Contract / Agreement Report

As directed by the Board of Supervisors, the Clerk shall maintain the official file of all Contracts. A contract Report is to be completed and submitted with all Contracts to the Board of Supervisors’ Division of the County Clerk’s Office. Department Heads are responsible for

PPW 2398  Delineator  Trait  2017
Agreement No.  Fiscal Year

Delineators. a, b, etc. = Subcontracts
.1, .2, etc. = Contract Amendments

Fiscal year = (optional to be used for new FY Contracts in same # continuing contract)
Traits = P/Pending - Original Contract Not on File/to be submitted
GP/Grant pending - Original contract to be submitted if grant is awarded
E/Exempt - Original Contract Exempt from Filing with Clerk
A/Acknowledgment - Contract Acknowledgment Pending

Contract Category  Professional  (Construction, Franchise, Interagency, JPA, Maintenance, Miscellaneous, property Lease, Service, State Grant)

Administering Department  PPWA-Roads/Bridges/Flood Control

Contract Executed by  Deputy Director

Authority for Execution  CC 4.004.050 BOS MO of Aug. 16, 2016

Contractor Name  Quincy Engineering, Inc.

Description of Contract  County Road 66B Bridge 11C-0068 Replacement (FHWA#:BRLO5911)

Contractor's Tax ID or Soc. Sec. No.  Social Security No. required unless incorporated

Beg. Term Date  08/16/2016

Ending Term Date

Recommended Review Date

If no termination date is specified within the contract, indicate recommended review date not to exceed one year increments

Contract Amount Paid by County $:  378,260

Contract Amount Paid to County $:

Contract's Maximum Amount $:  378,260  (Not to exceed Amount)

Other Terms  Compensation based on hours per rate (Contract Exhibit B)

Insurance Required?  Yes

Insurance Ending Term Review Date

Insurance Waiver from County Counsel  No

(requires County Counsel initials)

CONTRACT NOTES

Please indicate other changes to be made to data base and whether contract is open, closed, renewal being processed, etc.

Clerical Notes
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COUNTY OF GLENN
AGREEMENT BETWEEN THE COUNTY OF GLENN AND QUINCY ENGINEERING

1. INTRODUCTION

A. This contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the “CONSULTANT” is as follows:

Quincy Engineering
11017 Cobblerock Drive, #100
Rancho Cordova, California 95670

Incorporated in the State of California
The Project Manager for the “CONSULTANT” will be: Jim Foster, P.E.
The name of the “LOCAL AGENCY” is as follows:

County of Glenn

The Contract Administrator for LOCAL AGENCY will be Cole Grube.

B. The work to be performed under this contract is described in Article II entitled Statement of Services and the approved CONSULTANT’s Cost Proposal dated June, 9, 2016. The approved CONSULTANT’s Cost Proposal is attached hereto (Exhibit A) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.

C. CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of CONSULTANT. CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, errors, or omissions of CONSULTANT.

D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.

E. Without the written consent of LOCAL AGENCY, this contract is not assignable by CONSULTANT either in whole or in part.
F. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

G. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT’s expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

2. **STATEMENT OF WORK**

A. See the attached “Scope of Services”, dated April 30, 2016 (Exhibit B).

3. **CONSULTANT’S REPORTS OR MEETINGS**

A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.

B. CONSULTANT’s Project Manager shall meet with LOCAL AGENCY’s Contract Administrator, as needed, to discuss progress on the contract.

4. **PERFORMANCE PERIOD**

A. This contract shall go into effect on July 19, 2016, contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY’S Contract Administrator. The contract shall end on the 60th day after the recordation of the Notice of Completion for federal aid project number BRLO-5911(063).

B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the contract is fully executed and approved by LOCAL AGENCY.

5. **ALLOWABLE COSTS AND PAYMENTS**

A. The method of payment for this contract will be based on actual cost plus a fixed fee. LOCAL AGENCY will reimburse CONSULTANT for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs) incurred by CONSULTANT in performance of the work. CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT’S Cost Proposal, unless additional reimbursement is provided for by contract amendment. In no event, will CONSULTANT be reimbursed for overhead costs at a rate that exceeds LOCAL AGENCY’s approved overhead rate set forth in the Cost
Proposal. In the event that LOCAL AGENCY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time or actual costs reimbursable by LOCAL AGENCY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.

B. In addition to the allowable incurred costs, LOCAL AGENCY will pay CONSULTANT a fixed fee of 10%. The fixed fee is nonadjustable for the term of the contract, except in the event of a significant change in the scope of work and such adjustment is made by contract amendment.

C. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.

D. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such cost estimate.

E. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs. A pro rata portion of CONSULTANT’s fixed fee will be included in the monthly progress payments. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Services, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article 6 Termination.

F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.

G. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by LOCAL AGENCY’s Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY including any equipment purchased under the provisions of Article XI Equipment Purchase of this contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT’s work. Invoices shall be mailed to LOCAL AGENCY’s Contract Administrator at the following address:

Attn: Cole Grube, Associate Civil Engineer
Glenn County Planning and Public Works Agency
777 North Colusa Street
Willows, CA 95988

H. The total amount payable by LOCAL AGENCY including the fixed fee shall not exceed $378,260.
I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by LOCAL AGENCY’s Contract Administrator.

For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.

J. All subcontracts in excess of $25,000 shall contain the above provisions.

6. TERMINATION

A. LOCAL AGENCY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT.

B. LOCAL AGENCY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand. County may terminate this contract immediately upon oral notice should funding cease or be materially deceased. Should this contract be terminated, CONSULTANT shall provide LOCAL AGENCY with all finished and unfinished reports, data, studies, photographs, charts, electronic data, and other documents prepared by the CONSULTANT pursuant to this contract.

C. The maximum amount for which the LOCAL AGENCY shall be liable if this contract is terminated is $378,260 dollars.

7. ENTIRE AGREEMENT; MODIFICATION

A. This agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. CONSULTANT shall be entitled to no other benefits other than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. CONSULTANT specifically acknowledges that in entering into and executing this agreement, CONSULTANT relies solely upon the provisions contained in this agreement and no others.
8. NONASSIGNMENT OF AGREEMENT

A. Inasmuch as this agreement is intended to secure the specialized services of CONSULTANT, CONSULTANT may not assign, transfer, delegate or sublet any interest herein without the prior written consent of County.

9. FUNDING REQUIREMENTS

A. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.

B. This contract is valid and enforceable only, if sufficient funds are made available to LOCAL AGENCY for the purpose of this contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or LOCAL AGENCY governing board that may affect the provisions, terms, or funding of this contract in any manner.

C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any reduction in funds.

D. LOCAL AGENCY has the option to void the contract under the 30-day termination clause pursuant to Section 6, or by mutual agreement to amend the contract to reflect any reduction of funds.

10. COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS.

A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.

B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 49 CFR, Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

D. All subcontracts in excess of $25,000 shall contain the above provisions.
11. RETENTION OF RECORDS/AUDIT

A. For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including 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. The state, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT and it’s certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. Subcontracts in excess of $25,000 shall contain this provision.

12. AUDIT REVIEW PROCEDURES.

A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY’S Chief Financial Officer.

B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by LOCAL AGENCY’S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.

C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.

D. CONSULTANT and subconsultant contracts, including cost proposals and ICR, are subject to audits or reviews such as, but not limited to, a contract audit, an incurred cost audit, an ICR Audit, or a CPA ICR audit work paper review. If selected for audit or review, the contract, cost proposal and ICR and related work papers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instances of a CPA ICR audit work paper review it is CONSULTANT’s responsibility to ensure federal, state, or local government officials are allowed full access to the CPA’s work papers including making copies as necessary. The contract, cost proposal, and ICR shall be adjusted by CONSULTANT and approved by LOCAL AGENCY contract manager to conform to the audit or review recommendations. CONSULTANT agrees that individual terms of costs identified in the audit report shall be incorporated into the contract by this reference if directed by LOCAL AGENCY at its sole discretion. Refusal by CONSULTANT to incorporate audit or review recommendations, or to ensure that the federal, state or local governments have access to
CPA work papers, will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior reimbursed costs.

E. The provisional ICR will apply to this contract and all other contracts executed between LOCAL AGENCY and the CONSULTANT, either as a prime or subconsultant, with the same fiscal period ICR.

13. SUBCONTRACTING.

A. Nothing contained in this contract or otherwise, shall create any contractual relation between LOCAL AGENCY and any subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations hereunder. CONSULTANT agrees to be as fully responsible to LOCAL AGENCY for the acts and omissions of its subconsultant(s) 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 CONSULTANT. CONSULTANT’s obligation to pay its subconsultant(s) is an independent obligation from LOCAL AGENCY’S obligation to make payments to the CONSULTANT.

B. CONSULTANT shall perform the work contemplated with resources available within its own organization and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY’s Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.

C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to CONSULTANT by LOCAL AGENCY.

D. Any subcontract in excess of $25,000 entered into as a result of this contract shall contain all the provisions stipulated in this contract to be applicable to subconsultants.

E. Any substitution of subconsultant(s) must be approved in writing by LOCAL AGENCY’s Contract Administrator prior to the start of work by the subconsultant(s).

14. EQUIPMENT PURCHASE.

A. Prior authorization in writing, by LOCAL AGENCY’s Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding $5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.

B. For purchase of any item, service or consulting work not covered in CONSULTANT’s Cost Proposal and exceeding $5,000 prior authorization by LOCAL AGENCY’s Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

C. Any equipment purchased as a result of this contract is subject to the following: “CONSULTANT 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 $5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY 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 LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT’s expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by LOCAL AGENCY.” 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than $5,000 is credited to the project.

D. All subcontracts in excess $25,000 shall contain the above provisions.

15. INSPECTION OF WORK

A. CONSULTANT and any subconsultant shall permit LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

B. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.

C. Pursuant to the authority contained in Section 591 of the Vehicle Code, LOCAL AGENCY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.

D. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Section.

