AGREEMENT FOR SUBCONTRACTOR/DBE PARTICIPATION

1. Subcontractors

- A. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the Agency and any subcontractors, and no subcontract shall relieve the Contractor of his/her responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the Agency for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the Agency's obligation to make payments to the Contractor.
- B. Any subcontract in excess of \$25,000, entered into as a result of this Agreement, shall contain all the provisions stipulated in this Agreement to be applicable to subcontractors.
- C. Contractor shall pay its subcontractors within ten (10) calendar days from receipt of each payment made to the Contractor by the Agency.
- D. Any substitution of subcontractors must be approved in writing by the Agency's Contract Manager in advance of assigning work to a substitute subcontractor.

2. Disadvantaged Business Enterprise (DBE) Participation

- A. This Agreement is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." Bidders who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.
- B. If the contract has an under-utilized DBE (UDBE) goal, the Contractor must meet the UDBE goal by using UDBEs as subcontractor or document a good faith effort to meet the goal. If a UDBE subcontractor is unable to perform, the Contractor must make a good faith effort to replace him/her with another UDBE subcontractor if the goal is not otherwise met. A UDBE is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups:
 - 1. Black American
 - 2. Asian-Pacific American
 - 3. Native American
 - 4. Women
- C. DBE and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT- assisted agreements. Failure by the Contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate.
- D. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

3. Performance of DBE Contractors and other DBE Subcontractors/Suppliers

- A. A DBE performs a commercially useful function when it is responsible for execution of the work of the Agreement and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible with respect to materials and supplies used on the Agreement, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, evaluate the amount of work subcontracted, industry practices; whether the amount the firm is to be paid under the Agreement is commensurate with the work it is actually performing, and other relevant factors.
- B. A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, Agreement, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.
- C. If a DBE does not perform or exercise responsibility for at least thirty percent of the total cost of its Agreement with its own work force, or the DBE subcontracts a greater portion of the work of the Agreement than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a commercially useful function.

5. Prompt Payment of Funds Withheld to Subcontractors

(Local agency to use either A,B, or C below; delete the other two.)

- A. No retainage will be withheld by the Agency from progress payments due the prime contractor. Retainage by the prime contractor or subcontractors is prohibited, and no retainage will be held by the prime contractor from progress due subcontractors. Any violation of this provision shall subject the violating prime contractor or subcontractor to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the prime Contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor or deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime contractors and subcontractors.
- B. No retainage will be held by the Agency from progress payments due the prime contractor. Any retainage held by the prime contractors or subcontractors from progress payments due subcontractors shall be promptly paid in full to subcontractors within 30 days after the subcontractor's work is satisfactorily completed. Federal law (49CFR26.29) requires that any delay or postponement of payment over the 30 days may take place only for good cause and with the agency's prior written approval. Any violation of this provision shall subject the violating prime contractor or subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise, available to the prime Contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime contractors and subcontractors.
- C. The Agency shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the agency, of the contract work, and pay retainage to the prime contractor based on these acceptances. The prime contractor, or subcontractor, shall return all monies withheld in retention from a subcontractor within 30 days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Federal law (49CFR26.29) requires that any delay or postponement of payment over 30-days may take place only for good cause and with the agency's prior written approval. Any violation of this provision shall subject the violating prime contractor or subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the prime contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime contractors and subcontractors.
- D. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

6. DBE Records

- A. The Contractor shall maintain records of materials purchased and/or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime Contractors shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.

B. Upon completion of the Agreement, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprises (DBE) First-Tier Subcontractors," CEM-2402F (Exhibit 17-F in Chapter 17 of the LAP), certified correct by the Contractor or the Contractor's authorized representative and shall be furnished to the Contract Manager with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to the Contractor when a satisfactory "Final Report Utilization of Disadvantaged Business Enterprises (DBE) First-Tier Subcontractors" is submitted to the Contract Manager.

1) Prior to the fifteenth of each month, the Contractor shall submit documentation to the Agency's Contract Manager showing the amount paid to DBE trucking companies. The Contractor shall also obtain and submit documentation to the Agency's Contract Manager showing the amount paid by DBE trucking companies to all firms, including owner-operators, for the leasing of trucks. If the DBE leases trucks from a non-DBE, the Contractor may count only the fee or commission the DBE receives as a result of the lease arrangement.

