

REQUEST FOR TECHNICAL PROPOSALS
to provide
CONSTRUCTION MANAGEMENT SERVICES
on the
WIDENING OF DATE PALM DRIVE INTERCHANGE ON I-10
for
RIVERSIDE COUNTY TRANSPORTATION DEPARTMENT

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Attachments

- Location Map for **WIDENING OF DATE PALM DRIVE INTERCHANGE ON I-10**
- Consultant Evaluation Rating Form to be used by the Evaluation Committee

I. EVENTS CALENDAR

Distribution of RFP	01/06/11
Closing Date for RFP	01/31/11
Notification of Short List Selection.....	02/07/11
Interviews (<i>tentative</i>)	02/15/11
Notification of Final Selection (<i>tentative</i>)	02/16/11

II. INTRODUCTION

The Riverside County Transportation Department (COUNTY) is seeking proposals from qualified engineering professionals to provide **construction management services for the WIDENING OF DATE PALM DRIVE INTERCHANGE ON I-10**. The selected firm will be responsible for providing comprehensive construction management services for the project. These services will include material testing for the project and may include construction surveying and environmental monitoring. The COUNTY is acting as the lead agency. The selected firm is encouraged to employ and/or use local personnel and firms in the prosecution of the proposed work.

Consultants will need to submit proposals for the **WIDENING OF DATE PALM DRIVE INTERCHANGE ON I-10** as described in Section VI, Scope of Services of this RFP. Proposals submitted by Consultants will serve as the basis for developing a short list of firms that will be invited to provide oral presentations and be interviewed.

Coordination of some of the work will be required with **Caltrans, Union Pacific Railroad and Cathedral City**. All work will be prepared in accordance with COUNTY and/or Caltrans practices, regulations, policies, procedures, manuals, and standards, as appropriate and may include compliance with Federal Highway Administration requirements.

III. INQUIRIES

All inquiries and responses to the Request for Proposals (RFP) should be submitted to:

County of Riverside • Field Engineering Services
2950 Washington Street
Riverside, CA 92504

Attention: Hugh Smith (951) 955-6885

The proposal must arrive in this office before **4:00 p.m.** on the closing date listed to be considered for this project.

IV. SUBMISSIONS

Proposals, including the cover letter, must not be more than **25 single sided pages** in length (not counting the front and back covers of the proposal or dividers that contain no information) and shall include:

1. Name of Project Manager who is a Registered Civil Engineer in the State of California.
2. Name of Resident Engineer who is a Registered Civil Engineer in the State of California and will be assigned to this project.
3. List of personnel to be assigned to the Project and a resume of qualifications for each, including sub-consultants to be used. An organizational chart shall also be provided, including every person whose resume is submitted, and shall clearly show the function which each person will be expected to fulfill.
4. List recently performed, relevant projects that indicate the past performances and abilities of the proposed team. Include a key client contact person with their current phone number.
5. A flow chart or gantt chart depicting project activities, requirements, sequence and timing.
6. The technical proposal shall include a cost proposal provided in a separate sealed envelope for the **WIDENING OF DATE PALM DRIVE INTERCHANGE ON I-10**. The cost proposal shall include a cost analysis for the entire project and for each phase identified in the Scope of Services. Cost proposals shall also include a Man-hour Analysis table with Job Classifications in columns and Tasks in rows. Samples of the formats for the Cost Proposal and Man-hour Analysis are provided on the Transportation Department web site for your information and use.

Eight (8) copies of the proposal shall be submitted for review by the selection committee.

Prospective Professional Consulting Engineers are encouraged to promptly notify the Riverside County Transportation Department in writing, of any apparent major inconsistencies, problems or ambiguities in the Scope of Services.

Federal Funding Requirements

This project is funded in part by the Federal Highway Administration and subject to the requirements of that funding agency. The following requirements shall be considered as included in the professional services agreement to be executed between the County and the Consultant:

The Consultant shall give consideration to securing the services of DBE firms in the performance of the work anticipated in this Request for Qualifications, as specified in 23 CFR 172.5(b), 49 CFR Part 26, and in Exhibit 10-I "Notice to Bidders/Proposers Disadvantaged Business Enterprise Information", attached.

The Underutilized DBE goal for this agreement is 0%.

Exhibit 10-O1 shall be submitted by all proposers. However, because a cost proposal is not requested at this time, proposers are instructed to not provide any dollar amounts in the fields labeled "Contract Goal \$" and "Total Claimed Participation \$". Proposers shall complete the remainder of the form, including the designated subcontractor and percentage of participation. The dollar amounts shall be completed after selection of the engineering firm for this contract.