16. STATE PREVAILING WAGE RATES.
A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.

B. Any subcontract entered into as a result of this contract, if for more than $25,000 for public works construction or more than $15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. See http://www.dir.ca.gov.

17. CONFLICT OF INTEREST.

A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.

B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.

C. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

D. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same person through joint-partnership, or otherwise.

E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction project resulting from this contract.

18. REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION.

A. CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or
otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

19. PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING.

A. CONSULTANT certifies to the best of his or her knowledge and belief that:

1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONSULTANT to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or 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; CONSULTANT shall complete and submit Standard Form-L.I.L., “Disclosure Form to Report Lobbying”, in accordance with its instructions.

B. 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.

C. CONSULTANT also agrees by signing this document that he or 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.

20. STATEMENT OF COMPLIANCE.

A. CONSULTANT’s signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.

B. During the performance of this Contract, CONSULTANT and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant
for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. CONSULTANT and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

CONSULTANT and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. CONSULTANT and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of, or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

D. The Consultant, with regard to the work performed by it during the Agreement shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

21. DEBARMENT AND SUSPENSION CERTIFICATION.

A. CONSULTANT’s signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)”, which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or 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 three (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 three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.
B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.

C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

22. DISPUTES

A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY’s Contract Administrator and the Deputy Director, who may consider written or verbal information submitted by CONSULTANT.

B. Not later than 30 days after completion of all deliverables necessary to complete the plans, specifications and estimate, CONSULTANT may request review by LOCAL AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.

C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

23. CLAIMS FILED BY LOCAL AGENCY’S CONSTRUCTION CONTRACTOR

A. If claims are filed by LOCAL AGENCY’s construction contractor relating to work performed by CONSULTANT’s personnel, and additional information or assistance from CONSULTANT’s personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY’S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.

B. CONSULTANT’s personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT’s personnel services under this contract.

C. Services of CONSULTANT’s personnel in connection with LOCAL AGENCY’s construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.
D. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Section.

24. CHANGE IN TERMS.

A. This contract may be amended or modified only by mutual written agreement of the parties.

B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by LOCAL AGENCY’s Contract Administrator.

C. There shall be no change in CONSULTANT’s Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by LOCAL AGENCY’s Contract Administrator.

25. OWNERSHIP OF DATA

A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to LOCAL AGENCY. CONSULTANT shall furnish LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.

B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.

C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by LOCAL AGENCY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as may be authorized in writing by CONSULTANT.

D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).

E. LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.
F. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Section.

26. INSURANCE.

A. Prior to commencement of the work described herein, CONSULTANT shall furnish LOCAL AGENCY a Certificate of Insurance stating that there is general comprehensive liability insurance presently in effect for CONSULTANT with a combined single limit (CSL) of not less than one million dollars ($1,000,000) per occurrence.

B. The Certificate of Insurance will provide:
   1. That the insurer will not cancel the insured’s coverage without 30 days prior written notice to LOCAL AGENCY.
   2. That LOCAL AGENCY, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract are concerned.
   3. That LOCAL AGENCY will not be responsible for any premiums or assessments on the policy.

C. CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of LOCAL AGENCY. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, LOCAL AGENCY may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

D. If CONSULTANT has employees, he/she shall obtain and maintain continuously Workers’ Compensation Insurance to cover CONSULTANT and CONSULTANT’s employees and partners. CONSULTANT shall provide and maintain in full force and effect while providing services pursuant to this Contract an errors and omissions liability policy, also known as professional liability or malpractice liability insurance not less than $1,000,000.

27. DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION.

A. This contract is subject to 49 CFR, Part 26 entitled “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”. Consultants who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

B. The goal for DBE participation for this contract is 5.84%. Participation by DBE consultant or subconsultants shall be in accordance with information contained in the
Consultant Proposal DBE Commitment (Exhibit 10-O1), or in the Consultant Contract DBE Information (Exhibit 10-O2) attached hereto and incorporated as part of the Contract. If a DBE subconsultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not otherwise met.

C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. CONSULTANT or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. CONSULTANT shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT-assisted agreements. Failure by CONSULTANT to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as LOCAL AGENCY deems appropriate.

D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this section.

E. A DBE firm may be terminated only with prior written approval from LOCAL AGENCY and only for the reasons specified in 49 CFR 26.53(f). Prior to requesting LOCAL AGENCY consent for the termination, CONSULTANT must meet the procedural requirements specified in 49 CFR 26.53(f).

F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the contract, 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 CUF, evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the, contract is commensurate with the work it is actually performing, and other relevant factors.

G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, 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.

H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of the contract 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 CUF.

I. CONSULTANT shall maintain records of materials purchased 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 consultants shall also show the date of
work performed by their own forces along with the corresponding dollar value of the
work.

J. Upon completion of the Contract, a summary of these records shall be prepared and
submitted on the form entitled, “Final Report-Utilization of Disadvantaged Business
Enterprise (DBE), First-Tier Subconsultants” CEM-2402F [Exhibit 17-F, of the LAPM],
certified correct by CONSULTANT or CONSULTANT’s authorized representative and
shall be furnished to the Contract Administrator 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 CONSULTANT when a satisfactory “Final
Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier
Subconsultants” is submitted to the Contract Administrator.

K. If a DBE subconsultant is decertified during the life of the contract, the decertified
subconsultant shall notify CONSULTANT in writing with the date of decertification. If a
subconsultant becomes a certified DBE during the life of the Contract, the subconsultant
shall notify CONSULTANT in writing with the date of certification. Any changes should
be reported to LOCAL AGENCY’s Contract Administrator within 30 days.

28. NON-DISCRIMINATION

A. CONSULTANT will not discriminate in employment practices or in the delivery of
services on the basis of race, color, religion, national origin, sex, sexual orientation, age,
marital status, political affiliation or disability.

29. INDEPENDENT CONTRACTOR CLAUSE

A. It is specifically and expressly understood between the parties that this Agreement creates
no relationship of employer/employee between the parties and that CONSULTANT is,
and shall remain throughout the term of this Agreement, an independent contractor.
CONSULTANT agrees that he is not, and will not become, an employee, partner, agent,
or principal of County while this Agreement is in effect. CONSULTANT agrees that he
is not entitled to the rights or benefits afforded to County’s employees, including
disability or unemployment insurance, workers’ compensation, medical insurance, sick
leave, or any other employment benefit. CONSULTANT is responsible to pay or provide
from his own expense, all federal and state income taxes, including estimated taxes,
social security, and any other payroll tax obligations that he may owe as a result of
compensation received for services rendered pursuant to this Agreement.
CONSULTANT is further responsible for providing, at his own expense, disability,
unemployment, and other insurance, workers’ compensation, training, permits, and
licenses for himself and for his employees and Subconsultants. CONSULTANT agrees to
indemnify County for any claims, costs, losses, fees, penalties, interest, attorney’s fees, or
damages suffered by the County resulting from CONSULTANT’s failure to comply with these provisions.

30. INDEMNIFICATION

A. CONSULTANT shall hold harmless and indemnify Glenn County, its elected officials, officers, and employees, against all claims, suits, actions, costs, counsel fees, expenses, damages, judgments or decrees by reason of any person’s bodily injury, including death or property being damaged by CONSULTANT or any person employed by CONSULTANT or in any capacity during the progress of the work, due to action of CONSULTANT, whether by negligence or otherwise. CONSULTANT shall also indemnify County of any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board against County with respect to CONSULTANT’s “independent contractor” status that would establish a liability for failure to make social security or income tax withholding.

31. RETENTION OF FUNDS.

A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this section.

B. The Agency shall hold retainage from the prime consultant 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 consultant based on these acceptances. The prime consultant, or subconsultant, shall return all monies withheld in retention from a subconsultant within thirty (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 (49 CFR 26.29) requires that any delay or postponement of payment over thirty (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 consultant or subconsultant 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 consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant, deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultant and subconsultants.

32. CONTINGENT FEE

A. CONSULTANT 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, brokeragie, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this
warranty, LOCAL AGENCY 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.

33. NOTIFICATION.

A. 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 as follows:

CONSULTANT:
Quincy Engineering
Jim Foster, P.E., Project Manager
11017 Cobblerock Drive, #100
Rancho Cordova, California 95670

LOCAL AGENCY:
County of Glenn
Cole Grube, Contract Administrator
P.O. Box 1070
Willows, California 95988

34. CONTRACT.

A. The two parties to this contract, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this contract constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.
35. SIGNATURES.

DATED: 8/22/16

CONSULTANT

Tax Identification Number

68-0269312

APPROVED AS TO FORM:

Alicia R. Ekland, County Counsel
Glenn County, California

DATED: 8/25/16

COUNTY OF GLENN

Deputy Director, Planning & Public Works Agency
Approved as to Content and Fund Availability
EXHIBIT A
July 26, 2016

Mr. Cole Grube, Associate Engineer
County of Glenn Planning & Public Works Agency
777 N. Colusa Street, Willows, CA 95988

Re: County Road 66B Bridge 11C-0068 Replacement

Dear Mr. Grube:

Our Quincy Engineering, Inc. (Quincy) Team is very excited to have been ranked first for this important bridge project. We look forward to working with you and your staff in the project development and construction phases of the bridge replacement project.