(2) The Contractor shall also submit to the Agency's Contract Manager documentation showing the truck number, name of owner, California Highway Patrol CA number, and if applicable, the DBE certification number of the truck owner for all trucks used during that month. This documentation shall be submitted on the Caltrans "Monthly DBE Trucking Verification, CEM-2404(F) form provided to the Contractor by the Agency's Contract Manager.

7. DBE Certification and De-certification Status

If a DBE subcontractor is decertified during the life of the Agreement, the decertified subcontractor shall notify the Contractor in writing with the date of de-certification. If a subcontractor becomes a certified DBE during the life of the Agreement, the subcontractor shall notify the Contractor in writing with the date of certification. Any changes should be reported to the Agency's Contract Manager within 30 days.

Materials or supplies purchased from DBEs will count towards DBE credit, and if a DBE is also a UDBE, purchases will count towards the UDBE goal under the following conditions:

A. If the materials or supplies are obtained from a DBE manufacturer, 100 % of the cost of the materials or supplies will count toward the DBE participation. A DBE manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises, the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.

If the materials or supplies purchased from a DBE regular dealer, count 60 % of the cost of the materials or supplies toward DBE goals. A regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement, are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.

- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment, shall be by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

(Add the following to contracts which require trucking)

For DBE trucking companies: credit for DBEs will count towards DBE credit, and if a DBE is also a UDBE, credit will count towards the UDBE goal under the following conditions:

- A. The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible.
- B. The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the Agreement.
- B. The DBE receives credit for the total value of the transportation services it provides on the Agreement using trucks it owns, insures, and operates using drivers it employs.
- C. The DBE may lease trucks from another DBE firm including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the Agreement.
- D. The DBE may also lease trucks from a non-DBE firm, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. The DBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by the DBE.
- E. For the purposes of this section, a lease must indicate that the DBE has exclusive use and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, as long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.

**INSTRUCTIONS – LOCAL AGENCY PROPOSER UDBE COMMITMENT
(CONSULTANT CONTRACTS)**

ALL PROPOSERS:

PLEASE NOTE: It is the proposer's responsibility to verify that the UDBE(s) falls into one of the following groups in order to count towards the UDBE contract goal: 1) African Americans; 2) Asian-Pacific Americans; 3) Native Americans; 4) Women. This information must be submitted with your proposal. Failure to submit the required UDBE commitment will be grounds for finding the proposal nonresponsive.

A "UDBE" is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups: African Americans, Native Americans, Asian-Pacific Americans, or Women.

The form requires specific information regarding the consultant contract: Local Agency, Location, Project Description, Proposal Date, Proposer's Name, and Contract UDBE Goal.

The form has a column for the Work Item Number and Description or Services to be subcontracted to UDBEs (or performed if the proposer is a UDBE). The UDBE prime contractors shall indicate all work to be performed by UDBEs including work to be performed by its own forces, if a UDBE. The UDBE shall provide a certification number to the Consultant and notify the Consultant in writing with the date of decertification if their status should change during the course of the contract. Enter UDBE prime consultant and subconsultant certification numbers. The form has a column for the Names of certified UDBEs to perform the work (must be certified on the date proposals are due and include UDBE address and phone number).

There is a column for the percent participation of each UDBE. Enter the Total Claimed UDBE Participation percentage of items of work submitted with proposal pursuant to the Special Provisions. (If 100% of item is not to be performed or furnished by the UDBE, describe exact portion of time to be performed or furnished by the UDBE.) See "Notice to Proposers Disadvantaged Business Enterprise Information," (Exhibit 10-I) to determine how to count the participation of UDBE firms. **Note:** If the proposer has not met the contract goal, the local agency must evaluate the proposer's good faith efforts to meet the goal in order to be considered for award of the contract.

Exhibit 10-01 must be signed and dated by the consultant submitting the proposal. Also list a phone number in the space provided and print the name of the person to contact.

For the Successful Proposer only, local agencies should complete the Proposal Number, Federal-aid Project Number, Federal Share, and Proposal Date fields and verify that all information is complete and accurate before filing.

