

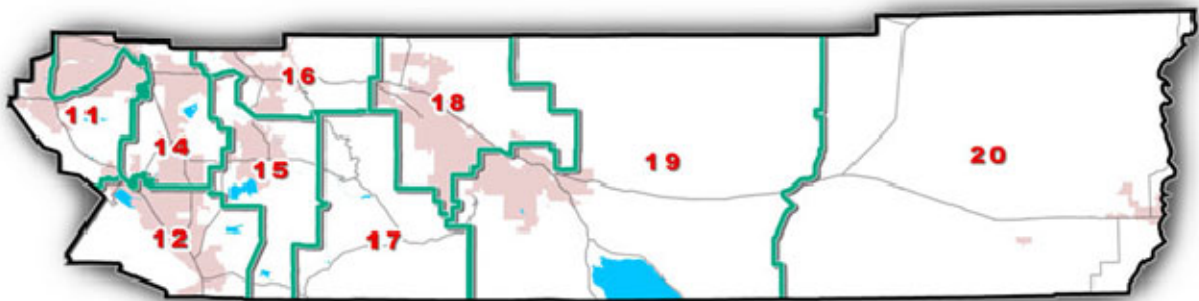
**ATTACHMENT A • ARTICLE AI • INTRODUCTION**

**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 bridges, roadway and miscellaneous structures located throughout County Road Maintenance Districts 17, 18, 19 and 20.

**B. LOCATION**

The On-Call services are for County Road Maintenance Districts 17, 18, 19 and 20



**C. 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.

**D. STANDARDS**

The preliminary plans, technical reports, and environmental documents shall be prepared in accordance with current CALTRANS regulations, policies, procedures, manuals and standards including compliance with Federal Highway Administration (FHWA) requirements and/or COUNTY Road Standards as appropriate.

1 Caltrans guidelines for the technical studies and the environmental document will follow the guidance  
2 available as of the date that the studies are initiated. The technical reports prepared to support the  
3 environmental documents will follow the format for Caltrans Project Reports. Improvements of local roads  
4 may be prepared in accordance with COUNTY standards in lieu of CALTRANS standards as directed by the  
5 COUNTY CONTRACT ADMINISTRATOR. CONSULTANT will prepare fact sheets for County approval,  
6 documenting the exceptions to mandatory and advisory design standards. All documents shall be prepared  
7 using English Standard Units and dimensions.

8 1. Environmental

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

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

17 2. Preliminary Survey/Aerial Topographical Mapping

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

20 3. Design

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

- 26 • Roadway design shall be in accordance with the current CALTRANS Highway Design Manual and its  
27 revisions and/or COUNTY Road Standards as appropriate.
- 28 • Traffic design shall be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD)  
29 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.

**E. 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

**ARTICLE AII • PROJECT ADMINISTRATION**

**A. PROJECT MANAGEMENT**

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

**B. COST ACCOUNTING**

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

**C. SCHEDULING**

Schedules will be prepared for each specific assignment.

**ARTICLE AIII • SCOPE OF WORK**

The scope of work for this contract is to provide engineering and environmental services on an on-call basis to the

1 County of Riverside Transportation Department for bridges and miscellaneous structures related TASK ORDERS  
2 throughout the COUNTY. Services will be performed at the request of the COUNTY CONTRACT  
3 ADMINISTRATOR. CONSULTANT and/or COUNTY shall prepare a written scope of work and schedule for each  
4 WORK ASSIGNMENT. CONSULTANT and COUNTY shall negotiate and establish a budget that is consistent  
5 with the scope of work and the CONSULTANT 's billing rates as provided in Appendix C. Each TASK ORDER  
6 shall be memorialized in writing and approved by the TLMA Director and by the CONSULTING CONTRACT  
7 MANAGER or authorized designees. The yearly sum of the authorized budget for CONSULTANT 's TASK  
8 ORDERS shall not exceed the maximum annual amount as defined in Appendix C.

9 The CONSULTANT may be required to provide engineering and environmental on-call services that include but  
10 are not limited to the following:

11  
12 **A. ENGINEERING TASKS**

- 13 1. Perform planning studies.
- 14 2. Perform traffic impact studies.
- 15 3. Perform drainage analysis and prepare hydrology reports.
- 16 4. Perform quantity take offs and prepare engineer estimates.
- 17 5. Prepare bridge plans and specifications.
- 18 6. Prepare roadway/highway engineering plans and specifications.
- 19 7. Structural Plans and specifications.
- 20 8. Prepare landscaping plans and specifications.
- 21 9. Prepare NPDES erosion control plans/ WQMP implementation plans.
- 22 10. Prepare Right-of-way requirement maps.
- 23 11. Perform utility coordination activities.
- 24 12. Perform public outreach.
- 25 13. Provide support during the construction phase of the project.
- 26 14. Provide other bridge and structural engineering related professional services as required, such as,  
27 reviewing bridge planning studies, Type Selection Reports, as well as all progress submittals for bridge  
28 Plans, Specifications, and Estimates (PS&E) prepared as part of various Development and Capital  
29 Improvement projects for compliance with guidelines, constructability, and Quality Assurance.

**B. ENVIRONMENTAL TASKS**

1. Prepare NEPA and CEQA environmental documents to comply with the Federal and State regulations.
2. Prepare all environmental technical studies.
3. Perform all environmental surveys.
4. Prepare any environmental report as needed.
5. Prepare Water Quality Management Plan.
6. Prepare and process regulatory permits (404, 408, 401, 1602).
7. Provide coordination services with Tribes, regulatory agencies, resource agencies and stakeholder groups.
8. Provide construction monitoring services as needed.

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