



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS NOTICE

NUMBER 09A0750

Read carefully as the following revisions have been made to this document:

- **On 2/26/19, Section I, General Information, Paragraph F, regarding fee and escalation was revised.**
- **On 10/2/18, Section I, General Information, Paragraph E, regarding financial documents was revised.**

Note: Questions concerning this Request for Qualifications (RFQ) must be submitted in writing to the attention of Michelle Nelson at michelle.nelson@dot.ca.gov. Questions must be received no later than 10 calendar days after RFQ advertisement. Consultants contacting the District or Division directly seeking information about this RFQ will be disqualified from consideration in the selection process.

Proposers are advised that Caltrans has established a federally mandated overall annual DBE goal comprising both race neutral and race conscious elements to ensure equal participation of DBE groups specified in 49 CFR 26.5. In compliance with 49 CFR 26, Caltrans set a contract goal for DBEs participating in this solicitation expressed as a percentage of the total dollar value of the resultant Agreement. The DBE participation goal for this solicitation is eleven percent (11%). See section I.H. in this RFQ for requirements.

I. GENERAL INFORMATION

- A. Caltrans is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for On-Call Roadway Design and related Project Development and Construction Support Services. In submitting your Statement of Qualifications (SOQ), you shall comply with the instructions found herein. In addition to those programs that are specified in this solicitation, prospective consultants are encouraged to consider programs that are available, such as those for the use of small businesses, disadvantaged businesses, disabled veteran

businesses, new emerging firms, and other businesses covered by State and Federal programs.

- B. The estimated contract amount is \$1,941,160 - \$3,154,385.
- C. The estimated contract term is five (5) years.
- D. Interviews will be held in Bishop, CA on **April 11, 2019**. Confirmation letters will be sent to those firms short-listed.
- E. The most highly qualified consulting firm will be required to submit an electronic copy of the financial documents listed on the appropriate Financial Documents Submittal Checklist available at: <http://www.dot.ca.gov/dpac/viewaeinfo.html>. The most highly qualified consulting firm will be notified of their selection and receive instructions for the electronic submission financial documents.

The most highly qualified consulting firm must submit a complete financial documents package no later than four (4) days after notification of selection. The prime consultant must submit the complete financial documents package in order for Caltrans to have the information necessary to engage in negotiations. The prime consultant is solely responsible for timely and complete submission of financial documents on behalf of the entire proposed team; financial documents will not be accepted from proposed subconsultant firms. Failure to submit a complete financial documents package by the specified due date may result in termination of negotiations with the most highly qualified consulting firm.

- F. Negotiations will be held with the top-ranked firm in Bishop, CA during the week of **April 15, 2019**. The fee for profit shall be 10.1 percent, and the escalation shall be as follows:

Period	Escalation
02/26/2019 – 02/25/2020	0%
02/26/2020 – 02/25/2021	1.5%
02/26/2021 – 02/25/2022	3%
02/26/2022 – 02/25/2023	3%
02/26/2023 – 02/25/2024	3%
02/26/2023 – 04/30/2024	3%

Notes:

- 1. Partial year will only occur on the last year of the contract term. All other periods are full years.

2. Increases to the loaded billing rates after contract execution is not authorized for any reason per Article IV, Section 17 and Article XVI, Section 6 of the California Constitution.
- G. The scheduled date to complete cost negotiations and submit final cost proposal is **April 22, 2019**.
- H. Disadvantaged Business Enterprise Program
3. This solicitation and resultant Agreement is financed in whole or in part with federal funds and therefore subject to Title 49, Code of Federal Regulations, Part 26 (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." To ensure equal participation for Disadvantaged Business Enterprise (DBE) groups specified in 49 CFR 26.5, Caltrans specifies a contract goal for DBE participation. The required goal for DBE participation in this solicitation is not less than eleven percent (11%).
 4. Only participation by certified DBEs will count toward the contract goal for this solicitation. In order to count toward a contract goal, a firm must be certified as a DBE by the California Unified Certification Program (CUCP) and possess the work codes applicable to the type of work the firm will perform on the Agreement by the SOQ submittal due date. For a list of work codes, go to http://www.dot.ca.gov/hq/bep/find_certified.htm
 5. It is the proposer's responsibility to verify that the DBE firm is certified as a DBE by the specified SOQ submittal due date and time. For a list of DBEs certified by the CUCP, go to: http://www.dot.ca.gov/hq/bep/find_certified.htm
 6. A DBE must perform a commercially useful function (CUF) for the type of work it will perform on the Agreement as provided in 49 CFR 26.55(c)(1)-(4). A DBE performs a CUF when it is responsible for the execution of a distinct element of the work of the Agreement and is carrying out its responsibilities by actually performing, managing, and supervising the work involved.
 7. See "Statement of Qualifications Submittal Instructions and General Contract Process Information" for detailed information and references to the required forms. Required forms will be made a part of the Agreement. Failure to meet the DBE goal or Good Faith Effort requirements and provide required DBE participation at due date and time of SOQ submittal may result in the SOQ submittal being rejected as non-responsive.

- I. Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft Agreement. See SOQ Submittal Instructions, Section I., H. regarding the California Department of Industrial Relations (DIR) Consultant/Contractor Registration Program <http://www.dot.ca.gov/dpac/viewaeinfo.html>
- J. Caltrans does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- K. A Pre-award or Post-award Audit will be performed on any contract issued as a result of this RFQ.
- L. Contract boilerplate can be obtained at <http://www.dot.ca.gov/dpac/viewaeinfo.html>

II. SCOPE OF WORK/DELIVERABLES

The work to be performed for this RFQ is described in the Scope of Work/Deliverables and is hereby incorporated as Attachment 1.

III. CONFLICT OF INTEREST

- A. Conflicts of interest may occur due to direct or indirect financial or business interests in the work to be performed or in any real property acquired for such project. Conflicts of interest can include, but are not limited to, past, existing or planned activities or because of relationships with other persons or firms. If there is a conflict of interest, the proposed team, including both the prime consultants and subconsultants, and individual employees of team members would actually or potentially be unable to render impartial assistance or advice to Caltrans. The proposer's objectivity or availability in performing the contract work may be impaired due to actual or potential conflicts of interest.
- B. If the proposed team determines that any actual or potential conflicts of interest exists, it must identify and describe in detail each conflict of interest to Caltrans, using the Disclosure of Potential Conflict of Interest Form, which can be found on the Caltrans website at <http://www.dot.ca.gov/dpac/viewaeinfo.html>. Along with the description of the actual or potential conflicts of interest, the proposed team shall also offer measures to avoid, neutralize, or mitigate all listed conflicts. The list of conflicts, including conflicts that apply to individuals as well as firms, and the mitigation measures on the

Disclosure of Potential Conflict of Interest Form must be submitted as a separate section in the Statement of Qualifications. Disclosure of information will not disqualify a proposed team from competing for a contract. The existence of actual or potential conflicts of interest will be used as a criterion to evaluate team availability during the evaluation and selection process. Caltrans reserves the right to terminate negotiations with the first selected firm and begin negotiations with the next selected firm or to cancel the procurement prior to execution if Caltrans learns that the selected team failed to disclose any actual or potential conflicts, which it knew or should have known about, or if the proposed team provided or omitted information on the disclosure form that results in the information being false or misleading.

- C. After award, conflict of interest guidelines and policies shall continue to be monitored and enforced by the Caltrans Contract Manager. Additional information about Conflict of Interest issues can be found in the SOQ Submittal Instructions and General Contract Process Information document (Section V. Post Government Employment Restrictions and Section VI. Conflict of Interest Concerning Consultant(s)) found at <http://www.dot.ca.gov/dpac/viewaeinfo.html>. The State and Federal contract boilerplates on DPAC's website also contain information on conflict of interest issues (Exhibit D) and can be found at <http://www.dot.ca.gov/dpac/viewaeinfo.html>
- D. The prime consultant and subconsultants may be proposed on SOQs for other Caltrans A&E on-call contracts; however, the Caltrans Contract Manager may prohibit work on specific project(s) where Caltrans determines that a conflict of interest exists.

IV. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

- A. **IMPORTANT:** Download "Statement of Qualifications Submittal Instructions and General Contract Process Information" from <http://www.dot.ca.gov/dpac/procuringaecontracts.html>. Failure to follow these instructions may result in rejection of your SOQs.
- B. SOQ Package Submittal Instructions

Read instructions below carefully. You will be required to submit SOQ packages to Sacramento, District 9, and District 8 (see items 1, 3, and 4 below for required number of copies), as well as an electronic file to Sacramento. See paragraph B.6.

1. One (1) copy of the SOQ containing all the indicated information shall be submitted. Fax copies will not be allowed. SOQs will be accepted until **3:00 p.m.** on **March 27, 2019**, and must be directed to:

State of California
Department of Transportation
Administration
Division of Procurement and Contracts, MS 65
1727 30th Street
Sacramento, CA 95816-7006
Attention: Michelle Nelson
Telephone: (916) 227 – 6027

2. If your SOQ package is hand-delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/stamp one label for each SOQ package/box submitted. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.
3. In addition, four (4) copies of the SOQ containing all indicated information shall be submitted to District 9. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m.** on **March 27, 2019**, and must be directed to:

State of California
Department of Transportation
District 9 Program Project Management
500 S. Main Street
Bishop, CA 93514
Attention: Randi Chegwidden
Telephone: (760) 872 – 5250

4. In addition, one (1) copy of the SOQ containing all indicated information shall be submitted to District 8. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m.** on **March 27, 2019**, and must be directed to:

State of California
Department of Transportation
District 8 Deputy Design, MS 1164
464 W. 4th Street
San Bernardino, CA 92401
Attention: Hamid Khorram
Telephone: (909) 383 – 6869

5. The SOQs must be submitted in a sealed package labeled as follows:
 - RFQ Number 09A0750
 - Submittal deadline: 3:00 p.m. on March 27, 2019
 - “DO NOT OPEN”
6. In addition to the six (6) copies of the SOQ requested in this section IV “Submission of Statements of Qualifications,” electronic submission of a single unprotected (i.e. not password protected) PDF file of the SOQ is required. The electronic submittal will be accepted until **3:00 p.m. on March 27, 2019.**

You will be required to create a Novell Filr account with Caltrans. Send an email message to the Contract Analyst, Michelle Nelson, at michelle.nelson@dot.ca.gov containing the information listed below for a link and instructions to complete the self-registration page and submit the SOQ electronically.

- Your firm’s name
- Your email address
- The solicitation number for which you would like to submit an SOQ

The file name shall include the contract number, consultant name (max. 25 characters) separated by an underscore (_), ending with the “.pdf” extension.

Example A: 50A0694_JohnDoeConsulting.pdf

Example B: 50A0694_aaa1234engineer.pdf

7. SOQ submittals will be considered non-responsive if all copies, including electronic submittal, are not received in the specified locations by the date and time specified in this RFQ.

C. Request for RFQ Copies

Copies of this RFQ may be obtained at
<https://caleprocure.ca.gov/pages/index.aspx>

SCOPE OF WORK/DELIVERABLES
Roadway Design and related Project Development and Construction Services
for Caltrans, Division of Project Delivery, District 9
On-Call Contract

A. Purpose of Work.

The Consultant shall perform consultation, research, professional and technical services required for Roadway Design and related Project Development and Construction Support Services, on an “as-needed” basis to support the Department of Transportation (Caltrans), Division of Project Delivery, District 9, from the 0 phase to 3 phase completion of the various projects described in Section C, in the development, design, and construction of proposed Caltrans transportation facilities. The Caltrans Contract Manager shall assign specific work to the Consultant to assist the Caltrans work force through the issuance of Task Orders describing in detail the services to be performed. The Consultant shall only perform work that is assigned in an authorized Task Order. The Contract does not guarantee that a Task Order shall be issued. The Consultant may provide services to Caltrans including, but not limited to, Engineering Studies producing Project Development and Design products and deliverables to support the preparation of the Project Report (or Project Report equivalents), Project Approval report, developing Design Plans, Specifications and Estimates (PS&E); support to the Office Engineers during project Advertisement and Award; project history files; design support during the construction phase.

The Contract shall be Task Order driven and shall have a five (5) year duration, with Project Development related tasks performed within the first 36 months and Design Support for Construction related tasks to continue through the remaining duration of the Contract. No project development related tasks will be assigned after the first 36 months of the Contract.