EXHIBIT 10-01 Local Agency Proposer UDBE Commitment (Consultant Contracts)

NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM

LOCAL AGENCY: Riverside County Transp. Dept. LOCATION: Riverside County
 PROJECT DESCRIPTION: CM SERVICES FOR I-215/JANSEN INTERCHANGE project
 PROPOSAL DATE: 7/20/2011
 PROPOSER'S NAME: FALCON ENGINEERING SERVICES, INC.
 CONTRACT UDBE GOAL (%): 0


WORK ITEM NO.	DESCRIPTION OR SERVICES TO BE SUBCONTRACTED (or contracted if the proposer is a UDBE)	UDBE CERT NO. AND EXPIRATION DATE	NAME OF EACH UDBE (Must be certified at the time proposals are due - include UDBE address and phone number)	PERCENT PARTICIPATION OF EACH UDBE
T&D	Office Engng, Inspection & claim support	37025 12/28/2013	CPM Partners, Inc. 535 Encinitas Blvd Encinitas, CA 92024 (619) 961-7902	12.30%
T&D	Prime's CM's Inspect. services	39342 5/11/2012	FALCON Eng - Survey 1020 Aquino Circle Escondido, CA 92879 (951) 278-0688	49.65%

For Local Agency to Complete:
 Local Agency Proposal Number: _____
 Federal-Aid Project Number: _____
 Federal Share: _____
 Proposal Date: _____

Local Agency certifies that the UDBE certifications have been verified and all information is complete and accurate/unless noted otherwise.

Print Name _____ Signature _____ Date _____
 Local Agency Representative
 (Area Code) Telephone Number: _____

Total Claimed UDBE Commitment 61.95%

Signature of Proposer 

Date 12/7/2011 (Area Code) Tel. No. (951) 768-9419

Person to Contact Maha Fayih, P.E. (Please Type or Print)
President

Local Agency Proposer UDBE Commitment (Consultant Contracts)
 (Rev 6/27/09)

Distribution: (1) Original - Local agency files

**INSTRUCTIONS - LOCAL AGENCY PROPOSER DBE INFORMATION
(CONSULTANT CONTRACTS)**

SUCCESSFUL PROPOSER:

The form requires specific information regarding the consultant or other contract: Local Agency, Location, Project Description, Total Contract Amount, Proposal Date, and successful Proposer's Name.

The form has a column for the Work Item Number and Description or Services to be Subcontracted to DBEs. The prime consultant shall indicate all work to be performed by DBEs including, if the prime consultant is a DBE, work performed by its own forces, if a DBE. The DBE shall provide a certification number to the prime consultant. Enter DBE prime consultant's and subconsultant's certification number. The form has a column for the Names of DBE certified contractors to perform the work (must be certified on or before the proposals are due and include DBE address and phone number).

Enter the Total Claimed DBE Participation dollar amount of items of work in the total DBE Dollar Amount column. (If 100% of item is not to be performed by the DBE, describe exact portion of time to be performed by the DBE.) See "Notice to Proposers Disadvantaged Business Enterprise Information," (Exhibit 10-I) to determine how to count the participation of DBE firms.

Exhibit 10-02 must be signed and dated by the successful proposer at contract execution. Also list a phone number in the space provided and print the name of the person to contact.

Local agencies should complete the Contract Number, Federal-aid Project Number, Federal Share, and Contract Award fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of contract execution. Failure to submit a completed and accurate form within the 15-day time period may result in the deobligation of funds on this project.

District DBE Coordinator should verify that all information is complete and accurate. Once the information has been verified, the **District Local Assistance Engineer** signs and dates the form.

EXHIBIT 10-02 Local Agency Proposer DBE Information (Consultant Contracts)

NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM

LOCAL AGENCY: Riverside County Transportation Dept. LOCATION: Riverside County
 PROJECT DESCRIPTION: CM Services for I-215/Van Buren Interchange project.
 TOTAL CONTRACT AMOUNT (\$): \$ 3,398,500.00
 PROPOSER'S NAME: FALCON ENGINEERING SERVICES, INC.

