

APPENDIX A • ARTICLE AI • INTRODUCTION

A. DESCRIPTION

Services provided under this contract include performing engineering and environmental services on an on-call basis to the County of Riverside Transportation Department for work assignments related to the County Bridge Program. CONSULTANT will provide technical, administrative, managerial and other types of services in support of COUNTY operations.

B. COORDINATION

CONSULTANT may be required to coordinate with other involved agencies. Coordination may include, but will not necessarily be limited to the following:

- Relevant Cities
- Regional Water Quality Control Board
- Federal and State Resource Agencies
- CALTRANS
- Federal Highway Administration
- Utility Companies

All meetings with outside agencies will be scheduled by CONSULTANT with approval of COUNTY.

C. STANDARDS

CALTRANS regulations, policies, procedures, manuals and standards including compliance with Federal Highway Administration (FHWA) requirements and/or COUNTY Road Standards as appropriate. Caltrans guidelines for the environmental document will follow the guidance available as of the date that the studies are initiated. Improvements of local roads may be prepared in accordance with COUNTY standards in lieu of CALTRANS standards as directed by the COUNTY CONTRACT ADMINISTRATOR.

1. Environmental

The procedures to be followed and the content of the environmental surveys, environmental technical reports and environmental documents are set forth in CALTRANS Project Development Procedures Manual (PDPM), CALTRANS Environmental Handbook, CALTRANS Transportation Laboratory technical manuals for environmental studies, FHWA's Technical Advisory T6640.8A and on CALTRANS Standard Environmental Reference (SER) at the CALTRANS website.

Federal and State requirements for environmental analysis and impact assessment, as set forth in the National Environmental Policy Act (NEPA), the California Environmental Quality Act (CEQA) and other applicable Federal and State regulations, must be satisfied.

2. Preliminary Survey/Aerial Topographical Mapping

All preliminary surveys and aerial mapping shall be performed by COUNTY. If for some reason COUNTY cannot perform preliminary surveys and aerial mapping, CONSULTANT will be asked to perform these tasks.

3. Design

The design standards used for any project should equal or exceed the minimum standards given in Caltrans Local Assistance Procedures Manual (LAPM), Chapter 11, Design Standards. Taking into account costs, traffic volumes, traffic and safety benefits, right of way, socio- economic; and environmental impacts allows for the use of lower standards only when such use best satisfies the given situation. All exceptions from accepted standards shall be justified, documented and retained in the project files.

- Roadway design shall be in accordance with the current CALTRANS Highway Design Manual and its revisions and/or COUNTY Road Standards as appropriate.
- Traffic design shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and the California Supplement.
- All bridges located in the unincorporated COUNTY area shall be designed in accordance with the current edition of the Caltrans Bridge Design Specifications manual available at this website:
<http://www.dot.ca.gov/hq/esc/techpubs/>
- Microstation (compatible with current County version) software will be used for plan preparation.

4. Project Files

Project files shall be indexed in accordance with CALTRANS Project Development Uniform File System.

D. KEY PERSONNEL

The CONSULTANT has represented to the COUNTY that certain key personnel will perform the services and if one or more of such personnel should become unavailable, CONSULTANT may substitute other personnel of at least equal competence only after prior written approval by the COUNTY CONTRACT ADMINISTRATOR has been secured. The key personnel for performance on this contract is:

| Name | Position |
|--------|--------------------------------------|
| <Name> | Project Manager |
| <Name> | Roadway/Highway Lead Engineer |
| <Name> | Environmental Lead |

1 **A. PROJECT MANAGEMENT**

2 The CONSULTING CONTRACT MANAGER will maintain ongoing liaison with the COUNTY CONTRACT
3 ADMINISTRATOR and other affected agencies to promote effective coordination during the course of working
4 on assignment.

5 **B. COST ACCOUNTING**

6 The CONSULTANT will prepare monthly reports of expenditures for each on-call assignment. Expenditures
7 include direct labor costs, other direct costs and subconsultant costs. These reports will be included as
8 supporting data for invoices presented to the COUNTY every month.

9 **C. SCHEDULING**

10 Schedules will be prepared for each specific assignment.

11 **ARTICLE AIII • SCOPE OF WORK**

12 The scope of work for this contract is to provide engineering and environmental services on an on-call basis to the
13 COUNTY for the County Bridge Program related TASK ORDERS throughout the COUNTY. Services will be
14 performed at the request of the COUNTY CONTRACT ADMINISTRATOR. CONSULTANT and/or COUNTY shall
15 prepare a written scope of work and schedule for each WORK ASSIGNMENT. CONSULTANT and COUNTY
16 shall negotiate and establish a budget that is consistent with the scope of work and the CONSULTANT's billing
17 rates as provided in Appendix C. Each TASK ORDER shall be memorialized in writing and approved by the
18 Director of Transportation and by the CONSULTING CONTRACT MANAGER or authorized designees. The sum
19 of the authorized budget for CONSULTANT TASK ORDERS shall not exceed the maximum amount as defined in
20 Appendix C.

21 The CONSULTANT will assist the COUNTY CONTRACT ADMISTRATOR in managing the County Bridge
22 Program. County Bridge Program provides for a systematic and uniform approach of developing bridge projects,
23 post-earthquake bridge inspections, and sustaining the existing bridge inventory by:

- 24 • Implementing a Bridge/Asset Management Program for maintaining and sustaining existing bridges on
25 County maintained roads.
- 26 • Updating, maintaining, and enforcing the County Bridge Design Criteria, Electronic Procedures, and
27 Structural Detailing Standards as it supplements the guidelines and procedures put in place by the State
28 Department of Transportation (CALTRANS) for bridge design, inspection, and maintenance in the State
29 of California.

- 1 • Developing, implementing, and maintaining the guidelines, office and field procedures for earthquake
2 preparedness to maintain, and when necessary, to restore the transportation network within the County
3 jurisdiction back to operation following significant seismic events.
- 4 • Developing a GIS based mapping of County bridges providing permit load restrictions, pending bridge
5 maintenance recommendations, and storing other pertinent bridge records (as-built plans, inspection
6 reports, etc.) for quick and easy access.

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8 CONSULTANT will assist the COUNTY's CONTRACT ADMISTRATOR in identifying the eligible work under the
9 Bridge Preventive Maintenance Program (BPMP), preparation of applications, programming and authorizing the
10 funds, and provide the necessary engineering services to implement the BPMP tasks.

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