1. Exclusion of Work.

The following disciplines are excluded from the Contract:

- a. Traffic Engineering - includes traffic forecasting, traffic modeling, traffic studies, and development of Traffic Management Plans.
- b. Environmental Studies - includes Preparation of Draft and Final Environmental Document and all permit activities to environmental agencies.
- c. Structural Engineering - includes new or retrofit design of bridge or major building facility structures.
- d. Geotechnical Engineering - includes all geotechnical testing, analysis, studies and reports.
- e. Material Testing - field testing of any material for design use or construction material testing.

- f. Land Surveying.
- g. Right of Way Engineering.
- h. Water Quality.
- i. Visual Impact Analysis.
- j. Value Analysis.
- k. Landscape Architecture.
- l. Existing Design Support - The Consultant shall not provide support for any elements designed by other consultants.
- m. For additional exclusions refer to "Location of Work".

The Consultant shall provide support when Caltrans lacks the expertise or available resources. All design tasks including, but not limited to, reviewing approved Project Initiation Documents (PID) and Constructability Reviews , may be assigned as work under the Contract.

B. Location of Work.

The work shall be performed on projects to improve the State transportation system throughout the counties of Inyo, Mono and Eastern Kern in California within the limits of District 9. This contract includes the section of Eastern Kern County as shown on the map found on District 9's website as of the RFQ date. The specific location within the above-described geographical limits of the work to be performed within this geographic area shall be identified in each Task Order. It may become necessary for Caltrans District 9 projects to extend into another adjoining District /county line. Certain District 9 projects may also require studies/work that extends into adjacent counties adjoining Caltrans' District 9 outside of the boundary of Caltrans' District 9. In some instances, data collection may involve regional analysis beyond the counties identified or into adjoining states to properly assess the context and intensity of impacts to the concerned resources. In such instances, the project work shall not extend more than a thirty (30)-mile radius from the District/County, Division of Project Delivery, District 9 geographic boundary. These services shall be required to be provided domestically within the continental U.S.A. as well as internationally. The Consultant shall be capable of delivering the Roadway Design and related Project Development and Construction Services primarily in the USA. Roadway Design and related Project Development and Construction Services may be required at international locations. The Consultant shall be capable of performing Roadway Design and related Project Development and Construction Services at international locations if needed. The Roadway Design and related Project Development and Construction Services work shall be performed at Division of Project Delivery, District 9 Office.

C. Required Services.

1. Pursuant to an authorized Task Order, the Consultant shall provide Roadway Design and related Project Development and Construction Services within the geographical jurisdiction of the Contract set forth in “Location of Work” Section, and all necessary personnel, material, transportation, lodging, instrumentation, and the specialized facilities and equipment necessary to satisfy all appropriate agencies and required to ensure compliance with all applicable Federal, State, and Local statutes, laws, codes, regulations, policies, procedures, ordinances, standards, specifications, performance standards, and guidelines, applicable to the Consultant's services and work product. The Consultant shall assist Caltrans, Division of Project Delivery, District 9, to produce a plan by developing a complete and biddable Plans, Specifications and Estimate (PS&E) package.
2. Provided in Section 5, is a list of proposed Caltrans projects; Division of Project Delivery, District 9, however, this list is not exclusive and it does not constitute a commitment that the projects will be initiated or completed or work assigned to the Consultant. Caltrans reserves the right to add or delete from this list of projects that are within the geographical jurisdiction of the Contract set forth in “Location of Work” Section within the Division of Project Delivery, District 9’s jurisdiction.

Caltrans intends to utilize the Contract to complete a specific piece of work as long as it is located within the geographical jurisdiction of the Contract set forth in the “Location of Work” for each of the projects listed in the Contract utilizing the services described in this Scope of Work and as described in a Task Order. In the future, Caltrans may find it necessary to create a separate contract (or contracts) that involves a specific project listed in the Contract and includes part of the work contained in the Contract. Caltrans reserves the right to procure Architectural and Engineering (A&E) services involving the listed projects or unlisted projects (within the geographical jurisdiction of the Contract set forth in “Location of Work” Section) involving in whole or in part the same work using a project-specific agreement if the schedule to complete performance of the specific project extends beyond the term of the Contract or the cost to complete the specific project exceeds the dollar balance remaining in the Contract after accounting for amounts due to the Consultant for work previously performed and for work that is scheduled to be performed in executed task orders.

Should a project-specific agreement be procured under these provisions, the parties mutually agree that, in accordance with Exhibit D, Section III, Termination of the Contract, Caltrans shall terminate for convenience the portion of the Contract that includes the common scope of work identified in the project-specific agreement per Exhibit D, Section III, Termination of the Contract. Such partial termination for convenience shall be processed by amendment to the Contract. Unless otherwise required by law, regulation, or Caltrans policy or procedure, the Consultant may compete for these project-specific Contracts.

3. In the Contract is a list of proposed personnel classifications for which services are anticipated to be needed by Caltrans during the term of the Contract; however, this is not an exclusive list of the personnel classifications of Roadway Design and related Project Development and Construction Services that may be requested. Caltrans reserves the right to add/or delete personnel classifications from this list. Consultant personnel will work under the general direction of a Caltrans Senior.

Roadway Design Engineer
Electrical Engineer
Hydraulics Engineer.

4. Consultant agrees that:
 - a. The Consultant Contract Manager or designee shall manage, instruct and supervise all Consultant employees and subcontractors, and shall not allow any other party to manage, instruct and supervise such parties.
 - b. Consultant shall employ and discharge its own employees and subcontractors.
 - c. Unless approved in writing by the Caltrans Contract Manager, Consultant shall not hire employees or subcontractors to exclusively and only work on Caltrans matters. Consultant may hire employees and subcontractors for a specific Caltrans matter provided such party has the skills and knowledge to work on other matters and they are assigned to other matters from time to time.
 - d. The work performed by Consultant, its employees and its subcontractors shall be a regular part of Consultant's regular and established business.
 - e. Consultant shall make all of its own business (including personnel) decisions and bear the risk for its decisions.
 - f. Consultant shall provide its own tools, equipment and supplies, and Consultant shall not rely on Caltrans to provide such tools, equipment and supplies. Notwithstanding the foregoing, Caltrans may, during the term of the Agreement, allow Consultant to access selected items of equipment;

provide non-employee userids and related access to Caltrans computer systems to Consultant employees and subcontractors; and provide non-employee access cards and other such forms of identification to Consultant employees and subcontractors.

- g. Consultant shall provide its own training to its employees and subcontractors, and Consultant shall not rely upon Caltrans to provide such training.

5. The projects that Caltrans, Division of Delivery, District 9, plan to work on under the Contract are as follows:

EA	Project Number	Co Rte PM	Project Description
09-37810	0918000069	Mno - 395 -13.6/13.9	Crowley Lake Drive Onramp Erosion Control
06-45712	0612000197	KER 14 PM 53.0/58.3	Freeman Gulch 4-Lane
09-21340	0900000030	INY - 395 29.2 / 41.8	Olanca Cartago Four-Lane
09-35660	0912000049	INY 190-110.0/113.5	Travertine Drainage Minor B
09-36070	0914000003	MNO-395 PM 6.9/9.9	North Sherwin Shoulders
09-36370	0914000030	INY168-16.2/17.9	168 Safety Improvements
09-36340	0915000002	INY-178-PM 43.1/43.7	Shoshone Drainage
09-36490	0915000018	Iny-395-37.6	Cartago Wildlife Area
09-36560	0915000024	Mno-395-46.5	Baseline Reclamation Plan
09-36640	0916000006	MNO 395 PM 58.2/60.0	Conway Ranch Shoulders
09-36650	0916000007	MNO 395 36.1/40.1	Deadman CAPM
09-36660	0916000008	Mno-6, 395-Var	Mono Chainup Area
09-36670	0916000009	MNO - 395 - 0.0	Mono Mitigation Bank
09-36720	0916000016	KER 202 PM 4.8/5.0	Cummings Valley Turn Pocket
09-36680	0916000021	INY 395 117.3/117.8	Meadow Farms ADA
09-36880	0916000024	KER - 14 - 0/19.2	Mojave Deck Seals
09-36750	0916000032	Ker-202-0.3	Tehachapi Maintenance Station
09-36770	0917000001	Var - Var	District 9 End Treatments
09-36800	0917000011	MNO - 395 91.6 / 93.7	Sonora Junction Shoulders
09-36940	0917000014	MNO 395 69.6 / 71.9	Virginia Creek Shoulders
09-36980	0917000029	MNO - 6 - 4.2/5.2	Chalfant Two Way Left Turn Lane
09-37190	0917000040	KER - 58-108.6	58 Overhead Sign
09-37030	0917000059	MNO 108 PM 0/9.8	108 Thin Blanket II
09-37290	0917000069	INY - 395 - PM 32.4	Grant Dip Drainage Project
09-37300	0917000070	Mno-395-30.66, 36.47	Mono Pullouts
09-37320	0917000072	INY - 168 - 21.6/21.6	Zurich Pit
09-37400	0918000007	INY - 136 - 15.5/15.5	Keeler Pit
09-37430	0918000015	Mno-395-50.8/55.7	Lee Vining Rehab
09-37440	0918000016	Mno-158-0.0/15.8	June Lake CAPM
09-37450	0918000017	Iny-395-56.8/58.3	Lone Pine Sidewalk
09-37460	0918000018	Mno-395-76.0/80.6	Bridgeport Rehab
09-37470	0918000019	Iny-395-115.0/117.8	Bishop Rehab
09-37480	0918000020	Iny-395-115.0	District 9 Lab
09-37510	0918000031	Ker-58-90.5/100.0	Tehachapi Rehab
09-37520	0918000036	Ker-14-12.6/16.7	Mojave Rehab
09-37530	0918000037	Ker-Var-Var	Cache Creek & Keen Scales CMS
09-37690	0918000038	Ker-14-16.0/16.1	Mojave West Side Sidewalks
09-37700	0918000039	Var, Var, Var	District CCTV and RWIS
09-37710	0918000041	Ker-14-114	Mojave Special Crews Building Remodel
09-37730	0918000042	Ker-14-114	Mojave HMS Phase III
09-37740	0918000043	Ker/58/m 117.0-r129.7	Mojave to Boron Freeway
09-37770	0918000047	Var - Var	Crestview HMS Phase IV (Cinder Shed)
09-37540	0918000054	Mno-395-PM 60.0/63.3	Conway Clean-Up
09-37840	0918000071	D9 District Office	District 9 Xeriscape and Security
09-37650	0918000081	Ker-58-77.2/88.6	58 Slab Replacements
09-37870	0919000001	Mno-395-55.7/58.2	Cemetery CAPM
09-37880	0919000002	Mno-395- PM r9.8/r12.6	Rock Creek Pavement
09-37890	0919000003	Ker-14-46.2/53.0	Freeman III CAPM
09-37900	0919000004	R65.0/76.0	Manzanar Pavement
09-37910	0919000005	Iny-395- PM 91.6/100.8	Fish Springs Pavement
09-37920	0919000006	Ker-58- PM 77.2/88.3	Keene Pavement
09-37930	0919000007	Iny-127	127 CAPM
09-37950	0919000009	Iny-5709	Independence Equipment Canopy Station 5709
09-37580	0919000012	Var - Var	18/19 District Digouts

The above list is not an exclusive list of projects.

6. At the sole discretion of Caltrans, Consultant may be required to provide the required services on safety projects, emergency projects, Emergency Storm Damage Projects, excess parcel assessments, or other current/future transportation projects, including minor projects not listed above, except for those specially excluded, within the geographical jurisdiction of the Contract set forth in “Location of Work” Section. However, the dollar value of the services not listed in the Contract shall not exceed 10% of the total value of services that are listed and performed in the Contract.
7. The potential projects may vary in scope and size, and may encompass a type of improvement for the State transportation system including, but not limited to, roadway rehabilitation, widening and/or realignment of existing facilities, relocation of existing facilities, and construction of new facilities. The project location, project limits, purpose, expected results, project deliverables, period of performance, project schedule, and scope of work to be performed shall be described in each Task Order.
8. Consultant shall be available, on two (2) days’ written notice:
 - a. To meet with Caltrans; to participate in internal Project Development Team (PDT) meetings or other Caltrans meetings.
 - b. To attend public meetings (day and evening) where an expert is required.
 - c. To participate in any public hearings necessary for a Project.
 - d. To provide technical expertise on an “as-needed” basis.
9. Maintaining a stable work force is essential to the successful completion of Caltrans, Division of Project Delivery, District 9, work. Consultant shall implement a personnel retention plan strategy and shall submit a written plan with the Statement of Qualification submittal.
10. The Consultant may be expected to spend time for extended assignments to perform A&E services at Caltrans offices close to the construction Contractor to expedite the review process. At the sole discretion and convenience of Caltrans, Caltrans may permit Consultant to use office space, office equipment (such as copiers, printers and telephones) and furniture at various Caltrans (field) offices on a short-term, temporary basis. Consultant will provide its own computers, office supplies, and related work materials. The Consultant, including its Subconsultants, shall include the Field Office Indirect Cost Rate in its cost proposals and use the Field Office Indirect Cost Rate in billing Caltrans for those personnel utilizing Caltrans’ (field) office facilities. The cost rates will reflect the Consultant’s lower costs where Caltrans provides office space, office equipment and furniture. If the Consultant, including its Subconsultants, does not currently have a Field Office Indirect Cost Rate, it will develop and use a Field Office Indirect Cost Rate to reflect an equitable distribution of allowable costs to the

contract (as specified in 48 CFR 31.203(f)). When working on-site in the Caltrans Facilities, the Consultant shall adjust its hours to meet the business needs of Caltrans and shall generally work and be present during Caltrans building business hours (which are 8:00 a.m. - 5:00 p.m.). The business hours can be adjusted in different Task Orders.