As requested in your memo dated July 8, 2016, we have revised our cost estimate to reduce the overall cost of each phase. Although you did not have comments on the scope of work, we found it necessary to provide a more detailed scope of work to help provide more information about the level of effort that correlates to the cost estimates. Please find attached our revised detailed hours and cost estimate for the project development process. We have separated it into two phases since the HBP programming utilized the short form programming process. The first phase will complete the initial scoping level studies; identify a preferred project; and lead to the development of a supplemental programming document to cover the environmental, design, Right-of-Way (RW), and construction phases of the project. The second phase will develop the design, PS&E, environmental documents and permits, and acquire the RW for the preferred alternative. As you review our revised attachments please note any questions you may have regarding the level of effort and the associated cost. We’d like to meet at your office to go through any final questions or comments you may have regarding our scope and cost. Below is a summary of the revised costs for each phase:

<table>
<thead>
<tr>
<th>Phase 1 – Project Scope Development</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>QEI</td>
<td>$81,939</td>
</tr>
<tr>
<td>Subconsultants</td>
<td>$26,361</td>
</tr>
<tr>
<td>Phase 1 Total</td>
<td>$108,300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase 2 – Final Design and RW</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>QEI</td>
<td>$145,467</td>
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<tr>
<td>Subconsultants</td>
<td>$87,693</td>
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<tr>
<td>Phase 2 Total (Design)</td>
<td>$233,160</td>
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<tr>
<td>Phase 2 Total (RW)</td>
<td>$36,800</td>
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<tr>
<td>Project Total (PE)</td>
<td>$341,460</td>
</tr>
<tr>
<td>Project Total (RW)</td>
<td>$36,800</td>
</tr>
</tbody>
</table>

Our entire Quincy Team is excited about your project, and we look forward to working with County staff to deliver this important bridge replacement project. We are confident in our ability to meet your project expectations, develop quality documents, and provide you with a fully vetted set of plans ready for construction.

Sincerely,

Quincy Engineering, Inc.

John Quincy, PE
Principal-in-Charge

Jim Foster, PE
Project Manager
# Exhibit 10-H Cost Proposal

## Cost Proposal

**Contract No.**  
Glenn County - County Road 66B  
**Consultant**  
Quincy Engineering, Inc.  
**Date**  
7/26/2016

## DIRECT LABOR

<table>
<thead>
<tr>
<th>Classification/Title</th>
<th>Name</th>
<th>Initials</th>
<th>Range</th>
<th>Hours</th>
<th>Initial Hourly Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>Principal Eng.</td>
<td>Steve Melion</td>
<td>SM</td>
<td>$62-$84</td>
<td>0</td>
<td>$76.70 / h</td>
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<tr>
<td>Principal Eng.</td>
<td>James Foster</td>
<td>JF</td>
<td>$62-$84</td>
<td>63</td>
<td>$76.70 / h</td>
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<td>Senior PM</td>
<td>Mario Quest</td>
<td>MQ</td>
<td>$52-$75</td>
<td>0</td>
<td>$70.60 / h</td>
<td>$ -</td>
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<tr>
<td>Assoc Pr. Eng.</td>
<td>Jason Jurrens</td>
<td>JJ</td>
<td>$52-$75</td>
<td>74</td>
<td>$69.50 / h</td>
<td>$5,143.00</td>
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<tr>
<td>Senior Eng.</td>
<td>Scott McCauley</td>
<td>SCm</td>
<td>$46-$75</td>
<td>105</td>
<td>$52.50 / h</td>
<td>$5,512.50</td>
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<tr>
<td>Senior Eng.</td>
<td>Maxwell Katt</td>
<td>MA</td>
<td>$46-$75</td>
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<td>$54.10 / h</td>
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<tr>
<td>Senior Eng.</td>
<td>Danny Mossman</td>
<td>DM</td>
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<td>$54.60 / h</td>
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<td>Mike Sanchez</td>
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<td>Kelly Gallagher</td>
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<td>Assoc Eng.</td>
<td>Krassimir Panayotov</td>
<td>KP</td>
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<td>Drafter</td>
<td>Bob Maechler</td>
<td>BM</td>
<td>$21-$54</td>
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<tr>
<td>PM Asst</td>
<td>Michelle Galli</td>
<td>MG</td>
<td>$20-$44</td>
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<td>$20.00 / h</td>
<td>$400.00</td>
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<td>Survey Tech</td>
<td>Alfonso Dabo</td>
<td>AD</td>
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<td>Admin Asst</td>
<td>Phylis Jordan</td>
<td>PJ</td>
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<td>Admin Asst</td>
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<td>DMc</td>
<td>$11-$59</td>
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<td>$18.70 / h</td>
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</tbody>
</table>

## LABOR COSTS

- **a)** Subtotal Direct Labor Costs  
  $26,991.00  
- **b)** Escalation for Multi-Year Project (2.0%):  
  $539.62  
- **c)** TOTAL DIRECT LABOR COSTS ([a] + [b])  
  $27,530.82

## FRINGE BENEFITS

- **d)** Fringe Benefits (Rate: 39.0%):  
  $10,737.02  
- **e)** TOTAL FRINGE BENEFITS ([c] x [d])  
  $10,737.02

## INDIRECT COSTS

- **f)** Overhead (Rate: 96.6%):  
  $26,594.77  
- **g)** Overhead ([c] x [f])  
  $26,594.77  
- **h)** General Administration (Rate: 28.3%):  
  $7,791.22  
- **i)** Gen & Admin ([c] x [h])  
  $7,791.22  
- **j)** TOTAL INDIRECT COSTS ([g] + [i])  
  $34,385.99

## FIXED FEE (Profit)

- **k)** Fixed Fee (10.0%):  
  $7,265.38  
- **l)** TOTAL PROFIT ([c] + [e] + [j] x [k])  
  $7,265.38

## OTHER DIRECT COSTS (ODC)

- **Travel (at active IRS mileage rate):**  
  2000 miles @ $0.540 / mile  
  $1,080.00  
- **Pier Dixie/Hotel:**  
  6 days @ $150.00  
  $900.00  
- **Delivery:**  
  1 @ $39.08  
  $39.08  
- **Title Report:**  
  0 @ $0.00  
  $0.00  
- **Miscellaneous:**  
  $0.00  
- **Prevailing Wage Differential:**  
  $0.00

- **m)** Other Direct Cost Subtotal:  
  $2,018.98  
- **n)** Subconsultant Costs (attach detailed cost proposal in same format as prime consultant estimate for each subconsultant):  
  $26,381.80  
- **o)** TOTAL COST  
  $108,300.00

---

Road 668 Bridge Costs - Phase 1 reduced T 26 16 LAPM 10-H 7/26/2015
## Cost Proposal

### Glenn County - County Road 66B

**Phase 1 - Preliminary Engineering**  
**Date:** 7/26/2016

#### Quincy Engineering, Inc.

| Description                               | Amount  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labor</td>
<td>$26,991.00</td>
</tr>
<tr>
<td>Escalation for Multi-Year Project (2.0%)</td>
<td>$539.82</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$27,530.82</td>
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<tr>
<td>Overhead (1.639):</td>
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<tr>
<td><strong>A. Labor Subtotal</strong></td>
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#### Subconsultant Costs:

| Company                     | Amount  
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<tbody>
<tr>
<td>Gallaway</td>
<td>$5,591.30</td>
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<td>Crawford</td>
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<td>WRECO</td>
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<td>Bender Rosenthal</td>
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<tr>
<td><strong>Subconsultant Subtotal</strong></td>
<td>$26,361.80</td>
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#### Other Direct Costs:

| Description                               | Quantity | Rate | Amount  
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (@ active IRS mileage rate)</td>
<td>2000 miles</td>
<td>$0.540</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>Pier Diem/ Hotel</td>
<td>6 days</td>
<td>$150.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>Delivery</td>
<td>1 @</td>
<td>$39.08</td>
<td>$38.98</td>
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<td><strong>Vendor Reproduction</strong></td>
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<td>81/2 X 11 Reproduction</td>
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<td>11 X 17 Reproduction</td>
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</tr>
<tr>
<td>Mounting Boards for Presentations</td>
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<td>$0.00</td>
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<tr>
<td>Newsletters (Translation and printing)</td>
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<td>$0.00</td>
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<tr>
<td><strong>Subtotal Vendor Reproduction</strong></td>
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<td>$0.00</td>
</tr>
<tr>
<td>Title Report</td>
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<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Prevailing Wage Differential</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>C. Other Direct Cost Subtotal:</strong></td>
<td></td>
<td></td>
<td>$2,018.98</td>
</tr>
</tbody>
</table>

**TOTAL =** $108,300.00

Note: Invoices will be based upon actual QEI hourly rates plus overhead at 163.9% plus prorated portion of fixed fee. Subconsultant and Direct Costs will be billed at actual cost.
<table>
<thead>
<tr>
<th>TASKS</th>
<th>Principal Eng</th>
<th>Principal Eng</th>
<th>Senior Pd</th>
<th>Associate Proj Eng</th>
<th>Senior Eng</th>
<th>Senior Eng</th>
<th>Associate Eng</th>
<th>Senior Eng</th>
<th>Associate Eng</th>
<th>Draftsman</th>
<th>Field Asst</th>
<th>Survey Tech</th>
<th>Senior Eng</th>
<th>Admin Assist</th>
<th>Direct</th>
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<td>MO</td>
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**Phase 1 - Preliminary Engineering**

1. **Task 1.0 - Project Management**
   - Kick of Meeting: 6 8 8
   - Preliminary Research: 2 4 4
   - Project Coordination with County: 16 8 8
   - Progress Reports: 2 8
   - Invoices: 2 8
   - LA Forms: 2 2 4
   - PDT Meetings: 8 8 8
   - Project Schedule & Updates: 4
   - Total Hours: 48 14 62

2. **Task 2.0 - Topographic Mapping**
   - Stream Cross Sections: 12 8
   - Topographic Survey: 12 32 44
   - Preliminary Boundary Survey: 0 0 0

3. **Task 3.0 - Preliminary Engineering**
   - Basis of Design: 1 1 1
   - Roadway Design Criteria: 1 1 2
   - Bridge Design Criteria: 1 1 2
   - Project Description: 1 6 1
   - Roadway Alignment Alts (Tot 2): 1 6 0 28
   - Bridge AFS (Tot 2): 1 6 0 28
   - Task 4.1 - Hydrology & Hydraulics Analysis: 1 1 2
   - Task 5.1 - Preliminary Geotechnical Analysis: 1 1 4
   - Task 6.1 - Preliminary Utility Coordination: 0 0 0
   - Utility Disposition: 1 4
   - Utility Conflict Map: 1 2 8
   - A Letters: 1 2
   - Task 7.1 - Preliminary Environmental, PSS, SES, APE: 2 9 8

4. **Task 8.0 - Preliminary Right of Way**
   - 0 0 0

5. **Task 9.0 - Project Study Report**
   - 30% Roadway Plans: 2 4 16 0
   - Type Selection Memo: 2 12 16
   - Preliminary Cost Estimate: 1 2 12 0 15
   - Report: 1 8 28

**Subtotal Hours:** 63 74 108 0 2 0 0 8 44 20 72 54 8 564

**Other Direct Costs:** $0.00

**Total Cost:** $28,951.00

**Note:** Invoices will be billed upon actual CEI hourly rates plus overhead at 18.3%. Subconsultant and Direct Costs will be billed at actual cost.