The submission of the required DBE form shall not be considered as included in the 25 pages allowed in the submittal.

The successful Consultant shall submit a completed "Local Agency Proposer/Bidder-DBE (Consultant Contracts) Information form (Exhibit 10-O2, attached) prior to or immediately after award of the contract.

Upon completion of the contract, regardless of whether DBE participation is obtained, a summary of the DBE records shall be prepared, certified correct, and submitted on the form "Final Report – Utilization of Disadvantaged Business Enterprises (DBE) First-Tier Subcontractors" (Exhibit 17-F) or equivalent.

The Consultant shall comply with other requirements of Federal law and State procedure with respect to the Disadvantaged Business Enterprise Program, as specified herein and as directed by the County.

The following exhibits are attached, made a part hereof, shall be completed if and as required, and shall be considered as part of the executed agreement between the County of Riverside and the successful Consultant. Exhibit references are consistent with the current exhibits of the State of California Transportation Department's "Local Assistance Procedures Manual".

1. Exhibit 10 A "Certification of Consultant, Commissions & Fees"
2. Exhibit 10 B "Certification of Local Agency"
3. Exhibit 10-I "Notice to Bidders/Proposers Disadvantaged Business Enterprise Information"
4. Exhibit 10-J "Standard Agreement for Subcontractor/DBE Participation"
5. Exhibit 10-O "Local Agency Proposer/Bidder-DBE (Consultant Contracts) Information"
6. Exhibit 10-P "Non-Lobbying Certification for Federal-Aid Contracts"
7. Exhibit 10-Q "Disclosure of Lobbying Activities"
8. Exhibit 12-E, Attachment E "Debarment And Suspension Certification"
9. Exhibit 15-H " UDBE Information —Good Faith Efforts"
10. Exhibit 17-F "Final Report of Utilization of Disadvantaged Business Enterprises"

V. GENERAL INFORMATION

Selection Process

ENGINEERS interested in being considered must submit proposals in compliance with this notice. Based on evaluation of submitted proposals, a short list of the top ranked/qualified ENGINEERS will be established. It is anticipated that evaluations will be conducted by representatives from the Riverside County Transportation Department and other cooperating agencies. The top ranked firms will be requested to provide an oral presentation and will be interviewed at that time. A sealed written cost proposal shall be submitted at the time of the interview by the shortlisted firms. Upon completion of evaluation of the presentation/interviews, firms will be ranked and negotiations will be initiated for the **WIDENING OF DATE PALM DRIVE INTERCHANGE ON I-10** with the top ranked firm.

Selection Criteria

The basis for selection of prospective ENGINEERS shall include experience of the Project Manager, the Resident Engineer and other key personnel to be assigned, proposed staffing plan, familiarity with required standards and procedures, experience with similar kinds of work, demonstrated competence in the services to be provided, proposed project approach.

County Minority/Women/Disabled Veterans Business Enterprise Policy

Riverside County's M/W/DVBE Contract Participation Program affirms the utilization and participation of qualified minority, women and disabled veteran firms in its contracting and procurement activities. The County encourages general and prime contractors to afford competitive subcontracting opportunities to minority, women and disabled veteran firms, where possible, in their contracting and procurement activities with the County of Riverside.

Federal DBE Participation Requirements

Services that are partially or fully funded with Federal funds are subject to Part 26, Title 49, Code of Federal Regulations entitled "Participation by Disadvantaged Business Enterprises (DBE) in Department of Transportation Financial Assistance Programs." Proposers shall be fully informed of the requirements of the regulations and the COUNTY's Disadvantaged Business Enterprise (DBE) program developed pursuant to the regulations.

Work Performed by County Personnel

The COUNTY reserves the right to perform any portion of this scope of work with COUNTY personnel.

VI. APPENDIX A • SCOPE OF SERVICES

1. PROJECT DESCRIPTION:

The COUNTY proposes to widen Date Palm Drive Interchange on Interstate 10 (I-10) in Cathedral City. The improvements will include the widening of the existing Date Palm Drive Bridge overcrossing I-10, reconstruction of Date Palm Drive from 4.62 kilometers north of westbound ramp of the I-10 to 0.57 north Vista Chino Drive, modification of the interchange ramps and signalization of the ramp termini. The expected time of construction for this project is approximately two years and is presently scheduled to start on April 2011 and be completed by April 2013.

1.1 EXISTING CONDITIONS:

There is an existing interchange on I-10 at Date Palm Drive. The existing bridge structure has five lanes (two lanes in each direction plus a left turn lane). The existing on-ramps contain only one lane. The existing off-ramps consist of two lanes.