11. The Roadway Design and related Project Development and Construction Services shall include, but not be limited to, tasks pertaining to Project Reports (PR), PS&E bidding documents, and other project delivery activities. Specific work in the following areas may be needed:
 - a. Independent Cost Estimating for PS&E or Project Report phase for all cost items in construction project(s), which may include the preparation of a critical path construction schedule that is used to determine the construction contract duration.
 - b. Americans with Disability Act (ADA) compliance for transportation facilities and right-of-ways, which includes work in site assessments, PR and PS&E.
 - c. Technical/Specification writing for PR, and PS&E phases.
 - d. Drafting services for PS&E or other project drawings for this project(s).
12. The Consultant shall assist Caltrans Office Engineer by providing answers to the bidders' questions during advertisement and award phase.
13. If set forth in an authorized Task Order, the Consultant shall assist Caltrans, Division of Project Delivery, District 9, in reviewing the construction contractor's Request for Information by performing independent modeling, analysis, and engineering studies during construction.
14. The Consultant shall assist Caltrans, Division of Project Delivery, District 9, in reviews and approvals of all submittals from the construction contractor. The most current Caltrans Standard Specifications allow a minimum six (6) weeks of review time for Caltrans.
15. Where directed in a Task Order, the Consultant performs the following tasks:
 - a. Review all available existing documents (As-Built Plans, reports, and others).
 - b. Determine member properties and weight.
 - c. Prepare complete PS&E construction contract packages in both English and Metric units for a construction contract (or contracts) as directed by the executed Task Orders. The plan sheets shall be electronically prepared using the Caltrans Division of Design's format. As-built record drawings shall be utilized to the maximum extent possible.

16. Perform Constructability Review: This task involves reviews of plans, special provisions, and construction sequencing. Review and approve plans and stage construction prepared by the construction contractor.)
17. The Consultant shall not provide details for construction contractor's access and work areas, hauling and disposal methods, equipment, and other similar work items required solely for the construction contractor's operations.
18. The Consultant shall be available to review and defend engineering calculations, application of engineering judgment, and operation of facilities constructed per the Consultant's design in the event of claims or lawsuits arising out of the Consultant's work connected with this project at the expense of the Consultant without further compensation.
19. The Consultant shall establish internal accounting methods and procedures acceptable to Caltrans for documenting and monitoring the Contract and individual Task Order costs.
20. The Consultant and Subconsultant personnel shall not meet, discuss, nor confer with the public, Caltrans personnel, Agency personnel, State personnel, Federal personnel or any person other than the Caltrans Contract Manager or Caltrans designee, and approved Consultant personnel. Any communications with any person, excluding the Caltrans Contract Manager or Caltrans designee and approved Consultant personnel, require prior written approval from the Caltrans Contract Manager.
21. When authorized by the Caltrans Contract Manager and required by a Task Order, the Consultant may establish direct contact for the purpose of obtaining information, expertise, and assistance in developing baseline data and resource inventories relative to the project OR assist with coordination to achieve compatibility with the concerns and requirements of Caltrans and other resource or regulatory agencies with, but not limited to: other consultants; other contractors; Federal, State, and Local resource and regulatory agencies; U.S. Army Corps of Engineers; U.S. Fish and Wildlife Service; National Marine Fisheries Service; U.S. Forest Service; U.S. National Park Service; U.S. Department Of The Interior Bureau of Land Management; Federal Highway Administration; California Department of Fish and Wildlife; California Fish and Game Commission; California Department of Parks and Recreation; California State Water Quality Control Boards; California State Water Resources Control Boards; California Regional Water Resources Control Boards; California Coastal Commission; Native American Heritage Commission; Regional Clearinghouse of the California Historical Resources Information System; Regional Water Quality Control Boards; other involved agencies; other agencies; institutions; researchers or groups; and others.

- a. Caltrans shall provide prior written approval for, and may participate in, any and all contacts, intra-agency scoping meetings, or other meetings with resource or regulatory agencies to discuss the project, project impacts, project mitigation proposals, project mitigation, project compensation, project proposals. The Consultant shall maintain a record of all such contacts and shall transmit copies of these records to Caltrans, at a minimum, with the regular monthly progress reports.
 - b. The Consultant shall not commit Caltrans to any mitigation measures or mitigation compensation.
 - c. The Consultant shall not negotiate or make decisions in Caltrans' name. Caltrans shall retain responsibility for initiating and managing all final consultation, both informal and formal, with other consultants; other contractors; Federal, State, and Local resource and regulatory agencies; and other involved agencies, regarding regulatory, project, project impacts, project mitigation proposals, project mitigation, project compensation, project proposals, and any issues. The Consultant shall be available (within two (2) working day(s) written notice) to provide advice and to participate in such consultations as required in each Task Order, as directed by the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager, and at the request of Caltrans. Should specific permits or agreements be required, Caltrans may require the Consultant to prepare appropriate information.
22. The Caltrans Contract Manager shall decide the manner in which the coordination of individual matters is undertaken. At the Caltrans Contract Manager's option in coordination with the Caltrans Task Order Manager, such coordination may be performed by the Consultant's direct contact personnel, by the Consultant acting on behalf of Caltrans, or by Caltrans only. When coordination efforts require agreements, such agreements shall be obtained by Caltrans.

D. Workplan Standards Guide Codes.

Task Orders are based on the Caltrans Workplan Standards Guide (WSG). The latest WSG is found in the Guide to Project Delivery Workplan Standards Guide, which is available from the Caltrans' Publication Unit and on the Internet at <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>. The WSG references the Work Breakdown Structure (WBS) categories, which are potential and related work activities applicable to the Contract. The WSG references WBS categories which present the potential and related work activities that the Consultant may be required to perform. All revisions to the current version of the Work Breakdown Structure (WBS) shall apply during the life of the Contract.

The WBS activities below applicable to the Contract are limited to those set forth below:

100	Perform Project Management (Contract Management)
100.10	Project Management PA&ED Component
100.10.30	Updated Administrative Record and Support for Legal Challenges during PA&ED (See Note 3)
100.10.35	Executed Cooperative Agreement for PA&ED Process (See Note 3)
100.10.99	Other Project Management PA&ED Component
100.15	Project Management PS&E Component
100.15.30	Updated Administrative Record during PS&E (See Note 3)
100.15.35	Executed Cooperative Agreement for PS&E Component (See Note 3)
100.20.30	Updated Administrative Record during Construction (See Note 3)
100.20.35	Executed Cooperative Agreement for Construction (See Note 3)
100.20.99	Other Project Management - Right of Way Component
160	Perform Preliminary Engineering Studies and Draft Project Report
160.05	Updated Project Information
160.05.05	Approved PID Review
160.05.10	Geotechnical Information Review (See Note 1)
160.05.15	Materials Information Review (See Note 1)
160.05.20	Traffic Data and Forecasts Review (See Note 1)
160.05.25	Geometrics Review
160.05.30	Project Scope Review
160.05.35	Project Cost Estimate Review
160.05.99	Other Project Information Products
160.10	Engineering Studies
160.10.10	Traffic Forecasts/Modeling (See Note 1)
160.10.15	Geometric Plans for Project Alternatives
160.10.20	Value Analysis (See Note 1)
160.10.25	Hydraulics/Hydrology Studies
160.10.30	Highway Planting Design Concepts (See Note 1)
160.10.35	Traffic Operational Analysis (See Note 1)
160.10.40	Updated Right of Way Data Sheet (See Note 1)
160.10.45	Utility Locations Determined for Preliminary Engineering
160.10.50	Railroad Study (See Note 1)
160.10.55	Multi-modal Study (See Note 1)
160.10.60	Park and Ride Study (See Note 1)
160.10.65	Right of Way Relinquishment and Vacation Study (See Note 1)
160.10.70	Traffic Studies (See Note 1)
160.10.75	Updated Materials Information (See Note 1)
160.10.80	Updated Geotechnical Information (See Note 1)
160.10.85	Structures Advance Planning Study (APS) (See Note 3) (See Note 2)
160.10.90	High Occupancy Vehicle Report (See Note 1)

- 160.10.95 Updated Preliminary Transportation Management Plan (See Note 1)
- 160.10.99 Other Engineering Studies
- 160.15 Draft Project Report
- 160.15.05 Cost Estimates for Alternatives
- 160.15.10 Fact Sheet for Exceptions to Design Standards
- 160.15.15 Approved Exceptions to Encroachment Policy
- 160.15.20 Draft Project Report
- 160.15.25 Draft Project Report Circulation Review and Approval
- 160.15.99 Other Draft Project Report Products
- 160.20 Engineering and Land Net Surveys (See Note 1)
- 160.20.25 Existing Records (See Note 1)
- 160.20.30 Land Net Surveys (See Note 1)
- 160.20.35 Land Net Map (See Note 1)
- 160.20.40 Right of Way Engineering Products (See Note 1)
- 160.20.50 Control Surveys (See Note 1)
- 160.20.55 Photogrammetric Maps and Products (See Note 1)
- 160.20.60 Engineering Surveys (See Note 1)
- 160.20.65 As-Built Centerline Surveys (See Note 1)
- 160.20.70 Pavement Surveys (See Note 1)
- 160.30 Environmental Study Request (ESR)
- 160.30.05 Maps for ESR
- 160.30.10 Surveys and Mapping for Environmental Studies
- 160.30.15 Property Access Rights for Environmental/Engineering Studies
- 160.40 NEPA Assignment (See Note 1)
- 160.45 Base Maps and Plan Sheets for Project Initiation Documents
- 165 Perform Environmental Studies and Prepare Draft Environmental Document (DED) (See Note 1)
- 165.05 Environmental Scoping of Alternatives Identified for Study in PID (Project Initiation Document) (See Note 1)
- 165.05.05 Project Information Review (See Note 1)
- 165.05.10 Public and Agency Scoping Process (See Note 1)
- 165.05.15 Alternatives for Further Study (See Note 1)
- 165.10 General Environmental Studies (See Note 1)
- 165.10.20 Visual Impact Assessment and Scenic Resource Evaluation (See Note 1)
- 165.10.35 Water Quality Studies (See Note 1)
- 165.10.45 Summary of Geotechnical Report (See Note 1)
- 165.10.60 Location Hydraulic and Floodplain Study Report (See Note 1)
- 165.15.15 Resource Agency Permit Related Coordination (See Note 1)
- 165.20.05.20 Field Survey (See Note 1)
- 165.20.15.25 Phase II Report (See Note 1)
- 165.20.20.05 Preliminary Area Of Potential Effects/Study Area Maps for Architecture (See Note 1)