Road 6MB Bridge Costs - Phase 1 reduced 7/26/16 Project 1 Wt 7/26/2016
### Exhibit 10-H Cost Proposal

**Cost Proposal**

**Contract No.**
Glenn County - County Road 66B

**Consultant**
Quincy Engineering, Inc.

**Date** 7/26/2016

#### DIRECT LABOR

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<th>Classification/Title</th>
<th>Name</th>
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#### LABOR COSTS

a) Subtotal Direct Labor Costs $46,919.10
b) Escalation for Multi-Year Project (2.0%): $978.38
c) TOTAL DIRECT LABOR COSTS = (a) + (b) $47,897.48

#### FRINGE BENEFITS
d) Fringe Benefits (Rate: 39.0%): $19,460.02
e) TOTAL FRINGE BENEFITS = (c) x (d) $19,460.02

#### INDIRECT COSTS
f) Overhead (Rate: 96.6%): $48,200.97
g) Overhead [(c) x (f)] $48,200.97
h) General Administration (Rate: 28.3%): $14,120.99
i) Gen & Admin [(c) x (h)] $14,120.99
j) TOTAL INDIRECT COSTS = (g) + (i) $62,321.96

#### FIXED FEE (Profit)
k) Fixed Fees (10.0%): 
l) TOTAL PROFIT = (c) + (e) + (j) x (k) $13,167.95

#### OTHER DIRECT COSTS (ODC)

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<td>Prevailing Wage Differential</td>
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m) Other Direct Cost Subtotal: $620.07  

#### Subconsultant Costs
- Subconsultant Costs (attach detailed cost proposal in same format as prime consultant estimates for each subconsultant): $124,492.53

#### TOTAL COST
- TOTAL COST $269,960.00
**Cost Proposal**

**Glenn County - County Road 66B**

**Phase 2 - Final Design & Phase 3 - Construction Support**

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**Subconsultant Costs:**

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**Other Direct Costs:**

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<td><strong>C. Other Direct Cost Subtotal</strong></td>
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**Total Labor Subtotal** = $131,679.45

**Subconsultant Subtotal** = $124,492.53

**Other Direct Cost Subtotal** = $620.07

**TOTAL** = $269,960.00

**Note:** Invoices will be based upon actual QEI hourly rates plus overhead at 163.9% plus prorated portion of fixed fee. Subconsultant and Direct Costs will be billed at actual cost.
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Note: Invoices will be based upon actual QSE hourly rates plus overhead at 163.9%. plus prorated portion of fixed fees. Subconsultant and Direct Costs will be billed at actual cost.

Notes:
* Design hours assume single span CIP slab or FC visited slab girder
** Actual hours to be determined after 60% Submittal

Classification Subject to Prevailing Wage
Prevailing Wage Differential Hourly rate
P&O Cost | $0.00 | $0.00
Payroll taxes | $0.00 | $0.00

Road 68 Bridge Costs - Phase 2.3 Phase 7.2 18 Project 1 the 7/5/2016
Exhibit A
Professional Engineering Services – County Road 66B Bridge 11C-0068 Replacement
Federal Aid Project No. Brlo-5911(063)

Work Plan (Scope of Work)

This phased work plan is based on our previous work on past projects with other local agencies and identifies the items of work, the order in which they may occur, and how they will be addressed during the development of this project.

In general, the scope is broken out into three phases:

- Phase 1 - Preliminary Engineering – The goal of this phase is to collect the information necessary to clearly define the best fit build option within the current PE funding authorization. This work includes defining the site topography, hydraulic requirements, geotechnical considerations, design criteria, alignment alternatives, bridge type selection, environmental constraints and required studies, and conclude with a Project Study report.
- Phase 2 - Final Design – The goal of this phase is to complete the required technical studies, environmental documents, PS&E, utility coordination, RW acquisition, and permits.
- Phase 3 - Construction – The goal of this phase will be to provide design support during the project construction.

The tasks within the phase headings correspond to that phase, unless otherwise noted.

It is understood that Phase 2 and Phase 3 tasks will be completed upon receipt of additional funding authorization.

The scope of work for Phase 1 and 2 is based on the assumption of technical studies anticipated and will be verified by CT with the PES form and initial project review meetings.

The scope of work for Phase 2 is based on road closure and replacement on the existing alignment with a single span cast-in-place post-tensioned concrete slab bridge or a single span precast concrete slab bridge using the ordinary standard bridge design criteria per the current Caltrans Seismic Design Criteria. It is understood that adjustments to scope and cost may be necessary if expanded studies or special design considerations are needed.

Phase 1 - Preliminary Engineering

Task 1 - Project Management

Quincy will provide Project Management tasks which include coordination with the County, Team management, Team Field Review Meetings, product development tracking, Team and stakeholder communication, and project progress and budget reporting.

- **Kick Off Meeting** - A Kick-Off Meeting will be conducted at the Project Site. Attendees will include the County PM, Consultant PM, Roadway PE, Bridge PE, Geotechnical Specialist, Hydraulics Specialist, Environmental Generalist, Cultural Specialist, Biological Specialist, and others deemed appropriate such as Caltrans D3 Local Assistance Engineer. The project goals and approach will be reviewed at the meeting and include a scope and schedule review. A meeting summary will be developed following the meeting.
- **Preliminary Research** – This includes various historic documents as: as-built plans, for the existing bridge and approach roadway, right of way, geology, hydraulics, maintenance etc. County will assist in this effort to the limit of County records.
- **Project Coordination with the County** - The PM, Bridge and Roadway Project Engineers will coordinate with the County through phone conversations, emails, written memoranda, fax etc. as needed.
- **Progress Reports** - Quincy will submit progress reports at least once each month. The reports shall be sufficiently detailed for the county to determine if project goals are being met, is on schedule, to provide communication of interim findings and to sufficiently address any difficulties or special problems encountered so remedies can be developed.
Invoices - Quincy will prepare monthly invoices providing a summary of Consultant’s work, including covered dates of service, and copies of invoices from any sub-consultants. Invoices will be consistent with the Local Assistance Procedures Manual, Chapter 10, and Section 10.8 under "Invoicing or Progress Payments”.

Local Assistance Forms – As an option, Quincy assist the County with the development of the LAPM/LAPG project of forms 6A, 6B, 6D, 7A, 7B, 7C for cost estimating purposes.

PDT Meetings – Quincy will schedule, prepare for and attend Project Team Meetings with the County to review the scope of work and project goals, schedule, task progress and issues to be addressed. Key team members will be present at each team meeting depending on items to be discussed in person at the Department of Transportation offices or as a conference call. Consultant assumes a total of 1 project team meeting per 12 months in the offices of the County (Total 2). Team meetings 1 every other month will be held as phone conference calls (18-2=16 total).

Project Schedule and Updates – Quincy will develop a project schedule outlining tasks and subtasks to be performed. The Project Schedule will include Quincy’s internal Quality Control process and designated County review of submitted documents. Consultant shall update the Project Schedule monthly and will be included with monthly billing.

Task 2 – Survey & Mapping:

Task 2.1 – Control Surveys and Topographic Mapping

Quincy will establish the project control, perform the topographic surveys, establish existing right-of-way surveys, and survey stream cross-sections.

All surveys will be relative to state plane coordinates (NAD 83), acceptable vertical datum (NAVD 88). Sufficient survey control will be placed at permanent locations to ensure preservation throughout the project and will be available for construction staking.

Quincy will conduct all necessary surveying to produce a 1"=20' topographic map, including features such as existing roadway, asphalt limits, existing bridge components, structures, fence lines, visible utility apparatuses, utility markings on the pavement, driveways, trees six (6) inches and larger, and any other pertinent information that will aid the project design team. The deliverables will be topographic points and a reproducible topographic map at a scale of one inch equals twenty feet with a contour interval of one foot.

Quincy will survey cross-sections of the canal at various locations for a hydraulic analysis. Cross-sections will be used as stream modeling data for determining water surface profiles in the Hydraulic Study. The waterway cross-sections will be surveyed at eight locations, two upstream of the proposed alignment and six downstream as defined by WRECO.

Quincy will utilize research including record documents, preliminary title reports, title documents, and record maps (provided by the County) to show preliminary right of way boundary lines and adjoiners on the survey base map. If possible during the topographical surveys any found monumentation will be surveyed in to help map the preliminary boundaries.

Deliverables: Stream Cross Sections
Topographic Survey
Preliminary Right of Way Boundaries

Task 2.2 - Right-of-Way Maps, Plats, and Legal Descriptions (Phase 2 - Final Design)

During final design Quincy will research additional record documents, final title reports, and record maps (provided by the County) to show final right-of-way boundary lines on the survey base map. Additional field reconnaissance and field observations, measurements, and boundary evidence will be observed if required to positively locate boundary lines. Based upon all evidence a boundary determination will be made. The boundary survey will be
Integrated into the survey base mapping and will include boundary lines necessary to prepare legal descriptions for temporary construction easements (TCEs) or permanent acquisitions. Permanent acquisitions is anticipated for this project. The project location is bounded by four parcels, resulting in three separate owners. In addition to the private properties, coordination with Reclamation District 2047 will be required when dealing with the canal.

If during the course of the project, any material discrepancy is discovered or new property corners are set, a Record of Survey may need to be filed with the County showing the nature of the discrepancy, the final right-of-way, and all monuments set in the process of the surveys.