1.2 APPROVED PROJECT:

The approved Project is estimated to have a construction cost of about \$25,000,000. The approved Project includes constructing Date Palm Drive to a width of 46.02 meters. The existing bridge overcrossing I-10 will be widened with CIP/PS concrete box girders. The bridge spans approximately 1.33 kilometers and will be widened to 46.2 meters wide. In addition, existing on-ramps and off-ramps will be modified and widened.

2. SERVICES REQUESTED:

2.1 The COUNTY requires the services of a competent consulting engineering firm ("CM") to provide all administration and construction management services, for the widening of the Date Palm Drive interchange on Interstate 10, modification of the interchange ramps, signalization of the ramp termini and the reconstruction of portions of Date Palm Drive adjacent to the bridge in conformance with COUNTY and Caltrans' requirements. The scope of work includes but is not limited to administration of one or more construction contracts, quality control (testing and inspection),

environmental monitoring, and surveying services. The successful firm shall furnish a field site representative who is a licensed professional civil engineer in the State of California, and who will be subject to the approval of the COUNTY and Caltrans, to perform and function as the Resident Engineer ("RE"). The RE and qualified support staff, including sub-consultants, shall be available upon receipt of the CM's Notice to Proceed.

- 2.2 The COUNTY reserves the right to perform any portion of this scope of work with COUNTY or Caltrans personnel, if resources are available. The most likely use of COUNTY resources would be to perform material testing and/or construction surveying services. The most likely use of Caltrans resources would be to provide a Resident Bridge Engineer. The COUNTY also reserves the right to separately contract out the environmental monitoring services. For the purposes of this proposal, the Consultant is requested to assume that no COUNTY or Caltrans resources will be available to perform any portion of the scope of services described in this RFP.
- 2.3 ENGINEER shall take directives from the COUNTY PROJECT MANAGER. ENGINEER shall not accept the directives of other Agency's personnel in contradiction to COUNTY directives. Willful failure to comply with COUNTY directives as a result of directives from other Agencies shall constitute a breach of Contract by the ENGINEER.

3. REQUIRED ENGINEER RESPONSIBILITIES:

The ENGINEER shall report directly to the COUNTY. In addition to the ENGINEERING PROJECT MANAGER and the RESIDENT ENGINEER, the ENGINEER shall also furnish other support staff, to assist the COUNTY in managing the Project, provide the environmental monitoring services, inspection and testing services, surveying services, and monitoring the work performance of the Construction Contractor. *The ENGINEER is reminded of the possible use of COUNTY and/or Caltrans resources or environmental sub-consultant as discussed in provision 2.2 above.* The Consultant's responsibilities and duties shall include, but not be limited to, the following:

3.1 GENERAL

- 3.1.1 The progress of work will be monitored and administered pursuant to Caltrans Standard Specifications and Construction Manuals.
- 3.1.2 Provide recommendations and information to the COUNTY regarding the assignment of responsibilities for any necessary safety precautions and programs. Verify that the requirements and assignment of responsibilities are included in the proposed contract documents.
- 3.1.3 Provide preliminary evaluation of the program and project budget requirements, each in terms of the other.
- 3.1.4 Demonstrate the ability to use, and familiarity with, the Primavera software program, which will be used to schedule and document the progress of work.
- 3.1.5 Identify or verify applicable requirements for equal employment opportunity programs, labor compliance and other contract compliance for public works projects, for inclusion in the proposed contract documents.

3.2 ENGINEER RESPONSIBILITIES DURING DESIGN PHASE

- 3.2.1 Review and advise the COUNTY on the Design Engineer's estimate of the Project construction costs.
- 3.2.2 Investigate and recommend a schedule for the COUNTY purchase of materials and equipment requiring long lead time procurement, and coordinate the schedule with the early preparation of portions of the contract documents by the Design Engineer.

- 3.2.3 Review contract documents for completeness, overall coherency and constructability, and conformance to law and Caltrans guidelines.
- 3.2.4 Provide preliminary evaluation of Design Engineer's proposed project schedule and advise on time required for construction, and factors related to costs.
- 3.2.5 The ENGINEER will review Design Engineer's plans for constructability and will also perform a value engineering review of the plans to assure that the Project will be constructed in the most economical and efficient manner that is practical.

**3.3 ENGINEER RESPONSIBILITIES DURING PRECONSTRUCTION/
BID PHASE**

- 3.3.1 Assist the COUNTY to pre-qualify bidders and major sub-bidders, develop bidders' interest in the project. Establish bidding schedules. Assist the COUNTY in issuing bidding documents to bidders.
- 3.3.2 Conduct pre-bid conferences to familiarize bidders with the bidding documents, proposed management techniques and with any special systems, materials or methods.
- 3.3.3 Assist the COUNTY with the receipt of questions from bidders.
- 3.3.4 Assist in the review and preparation of Addenda to be issued to the Bidders.
- 3.3.5 Assist in the bid analysis, check accuracy of bids, assist in identifying the lowest responsive bidder, and make recommendations to the COUNTY for award of contracts or rejection of bids.
- 3.3.6 Assist in checking the Contractor's references and other bid forms.