- 165.20.25.05 Final Area Of Potential Effects/Study Area Maps (See Note 1)
- 170 Permits, Agreements, and Route Adoptions during PA&ED Component (Project Approval & Environmental Documentation) (See Note 1)
- 170.05 Required Permits (See Note 1)
- 170.10 Permits (See Note 1)
- 170.10.05 U.S. Army Corps of Engineers Permit (404/10) (See Note 1)
- 170.10.10 U.S. Forest Service PLACs (See Note 1)
- 170.10.15 U.S. Coast Guard PLACs (See Note 1)
- 170.10.20 Department Of Fish and Wildlife 1600 Agreement(s)/2080.1/2081 Permit(s) (See Note 1)
- 170.10.25 Coastal Development Permit (See Note 1)
- 170.10.30 Local Agency Concurrence/PLACs (See Note 1)
- 170.10.40 Waste Discharge (NPDES) Permit(s) (See Note 1)
- 170.10.45 U.S. Fish and Wildlife Service/National Marine Fisheries Service Approval (See Note 1)
- 170.10.50 Regional Water Quality Control Board 401 Permit (See Note 1)
- 170.10.95 Other PLACs (See Note 1)
- 170.15 Railroad Agreements (See Note 1)
- 170.15.25 PUC Exhibits and Application (See Note 1)
- 170.15.99 Other Railroad Agreement Products (See Note 1)
- 170.20 Freeway Agreements (See Note 1)
- 170.20.05 Draft Freeway Agreement (See Note 1)
- 170.20.10 Draft Freeway Agreement Review (See Note 1)
- 170.20.15 Final Freeway Agreement (See Note 1)
- 170.20.20 Executed Freeway Agreement (See Note 1)
- 170.20.99 Other Freeway Agreement Products (See Note 1)
- 170.25 Agreement for Material Sites (See Note 1)
- 170.30 Executed Maintenance Agreement (See Note 1)
- 170.40 Route Adoptions (See Note 1)
- 175 Circulate Draft Environmental Document and Select Preferred Project Alternative (See Note 1)
- 175.05 DED Circulation (See Note 1)
- 175.05.99 Other DED Circulation Products (See Note 1)
- 175.10 Public Hearing (See Note 1)
- 175.10.05 Need for Public Hearing Determination (See Note 1)
- 175.10.10 Public Hearing Logistics (See Note 1)
- 175.10.15 Displays for Public Hearing (See Note 1)
- 175.10.20 Second Notices of Public Hearing and Availability of DED (See Note 1)
- 175.10.25 Map Display and Public Hearing Plan (See Note 1)
- 175.10.30 Display Public Hearing Maps (See Note 1)
- 175.10.35 Public Hearing (See Note 1)
- 175.10.40 Record of Public Hearing (See Note 1)

- 175.10.99 Other Public Hearing Products (See Note 1)
- 175.15 Public Comment Responses and Correspondence (See Note 1)
- 175.20 Project Preferred Alternative (See Note 1)
- 180 Prepare and Approve Project Report and Final Environmental Document (See Note 1)
- 180.05 Project Report
- 180.05.05 Updated Draft Project Report
- 180.05.10 Approved Project Report
- 180.05.15 Updated Storm Water Data Report (See Note 1)
- 180.05.99 Other Project Report Products
- 180.10 Final Environmental Document (See Note 1)
- 180.10.05 Approved Final Environmental Document (FED) (See Note 1)
- 180.10.05.05 Draft Final Environmental Document Review (See Note 1)
- 180.10.05.10 Revised Draft Final Environmental Document (See Note 1)
- 180.10.05.55 Floodplain Only Practicable Alternative Finding (See Note 1)
- 180.15 Completed Environmental Document (See Note 1)
- 180.20 NEPA Assignment (See Note 1)
- 185 Base Maps and Plan Sheets for PS&E Development
- 185.05 Updated Project Information
- 185.05.05 Project Concept Review
- 185.05.10 Updated Project Information
- 185.05.99 Other Updated Project Information Products
- 185.15 Preliminary Design
- 185.15.05 Roadway and Miscellaneous Design
- 185.15.10 Proposed Geometrics Review
- 185.15.15 Requests for Exceptions to Design Standards
- 185.15.20 Value Analysis (See Note 1)
- 185.15.99 Other Preliminary Design Products
- 185.20 Engineering Reports
- 185.20.05 Updated Traffic Data Analysis and Forecasts (See Note 1)
- 185.20.10 Hydrology and Hydraulic Reports (See Note 1)
- 185.20.15 Geotechnical Design Report (GDR) (See Note 1)
- 185.20.20 Pavement Design Report (See Note 1)
- 185.20.25 Materials Report (See Note 1)
- 185.20.30 Soundwall Design Report
- 185.20.35 Updated Transportation Management Plan for Design Phase (See Note 1)
- 185.20.40 Utility Locations Determined for Design
- 185.20.99 Other Engineering Report Products
- 185.25 Right of Way Requirements Determination (See Note 1)
- 185.25.05 Project Review with Affected Agencies
- 185.25.10 Fee and Easement Requirements Determination (See Note 1)
- 185.25.15 Right of Way Requirements Maps (See Note 1)
- 185.25.20 Final Railroad Involvement Determination (See Note 1)

185.25.25	Water Well Abandonment Needs Determination
185.25.30	Utility Conflict Maps
185.30	Structure Site Plans (See Note 2)
185.30.10	Site Plans for Bridges and Structures (See Note 2)
185.30.15	Site Plans for Retaining Walls and Non-standard Earth Retention Systems (See Note 2)
185.30.20	Site Plans for Soundwalls on Retaining Systems or Structures (See Note 2)
185.30.25	Site Plans for Pumping Plants (See Note 2)
185.30.30	Site Plans for Special-Design Culverts (See Note 2)
185.30.99	Other Structure Site Plan Products (See Note 2)
185.99	Other Base Map And Plan Sheet Products (See Note 1)
200	Utility Relocation
200.15	Approved Utility Relocation Plan
200.20	Utility Relocation Package
200.25	Utility Relocation Management
200.30	Utility Close Out
200.99	Other Utility Relocation Products
205	Permits and Agreements during PS&E Component (See Note 1)
205.05	Required Permits (See Note 1)
205.10	Permits (See Note 1)
205.10.05	U.S. Army Corps of Engineers Permit (404/10) (See Note 1)
205.10.10	U.S. Forest Service PLACs (See Note 1)
205.10.15	U.S. Coast Guard PLACs (See Note 1)
205.10.20	Department of Fish and Game 1600 Agreement(s)/2080.1/2080 Permit(s) (See Note 1)
205.10.25	Coastal Development Permit (See Note 1)
205.10.30	Local Agency Concurrence/PLACs (See Note 1)
205.10.40	Waste Discharge (NPDES) Permit(s) (See Note 1)
205.10.45	U.S. Fish and Wildlife Service/National Marine Fisheries Service Approval (See Note 1)
205.10.50	Regional Water Quality Control Board 401 Permit (See Note 1)
205.10.60	Updated ECR (Environmental Commitments Record) (See Note 1)
205.10.95	Other PLACs (See Note 1)
205.15	Railroad Agreements (See Note 1)
205.15.05	Plan Approval (See Note 1)
205.15.10	Special Provisions and Insurance Clauses (See Note 1)
205.15.15	Service Contract for Railroad Services (See Note 1)
205.15.20	Construction and Maintenance Agreement (See Note 1)
205.15.25	PUC Exhibits and Application (See Note 1)
205.15.99	Other Railroad Agreement Products (See Note 1)
205.25	Agreement for Material Sites (See Note 1)
205.30	Executed Maintenance Agreement (See Note 1)

- 205.45 MOU from Tribal Employment Rights Office (TERO) (See Note 1)
- 205.55 NEPA Assignment (See Note 1)
- 230 Prepare Draft PS&E (Plans, Specifications, and Estimates)
- 230.05 Draft Roadway Plans
- 230.05.05 Title Sheet
- 230.05.10 Typical Cross Sections
- 230.05.15 Key Map and Line Index
- 230.05.20 Roadway Layouts
- 230.05.25 Profile and Superelevation Sheets
- 230.05.30 Construction Details
- 230.05.35 Contour Grading Plans
- 230.05.40 Summary of Quantities Sheets
- 230.05.45 Noise Barrier Plans
- 230.05.50 Retaining Wall Plans
- 230.05.55 Standard Plans Selection
- 230.05.60 Stage Construction and Detour Plans or Traffic Handling Plans (See Note 1)
- 230.05.65 Water Pollution Control Plans (See Note 1)
- 230.05.70 Engineering Reports (See Note 1)
- 230.05.70.05 Hydrology and Hydraulic Reports (See Note 1)
- 230.05.70.10 Products Required To Ready Site for Subsurface Exploration (See Note 1)
- 230.05.70.15 Geotechnical Design Report (GDR) (See Note 1)
- 230.05.70.20 Pavement Design Report (See Note 1)
- 230.05.70.25 Materials Report (See Note 1)
- 230.05.99 Other Draft Roadway Plan Products
- 230.10 Draft Highway Planting Plans (See Note 1)
- 230.10.05 Highway Planting Plans (See Note 1)
- 230.10.15 Plant List (See Note 1)
- 230.10.20 Irrigation Plans (See Note 1)
- 230.10.30 Irrigation Quantity Sheets (See Note 1)
- 230.10.99 Other Draft Highway Planting Plan Products (See Note 1)
- 230.15 Draft Traffic Plans
- 230.15.05 Signing and Pavement Delineation Plans
- 230.15.10 Construction Area Signs Plans
- 230.15.15 Traffic Electrical Plans
- 230.15.99 Other Draft Traffic Plan Products
- 230.20 Transportation Management Plan (See Note 1)
- 230.25 Draft Utility Plans
- 230.25.05 New Facility Plans
- 230.25.10 Utility Relocation Plans
- 230.25.99 Other Draft Utility Plan Products
- 230.30 Draft Drainage Plans (See Note 1)

230.35	Draft Specifications
230.35.05	Roadway Specifications
230.35.10	Highway Planting Specifications (See Note 1)
230.35.15	Traffic Specifications
230.35.20	Electrical Specifications
230.35.25	Utility Specifications
230.35.30	Hydraulic Specifications (See Note 1)
230.35.35	Water Pollution Control Specifications (See Note 1)
230.35.40	Erosion Control Specifications (See Note 1)
230.35.99	Other Draft Specification Products
230.40	Draft PS&E Quantities and Estimates
230.40.05	Roadway Quantities and Estimates
230.40.10	Highway Planting Quantities and Estimates (See Note 1)
230.40.15	Drainage Quantities and Estimates (See Note 1)
230.40.20	Traffic Quantities and Estimate
230.40.25	Electrical Quantities and Estimates
230.40.30	Utility Quantities and Estimate
230.40.35	Water Pollution Control Quantities and Estimates
230.40.40	Erosion Control Quantities and Estimates (See Note 1)
230.40.99	Other Draft PS&E Quantities and Estimates Products
230.55	Structures Draft PS&E Incorporation
230.60	Updated Project Information for PS&E Package
230.60.05	Updated Storm Water Data Report (SWDR) (See Note 1)
230.60.10	Other Reviews and Update of Project Information
230.90	NEPA Assignment (See Note 1)
230.99	Other Draft PS&E Products
235	Mitigate Environmental Impacts and Clean up Hazardous Waste (See Note 1)
235.05	Environmental Mitigation
235.05.20	Environmental Mitigation Right Of Way Work
240	Draft Structures PS&E (See Note 2)
240.60	Hydraulics Report (See Note 1)
240.75	Draft General Plans
240.85	Draft Structure Plans
250	Final Structures PS&E Package (See Note 2)
250.50	Project Review
250.55	Final Structure Plans
250.60	Final Structure Special Provisions and Cost Estimate
250.75	Structure Resident Engineer Pending File
255	Circulate, Review, and Prepare Final District PS&E Package
255.05	Circulated & Reviewed Draft District PS&E Package
255.10	Updated PS&E Package
255.10.05	Updated Roadway PS&E
255.10.10	Updated Highway Planting PS&E (See Note 1)

255.10.15	Updated Traffic PS&E
255.10.20	Updated Hydraulic PS&E (See Note 1)
255.10.25	Updated Technical Reports
255.10.30	Updated Utility PS&E
255.10.35	Updated Electrical PS&E
255.10.99	Other Updated PS&E Products
255.15	Environmental Re-evaluation (See Note 1)
255.20	Final District PS&E Package
255.20.05	Reviewed Plans for Drafting Standards Compliance
255.25	Geotechnical Information Handout (See Note 1)
255.30	Materials Information Handout (See Note 1)
255.35	Construction Staking Package and Control
255.35.10	Construction Staking Package
255.35.20	Project Control for Construction
255.40	Resident Engineer's Pending File
255.45	NEPA Delegation (See Note 1)
255.55	Contractor Outreach
255.65	Right of Way Certification Document
255.75	Upgraded/Updated Right Of Way Certification Document
270	Construction Engineering and Contract Administration
270.10	Construction Staking Package and Control (See Note 1)
270.10.10	Construction Staking Package (See Note 1)
270.20	Construction Engineering Work (See Note 1)
270.33	Construction Inspection (See Note 1)
270.66	Technical Support
275	Construction Engineering and General Contract Administration of Structures Work (See Note 2)
285	Change Order Administration
285.05	Change Order (CO) Process
285.10	Functional Support
285.10.15	Other Functional Support
290	Resolve Contract Claims
290.60	Claim Resolution
295	Accept Contract/Prepare Final Construction Estimate and Final Report (See Note 1)
295.15	As-Built Plans
295.20	Project History File

Notes:

1. For these WBS items, provide only engineering support such as mapping and/or design information.
2. The Consultant shall not perform structural design work. Work listed under WBS activities pertaining to structural design work shall be incidental to the overall Roadway design.