**Survey for Right of Way Acquisition (Optional)**
Sometimes it is necessary for a surveyor to stake the proposed right-of-way take or construction easements. This helps appraisers determine the land value and also helps property owners visualize the takes. If required, our team could provide this staking service. Since this task is optional, hours and cost could be negotiated at a later time when the number of parcels that require staking is known.

**Survey Construction Staking (Optional) (Phase 3 – Construction)**
If requested, our team could provide construction staking service. Since this task is optional, hours and cost could be negotiated at a later time when the exact items to be staked are identified.

**Deliverables:**
- Final Boundary Survey
- Plats and Legal Descriptions for TCE and Final RW (4 each)
- Proposed Right of Way Staking (Optional)
- Construction Staking (Optional)

**Task 3 - Preliminary Engineering:**
During the preliminary Engineering phase, the design standards for the specific route will be determined and alternatives developed for consideration of the best fit build option.

- **Basis of Design:** Quincy will develop the Basis of Design document to summarize the applicable project design criteria and standards.
- **Roadway Design Criteria** - A Roadway Design Criteria Memorandum will be developed to support the decisions presented in the basis of design.
- **Bridge Design Criteria** - A Bridge Design Criteria Memorandum will also be developed to support the decisions presented in the basis of design.
- **Project Description** - Quincy will develop a project description describing the existing facilities, project location and setting, the need and purpose of the project, site constraints and environmental, right-of-way and utility concerns.
- **Roadway Alignments** - Roadway Alignment options utilizing the site topographic survey information will be developed. Right-of-way, safety, utility, environmental, and other potential impacts may determine that one alignment is preferred over the other. Considerations shall include prior alignment studies, future nearby transportation projects, design, right-of-way, environmental, detour routes, construction staging, economic, and safety issues. Preliminary Plan and Profile (Geometric Approval drawings) sheets will be prepared for each alignment alternative. Each alternative will be clearly defined (e.g., Alternative A, B, C, etc.) and all aspects of each alternative will be discussed separately for ease of reference in the environmental documents.
- **Bridge Advance Planning Studies** - Advance Planning Studies (APS) based on the site topographic information, preliminary geotechnical report, preliminary hydraulic analysis, the preliminary environmental findings and all other relevant site constraints. The appropriate bridge structure type will be dictated by public safety, traffic handling, constructability, site constraints, environmental and hydraulic concerns, right-of-way, and economics. Different foundation types will also be evaluated at this time if appropriate. The purpose of the APS will be to evaluate the feasible structure alternatives and develop a recommendation for the County’s review and type selection approval.
Deliverables:  
Basis of Design  
Roadway Design Criteria  
Bridge Design Criteria  
Project Description  
Roadway Alignment Alternatives (2 alternatives)  
Bridge Planning Studies (3 alternatives)

Task 4 - Hydrology & Hydraulic Analysis

Task 4.1 - Hydrology and Hydraulic Analysis

WRECO will perform Hydrologic studies and hydraulic analysis based on the information discovered during the survey tasks and other desk research to develop a Draft Bridge Design Hydraulic Study Report and Draft Location Hydraulic Report.

- **Project Management, Coordination and Meetings** - WRECO will attend the Project kickoff meeting and attend one coordination or field review meeting. WRECO will also participate in up to two conference calls with the Glenn County (County) and Project Team staff. On a monthly basis, WRECO will provide the Project Team with an invoices and progress reports for the Project. Deliverables: Monthly Invoices and Progress Reports
- **Data Review** - WRECO will review available data, including previous studies, provided by the County and the Project Team. Key information to review will be the available hydrologic and hydraulic data for Colusa Drain, topographic survey, available cross-sections, County and Caltrans Bridge Inspection Reports, as-built data, and maintenance records for the Project site.
- **Field Reconnaissance** - WRECO will also conduct a field reconnaissance to assess the existing conditions in the vicinity of the Project site.
- **Hydrology/Hydraulic Studies**
  - **Hydrologic Analysis** - WRECO's preliminary research of the Federal Emergency Management Agency’s (FEMA) Flood Insurance Study (FIS) indicated that a detailed study is not available at the bridge site. WRECO will coordinate with the Glenn County Irrigation District, Provident Irrigation District, and Princeton-Cadora-Glenn Irrigation District to confirm the most recent design flows for Colusa Drain.
  - **Hydraulic Analysis** - WRECO will perform a hydraulic analysis to determine the design flow characteristics for the existing condition, including the limits and water surface profiles through the study area for the base flood and overtopping flood. The hydraulic model of choice will be the U.S. Army Corps of Engineers’ HEC-RAS Model. WRECO will coordinate with the Project Team to obtain the surveyed channel cross-sections for setting up the hydraulic model.
  - **Location Hydraulic Study** - Based on WRECO’s preliminary qualitative assessments, the Project may potentially result in a significant floodplain encroachment. Therefore, WRECO will prepare a Floodplain Evaluation Report including the Technical Information for Location Hydraulic Study and Floodplain Evaluation Report Summary form to document the investigation and determine the specific impacts to the floodplain. Deliverables: Draft Floodplain Evaluation Report (PDF and 3 hard copies), Final Floodplain Evaluation Report (PDF and 5 hard copies)
  - **Scour Analysis** - WRECO will perform a bridge scour analysis to determine the scour potential per the methodology specified in the Federal Highway Administration’s (FHWA) HEC-18, HEC-20, and HEC-23 manuals. WRECO will make recommendations on the need
for scour countermeasures for the proposed bridge per the HEC-23 and *California Bank and Shore Protection Manual*.

- **Winter Weather Flow** - WRECO will coordinate with the three irrigation districts on runoff flows during the winter season. We will work with the Project Team to develop the design concept for the winter weather flow bypass system during construction. WRECO will also perform hydrologic analysis to check the winter run-on flows into Colusa Drain.

### Task 4.2 – Hydraulic Reports (Phase 2 - Final Design)

During final design, WRECO will prepare the final Bridge Design Hydraulic Study Report for the project.

- **Bridge Design Hydraulic Study** - WRECO will prepare a Bridge Design Hydraulic Study Report, which will summarize the results from the hydraulic and bridge scour analyses and recommendations for bridge scour countermeasures. The report will also include all of the detailed hydraulic model output.

**Deliverables:**
- Draft Bridge Design Hydraulic Study Report (PDF and 3 hard copies),
- Final Bridge Design Hydraulic Study Report (PDF and 5 hard copies)

### Task 5 - Geotechnical Investigations:

#### Task 5.1 - Preliminary Geotechnical

CAInc will prepare a Preliminary Foundation Report as part of alternatives analysis and Type Selection. The memorandum will be based on available subsurface data, Bridge Inspection Reports, published geologic mapping and seismicity data, aerial photographs, preliminary project data and a site review. No subsurface exploration will be completed for this task, however, we will obtain surface samples for sieve analysis and R-value testing for preliminary evaluation of scour potential and pavement design.

The Preliminary Foundation Memorandum will summarize anticipated earth materials and conditions based on reference data and site exposures; provide seismic input parameters (including a preliminary Caltrans ARS Curve) consistent with current Caltrans practice; discuss roadway approaches and pavement options; and discuss foundation types, channel scour and liquefaction potential.

**Deliverable:** Preliminary Foundation Report

#### Task 5.2 - Initial Site Assessment (ISA)

CAInc will prepare an Initial Site Assessment (ISA) to evaluate the project site and adjacent properties for evidence of recognized environmental conditions (RECs) and/or potential RECs that may significantly impact the project. The ISA will be prepared in accordance with the procedures set forth in Caltrans’ Standard Environmental Reference, Chapter 10. The ISA will include:

- Review and discuss the project with the County of Glenn and the design team.
- Review available project documents and reports, including APN parcel maps, site geology and ground water data, for evidence of suspected or known contamination/hazardous materials issues (such as pesticide usage, orchards, etc.).
- Conduct a limited site reconnaissance to observe current land use and indications of potential contamination at the site, and to view publicly accessible portions of the adjacent properties.
- Review owner representative provided information, if available, regarding past and present operations conducted on the property to assess the potential for RECs.
• Review historical aerial photographs, topographic maps, and soil maps of the site and surrounding properties for indications of site use and potential sources of contamination.
• Conduct a review of federal, state, and city records for indications of the use, misuse, or storage of hazardous and/or potentially hazardous materials on or near the site. The federal, state, and city database search will be provided by a professional record check service.
• Contract with a Certified Asbestos Consultant to review/sample the site and test for asbestos (CARB 453) and lead paint, if applicable.
• Prepare a report summarizing the findings of our review, site reconnaissance, property owner interviews, historical photograph evaluation, and regulatory records review. We will address identified potential contamination and hazardous material impacts to provide recommendations and determine additional investigation and analysis.

**Deliverable:** Draft and Final ISA Report

**Task 5.3 - Foundation Investigation (Phase 2 - Final Design)**

Following bridge type-selection, CAInc will perform a site-specific foundation study to evaluate the subsurface conditions for design of new structure foundations. The Foundation Report will include three, sampled test borings extended to depths of approximately 60-80 feet below channel bottom. Two borings will be drilled at the proposed new abutments and one within the channel from the existing deck. We expect that drilling from the existing bridge deck can be accomplished while maintaining one-lane traffic; we expect signs and cones will be adequate for this lightly-travelled road. CAInc will also drill and sample shallow test borings (5 to 10 ft deep) at each approach roadway. Since the canal is not a natural channel section, we do not expect a California Fish and Wildlife permit to be required to complete geotechnical services.

Laboratory testing will likely include moisture content, unit weight, direct shear or unconfined compressive strength, plasticity index and soil corrosion. These tests will supplement the sieve analysis and R-value testing performed in Phase-1.

The Foundation Report will include a summary of the subsurface exploration; field and laboratory soils testing; "Log of Test Borings" drawing; seismic design criteria and Caltrans ARS Curve; liquefaction evaluation; corrosion evaluation; foundation recommendations per current Caltrans procedures; approach earthwork recommendations with pavement sections; and construction considerations.