3.3.7 Assist COUNTY in conducting pre-award conferences with successful bidders. Assist the COUNTY in preparing construction contracts and advise the COUNTY on the acceptability of subcontractors and material suppliers proposed by Contractors.

3.3.8 Conduct a pre-construction “kick-off meeting” that includes all agencies, utilities, and contractors that will be participating in the Project. Attend any other pre-construction meetings that may be required.

3.3.9 *The ENGINEER is reminded of the possible use of COUNTY and/or Caltrans resources as discussed in provision 2.2 above.*

3.4 ENGINEER RESPONSIBILITIES DURING CONSTRUCTION PHASE

The Construction Manager, in a lead capacity and in conformance with the COUNTY and Caltrans requirements and in cooperation with the Design Engineer, and any other the COUNTY consultants, shall provide administration of the contract for construction as set forth below.

3.4.1 Administration

3.4.1.1 Administer the construction contract in conformance with the requirements set forth in the State's Construction Manual, State's Local Programs Manual, State's Encroachment Permit, and the COUNTY.

3.4.1.2 The ENGINEER shall comply with OSHA regulations regarding safety equipment and procedures, and safety instructions issued by the State. ENGINEER shall provide hard hats and orange safety vests for all ENGINEER personnel, which will be worn at all times while on the job site. ENGINEER shall provide safety training for all ENGINEER personnel at the job site including training for surveying on and near highways.

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- 3.4.1.3 Coordinate with the COUNTY, Caltrans, and all other involved agencies to obtain and comply with all required permits, including all applicable necessary testing and monitoring provisions. Provide appropriate training for all ENGINEER personnel to comply with the rules and regulations of the Air Quality Management District (AQMD), U.S. Army Corps of Engineers, Colorado River Basin Regional Water Quality Control Board and the U.S. Fish and Wildlife Service.
- 3.4.1.4 Provide administrative, management and related services as required to coordinate the work of the Contractor with the responsibilities of the ENGINEER, the COUNTY, and Caltrans to complete the project in accordance with COUNTY and Caltrans' requirements and in accordance with COUNTY's objectives for cost, time and quality.
- 3.4.1.5 Provide sufficient organization, personnel and management to carry out the services.
- 3.4.1.6 Schedule and conduct weekly construction progress meetings to discuss such matters as procedures, progress, problems and scheduling. Prepare and distribute minutes within 24 hours.
- 3.4.1.7 Review the construction schedule, including activity sequences and durations, schedule of submittals and schedule of delivery for products with long lead-time. Work with the Contractor to maintain the project schedule to show current conditions and suggest revisions that may be required.

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- 3.4.1.8 Using Primavera software, provide a project schedule for the COUNTY's review and acceptance that coordinates and integrates the responsibilities of the COUNTY, ENGINEER, Caltrans, the Design Engineer, other COUNTY consultants, and utility agencies.
- 3.4.1.9 Recommend courses of action to the COUNTY when requirements of the contract are not being fulfilled, and the non-performing party will not voluntarily take satisfactory corrective action.
- 3.4.1.10 Revise and refine the approved estimate of construction cost. Incorporate approved changes as they occur, and develop cash flow reports and forecasts as needed.
- 3.4.1.11 Prepare a cost control program. Provide continuous monitoring of the approved estimate of construction cost, showing actual costs for activities in progress and estimates for incomplete tasks. Identify variances between actual and budgeted or estimated costs and advise the COUNTY whenever projected costs exceed budgets or estimates.
- 3.4.1.12 Recommend necessary or desirable changes in the Construction Contractor's scope of work to the COUNTY, review and evaluate Contractor's request for changes, assist in negotiating Contractor's proposals, submit recommendation to the COUNTY supported by field data, and if they are accepted, prepare change orders for signature and the COUNTY's authorization.