3. Support for Legal Challenges and Preliminary Engineering

The Consultant shall not work on any projects that are in the planning phase (K-Phase) and the Consultant shall not be reimbursed for any work performed during this phase of a project.

E. General Personnel Requirements.

1. The Consultant's personnel shall be capable, competent, and experienced in performing the types of work in the Contract with minimal instruction. Personnel skill level should match the specific job classifications, as set forth herein or in the Consultant's Cost Proposal, Attachment 2 and task complexity. The Consultant's personnel shall be knowledgeable about, and comply with, all applicable Federal, State, and Local laws and regulations.
2. The Consultant is required to submit a written request and obtain the Caltrans Contract Manager's prior written approval for any substitutions, additions, alterations, or modifications to the Consultant's originally proposed personnel and project organization, as depicted on the proposed Consultant's Organization Chart or the Consultant's cost proposals. The Consultant personnel shall have the same job classification, as set forth herein or in the Consultant's Cost Proposal, Attachment 2, not exceed the billing rate, and meet or exceed the qualifications and experience level of the previously assigned personnel, at no additional cost to Caltrans. The Consultant personnel shall have significant experience in the work involving a similar transportation facility for at a minimum two (2) previous projects, unless otherwise approved by the Caltrans Contract Manager.
3. In responding to Caltrans' Task Order and in consultation with the Caltrans Contract Manager, the Consultant Contract Manager shall identify the specific individuals proposed for the task and their job assignments. The Consultant shall provide documentation that proposed personnel meet the appropriate minimum qualifications as required by the Contract.
4. The Consultant's personnel shall typically be assigned to and remain on specific Caltrans projects/deliverables until completion and acceptance of the project/deliverables by Caltrans. Personnel assigned by the Consultant shall be available at the start of a Task Order and after acceptance of the project/deliverable by Caltrans.
5. After the Caltrans Contract Manager's approval of the Consultant's personnel proposal and finalization of a Task Order, the Consultant may not add, delete or substitute personnel without the Caltrans Contract Manager's prior written approval.

6. Resumes containing the qualifications and experience of the Consultant's and Subconsultant's personnel, which include existing and additional personnel, and copies of their minimum required certifications, shall be submitted to the Caltrans Contract Manager for review before assignment on a project or Task Order. The resume and copies of current certification for each candidate shall be submitted to the Caltrans Contract Manager within one (1) week of receiving the request.
7. The Caltrans Contract Manager may interview the Consultant's personnel for the qualifications and experience. The Caltrans Contract Manager's decision to select the Consultant's personnel shall be binding to the Consultant and its Subconsultants. The Consultant shall provide adequate qualified personnel to be interviewed by the Caltrans Contract Manager within one (1) week of receiving the request.
8. The Caltrans Contract Manager shall evaluate the adequacy (quality and quantity) of the work performed by the Consultant's personnel, and determining whether the deliverables satisfy the acceptance tests and criteria. The Caltrans Contract Manager may reject any Consultant personnel who are determined by the Caltrans Contract Manager to lack the minimum qualifications. If at any time the level of performance is below expectations, the Caltrans Contract Manager may direct the Consultant to immediately remove Consultant personnel from the project specified in a Task Order and request that the Consultant provide another qualified person be assigned as needed. The Consultant personnel shall meet the qualifications required by the Contract for performance of the work as demonstrated by a resume and copies of current certifications submitted by the Consultant. Consultant personnel shall receive prior written approval from the Caltrans Contract Manager. Invoices with charges for personnel not pre-approved by the Caltrans Contract Manager for work on the Contract and for each Task Order shall not be reimbursed.
9. The Consultant shall not remove or replace any existing personnel assigned to Task Orders without the prior written consent of the Caltrans Contract Manager. The removal or replacement of personnel without the written approval from the Caltrans Contract Manager shall be violation of the Contract and may result in termination of the Contract per Exhibit D, Section III, Termination of the Contract.
10. When assigned consultant personnel is on approved leave and required by the Caltrans Contract Manager, the Consultant Contract Manager shall provide a temporary substitute employee until the assigned employee returns to work from the approved leave. The Consultant personnel shall have the same job classification, as set forth herein or in the Consultant's Cost Proposal, Attachment 2, not exceed the billing rate and meet or exceed the qualifications and experience level of the previously assigned personnel, at no additional cost to Caltrans.

Consultant personnel shall receive prior written approval from the Caltrans Contract Manager to work on the Contract.

11. Other project personnel who are not identified on the Consultant's cost proposal, including, but not limited to, field and laboratory technicians, shall also satisfy appropriate minimum qualifications for assigned Task Orders. Caltrans' prior written approval is required for all personnel not identified on the Consultant's organization chart or the Consultant's cost proposals before providing services under the Contract.
12. The Consultant is responsible to provide fully trained personnel to efficiently perform the work. The Consultant's personnel may be asked to attend certain special training if recommended by the Caltrans Contract Manager. On such occasions, with the approval of the Caltrans Contract Manager, Caltrans shall compensate the Consultant for the Consultant's actual cost for time spent in training only. All other costs, fees, and expenses associated with the training, including any transportation costs and training fees, shall be the Consultant's responsibility. In addition, services to train the Caltrans personnel shall not be provided by the Consultant under the Contract.
13. In location(s) where the Consultant personnel is expected to work for extended period(s) of time, the Consultant shall either relocate the personnel or make every effort to hire local persons.

F. Roadway Design and related Project Development and Construction Personnel Requirements.

1. The Consultant and all subconsultants, shall throughout the life of the Contract, retain within its firm, a staff of people who shall be properly licensed and certified in accordance with the laws of the State of California and qualified to perform all aspects of the required work described in the Contract and all work specified in a Task Order along with any emergencies that may arise during the life of the Contract.

The Consultant shall be prepared to provide additional personnel, as necessary, during the period performance of the Contract to accommodate the work.

2. Consultant Contract Manager.

The Consultant Contract Manager shall coordinate work-related matters and Consultant's operations under the Contract with the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager, Functional Manager, District/Region Area Construction (Claims) Engineer, Laboratory Supervisor, Headquarters' Structural Construction Engineer, Resident Engineer, District

Landscape Architect, District Surveys Engineer, District Right-of-Way Engineer, District Water Quality Program Manager, District Deputy Director for Program/Project Management, District's Traffic Operations Units, Project Coordinator, Deputy District Director for Environmental Analysis, District Surveys Office Chief, and/or District's Public Information Officer.

The Consultant Contract Manager shall have a minimum of five (5) years of responsible experience performing the duties as a contract manager for similar Roadway Design and related Project Development and Construction Services contracts. The Consultant Contract Manager shall be knowledgeable about all Caltrans policies and procedures. The Consultant Contract Manager shall be an employee of the Consultant.

The Consultant Contract Manager shall be a Registered Professional Engineer licensed in the State of California in good standing with the California State Board for Professional Engineers, Land Surveyors, and Geologists at all times during the Contract period, to perform the tasks described in the Contract and in the Task Orders and shall have a documented minimum ten (10) years of demonstrated experience acceptable to Caltrans in Roadway Design and related Project Development and Construction Services work.

In addition to other specified responsibilities, the Consultant Contract Manager shall be responsible for all matters related to the Consultant's personnel, Subconsultants, Roadway Design and related Project Development and Construction Services work, and Consultant's and Sub-Consultants' operations including, but not limited to, the following:

- a. Ensuring that deliverables are clearly defined, acceptance tested and that criteria are specific, measurable, attainable, realistic and time-bound; and that the deliverables satisfy the acceptance tests and criteria.
- b. Supervising, reviewing, monitoring, training, and directing the Consultant's and Sub-Consultants' personnel.
- c. Assigning qualified personnel to complete the required Task Order work as specified on an "as-needed" basis in coordination with the Caltrans Contract Manager.
- d. Administering personnel actions for Consultant personnel and ensuring appropriate actions taken for Subconsultant personnel.
- e. Maintaining and submitting organized project files for record tracking and auditing.
- f. Developing, organizing, facilitating, and attending scheduled coordination meetings, and preparation and distribution of meeting minutes.

- g. Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy, and identify critical reviews and milestones.
 - h. Assuring that all applicable safety measures are in place.
 - i. Providing invoices in a timely manner and providing monthly Contract expenditures.
 - j. Reviewing invoices for accuracy and completion before billing to Caltrans.
 - k. Managing Subconsultants.
 - l. Managing overall budget for Contract and provide report to the Caltrans Contract Manager.
 - m. Monitoring and maintaining required DBE or DVBE involvement.
 - n. Ensuring compliance with the provisions in the Contract and all specific Task Order requirements.
3. Consultant Task Order Manager.

For each Task Order, the Consultant shall provide a Consultant Task Order Manager to coordinate the Consultant Task Order operations with the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager.

The Consultant Task Order Manager shall be accessible to the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager, Functional Manager, District/Region Area Construction (Claims) Engineer, Laboratory Supervisor, Headquarters' Structural Construction Engineer, Resident Engineer, District Landscape Architect, District Surveys Engineer, District Right-of-Way Engineer, District Water Quality Program Manager, District Deputy Director for Program/Project Management, District's Traffic Operations Units, Project Coordinator, Deputy District Director for Environmental Analysis, District Surveys Office Chief, and/or District's Public Information Officer at all times during normal Caltrans working hours that Task Order work is underway.

The Consultant Task Order Manager (who may be other than the Consultant Contract Manager) shall be assigned to conduct, or direct the conduct of, all work assigned under a single Task Order. The Consultant Task Order Manager shall be the primary contact for the assigned Task Order and be available as needed for communication with Caltrans.

4. Consultant Task Order Lead person.

The Consultant Task Order Lead person (who may be other than the Consultant Contract Manager) shall be assigned to conduct, or direct the conduct of, all work assigned under a single Task Order. The Consultant Task Order Lead person

shall be the primary contact for the assigned Task Order and be available as needed for communication with Caltrans.

5. Consultant Personnel and Team Member Qualifications.

The responsible Project Engineer person shall be a registered Professional Engineer licensed in the State of California in good standing with the California State Board for Professional Engineers, Land Surveyors, and Geologists at all times during the Contract period, and shall have a documented minimum five (5) years of demonstrated experience acceptable to Caltrans in Roadway Design and related Project Development and Construction or related fields. Other project design professionals, such as Assistant Project Engineers, shall have, at a minimum, a Degree (Bachelors, Masters, or higher) in Engineering from an ABET accredited institution (College or University) or possession of a valid Engineer-in-Training (EIT) certificate issued or accepted by the California State Board for Professional Engineers, Land Surveyors, and Geologists), and shall have a documented minimum three (3) years of demonstrated experience acceptable to Caltrans in Roadway Design and related Project Development and Construction and related fields. Other transportation professionals and specialists should have appropriate degrees, education, certificates, licenses, applicable work experience, and other professional affiliations in their related fields.

Depending on the work required under a specific Task Order, the Consultant's responsible technical personnel shall possess one of the following licensing or degree requirements:

- a. Registered Professional Engineer (RPE) licensed in the State of California in good standing with the California State Board for Professional Engineers, Land Surveyors, and Geologists at all times during the Contract period.
- b. Registered Electrical Engineer (REE) licensed in the State of California in good standing with the California State Board for Professional Engineers, Land Surveyors, and Geologists at all times during the Contract period.
- c. Degree (Bachelors, Masters, or higher) in Civil Engineering from an ABET accredited institution (College or University) or possession of a valid Engineer-in-Training (EIT) certificate issued or accepted by the California State Board for Professional Engineers, Land Surveyors, and Geologists, and shall have a documented minimum five (5) years of demonstrated experience acceptable to Caltrans in transportation engineering and related fields may be substituted for professional license, subject to review and approval by the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager.

The Consultant team member shall be capable of assisting the Consultant Contract Manager in all aspects of the required work. The Consultant team

member's required professional qualifications shall be identified in each Task Order.