**Deliverable:** Draft & Final Foundation Report

**Task 6 - Utility Coordination:**

**Task 6.1 – Preliminary Utility Coordination**

Any existing utilities discovered at each project site will require coordination with utility owners to determine how to proceed. Quincy will prepare a utility Conflict Map and will develop the utility ‘A’ that will begin the resolution of utility conflicts, relocations, and protection. All utility coordination efforts will be performed in conformance with Caltrans protocols. Quincy will prepare Caltrans Reports of Investigations (ROI) and Notice to Owner (NTO) documentation.

**Task 6.2 – Final Utility Coordination (Phase 2 - Final Design)**

Quincy will finalize utility coordination by preparing utility ‘B’ and ‘C’ letters that will result in the resolution of utility conflicts, relocations, and protection. Quincy will also update the ROI ad NTO documentation.
Task 7 - Environmental Services:

Task 7.1 - Kick Off Meeting and PDT Meetings

Gallaway Enterprises will attend a project kick-off meeting to discuss communication and information exchange protocols, review project work schedules, and develop a draft project description. Gallaway assumes one kick-off meeting and three project development meetings.

Meeting: One (1) kick-off meeting with Quincy, Glenn County and, if appropriate, Caltrans staff.
Attendance at 3 project development meetings

Deliverables: Quincy shall provide a complete and static project description and Caltrans approved APE.

Task 7.2: PES, Field Review, Development of ESL and APE

Working with Quincy, Gallaway will review the Preliminary Environmental Study (PES) prior to submission and attend the Caltrans field review. Once the PES has been approved by Caltrans, Gallaway will work with Quincy to develop an APE map and determine the limits of the Biological Study Area (BSA). As part of our approach to stay on budget and deliver complete documents, we request that the County provide the Caltrans approved APE as soon as possible.

Gallaway will work with Quincy to review several potential project alternatives and develop a project description. It is our experience from working on similar bridge replacement or rehabilitation projects located within sensitive habitats that use of a consistent project description in all technical studies facilitates the determination of project related impacts. The delivery of technical studies with concise, yet thorough, project descriptions, defensible data analysis, and impact determinations also allows for an efficient permitting process. Gallaway Enterprises requires that the Quincy/County approve a final project description, which includes bridge type selection, as practicable, prior to finalizing technical studies.

Task 7.3 - Environmental Studies (Phase 2 – Final Design)

Environmental studies will be completed to fulfill Caltrans requirements for Studies, in accordance with guidelines in the Caltrans Standard Environmental Reference (SER).

Task 7.3.1 - Natural Environmental Study

Gallaway Enterprises will prepare a draft NES for the Biological Study Areas (BSA). The NES document will be prepared taking into consideration the information obtained from the respective wetland delineations, field surveys, project specific impacts, and mitigation. Based on our recent site visit and preliminary review of the California Natural Diversity Database (CNDDB), it appears that Glenn Colusa canal could have water present during construction. Gallaway Enterprises’ staff biologist identified evidence of birds nesting on the bridge structures. Gallaway Enterprises will ensure that surveys are conducted within the appropriate survey windows even if the project description is not finalized.

Gallaway Enterprises will conduct botanical and biological surveys, including migratory bird surveys, per California Department of Fish and Wildlife (CDFW), California Natural Plant Society (CNPS), and all other appropriate protocols. Gallaway Enterprises will document all vegetation communities, plant species observed on-site. The NES reports will follow Caltrans’ most recent guidance and document formats, currently the October 13, 2014 version. Gallaway Enterprises
will coordinate with Quincy, County, and Caltrans to ensure consistency in the project description between all associated documents.

Giant garter snake (GGS), a federal and state listed species have been recorded within ½ mile of the site. Therefore, the site would be considered a upland and aquatic GGS habitat. Depending upon the level of impacts to GGS habitat, compensatory mitigation and USFWS consultation may be required. In the absence of a project description and site plans Gallaway has assumed the need for a full NES primarily due to potential impacts to GGS. There is potential habitat for tri-colored blackbirds but during our initial field review the habitat has been re-worked for rice production.

**Deliverables:**
- One (1) Draft NES (1 hardcopy each and 2 electronic copies (Word and .pdf))
- One (1) Final NES (2 hardcopies each, 2 electronic copies (Word and .pdf))

**Quincy, County, and Caltrans Input:**
- Two (2) rounds of review of NES document

**Task 7.3.2 - Delineation of Aquatic Resources**

As requested, Gallaway Enterprises will conduct a formal wetland delineation within the Caltrans approved APE to identify waters of the United States. All Waters of the United States that meet the Clean Water Act criteria and are regulated by the US Army Corps of Engineers (Corps) will be delineated within the study area. All wetland resources will be mapped and tagged according to the Corps August 2012 mapping standards and January 2016 Minimum Reporting Standards for Delineating Aquatic Resources, Sacramento Regulatory Division. A formal wetland delineation report per the 1987 Wetland Delineation Manual and Regional Supplement to the Corps Wetland Delineation Manual: Arid West Region (2008, version 2) will be submitted to the Client.

The delineation report will also be compliant with the following regulatory guidance documents and standards:
- Map and Drawing Standards for the South Pacific Division Regulatory Program. March 5, 2012, August 2012
- January 2016 Minimum Standards Sacramento Regulatory Division.

**Deliverables:**
- Draft Delineation of Aquatic Resources (1 hardcopy, 1 electronic copy)
- Final Draft Delineation of Aquatic (3 hardcopies, 1 electronic copy)

**Task 7.3.3 - Section 106 Studies (Archaeological Survey Report and Historic Properties Survey Report (ASR and HPSR))**

Gallaway Enterprises will contract with Genesis Society to prepare the ASR and HPSR documentation for the project. It does not appear that the bridges have been identified as historical resources. Sean Jensen, Genesis Society, will complete the following:
- Conduct Records Searches involving County Records maintained by the Northwest Information Center (NWIC) at CSU, Chico.
Consult with the Native American Heritage Commission regarding Sacred Land listings and with local Native American representatives for information they may provide concerning prehistoric sites and possible traditional use areas within or near the APEs.

Conduct pedestrian archaeological survey (for prehistoric and historic archaeological sites) within the APEs.

Prepare an ASR and HPSR documentation for each bridge, including relevant Primary Records (State DP 523 forms) for prehistoric and historic-era archaeological sites identified during the pedestrian field survey.

Deliver Final inventory reports to NWIC and Gallaway Enterprises.

Quincy will provide information regarding the vertical limits of impacts at each bridge site. In the event that additional historic documentation is required, additional scoping and task identification will be required. Gallaway will coordinate and facilitate the review of documents between the Quincy, Caltrans, and the County.

**Deliverables:**
- Draft ASR (1 hardcopy and 1 electronic)
- Draft HPSR (1 hardcopy and 1 electronic)
- Final ASR (1 hardcopy and 1 electronic)
- Final HPSR (1 hardcopy and 1 electronic)

**County and Caltrans Input:**

Two (2) total rounds of review of the ASR and HPSR

**Task 7.3.4 - Biological Assessment-Optional (GGS) [Phase 2 – Final Design]**

At this stage of the project, it is difficult to determine the quantity of permanent impacts to GGS and its habitat that will occur as a result of the project. Right-of-way will be needed but the quantity and location is unknown. As needed based on project designs, consultation with the USFWS for permanent impacts to aquatic or suitable upland GGS habitat may be required. To facilitate Section 7 consultation Gallaway Enterprises will prepare a Biological Assessment. Gallaway will coordinate with Reclamation District 2047 to insure consistency with previous GGS avoidance and minimization so that we are not re-inventing the wheel and establish workable avoidance measures.

**Deliverables:**
- One (1) Draft BA (1 hardcopy each and 2 electronic copies (Word and .pdf))
- One (1) Final BA (2 hardcopies each, 2 electronic copies (Word and .pdf))

**Task 7.3.5: Farmlands Conversion Assessment (Phase 2 – Final Design)**

Due to the anticipated right-of-way acquisition there is the potential for farmland conversion and depending on the amount and type a separate technical memo may be required. Gallaway has worked with District 3 local assistance staff to evaluate farmland conversion and impacts of farm land conversion. As needed Gallaway will prepare the necessary documents and maps and will collaborate with Caltrans to document impacts to agricultural lands. Based on the project description in the RFP we anticipate the impacts lands to be minimal.
Deliverable:  Farmland impact assessment and evaluation
Caltrans Review:  One (1) review of permit application, payment of application fee

Task 7.4 - Permit Applications (Phase 2 - Final Design)
The Quincy Team will provide draft and final copies of all permits identified during the environmental investigations. USACE, Regional Water Quality, Streambed Alteration, and encroachment permits will be developed as needed to satisfy Federal, State and Regional Agency requirements.

Task 7.4.1 - Clean Water Act (CWA) § 404 USACE Permit Facilitation
Gallaway Enterprises assumes that the project will require a CWA § 404 Permit from the Corps. Projects of this nature are generally covered by Nationwide Permit (NWP) 14 (Linear Transportation Projects). NWP 14 applies to activities required for the construction, expansion, modification, or improvement of linear transportation projects in Waters of the U.S. Currently, for linear transportation projects in non-tidal waters, the discharge cannot cause the loss of greater than ¼ acre of Waters of the U.S. Gallaway Enterprises will prepare the appropriate Corps permit application based on final design and when it becomes available. Preferably plans suitable for completing a thorough impacts assessment will be 60% complete.

Deliverable:  Draft permit applications ready for review and signatures (One hard copy and one pdf)
Final applications (One hard copy and one pdf copy)

County Input:  One (1) review of permit applications and signature(s)

Task 7.4.2 - Clean Water Act (CWA) § 401 Regional Water Quality Control Board (RWQCB) Certification Facilitation
Gallaway Enterprises will prepare the CWA § 401 applications for the project and obtain the Water Quality Certification from the RWQCB, as needed. The application cannot be submitted until the lead agency has made a determination pursuant to CEQA and the Notice of Determination (NOD) has been filed with the State Clearinghouse.