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- 3.4.1.13 Maintain strict cost accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, or other work requiring accounting records.
- 3.4.1.14 Develop and implement procedures for the review and processing of applications by Contractor for progress and final payments. Make recommendations for certification to the COUNTY for payment.
- 3.4.1.15 Facilitate cooperation with Caltrans, public utilities, adjacent businesses, adjacent homeowners, and the general public.
- 3.4.1.16 Consult with the Design Engineer and the COUNTY if Contractor requests interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions, which may arise.
- 3.4.1.17 Receive from the Contractor and process all shop drawings, project data, samples and other submittals. Coordinate submittals with information contained in related documents. Establish and implement ENGINEER procedures for expediting the processing and approval of shop drawings, product data, samples and other submittals. Coordinate shop drawing review with Design Engineer on an as needed basis. Perform engineering design checks on all falsework, prestressing and shoring submittals as outlined in the relevant Caltrans' manuals.
- 3.4.1.18 Arrange for delivery and storage, protection and security for the COUNTY-purchased materials, systems and equipment which are a part of the

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project, until such items are incorporated into the project.

- 3.4.1.19 Provide a staffing schedule each month for the following month. This schedule is subject to the COUNTY's approval.
- 3.4.1.20 Manage any utilities work to be performed by utility agencies (work not part of Contractor's responsibilities).
- 3.4.1.21 Be familiar with and incorporate all recommendations from the geotechnical engineering reports provided by the COUNTY.

3.4.2 Documentation and Record Keeping

- 3.4.2.1 Verify that all required certificate of bonds and insurance have been received from the Contractor and forwarded to the COUNTY for approval.
- 3.4.2.2 Maintain at the project site, on a current basis: a record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which are relevant to the contract work.
- 3.4.2.3 During the course of construction, maintain one set of plans with markings and dimensions in red ink to denote field changes or other corrections.

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- 3.4.2.4 Maintain records, in duplicate, of principal project layout lines, elevations of the bottom of footings, piles and other key site elevations certified by a qualified surveyor or professional engineer. Make all records available to the COUNTY and the Design Engineer. At the completion of the project, deliver to COUNTY the final "as-built" plans.
- 3.4.2.5 Document all claims and maintain force account records.
- 3.4.2.6 Maintain "Project Documentation and Record Books" in accordance with the Caltrans "Project Development Uniform File System".
- 3.4.2.7 A detailed photographic history of all phases of the project will be maintained on a daily basis. Each photograph will be labeled as to location, direction of view, date, time, and items of interest. The photographs will be maintained in an album and the photographs will be indexed for ease of retrieval. Photos will also be taken of the following:
- Showing existing conditions prior to construction,
 - When opening or changing a detour,
 - Barricade placement,
 - Disputed work item,
 - Work that has to be duplicated, replaced or removed,
 - Completed work,
 - Extra work.

3.4.3 Inspection

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- 3.4.3.1 Provide experienced and qualified inspectors (qualified by the State of California, Department of Transportation) and who are acceptable to the COUNTY.
- 3.4.3.2 The inspectors will ensure compliance with all aspects of the construction contract by continuously monitoring, evaluating, approving or rejecting the Contractor's work in accordance with the approved construction contract documents.
- 3.4.3.3 Review laboratory, shop and mill test reports of materials and equipment, and coordinate as required with the Design Engineers.
- 3.4.3.4 Review the safety programs developed by the Contractor as required by the contract documents and monitor the Contractor's compliance.
- 3.4.3.5 Determine that the Contractor's work is being performed in accordance with Caltrans' requirements and in accordance with the requirements of the contract documents. Endeavor to guard the COUNTY against defects and deficiencies in the work. As appropriate, require special inspection or testing, or make recommendations to the COUNTY regarding special inspection or testing of work not in accordance with the provisions of the contract documents whether or not such work is fabricated, installed or completed. Subject to review by Caltrans and COUNTY, reject work, which does not conform to the requirements of Caltrans, the COUNTY or the contract documents.

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- 3.4.3.6 Record the progress of the project. Provide accurate and precise daily inspection reports. Submit written daily progress reports to the COUNTY and Caltrans including information on Contractor and the entire project, showing percentages of completion and the number and status of change orders. Keep a daily log containing a record of weather, Contractor's work on the site, number of workers, work accomplished, problems encountered, and other relevant data. Make the log available to the COUNTY and Caltrans. Prepare and send a Weekly Statement of Working Days to the Contractor. Check certified payrolls. Monitor Contractor's compliance with labor code requirements.
- 3.4.3.7 Monitor all inspection activities, both COUNTY provided and any consulted out inspections.

3.4.4 Surveying

Survey may be performed by COUNTY Staff as directed by the ENGINEER or completed by ENGINEER's Staff or subconsultant as directed by the ENGINEER. ENGINEER shall review and monitor surveys to verify compliance with the following requirements:

- 3.4.4.1 Provide construction surveying services per the latest Caltrans "Survey Manual" and its revisions.
- 3.4.4.2 Surveys performed by the ENGINEER shall conform to the requirements of the Land Surveyor's Act. Responsible Charge for the work shall reside with a per January 1, 1982 Registered Civil Engineer or a licensed Land Surveyor in the State of California.