WORK ITEM NO.	DESCRIPTION OR SERVICES TO BE SUBCONTRACTED (or contracted if the proposer is a DBE)	DBE CERT NO. AND EXPIRATION DATE	NAME OF EACH DBE (Must be certified at the time proposals are due - include DBE address and phone number)	DOLLAR AMOUNT OF EACH DBE
	<u>stantaneous & final inspection CM.</u>	<u>10642</u>	<u>ATNALYS County Engineering, Inc.</u>	<u>12.95 %</u>

For Local Agency to Complete:

Local Agency Contract Number: _____
 Federal-Aid Project Number: _____
 Federal Share: _____
 Contact Award: _____

Local Agency certifies that the DBE certifications have been verified and all informations is complete and accurate.

Print Name _____ Signature _____ Date _____
 Local Agency Representative

(Area Code) Telephone Number: _____

Total Claimed DBE Participation
 \$ 449,000
12.95 %

Signature of Proposer

12/7/2011 (951) 768-9419
 Date (Area Code) Tel. No.

Maha Fayih, P.E.
 Person to Contact (Please Type or Print)
President

For Caltrans Review:

Print Name _____ Signature _____ Date _____
 Caltrans District Local Assistance Engineer

Local Agency Proposer DBE Information (Consultant Contracts)
 (Rev 6/27/09)

- Distribution:** (1) Copy - Fax or scan a copy to the Caltrans District Local Assistance Engineer (DLAE) within 15 days after contract execution. Failure to send a copy to the DLAE within 15 days after contract execution may result in deobligation of funds for this project.
 (2) Original - Local agency files

Exhibit 10-P Nonlobbying Certification For Federal-Aid Contracts

The prospective participant certifies by signing and submitting this proposal/bid to the best of his or her knowledge and belief that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his/her proposal/bid that he/she shall require that the language of this certification be included in all lower-tier subcontracts which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

Not Applicable - No Lobbying Activities

Exhibit 10-Q Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action:

- a. contract
- b. grant
- c. cooperative agreement
- d. loan
- e. loan guarantee
- f. loan insurance

2. Status of Federal Action:

- a. bid/offer/application
- b. initial award
- c. post-award

3. Report Type:

- a. initial
- b. material change

Material Change Only:

year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity

- Prime
- Subawardee
Tier _____, if known

Congressional District, if known _____

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known _____

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable _____

8. Federal Action Number, if known:

9. Award Amount, if known:

10. a. Name and Address of Lobby Entity
(If individual, last name, first name, MI)

b. Individuals Performing Services (including address if different from No. 10a)
(last name, first name, MI)

(attach Continuation Sheet(s) if necessary)

11. Amount of Payment (check all that apply)

\$ _____ actual planned

13. Type of Payment (check all that apply)

- a. retainer
- b. one-time fee
- c. commission
- d. contingent fee
- e. deferred
- f. other, specify _____

12. Form of Payment (check all that apply):

- a. cash
- b. in-kind; specify: nature _____

Value _____

14. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 11:

(attach Continuation Sheet(s) if necessary)

15. Continuation Sheet(s) attached: Yes No

16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Print Name: Maha Fayih, P.E.

Title: President

Telephone No. (971) 768-9419 Date: 12/2/2011

Authorized for Local Reproduction

Federal Use Only:

Standard Form - LLL

DEBARMENT AND SUSPENSION CERTIFICATION

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

EXHIBIT 15-H UDBE INFORMATION —GOOD FAITH EFFORTS

CHAPTER 10 UDBE Information - Good Faith Efforts

Federal-aid Project No. EA 02-52004 Bid Opening Date TBD

The Riverside County Transportation Department established an Underutilized Disadvantaged Business Enterprise (UDBE) goal of 0 % for this project. The information provided herein shows that a good faith effort was made.

Lowest, second lowest and third lowest bidders shall submit the following information to document adequate good faith efforts. Bidders should submit the following information even if the "Local Agency Bidder UDBE Commitment" form indicates that the bidder has met the UDBE goal. This will protect the bidder's eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a UDBE firm was not certified at bid opening, or the bidder made a mathematical error.