Deliverable:  Draft CWA § 401 Water Quality Certification Applications (One hard copy and one pdf copy)
Final applications (One hard copy and one pdf)

County Input:  One (1) review of permit applications, payment of application fees, and signature(s)

Task 7.4.3 - CDFW§ 1600 California Department of Fish and Wildlife (CDFW) Streambed Alteration Agreement Facilitation
Gallaway Enterprises will prepare the § 1600 applications for Streambed Alteration Agreement from the CDFW. Construction drawings at greater than 60% complete for improvements that result in impacts to waters within CDFW jurisdiction will be required. Upon submission of the permit application, Gallaway Enterprises may conduct a site visit with CDFW to assure that all desired information is included in our submittal. As needed, Gallaway will prepare a tree
replanting plan to address impacts to native trees. Gallaway assumes that all tree replanting will occur on-site within the County R-O-W. The application cannot be submitted until the CEQA documentation and NOD has been filed with the California Office of Planning and Research State Clearinghouse.

**Deliverable:** Completed permit applications ready for review and signature

**County Input:** One (1) review of permit applications, payment of application fee

**Task 7.4.4 - CDFW 2081 Take Permit-Optional (GGS) (Phase 2 – Final Design)**

In the event that the project results in the potential for take of GGS or removal of habitat, an Incidental Take Permit (ITP) pursuant to Section 2081 of the CDFG Code is required. Gallaway will prepare the application and submit a mitigation plan. The 2081 ITP requires site specific monitoring and reporting which are included in the cost estimate derived for this task.

**Deliverable:** Completed permit application ready for review and signature

**County Input:** One (1) review of permit application, payment of application fee

It is understood that the County will be developing and processing the CEQA Document using the technical Studies developed by the Quincy team.

**Task 8 - Right-of-Way Engineering & Acquisitions:**

**Task 8.1 - Preliminary Right-of-Way Support**

Bender Rosenthal (BRI) will provide right-of-way planning and appraisal services for the preliminary engineering phase of the project. BRI will provide the right of way data sheet and provide appraisals of each impacted parcel. If requested by the County, BRI will order a preliminary title report for each impacted parcel.

**Deliverables:** RW Data Sheet
Preliminary Title Reports (Optional)

**Task 8.2 - Right of Way Acquisition (Phase 2 - Final Design)**

BRI will provide the right-of-way acquisition services necessary for the completion of the project. BRI will also work with Quincy to develop the plats and legal descriptions.

**Acquisition Services:** BRI proposes to develop the contract, conveyance documents and escrow instructions. BRI will prepare the offer letter based on the “Just Compensation” value determined by the County staff. BRI will meet with the owners and convey documents until acceptance or impasse is reached. Steps within the acquisition process are outlined below and will be tailored to the County’s need for services:

1. Review the project concept and design with staff and other consultants.
2. Review appraisals, title reports, maps and descriptions of the required parcels.
3. Conduct field review of the project area.
4. Prepare right-of-way contracts and other acquisition documents.
5. Meet with the property owners to discuss the project in general; review of maps and legal descriptions; confirm information about occupants/owners and make the official First Written Offer to owner. Acquire tenant consent if required.

6. The acquisition task assumes a settlement within 60 days and up to 12 contacts in person or by telephone. A recommendation to client will be made after impasse has been reached.

7. Deliver signed right-of-way contract and signed and acknowledged grant deed for closed transaction or deliver a memorandum explaining impasse.

8. Prepare a final report, including transfer of all pertinent correspondence and files to client.

BRI will develop and maintain the escrow schedule, deliver documents and checks to the escrow company, review all documents for submission to the escrow company, review title and escrow documents, and apply extensive acquisition experience so that the project acquires good title and property rights necessary for the completion of the project. BRI will coordinate escrow closing and file all applicable forms and documents with the County Assessor’s office. BRI will work with all parties to encourage acquisition within 30 days of the establishment of just compensation. BRI’s acquisition agents will maintain a parcel diary to document all interactions with property owners and, if applicable, their tenants. County Road 66B (11C-0068) – 4 parcels/3 ownerships and the Reclamation District 2047 -> 4 negotiations

**Deliverables:**
- Offer Letter
- Acquisition Documents
- First Written Offer
- Property Owner Meetings
- Final Report

**Task 9 – Preliminary Engineering Project Study Report:**

Quincy will develop a Project Study Report to summarize the findings of completed work in the Preliminary Engineering Phase. In summary, the report will include the following:

- Project Description
- Preliminary R/W information
- Summary of Environmental Studies and Constraints
- Bridge Type Selection Memo and APS drawings
- 30% Roadway Plans
- Preliminary Construction Cost Estimates
- Utility relocation/protection information

**Deliverables:** Draft and Final Report

**Phase 2 - Final Design**

**Task 10 - 65% Design & Plan Development:**

Bridge design will be performed in accordance with the current version of AASHTO LRFD Bridge Design Specifications with California Amendments and Caltrans Seismic Design Criteria.

Approach roadway design will be completed in accordance with County Standards, AASHTO's "A Policy on Geometric Design of Highways and Streets", Caltrans Highway Design Manual, and Caltrans Standard Specifications.

All plans will be signed by a civil engineer (registered in the state of California) in responsible charge of the design, in accordance with the Local Programs Manual.
Open communication between the County’s staff and Quincy will provide both parties with the opportunity for input during the plan preparation stage. This will ensure that both roadway and bridge design constraints are adequately accommodated. A meeting will be held upon completion of the unchecked bridge details to discuss the bridge and the roadway plans.

The anticipated plan sheets are as follows:
1. Title Sheet and Location Map
2. Typical Section
3. Layout
4. Profile Sheet & Super elevation
5. Construction Area Signs
6. Construction Details
7. Erosion Control Plan
8. Pavement Delineation and Sign Plan
9. Quantities Sheet
10. Bridge General Plan
11. Deck Contours
12. Foundation Plan
13. Abutment Layout
14. Abutment Details
15. Typical Section
16. Prestressing Details
17. Bridge Railing Details
18. Approach Slab Details
19. Approach Slab Drainage Details
20. Log of Test Borings Sheet (by Others)
21. Roadway Cross-Sections (RE Pending File)

**Deliverables:** Draft and Final 65% Plans
Bridge Design Calculations

**Task 11 - Independent Check of Design:**

After implementation of County comments on the 65% Design Plans, an independent check of the design will be performed by an engineer that has not been intimately involved in the design. Analysis of the project using the unchecked bridge detailed plans and 65% roadway plans. (This is an important part of the Team’s QA/QC Plan and is identical to the Caltrans/Local Agency process. Based upon the independent check and agreement to revisions by the checker and designer, the plans will be revised.)

**Deliverables:** Bridge Independent Check Calculations

**Task 12 - Specifications:**

Project Specifications, including Special Provisions based on 2015 Caltrans Standard Special Provisions (SSP) and County-provided boilerplate specifications, will be developed. The County will provide its boilerplate specifications on disc in Microsoft Word or other compatible software. A hard copy and disc copy of the specifications will be prepared for the County’s review.

**Deliverables:** Draft and Final Technical Specifications (MSWord and PDF)
Boiler Plate updated to 2015 CT Specifications (Optional)
**Task 13 - Quantities and Estimate:**

Construction quantities and the Engineer's Estimate of Construction Costs will be developed. Quantities will be calculated in accordance with Caltrans' practice and segregated into pay items. The estimate will show quantities, unit costs based on current construction costs of nearby bridge projects, and a construction cost summary.

**Deliverables:**
- Draft and Final Pay Item Quantity Calculations
- Draft and Final Engineers Estimate of probable construction costs

**Task 14 - Quality Control and Constructability Review:**

As an integral part of the Quincy QA/QC Program, an experienced, senior level engineer will review the entire draft PS&E (95% PS&E) package for uniformity, compatibility, constructability and conformance with HBP requirements. The review will include comparing bridge and roadway plans for conflicts or inconsistencies, and to ensure that the final design reflects all environmental documents, permit requirements, hydraulic and geotechnical recommendations. The specifications and estimate will be reviewed for consistency with the plans to ensure that each bid item has been included.

**Deliverables:**
- QAQC Review Comments and Resolution Form

**Task 15 - 95% (Draft) PS&E:**

Once Quincy has performed a QA/QC review of the plans and updated the PS&E package as necessary, a draft version of the PS&E package will be submitted to the County for review.

**Deliverables:**
- Draft and Final 95% PS&E (Electronic PDF, MS Word, and Hard Copy)

**Task 16 - 100% (Final) PS&E:**

After resolving any County comments, Quincy will submit hard copies of the PS&E submittal as well as electronic copies in the County desired format.

**Deliverables:**
- Draft and Final 100% PS&E (Electronic PDF, MS Word, and Hard Copy)

**Task 17 - Bidding Assistance:**

Quincy Design Engineers will help to interpret the plans and specifications, prepare addenda and provide general consultation regarding obtaining and analyzing bids to the County if needed.

**Deliverables:**
- Response to requests for information and bid analysis

**Phase 3 - Construction**

**Task 18 - Construction Support:**

Quincy will support the County as needed during construction. It is anticipated the scope of this task will be defined in Phase 2 once the construction project is defined. Once defined, the level of support and associated specific review items will be estimated and included in a design support during construction amendment. This work typically includes responding to RFI's & CCO's, shop drawing review, key site inspections, and as-Built (Record) Drawing development.

**Deliverables:**
- To be determined
EXHIBIT B
INTRODUCTION

The County of Glenn is accepting Technical Proposals for Professional Engineering, Surveying, and Environmental Services for the County Road 66B Bridge 11C-0068 Replacement project. Consultant selection utilizes the One-Step Request for Proposals (RFP) Method, as described in Section 10.6 of the Caltrans Local Assistance Procedures Manual (LAPM).

The tasks required to complete this project may include, but are not limited to the following: project management; surveying; hydrology and hydraulic studies; geotechnical investigation; preliminary engineering; right-of-way clearance; environmental documents, studies, reports, and permitting; final design; utility coordination; bid assistance; and construction support services. A more detailed description of the tasks required to complete this project are defined in the Scope of Services section of this Request for Proposal.