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- 3.4.4.3 The minimum standard of survey quality shall be that of similar surveys performed by Caltrans.
- 3.4.4.4 Either Caltrans or COUNTY will designate the existing horizontal and vertical control monuments that are to be the basis of all surveys. Either Caltrans or COUNTY will provide the California coordinate system values and elevations of these monuments. The ENGINEER shall adjust all ENGINEER performed surveys to the designated control monuments and their values.
- 3.4.4.5 Monuments established by the ENGINEER shall be marked by the ENGINEER with State furnished disks, plugs, or tags. In addition, the ENGINEER shall identify ENGINEER established monuments by tagging or stamping the monuments with the license or registration number of the ENGINEER's surveyor who is in "responsible charge" of the work. Replacement of Survey monuments shall be the responsibility of the ENGINEER. All new monuments shall be set in accordance with current COUNTY and Land Surveyors Act requirements.

3.4.5 Material Testing

Material Testing to be completed by ENGINEER's Staff or subconsultant as directed by the ENGINEER. ENGINEER shall review and monitor testing to verify compliance with the following requirements:

- 3.4.5.1 Select and retain the professional services of special consultants and testing laboratories certified by Caltrans. Monitor and coordinate their services.

- 3.4.5.2 Provide a quality control service including inspection and testing of all materials, such as but not limited to, steel strength, concrete strength, gravel gradations, soil compaction in accordance with the State Construction Manual.

3.4.6 Environmental Monitoring

The USFWS must approve the Biological monitor. Biological Monitor will be responsible for oversight of *Programmatic Biological Opinion for Five Interchanges and Associated Arterial Improvement Projects along Interstate 10 and the Tiered Biological Opinion for the Palm Drive/Gene Autry Trail – Interstate 10 Interchange Improvement Project in Eastern Riverside County, California (1-6-04-F-3282.4; EA: 08-455800)conservation measures*. The biological monitor should have experience with the Coachella Valley habitats and species, and specifically with the Coachella Valley fringe-toed lizards. Biologist monitor duties are but not limited to the following:

- 3.4.6.1 Develop an employee education program. 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 species and the potential penalties for taking such species. At a minimum, the program will include the following topics: occurrence of the listed and sensitive species in the area, their general ecology, sensitivity of the species to human activities, legal protection afforded these species, penalties for violation of Federal and State laws, reporting requirements, and project features designed to reduce the impacts to these species and promote continued successful occupation of the project area environs. Included in this program will be color photos of the listed

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species, which will be shown to the employees. Following the education program, the photos will be posted in the resident engineer's office and contractor's office, where they will remain throughout the duration of the project. The RESIDENT ENGINEER, CONTRACTOR, and Service-approved biological monitor will be responsible for ensuring that employees are aware of the listed species.

- 3.4.6.2 Present for all ESA fence construction. All areas outside of the project footprint will be delineated as Environmentally Sensitive Areas (ESAs). All parties in conjunction with this operation will strictly avoid these areas. No construction activities, materials, or equipment will be permitted in the ESAs. These areas must be placed on the design plans and included in the construction contract.

ESAs will be designated by erecting protective fencing delineating the project impact boundary and sensitive habitats. This barrier fencing will be constructed in such a way as to restrict the movement of reptiles into impacted areas. Fencing material can vary; however, it should consist of a cloth-like material that can withstand high winds, sun and heat. This fence should be buried 24-inches below the surface, to prevent terrestrial species from burrowing underneath, and extend above ground at least 24-inches. Minimum monitoring frequency after fence constructed: Weekly

- 3.4.6.3 Must be qualified to relocate Coachella Valley fringe-toed lizards using pit fall traps or other methods acceptable to the USFWS if necessary. Relocation sites must be identified by the USFWS. Scope and cost should include this activity although it may not be required.

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- 3.4.6.4 Must be present at all pre-construction and pre-grade meetings and on site during vegetation removal.
- 3.4.6.5 Will have the authority to halt all associated project activities that may be in violation of this biological opinion. In such an event, the biologist will contact the Service within 24 hours.
- 3.4.6.6 Monitor that the construction work areas will be delineated and marked clearly in the field prior to habitat removal, and the marked boundaries maintained and clearly visible to personnel on foot and be heavy equipment operators. Shall strictly limit their personal as well as the contractor personal from activities and vehicles to the proposed project areas, staging areas, and routes of travel. The project proponent and/or the biological monitor will contact the Service to verify that the limits of construction have been properly staked and are readily identifiable.
- 3.4.6.7 Monitor construction to ensure that vegetation removal, Best Management Practices (BMPs), ESA fencing, and all avoidance and minimization measures are properly constructed and followed.
- 3.4.6.8 Monitor that all equipment maintenance, staging, and dispensing of fuel, oil, or any other such activities, will occur in designated upland areas. The designated upland areas will be located in such a manner as to prevent any runoff from entering waters of the United States, including wetlands.
- 3.4.6.9 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.