Submittal of only the "Local Agency Bidder UDBE Commitment" form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following items are listed in the Section entitled "Submission of UDBE Commitment" of the Special Provisions:

- A. The names and dates of each publication in which a request for UDBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement
<u>ONE UDBE FIRM WAS SELECTED IN ADDITION TO FALCON (prime) WHICH IS A UDBE</u>	

- B. The names and dates of written notices sent to certified UDBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the UDBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of UDBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates
<u>CPM Partners, Inc.</u>	<u>4/1/2011</u>	

C. The items of work which the bidder made available to UDBE firms including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate UDBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate UDBE participation was made available to UDBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract
TBD " office engineering - Document Control "				
scheduling support & inspect				
claim support				

D. The names, addresses and phone numbers of rejected UDBE firms, the reasons for the bidder's rejection of the UDBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each UDBE if the selected firm is not a UDBE:

Names, addresses and phone numbers of rejected UDBEs and the reasons for the bidder's rejection of the UDBEs:

None Rejected

Names, addresses and phone numbers of firms selected for the work above:

CRM Partners, Inc.
535 Encinitas Blvd. Encinitas CA 92024
(619) 961-7902

E. Efforts made to assist interested UDBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to UDBEs:

UDBE firm did not require any assistance in the above mentioned areas.
No UDBE firms were rejected.
One UDBE firm was selected

F. Efforts made to assist interested UDBEs in obtaining necessary equipment, supplies, materials or related assistance or services, excluding supplies and equipment the UDBE subcontractor purchases or leases from the prime contractor or its affiliate:

*UDBE firms did not request any assistance in the above areas.
One UDBE firm was solicited and selected.
No firms were rejected.*

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using UDBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results
<i>None.</i>		

H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):

None.

NOTE: USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.

FINAL REPORT - UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE), FIRST-TIER SUBCONTRACTORS

CEM-2402F (REV 02/2008)

The form requires specific information regarding the construction project: Contract Number, County, Route, Post Miles, Federal Aid Project number, the Administering Agency, the Contract Completion Date and the Estimated Contract Amount. It requires the prime contractor name and business address. The focus of the form is to describe who did what by contract item numbers and descriptions, asking for specific dollar values of item work completed broken down by subcontractors who performed the work, both DBE and non-DBE work forces. DBE prime contractors are required to show the date of work performed by their own forces along with the corresponding dollar value of work.

The form has a column to enter the Contract Item No. (or item No's) and description of work performed or materials provided, as well as a column for the subcontractor name and business address. For those firms who are DBE, there is a column to enter their DBE Certification Number. The DBE should provide their certification number to the contractor and notify the contractor in writing with the date of the decertification if their status should change during the course of the project.

The form has six columns for the dollar value to be entered for the item work performed by the subcontractor.

The Non-DBE column is used to enter the dollar value of work performed for firms who are not certified DBE.

The decision of which column to be used for entering the DBE dollar value is based on what program(s) status the firm is certified. This program status is determined by the California Unified Certification Program by ethnicity, gender, ownership and control issues at time of certification. To confirm the certification status and program status, access the Department of Transportation Civil Rights website at <http://www.dot.ca.gov/hq/bep> or by calling (916) 324-1700 or the toll free number at (888) 810-6346.

Based on this DBE Program status, the following table depicts which column to be used:

DBE Program Status	Column to be used
If program status shows DBE only with no other programs listed.	DBE
If program status shows DBE, Black American	BA UDBE
If program status shows DBE, Asian-Pacific Islander	APA UDBE
If program status shows DBE, Native American	NA UDBE
If program status shows DBE, Woman	W UDBE

If a contractor performing work as a DBE on the project becomes decertified and still performs work after their decertification date, enter the total value performed by this contractor under the appropriate DBE identification column.

If a contractor performing work as a non-DBE on the project becomes certified as a DBE, enter the dollar value of all work performed after certification as a DBE under the appropriate identification column.

Enter the total of each of the six columns on Form CEM-2402(F).

Any changes to DBE certification must also be submitted on Form CEM-2403(F).

Enter the Date Work Completed as well as the Date of Final Payment (the date when the prime contractor made the "final payment" to the subcontractor for the portion of work listed as being completed).

The contractor and the resident engineer sign and date the form indicating that the information provided is complete and correct.

PROOF COPY
RETURN TO HQ FORMS

OK X _____
Date _____