6. In the Contract, a person who is authorized to review and approve Consultant Roadway Design and related Project Development and Construction analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, other documents, other items, and deliverables in place of the Consultant Contract Manager shall be hereafter referred to as the Consultant Roadway Design Responsible Person. The Consultant Roadway Design Responsible Person, shall be a Registered Professional Engineer licensed in the State of California in good standing with the California State Board for Professional Engineers, Land Surveyors, and Geologists at all times during the Contract period, (or engineer, certified technician, the Consultant Contract Manager registered in the State of California) signing analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, other documents, other items, and deliverables under the Contract requiring the signature of a Consultant Roadway Design Responsible Person (or engineer, certified technician, the Consultant Contract Manager registered in the State of California) shall be currently employed by the Consultant or its Subconsultants at the time the deliverables are submitted to Caltrans for consideration under the review and acceptance process.
7. All analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, other documents, other items, and deliverables under the Contract not fully approved by Caltrans bearing the signature of the Consultant Roadway Design Responsible Person (or engineer, certified technician, the Consultant Contract Manager registered in the State of California) who is no longer employed by the Consultant or its Subconsultants, shall be replaced by analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, other documents, other items, and deliverables under the Contract bearing the signature of a qualified replacement Consultant Roadway Design Responsible Person (or engineer, certified technician, the Consultant Contract Manager registered in the State of California) who is currently employed by the Consultant or its Subconsultants. In such an event, no additional time shall be allowed or cost reimbursed to the Consultant without the prior written approval of the Caltrans Contract Manager.
8. All of the Consultant's work shall be conducted under the direction of the Consultant Contract Manager who shall have the appropriate experience as described in the Contract. All analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual

simulations, studies, product, data, manuals, details, other documents, other items, and deliverables under the Contract requiring the Consultant Roadway Design Responsible Person (or engineer, certified technician, the Consultant Contract Manager registered in the State of California)'s signature, shall be produced by the responsible Consultant personnel having appropriate experience, and shall be signed by a Consultant Roadway Design Responsible Person (or engineer, certified technician, the Consultant Contract Manager registered in the State of California).

9. The page which identifies the preparer of engineering reports, technical studies, the title sheet for specifications, and each sheet of plans, shall each bear the professional seal, certificate number, registration classification, expiration date of the certificate, and the signature of the Registered Professional Engineer(s) licensed in the State of California in good standing with California State Board for Professional Engineers, Land Surveyors, and Geologists at all times during the Contract period, responsible for their preparation.
10. The Consultant personnel (Engineers, Assistants, and Technicians) shall be experienced in the use of Caltrans' engineering drafting/design software and Computer Aid Drafting & Design (CADD) Based Software including MicroStation, AutoCAD Civil 3D, and Computer Aided Civil Engineering and Surveying System (CaiCE, AutoCAD Civil 3D). The Consultant personnel shall be experienced in working with English and metric units.
11. It is expected that some work (<60%) shall be completed with Caltrans staff at a Caltrans facility and the Consultant will assist Caltrans to perform the remaining work
Most Consultant personnel shall be assigned in the "field" at Caltrans facilities for an extended period.

At the request of the Caltrans Contract Manager, Consultant personnel will complete security and privacy awareness training each year (see <http://itsecurity.dot.ca.gov/training>).

G. Consultant Availability and Work Hours.

1. The typical workday includes all hours worked by the Caltrans' Division of Project Delivery, District 9 Staff on the project as identified in the Task Order and also as directed by the Caltrans Contract Manager. Unless otherwise specified in the Task Order or directed by the Caltrans Contract Manager, the normal workday shall be Monday through Friday, from 8 a.m. to 5 p.m. or any combination of five (5) consecutive days which may include Saturday and/or Sunday, and the normal workweek shall consist of forty (40) hours. If Saturday and/or Sunday is part of a regular work week as determined by Caltrans, then the Saturday and/or Sunday work shall be treated as work performed on a regular workday and no overtime

shall be paid for the first eight (8) hours on Saturday or Sunday. Consultant Contract Manager shall be responsible for providing Consultant personnel who can satisfy the requirements set forth in the Agreement.

If Caltrans determines that the Consultant's services and work product need to be received outside of normal business hours (including instances where receipt is required to avoid danger to life or property), the Consultant may be directed to provide its services and work product during specific hours during the week (including hours that are outside of normal business hours). Night work may be required on projects involving high traffic areas. The Caltrans' construction contractor's operations may be restricted to specific hours during the week, which shall become the normal workday for Consultant's personnel. Changes in hours or schedules shall be documented by amendment of Task Orders. Any shift differential rate pay shall be reimbursed in accordance with the applicable Department of Industrial Relations (DIR) determination.

On days when work is not performed by the construction contractor, such as rainy or unsuitable weather days, Consultant's services shall not be provided unless authorized by the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager, Functional Manager, District/Region Area Construction (Claims) Engineer, Laboratory Supervisor, Headquarters' Structural Construction Engineer, Resident Engineer, District Landscape Architect, District Surveys Engineer, District Right-of-Way Engineer, District Water Quality Program Manager, District Deputy Director for Program/Project Management, District's Traffic Operations Units, Project Coordinator, Deputy District Director for Environmental Analysis, District Surveys Office Chief, and/or District's Public Information Officer.

The Caltrans Contract Manager in coordination with the Caltrans Task Order Manager, Functional Manager, District/Region Area Construction (Claims) Engineer, Laboratory Supervisor, Headquarters' Structural Construction Engineer, Resident Engineer, District Landscape Architect, District Surveys Engineer, District Right-of-Way Engineer, District Water Quality Program Manager, District Deputy Director for Program/Project Management, District's Traffic Operations Units, Project Coordinator, Deputy District Director for Environmental Analysis, District Surveys Office Chief, and/or District's Public Information Officer shall provide advance notice of one (1) working day(s)/twenty-four(24) hour/eight (8) hours if the Consultant's services are not required as a result of a cessation of construction activities or if reassignment of personnel is required. If Caltrans fails to provide the required advance notice and the Consultant personnel are not required as a result of cessation of construction activities, Caltrans shall provide a maximum of four (4) hours compensation.

It is anticipated that variations in the Caltrans' construction contract activities will occur. During the contract period, the Caltrans Functional Manager and/or Contract Manager may ask the Consultant Contract Manager to reassign Consultant employees from a project or an office with low activity to assist on another project or office with high activity. The Consultant Contract Manager will be notified at least two (2) working days prior to this reassignment.

2. The Consultant shall obtain approval from the Resident Engineer prior to entering any Caltrans' project construction site.
3. The Consultant shall obtain approval from the Caltrans Facility Manager prior to conducting activities within a maintenance station or other Caltrans facility.

H. General Requirements.

1. The Consultant shall prepare the required analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract according to requirements of the Contract and applicable Caltrans Manuals for the work.
2. As directed and as a first order of work, the Consultant shall prepare and update a comprehensive Critical Path Method (CPM) network diagram, Bar Chart Schedule, Logic Network Schedule, and the Caltrans Work Breakdown Structure (WBS) for each Task Order issued by the Caltrans Contract Manager showing a deliverables schedule as well as other relevant data to monitor project progress, Consultant's work control, and Caltrans review of work status, if required in the Task Order. The relevant data shall include a list of activities with budgeted cost, milestones, and target date for completion of each activity. The minimum number of task details shall be identified in the Task Order. This workplan shall be updated once a month to show the approved baseline schedule and the actual progress schedule.

Caltrans shall review these documents and return them to the Consultant with notes and comments as soon as possible in order to validate the planning and cost control procedures within the first calendar month of performance period.

3. The Consultant's timesheet/invoices/expenses shall be subject to the review of the Consultant Contract Manager and the subsequent review and the approval of the Caltrans Contract Manager before submitting timesheets, invoices, or expense reimbursement requests for payment.
4. The Consultant shall begin the required work within two (2) working days after receiving a fully executed Task Order and the issuance of the Notice to Proceed

(NTP) from the Caltrans Contract Manager to the Consultant Contract Manager or on the date specified in the Task Order. Some work, however, may require Consultant personnel to mobilize within 24-hour of notifications. Once the work begins, the work shall be prosecuted/performed diligently until all required work has been completed to the satisfaction of the Caltrans Contract Manager or Caltrans designee.

5. The work shall not be performed when conditions prevent a safe and efficient operation, and shall only be performed with written authorization by Caltrans.
6. The Consultant Contract Manager, Consultant Task Order Manager, and Key Personnel shall be accessible to the Caltrans Contract Manager at all times during normal Caltrans working hours or after hours as required by the Caltrans Contract Manager.
7. The Consultant Contract Manager or designee may advise the Consultant's Contract Manager of the perceived need to have the Consultant's employees to work overtime to meet Task Order schedules, and the Consultant's Contract Manager shall take effective measures to address the Caltrans Contract Manager's need. All overtime shall be pre-approved by the Caltrans Contract Manager or designee. Overtime pay shall be paid only to persons covered by the Fair Labor Standards Act.
8. All Consultant personnel are required to sign a confidentiality and nondisclosure agreement.
9. The Consultant may not disclose any information to third parties without prior written approval of the Caltrans Contract Manager.
10. The Consultant shall only provide incidental non-Architectural and Engineering (A&E) services, such as Computer Aid Drafting & Design (CADD) support, GIS support, utilities location support, traffic control, office support, field office support, and meeting support, provided (a) such services are necessary for the completion of the A&E tasks and/or deliverables performed by the Consultant described in executed Task Orders and covered by the work in the Contract and (b) the rendering of the services is approved in advance by the Caltrans Contract Manager. These incidental services shall only be provided to support the Consultant's personnel who are performing A&E services, tasks, and deliverables on the Contract. The Contract amount spent on such incidental services shall be relatively minor when compared to the professional A&E services performed. The Consultant shall not be paid or reimbursed for any incidental non-A&E services provided to Caltrans unless provided in the fashion described in the Contract and included in the executed Task Order. The Consultant is responsible for ensuring that Task Orders only include any incidental non-A&E services.

11. Incidental training services may be provided only if the training involves the specific work product of the Agreement. Such incidental training services are permitted, but only if:
 - a. The training involves the specific work product created under the Agreement (and does not involve general A&E training and is not the work product of a previous agreement); and
 - b. The total aggregate cost of all training under the Agreement does not exceed 10% of the total authority of the Agreement; and
 - c. The training is an incidental task within the Agreement and not the purpose for entering into the Agreement.
12. The Consultant shall include the Caltrans Contract Manager in written communications to other Caltrans personnel for any clarification on the scope of work.

I. Coordination.

1. For each Task Order, the Consultant shall carry out instructions received from the Caltrans Contract Manager, and as directed by the Caltrans Contract Manager, shall coordinate activities and work closely with multiple stakeholders including, but not limited to, Caltrans' various functional units, Caltrans' project managers, local agencies, various environmental groups, other state agencies, Native American tribal governments, utility companies, railroads, other agencies, other entities with an interest in the project (including, but not limited to, FHWA), other consultants, other contractors, and planning, engineering, and construction firms (and its suppliers and subcontractors) contracted by Caltrans working on the same projects or adjacent projects. In the event an instruction or direction is unclear to the Consultant, the Consultant shall ask the Caltrans Contract Manager to clarify the instruction or direction. The work is a critical element of compatible designs, project planning and construction schedules and shall be accomplished in a timely fashion. Projects having complex and overlapping schedules and therefore Project work may have overlapping and parallel (not serial order) schedules or make work discontinues. Projects have complex and overlapping schedules and field work may be intermittent. Task Orders may be written for treatment of unanticipated finds encountered during project work. When unanticipated finds are encountered, a rapid response shall be necessary to avoid costly construction delays.
2. The foregoing paragraph does not relieve the Consultant of professional responsibility during the performance of the Contract. In instances where the Consultant believes a better standard solution to a task being performed or an

issue being addressed is possible, the Consultant shall promptly notify the Caltrans Contract Manager of these concerns, together with the reasons therefore. However, Caltrans shall make all final decisions on the interpretation of the instructions, directions, work product and outputs that are described in the Task Order.