- 3.4.6.10 Monitor the restriction of the use of invasive exotic plant species in landscaped areas adjacent to or near sensitive vegetation communities. In compliance with Executive Order 13112, impacted areas will be revegetated with plant species native to desert habitat types and the Coachella Valley, and will be avoid the use of species listed in Lists A & B of the California Exotic Pest Plan Council's list of Exotic Pest Plants of Greatest Ecological Concern in California as of October 1999.

- 3.4.6.11 If the project start coincides with seed set phase of the Coachella valley milk vetch and plants are present within project footprint, the seed will be collected off of plants when the seed is past soft dough and prior to being naturally dispersed. The top four inches of soil surrounding the milk-vetch plants to be impacted will be collected and placed in plastic bags. This seed and soil will be distributed at an area consisting of Aeolian habitat immediately following collection. The location where seed will be dispersed will be coordinated with the Service prior to collection.

- 3.4.6.12 Monitor that all construction equipment will be inspected and cleaned prior to use in the proposed project footprint to minimize the importation of non-native plant material. Also that all mulch, topsoil and seed mixes used during post construction landscaping activities and erosion control BMPs will be free of invasive plant species propagules. A weed abatement program will be implemented should invasive plant species colonize the area within the project footprint post-construction.

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- 3.4.6.13 Monitor that no off-road vehicle activity from construction personnel or other persons affiliated with the project will occur outside of the project footprint.
- 3.4.6.14 Monitor that the all trash will be placed in raven-proof containers and promptly removed from the site to reduce the attraction of ravens and crows, which may eat fringe-toed lizards.
- 3.4.6.15 Monitor that no pets or firearms will be permitted inside the project's construction boundaries or other associated work areas.
- 3.4.6.16 Monitor that all sand removal and storage activities will be restricted to the project footprint. No maintenance activities will be authorized that extend beyond the boundaries of the project footprint.
- 3.4.6.17 Monitor to the extent possible, no sand removal activities will take place from 1 November – 30 March (to avoid winter dormancy periods for the lizards) or if ambient air temperature exceeds 102 degrees Fahrenheit (the temperature at which lizard activity tends to be reduced).
- 3.4.6.18 Monitor that proper signage be implemented to advise motorists that the vehicle speeds on unpaved access roads will be restricted to a maximum of 25 MPH.
- 3.4.6.19 Monitor that all culverts, bridges, and associated water passage structures will be maintained such that water and sediment may pass between upstream and downstream locations and so as not to block the passage of wildlife.
- 3.4.6.20 Monitor is to insure compliance with U.S. Army Corps of Engineers 404 permit authorization (SPL-2008-01147-SJH) dated 11/21/08 and the California Regional Water

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Quality Control Board – Colorado River Basin Region
Order for Technically Conditioned Clean Water Act
Section 401 Water Quality Certification for Discharge of
Dredged and/or Fill Material dated 11/14/08.

- 3.4.6.21 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.
- 3.4.6.22 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.
- 3.4.6.23 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.
- 3.4.6.24 Provide a proposal that includes a brief list of the firm's recent jobs of similar size, scope and duration and a contact/reference for each of the jobs listed. Resumes, no more than three pages long, of individuals who will be working on the project must be included.
- 3.4.6.25 All materials submitted will become the property of the Riverside County Transportation Department.

3.4.7 Project Close Out

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- 3.4.7.1 The ENGINEER shall assist Caltrans, and the COUNTY in conducting final inspections. The ENGINEER shall coordinate the correction and completion of the work.
- 3.4.7.2 Assist the COUNTY in determining when the Project or a designated portion thereof, is substantially complete. Prepare for the COUNTY a summary of the status of the work of Contractor, listing changes in the previously issued certificates of substantial completion of the work, and recommending the times within which Contractor shall complete uncompleted items on their certificate of substantial completion of the work.
- 3.4.7.3 Calculate the amount of final payment due prime Contractor.
- 3.4.7.4 Obtain evidence of certification of all lien releases.
- 3.4.7.5 Obtain certification of transfer of title to appropriate agencies.
- 3.4.7.6 Obtain certification of delivery of final As-Built drawings to COUNTY and Caltrans.
- 3.4.7.7 Assist the COUNTY with filing the Project "Notice of Completion".
- 3.4.7.8 Secure and transmit to the COUNTY and Caltrans required guarantees, affidavits, releases, bonds and waivers.