PROJECT DESCRIPTION

The bridge located along County Road 66B (Caltrans Bridge Number 11C-0068) at the Colusa Drain requires replacement. It’s a 3-span, 20-foot-wide, 54-foot-long timber bridge on concrete piles and concrete abutments. Load limits were posted by an Order of the Director in 2015 as a result of a broken girder. Posted weight limits range from fourteen (14) tons per vehicle to 27 tons per semi-trailer combination.

The bridge is located approximately 2 miles west of State Highway 45 on County Road 66B at coordinates 39°25'42.7"N; -122°03'00"W, between County Roads W and Vw. The channel is meandering with an earthen bottom.

Bridge replacement work should include lengthening of the bridge deck to improve channel hydraulics and reconstruction of the adjacent storm drain headwalls. The County desires a minimum 32' clear width (inside rail to inside rail) with full highway loads allowed. A Design Exemption will be required in order to furnish the lowest possible guardrail height to accommodate agricultural equipment. Existing access points to private property, and existing drainage patterns near the bridge, will need to be maintained or mitigated as part of the project.

Right-of-way will be required. Assessor’s parcel data indicates four properties are involved; the associated Assessor Parcel Numbers are 013-250-021, 013-250-037, 013-210-035, and 013-210-034. Two of the parcels, 013-250-021 and 013-250-037, are owned by a single entity. Coordination with Reclamation District 2047 will also be required.

Environmental concerns include, but are not limited to: work within the channel, presence of Giant garter snake and tricolored blackbird, and nearby presence of sensitive vegetation including Colusa grass.

Federal funds in the amount of $150,000 for Agency Preliminary Engineering have been appropriated for this project. Although this RFP includes all engineering services necessary to complete the bridge replacement project, only funded Agency Preliminary Engineering is authorized at this time. The County cannot proceed with subsequent phases prior to receipt of additional funds and an “Authorization to Proceed” from the state. The Consultant should address such scheduling constraints in their Proposal.
SCOPE OF SERVICES

The following is an outline of anticipated tasks required to perform this work. The tasks should include, but not be limited to what is outlined herein. Consultants preparing a Technical Proposal should elaborate on each described tasks within their Proposal. All work shall be completed under the responsible charge of professionals, appropriately licensed in California for the type of work completed.

1. Project Management & Coordination
   a. This task will include the Consultant’s management of the project and coordination between County staff, Subconsultants, and other various state and federal (if applicable) agencies as required to complete the tasks defined within the project Scope of Services. The Consultant shall comply with all requirements within the Highway Bridge Program (HBP) and LAPM.
   
   b. This task will also include all Quality Control (QC) and Quality Assurance (QA) work. The Consultant shall perform all work utilizing the design standards and criteria defined in the following documents:
      
      i. Caltrans Bridge Design Details
      ii. Caltrans Bridge Design Aids
      iii. Caltrans Bridge Design Specifications
      iv. Caltrans Bridge Design Practice
      v. Caltrans Bridge Memo to Designers
      vi. Caltrans Scour Data Table on Foundation Plan Memo
      vii. Various Computer Programs including CTBRIDGE and VBENT
      viii. Caltrans Highway Design Manual
      ix. Caltrans Standard Plans and Specifications

2. Surveying
   a. The Consultant shall provide all work in order to prepare topographic and surveying data for the project. The work will include ground surveys; topographic mapping; waterway cross-sections for hydraulic analysis; survey data search; and locating sufficient record monumentation to determine property/right-of-way lines. Survey work shall be sufficient to complete preliminary and final engineering design, determine right-of-way needs, and identify utility locations and conflicts.
   
   b. The Consultant shall provide permanent survey control to be used for construction staking of the project.
   
   c. The Consultant shall provide construction staking as directed by County staff.

3. Hydrology/Hydraulic Studies
   a. The Consultant shall prepare hydrology/hydraulic studies, a flood-plain risk assessment, and all work required for a Location Hydraulic Study (LHS), and a Design Hydraulic Report (DHR) appropriate for the project in accordance with the guidelines outlined in the current edition of the Caltrans Local Assistance Manual.
b. The Consultant shall coordinate with the County and, if necessary, Caltrans and respond to comments as necessary for project approval.

4. Geotechnical Investigation

a. The Consultant shall provide all work in order to complete a geotechnical investigation appropriate for the project. The work shall include but, not be limited to site visits, permits, subsurface exploration, laboratory testing, analysis, foundation recommendations, foundation report, and roadway materials memorandum.

5. Preliminary Engineering

a. This task will include all work to develop the roadway approach and bridge design to be used for environmental approval and serve as the basis for final design. The Consultant shall prepare a Type Selection/Project Report in a format acceptable to Caltrans which will include project drawings, a description of alternatives, and preliminary Engineer’s estimate. To date, the County has completed the Minimal Application for Highway Bridge Replacement & Rehabilitation Program (HBRRP) funds; the Consultant shall assist the County in the completion of the application in order to secure additional funding.

6. Environmental Documents/Studies/Reports/Permitting

a. The Consultant shall prepare all studies/documentation needed to obtain National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) clearance. All documentation required for NEPA clearance prepared by the Consultant shall be provided to the County for submittal to Caltrans for review and approval. The tasks shall include but not be limited to preparation of a Preliminary Environmental Study (PES) for the project.

b. The Consultant shall coordinate and provide documentation required to obtain NEPA environmental clearance to the County for submittal to Caltrans. It is expected that Caltrans will prepare the NEPA environmental clearance document.

c. The County will utilize the various reports and studies required in the above-referenced PES to prepare and process any necessary CEQA documentation which will include submittal for public review and response to comments. The Consultant shall coordinate and provide documentation required to obtain CEQA environmental clearance.

d. The Consultant shall prepare the necessary environmental permitting packages for the project. In addition, the Consultant shall submit the packages to, and coordinate with, various state and federal agencies in order to obtain all necessary permits. It is anticipated that the following permits will be required:

i. Section 404 Permit (U.S. Army Corps of Engineers)
ii. Section 401 Water Quality Certification (Regional Water Quality Control Board)
iii. Section 1600 Lake or Streambed Alteration Agreement (California Department of Fish and Wildlife)
e. The County will work with the Consultant to provide an encroachment permit, if needed, at no cost to the Consultant. Additional costs for permits needed from County departments other than Planning and Public Works will need to be paid by the Consultant and/or Subconsultant.

7. Final Design and Engineering Services

a. The Consultant shall prepare project plans, specifications, and estimates (PS&E) at 65% and 95% for County review and comment. The progress plans shall include all proposed civil and structural sheets that comply with Caltrans requirements and County standards. Progress specifications at the 65% may include technical specifications only; the 95% specifications should be as complete as possible. Progress estimates shall be itemized and include quantities and unit costs. The unit costs should reflect prevailing wage construction costs and current materials costs.

b. The Consultant will provide a third-party independent peer review of the bridge design following the 65% PS&E submittal for QA/QC.

c. The Consultant shall provide to the County QA/QC, constructability review, bridge design calculations, and bridge quantity calculations. Plans, specifications, and estimates shall be designed and prepared in accordance with the current Caltrans Procedures Manual, Standard Specifications and Plans, and Caltrans Bridge Design documents.

d. The final design shall include an itemized engineer’s estimate, complete project specifications, and all civil and structural plan sheets. The PS&E package shall comply with Caltrans requirements and County standards. The complete PS&E package shall be a biddable package. Final PS&E shall be provided to the County as a single hard copy set and in PDF format for reproduction and electronic distribution.

8. Utility Coordination

a. The Consultant will coordinate and prepare all correspondence with utility companies that have facilities in the project area during the preliminary and final design process. The Consultant will coordinate the relocation (if required) and protection of the existing utilities based on the information obtained from the various affected utilities.

b. The Consultant shall provide all necessary exhibits and drawings needed for coordination with the utility companies. The Consultant will include adequate openings in their design to accommodate the addition of utilities in the bridge, if necessary.

9. Right-of-Way Clearance

a. The Consultant will be responsible for obtaining any needed agreements from property owners for easements and/or right-of-way needed to accomplish the work associated with this project, including appraisal costs. The Consultant shall prepare the legal descriptions, plats, deeds, and Record of Surveys, should any or all be required for agreements with property owners.
b. The Consultant shall provide the County any required electronic data files used to prepare the legal descriptions and plats.

10. Bid Assistance and Construction Support Services

a. The County will administer the contract bid process. The Consultant shall assist the County with the following items:

i. Clarification and information about the PS&E package during the contract bid process and construction process
ii. Assist in answering questions regarding the bridge design that may arise during the contract bid process
iii. Assist in the preparation of any addenda to the PS&E during the contract bid period
iv. Provide engineering support services during the period of construction which may include, but not be limited to: review of submittals related to design and specialized materials; engineering support for design changes; change order review; review of shop drawings; review of false work plans; post-tensioning calculations; and periodic field review.

b. Consultant shall prepare all bid documents necessary to comply with Glenn County, Caltrans Local Assistance, and FHWA requirements to award a construction contract. County will provide boiler plate bid documents to Consultant, and Consultant shall be responsible for preparing all technical specifications and melding them with the County boilerplate to create the overall project bid documents.

c. Consultant shall be responsible for resolving any errors in the design which are identified during construction at no additional cost and in a timely manner to ensure construction delays are avoided or minimized.

d. The Consultant shall attend the project pre-bid and pre-construction meetings in addition to conducting the bid opening.

e. Consultant shall coordinate with the Contractor, Construction Manager, and County to obtain as-constructed information, and shall prepare/provide reproducible record drawings of as-constructed conditions upon completion of construction.

11. County Provided Services

a. The County will complete all necessary documents required by the LAPM including authorization requests, finance letters, and Scope/Cost/Schedule Change request except as noted herein.

b. The County will reproduce final plans and specifications, advertise the project, and distribute plans and specifications to prospective bidders. Distribution methods may include physical distribution or digitally via the County website and/or electronic billboard services.