3. The Consultant shall be required to work with other Caltrans Functional Units and others (including, but not limited to, Regional Water Quality Control Board - RWQCB, Permitting Agencies,) as directed by the Caltrans Contract Manager.
 4. The Consultant shall work closely with the Caltrans Contract Manager and the Caltrans designee identified in the Task Order.
 5. The Consultant shall have the capability to send to and receive from Caltrans' digital electronic mail system and file transfer protocol system including, but not limited to, attachments for word processing, photographs, spreadsheets, and databases.
 6. Caltrans shall not reimburse the Consultant for costs to relocate its personnel to the service area of the Contract. Caltrans shall not reimburse the Consultant for per diem costs, unless preapproved by the Caltrans Contract Manager. Caltrans shall not reimburse the Consultant for out-of-state travel without prior written approval from the Caltrans Contract Manager.
 7. The Consultant shall obtain the Caltrans Contract Manager's approval prior to making presentations at non-Caltrans sponsored conferences or workshops for any services provided under the Contract.
 8. The Consultant shall notify the Caltrans Contract Manager or Caltrans designee in writing a minimum one (1) week before it begins any field work, unless the Task Order specifies some other notification date.
 9. Caltrans shall not incur costs beyond the funding commitments in the Contract and each Task Order. If the Consultant anticipates that funding for work will be insufficient to complete work, the Consultant shall promptly notify the Caltrans Contract Manager.
- J. General Equipment Requirements.
1. The Consultant or its Subconsultants shall not incorporate any materials or equipment of a single or sole source origin without the advance written approval of Caltrans.

2. The Consultant may claim reimbursement for providing equipment or supplies. However, such claimed costs shall be in compliance with 48 Code of Federal Regulation (CFR), Chapter 1, Part 31 (Federal Acquisition Regulation - FAR cost principles) and 2 CFR, Part 200, and be consistent with the Consultant's company-wide allocation policies and charging practices with all clients including federal government, state governments, local agencies, and private clients.

K. Roadway Design and related Project Development and Construction Equipment Requirements.

1. Office Equipment and Supplies (Consultant's Office):

The Consultant shall have and provide adequate office equipment and supplies to complete the work required by the Contract. Such equipment and supplies shall include, but not be limited to, the following:

- a. Office Supplies.
- b. Computers with appropriate software, printers, plotters, fax machines, calculators, data collectors and their necessary attachments and accessories.
- c. Data processing systems, software packages, reference materials, design aids, or other tools, including hardware and software, used in providing transportation engineering deliverables. This includes, but not be limited to, the following:
 - i. Microsoft Office Software (including, but not limited to, Word, Excel, PowerPoint).
 - ii. Adobe Acrobat Professional version 5 or later.
 - iii. Processing digital terrain models in Caltrans' approved roadway design format (CAiCE, AutoCAD Civil 3D).
 - iv. Coordinate geometry calculations (COGO). This software shall use/create coordinate geometry databases; naming and coding conventions in the Caltrans approved formats (CAiCE, AutoCAD Civil 3D).
 - v. Interpolating survey data.
 - vi. Formatting survey data and digital terrain models to the formats used by the Caltrans' computerized survey and design systems.
- d. The Consultant shall provide a computer system for each person working under a Task Order that meets the Caltrans current specifications. Qualified Caltrans IT personnel shall install required software. Caltrans reserves the right to provide the computer equipment and access to computer system on a short-term, temporary basis if such items are beneficial to Caltrans' interest.
- e. Reference material, design aids, or other tools, used in providing deliverables.

- f. Caltrans shall not purchase any hardware, software, or other equipment (including, but not limited to, batteries, paper, and office supplies) that may be required for the Consultant to perform work required in the Contract. The Caltrans Contract Manager shall approve any Consultant's request for digital electronic connections and compatibility with current Caltrans Windows-based networks and programs in writing prior to the use and/or installation of any electronic hardware and/or software.
- g. In-house printing, reproduction, and delivery services.
- h. Computer Aided Drafting equipment and software capable of producing surveying and Roadway Design and related Project Development and Construction maps, drawings, and documents in the Caltrans approved format (Microstation, CaiCE, AutoCAD Civil 3D).

2. Field Equipment and Supplies:

Consultant shall have and provide adequate field tools, instruments, equipment, materials, supplies, and safety equipment to complete the required field work and that meet or exceed Caltrans Specifications per the Caltrans Manuals. The tools, instruments, equipment, materials, supplies, and safety equipment required for each Consultant field personnel shall include, but not be limited to, the following, if required by the Task Order:

- a. Sufficient vehicles suitable for the work to be performed and terrain conditions of the project sites. Vehicles shall be fully equipped with all necessary tools, instruments, equipment, materials, supplies, and safety equipment required for the efficient operation of the Consultants' field personnel, including cellphones. Each vehicle shall have a load carrying capacity of 1500 pounds of materials and equipment. Each Vehicle shall have sufficient ground clearance to safely maneuver through highway construction sites while fully loaded with equipment and materials. Each vehicle shall have overhead flashing amber light(s), visible from all sides (360 degrees), with a driver control switch; locking toolbox; fire extinguisher; and first aid kit. Vehicles without side windows shall not be used. All vehicles shall be clearly marked as to ownership. Each vehicle shall be equipped to meet Caltrans safety requirements.
- b. A laptop computer or tablet with appropriate software. An aircard may be required by Caltrans by written notice.
- c. Communication device: Mobile telephone, cell phone shall be compatible with the current Caltrans cellular phone system.
- d. Hand tools including but not limited to; shovels, gloves, pick, measuring tape, buckets, wheel barrow, heat gun, sledge hammer, concrete and asphalt thermometers, clip board, calculator, peg book, as appropriate for the requested field personnel work.
- e. All necessary safety equipment including fire extinguisher, hard-soled safety footwear, white hard hats, eye protection, hearing protection, and

approved safety vests as appropriate for the requested field work to be performed safely and efficiently within operating highway and construction zone environments.

- f. Necessary miscellaneous tools, non-consumables, and supplies including, but not limited to, hammers, and shovels.
 - g. Traffic cones, at a minimum 25, for traffic control as necessary. Such cones shall be 28 inches, minimum, in height.
 - h. Traffic control devices (including signs, sign bases, flags, and hand held signs) as required to perform the requested field personnel work.
3. The Consultant shall provide all necessary tools, instruments, equipment, materials, supplies, and safety equipment required to perform the work identified in each Task Order and the Contract accurately, efficiently, and safely. The Consultant's personnel shall be fully trained in the use of such necessary tools, instruments, equipment, materials, supplies, and safety equipment. The Consultant shall not be reimbursed separately for tools of the trade, which may include, but not be limited to, the above-mentioned equipment.

L. Standards.

1. All work/services under the Contract shall be performed in accordance with all applicable Federal, State, and Local statutes, laws, codes, regulations, policies, procedures, ordinances, standards, specifications, performance standards, and guidelines, including the latest Caltrans regulations, policies, procedures, manuals, standards, specifications, performance standards, directives, guidelines, handbooks, guidance documents, forms, templates, policy memo, methodologies, and other informational or directive publications, including compliance with Federal Highway Administration (FHWA) and State guidelines for implementing those requirements; and any permits, licenses, agreements or certifications that apply to specific Task Orders; the terms and conditions of the Contract; and current Caltrans Manuals and any future revisions. Work not covered by the "Manuals" shall be performed as specified in the Task Order. If no standards exist, Task Orders may call for the development of new standards, so long as these standards do not conflict with the requirements, or amend the Scope of Work under of the Contract.
- a. The Consultant is responsible for obtaining, at its expense, all necessary manuals, reference documents, and other materials.
 - b. Caltrans Manuals generally may be purchased from the Publication Distribution Unit. The Publications staff may be reached at (916) 263-0822, and the center is located at the following address:
 - State of California
 - California Department of Transportation
 - Publication Distribution Unit
 - 1900 Royal Oaks Drive

Sacramento, CA 95815-3800

- c. Manuals and documents that are not available from the Caltrans Publication Distribution Center or are not available from Caltrans' Internet web site may be requested from the Caltrans Contract Manager. Caltrans does not guarantee the availability of publications nor its Internet web pages. Required Manuals include:
 - i. <http://www.dot.ca.gov/dpac/publications.html>
 - ii. <http://www.dot.ca.gov/manuals.html>
- d. Caltrans' regulations, policies, procedures, manuals, standards, specifications, performance standards, directives, guidelines, handbooks, guidance documents, forms, templates, policy memo, methodologies, and other informational or directive publications, are dynamic documents and subject to change. The Consultant is responsible to verify that the latest version or update is used.

2. Manuals, Documents, and Websites.

The following manuals, documents and links to internet sites are referenced in association with the work in the Contract. The list is not all-inclusive, but is intended to illustrate the types of reference material and sources of information.

- a. Caltrans' Internet Home Webpage:
<http://www.dot.ca.gov/>
- b. Caltrans' Code of Safe Practices:
<http://www.dot.ca.gov/hq/construc/safety/>
- c. California Business and Professions Code:
http://www.leginfo.ca.gov/.html/bpc_table_of_contents.html
- d. California Code of Regulations:
<http://www.oal.ca.gov/ccr.htm>
- e. California Health and Safety Code:
<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=hsc>
- f. California Public Contract Code:
http://www.leginfo.ca.gov/.html/pcc_table_of_contents.html
- g. California Public Resources Code:
http://www.leginfo.ca.gov/.html/prc_table_of_contents.html
- h. Caltrans Highway Design Manual:
<http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm>

<http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm#hdm>

- i. Manual of Uniform Traffic Control Devices (MUTCD):
California Manual on Uniform Traffic Control Devices:
<http://mutcd.fhwa.dot.gov/>
<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp>
http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd.htm
<http://www.dot.ca.gov/hq/traffops/engineering/mutcd/index.htm>
- j. Caltrans Traffic Manual and Manual on Uniform Traffic Control Devices (MUTCD) 2003 California Supplement:
<http://www.dot.ca.gov/hq/traffops/signtech/signdel/trafficmanual.htm>
<http://www.dot.ca.gov/hq/traffops/signtech/signdel/trafficmanual-current.htm>
<http://www.dot.ca.gov/hq/traffops/engineering/control-devices/trafficmanual-current.htm>
<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp>
http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd.htm
- k. Caltrans Traffic Impact Studies (TIS) Guidelines:
<http://www.dot.ca.gov/hq/traffops/developserv/operationalsystems/reports/tisguide.pdf>
<http://www.dot.ca.gov/dist1/d1transplan/tisguide-Dec02.pdf>
- l. Caltrans Surveys Manual:
http://www.dot.ca.gov/hq/row/landsurveys/SurveysManual/Manual_TOC.html
- m. Caltrans Construction Manual:
<http://www.dot.ca.gov/hq/construc/constmanual/>
<http://www.dot.ca.gov/hq/construc/manual2001/>
- n. Construction Manual:
Chapter 5 Section 1 Project Records and Reports
<http://www.dot.ca.gov/hq/construc/constmanual/chapter5/sec5-1.pdf>
- o. Caltrans Project Development Procedures Manual (PDPM):
<http://www.dot.ca.gov/hq/oppd/pdpm/pdpmn.htm>
<http://www.dot.ca.gov/hq/oppd/pdpm/pdpm.htm>
- p. Project Development Procedures Manual: Chapter 7 - Uniform File System:
http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt07.pdf

- q. Project Development Procedures Manual: Chapter 15 - Final Project Development Procedures:
http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt15.pdf
- r. Caltrans CADD Users Manual:
<http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/toc.htm>
<http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/default.htm>
http://www.dot.ca.gov/hq/esc/oe/project_plans/index.htm
- s. CADD Users Manual Chapter 4.3 As-Built Plans (March 30, 2011)
<http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/4-3.pdf>
- t. Caltrans Construction Manual: Traffic Safety Guidelines:
http://www.dot.ca.gov/hq/construct/manual2001/chapter2/chp2_2.pdf
- u. Caltrans Surveys Manual - Chapter 12: Construction Staking Handbook
Construction Staking Handbook:
Construction Staking: Chapter 12 of Caltrans Surveys Manual:
http://www.dot.ca.gov/hq/row/landsurveys/SurveysManual/12_Surveys.pdf
- v. Caltrans Standard Plans and Standard Specifications:
Caltrans Specification and Estimate Procedures:
<http://www.dot.ca.gov/hq/esc/oe/>
<http://www.dot.ca.gov/hq/esc/oe/standards.php>
<http://www.dot.ca.gov/hq/esc/oe/conststand.html>
http://www.dot.ca.gov/hq/esc/oe/construction_standards.html
http://www.dot.ca.gov/hq/esc/oe/project_plans/
http://www.dot.ca.gov/hq/esc/oe/project_plans/highway_plans/stdplans_US-customary-units_10/viewable_pdf/2010-Std-Plns-for-Web.pdf
http://www.dot.ca.gov/hq/esc/oe/construction_contract_standards/std_specs/2010_StdSpecs/2010_StdSpecs.pdf
http://www.dot.ca.gov/hq/esc/oe/project_plans/HTM/06_plans_disclaim_US.htm
http://www.dot.ca.gov/hq/esc/oe/project_plans/highway_plans/stdplans_US-customary-units_10/viewable_pdf/2010-Std-Plns-for-Web.pdf
http://www.dot.ca.gov/hq/esc/oe/specifications/std_specs/2010_StdSpecs/2010_StdSpecs.pdf (broken link)
- w. Standard Plans 2002 Dual Units:
http://www.dot.ca.gov/hq/esc/oe/project_plans/HTM/stdplns-dual-new02.htm (broken link)