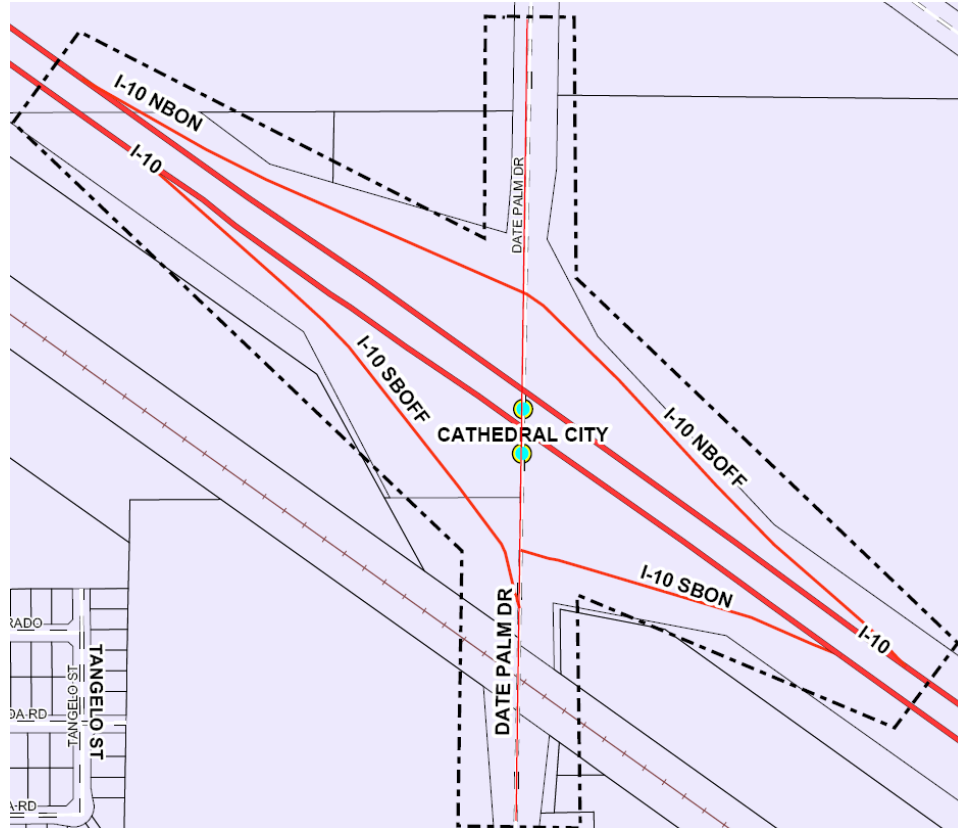
- 3.4.7.9 Deliver all keys, manuals, record drawings and maintenance stock to the COUNTY and Caltrans.

4. REQUIRED COUNTY RESPONSIBILITIES

COUNTY will:

- 4.1 Complete all environmental studies and cause to have signed the appropriate environmental document.
- 4.2 Obtain access to and right of entry for all required right of way.
- 4.3 Provide site-specific geotechnical information including soil samples, boring logs, resulting analyses and design recommendations.
- 4.4 Furnish construction documents, including plans, specifications, and engineering estimates.
- 4.5 Advertise and award the construction contract(s).
- 4.6 Process progress payments upon receipt of approved payment requests from the Construction Manager.
- 4.7 County staff may perform survey services as directed by the ENGINEER.
- 4.8 Process change orders upon receipt of approved change order requests from the Construction Manager.

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CONSULTANT SERVICES EVALUATION RATING FORM

PROJECT: _____ FIRM: _____ SCORE: [█] _____
 (0-100)

EVALUATOR: _____ DATE: _____

CRITERIA	WEIGHT	SCORE (0-10)	TOTAL (WxS)	COMMENTS
Proposed Staffing Plan and Qualifications Written Qualifications Total:	3			_____ _____ _____ _____
Staff and Subconsultant familiarity with required standards and procedures Written Qualifications Total:	1			_____ _____ _____ _____
Staff and Subconsultant demonstrated competence in the services to be provided Written Qualifications Total:	2			_____ _____ _____ _____
Firm experience with similar kinds of work and projects Written Qualifications Total:	1			_____ _____ _____ _____
Proposed Project Approach by Firm, Evaluation and Understanding of the Proposed Construction Project Written Qualifications Total:	3			_____ _____ _____ _____
				_____ _____ _____ _____
				_____ _____ _____ _____