http://www.dot.ca.gov/hq/esc/oe/project_plans/HTM/stdplns-dual-new02.htm

- x. Caltrans Standard Special Provisions:
<http://www.dot.ca.gov/hq/esc/oe/conststand.html>
http://www.dot.ca.gov/hq/esc/oe/construction_standards.html
- y. Caltrans Guide for the Submittal of Plans, Specifications, and Estimates:
Caltrans Plans Preparation Manual:
http://www.dot.ca.gov/hq/esc/oe/specifications/pse_guide/PS&E_Guide_3_27_01.pdf (broken link)
<http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/4-1.pdf>
<http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/default.htm>
<http://www.dot.ca.gov/hq/oppd/cadd/usta/ppman/default.htm>
<http://www.dot.ca.gov/hq/oppd/cadd/usta/ppman/toc.htm>
<http://www.dot.ca.gov/hq/esc/oe/standards.php>
http://www.dot.ca.gov/hq/esc/oe/construction_standards.html
- z. Project Plan Preparation Manual of Instructions:
http://www.dot.ca.gov/hq/esc/oe/project_plans/index.htm (broken link)
- aa. Caltrans Policy and Guidelines: Cost Estimate:
<http://www.dot.ca.gov/hq/oppd/costest/costest.htm>
- bb. Caltrans Right of Way Manual:
<http://www.dot.ca.gov/hq/row/rowman/manual/index.htm>
<http://www.dot.ca.gov/hq/row>
- cc. Caltrans Project Management Handbook:
<http://www.dot.ca.gov/hq/projmgmt/guidance.htm>
http://www.dot.ca.gov/hq/projmgmt/documents/pmhb_5thed.pdf
- dd. Caltrans Storm Water Quality Handbooks, Manuals, Project Planning, and Design Guide:
Caltrans Storm Water Quality Handbooks:
Caltrans Storm Water Quality Handbooks and Manuals:
Caltrans Storm Water Project Planning and Design Guide:
<http://www.dot.ca.gov/hq/oppd/stormwtr/>
<http://www.dot.ca.gov/hq/construc/stormwater/manuals.htm>
- ee. Caltrans Project Management Directives:
http://pd.dot.ca.gov/pm/ProjectOffice/ProcessGuidance_Directives/Guidance_DirectivesHome.asp

- ff. Caltrans Project Risk Management Handbook:
http://www.dot.ca.gov/hq/projmgmt/guidance_prmhb.htm
- gg. Quantitative Risk Analysis section (page 14) of Caltrans Project Risk Management Handbook:
http://www.dot.ca.gov/hq/projmgmt/documents/prmhb/caltrans_project_risk_management_handbook_20070502.pdf (broken link)
http://www.dot.ca.gov/hq/projmgmt/documents/prmhb/archive/caltrans_project_risk_management_handbook_20070502.pdf
- hh. Project Management Institute (PMI) "A Guide to the Project Management Body of Knowledge":
www.pmi.org
- ii. Caltrans Standard Environmental Reference Webpage:
Caltrans Standard Environmental Reference (SER), Caltrans Environmental Handbook, Volume I, Volume II, Volume III, and Volume IV:
<http://www.dot.ca.gov/ser/>
<http://www.dot.ca.gov/ser/envhand.htm>
- jj. Caltrans Standard Environmental Reference, Biological Resources:
<http://www.dot.ca.gov/ser/vol3/vol3.htm>
- kk. Caltrans PEAR Handbook:
<http://www.dot.ca.gov/ser/pear.htm>
- ll. Caltrans Quality Control and Assurance for Biological Technical Documents:
http://www.dot.ca.gov/ser/vol1/sec3/natural/Ch14Bio/files/QC_guidance.pdf
- mm. Secretary of the Interior's Professional Qualification Standards:
http://www.nps.gov/history/local-law/arch_stnds_9.htm
- nn. Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (Federal Register, Vol. 48, No. 190, September 1983):
http://www.nps.gov/history/local-law/arch_stnds (broken link)
- oo. Caltrans Technical Publications and Manuals:
<http://www.dot.ca.gov/hq/esc/techpubs/>

- pp. Caltrans Construction Contract Development Guide (CCD)
<http://www.dot.ca.gov/des/oe/guidance.html>
- qq. Caltrans Design Information Bulletins:
<http://www.dot.ca.gov/hq/oppd/dib/dibprg.htm>
- rr. Construction Policy Bulletins (CPBs):
<http://www.dot.ca.gov/hq/construc/manual2001/CPBindex.HTM>
- ss. Caltrans Design Memorandum:
<http://www.dot.ca.gov/hq/oppd/design/index.htm>
- tt. Caltrans Cooperative Agreements Manual:
<http://www.dot.ca.gov/hq/oppd/coop/index.htm> (broken link)
http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt16.pdf
- uu. Caltrans Environmental Handbook:
<http://www.dot.ca.gov/ser/envhand.htm>
- vv. Caltrans Preliminary Environmental Analysis Report (PEAR) Handbook:
Caltrans PEAR Handbook:
<http://www.dot.ca.gov/ser/pear.htm>
- ww. Caltrans Environmental Policy Memos:
Environmental Policy Memos:
<http://www.dot.ca.gov/ser/memos.htm>
- xx. California Test Methods:
<http://www.dot.ca.gov/hq/esc/ctms/index.html>
- yy. Bridge Construction Records and Procedures Manual, Volume I (8/31/07)
:
<http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/BCRPVol1.pdf>
http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/BCRPVol1_Terms.pdf
- zz. Bridge Construction Records and Procedures Manual, Volume II (8/31/07)
:
<http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/BCRPVol2.pdf>
http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/BCRPVol2_Terms.pdf
- aaa. Caltrans Value Analysis Program:

<http://www.dot.ca.gov/hq/oppd/value>

- bbb. METS Website:
<http://www.dot.ca.gov/hq/esc/Translab/>
- ccc. AASHTO Pavement Design Guidance:
<https://bookstore.transportation.org>

- ddd. Superpave Mix Design Standards:
<http://www.asphaltinstitute.org>

- eee. Federal Highway Administration Title 23, Code of Federal Regulations, 637B:
<http://www.fhwa.dot.gov/legisregs/directives/fapg/cfr0637b.htm>

- fff. Independent Assurance Manual:
<http://www.dot.ca.gov/hq/esc/Translab/IAPMasterList/2005%20IA%20Maunal.pdf> (broken link)
http://www.dot.ca.gov/hq/esc/Translab/ofpm/IA_reports/2005_IA_Maunal.pdf (broken link)
http://www.dot.ca.gov/hq/esc/Translab/ormt/IA_reports/2005_IA_Maunal.pdf

- ggg. Office of Structural Materials Practices and Procedures Manual:
<http://www.dot.ca.gov/hq/esc/Translab/OSM/documents/smdocuments/OSMPP.pdf>

- hhh. Caltrans Falsework Manual:
http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/FW_Terms.pdf

- iii. Caltrans Trenching and Shoring Manual:
http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/TS_Terms.pdf

- jjj. Caltrans Foundation Manual:
http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/Foundation_Terms.pdf

- kkk. Caltrans Prestress Manual:
http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/PS_Terms.pdf

- lll. Other applicable Offices of Structure Construction manuals:

<http://www.dot.ca.gov/hq/esc/construction/manuals/>

- mmm. Manual of Traffic Controls for Construction and Maintenance Work
Zones:
<http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/pdf/camutcd2012/Part6.pdf> (broken link)
<http://www.dot.ca.gov/hq/traffops/signtech/signdel/pdf/TMChapter5.pdf>
(broken link)
<http://www.dot.ca.gov/hq/traffops/engineering/mutcd/pdf/camutcd2014/Part6.pdf>
<http://www.dot.ca.gov/hq/traffops/engineering/control-devices/pdf/TMChapter5.pdf>
- nnn. Median Barrier Guidelines.
(Not available on the internet)
- ooo. AASHTO Policy on Geometric Design of Highways and Structures.
(Not a Caltrans Publication)
- ppp. Standard Test Methods.
(Not a Caltrans Publication)
- qqq. Division of Construction Oversight Engineer Field Guidelines.
Chapter 4 Project Completion.
<http://www.dot.ca.gov/hq/construct/oversightengineerfieldguidelines2005.pdf>
- rrr. Caltrans Encroachment Permits Manual.
Chapter 206.2A As-Built Plans and Other Completion Records.
http://www.dot.ca.gov/hq/traffops/developserv/permits/encroachment_permits_manual/index.html
- sss. Local Assistance Procedures Manual.
Chapter 17.4 AS BUILT PLANS.
<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>
- ttt. Office of Special Funded Projects Information and Procedures Guide.
Chapter 1-9 Project Records.
<http://www.dot.ca.gov/hq/esc/osfp/osfp-manual/osfp-manual.htm>

- uuu. Federal Highway Administration (FHWA) Guidance for Consultants: Procedures for the Protection of Historic Properties - Section 106 Process, and Guide for Consultants: Procedures for Completing the Natural Environment Study and Related Biological Reports:
<http://www.fhwa.dot.gov/>
<http://www.environment.fhwa.dot.gov/guidebook/index.asp>
<http://www.fhwa.dot.gov/>
<http://www.environment.fhwa.dot.gov/guidebook/chapters/v2ch10.asp>
<http://www.fhwa.dot.gov/cadiv/pre/guide3.htm> (broken link)
- vvv. Caltrans Guidance Manual: Storm Water Monitoring Protocols:
<http://www.dot.ca.gov/hq/env/stormwater/index.htm>
<http://www.dot.ca.gov/hq/env/stormwater/ongoing/monitoring/>
- www. “United States Environmental Protection Agency (U.S. EPA) Test Methods for Evaluating Solid Waste,” 3rd Edition (SW-846) :
<http://www.epa.gov/epaoswer/hazwaste/test/main.htm>
- xxx. Caltrans Soil and Rock Logging Manual, Classification, and Presentation Manual:
http://www.dot.ca.gov/hq/esc/geotech/sr_logging_manual/srl_manual.html
- yyy. State of California, Department of Water Resources, California Well Standards/Well Standards Bulletins, in Bulletins 74-81 and 74-90:
http://www.water.ca.gov/groundwater/well_info_and_other/well_standards.s.cfm
http://www.water.ca.gov/groundwater/well_info_and_other/california_well_standards/well_standards_content.html
http://www.water.ca.gov/groundwater/well_info_and_other/well_standards.cfm
- zzz. California Department of Toxic Substances Control Guidance Manual: Monitoring Well Design and Construction for Hydrogeologic Characterization, Interim Final August 1994:
http://www.dtsc.ca.gov/SiteCleanup/upload/SMP_Monitoring_Well_Design.pdf (broken link)
- aaaa. California Department of Toxic Substances Control Guidance manual: Representative Sampling of Ground Water for Hazardous Substances, July 1995.
- bbbb. California Department of Toxic Substances Control (DTSC) Aerially Deposited Lead Variance No. V09HQSCD006, July 1, 2009.

- cccc. Caltrans Biological Guide for Consultants:
<http://www.dot.ca.gov/ser/downloads/bio/bioguide.pdf> (broken link)
<http://dot.ca.gov/ser/vol3/vol3.htm> (broken link)
 - dddd. Guide to the Caltrans Capital Project Work Breakdown Structure (WBS).
 - eeee. Caltrans Survey Engineer's File (SEF) Oversight Guideline.
 - ffff. Caltrans Project Planning and Design Activities Guide.
 - gggg. Caltrans Externally Financed Projects Branch (EFPB) Information and Procedures Guide.
 - hhhh. Caltrans Right of Way Procedural Handbook- Volume 13 "Utilities".
 - iiii. Caltrans Manual on High and Low Risk Underground Facilities.
 - jjjj. Caltrans Drafting Design User's Manual.
 - kkkk. Caltrans Bridge Design Specifications Manual.
 - llll. Caltrans Bridge Design Details Manual.
 - mmmm. Caltrans Bridge Design-Aids Manual.
 - nnnn. Caltrans Bridge Memo to Designers.
 - oooo. Caltrans Bridge Standard Details Sheets.
 - pppp. Caltrans Bridge Detail Decals.
 - qqqq. Caltrans Formatted Highway Plan Sheets.
 - rrrr. Caltrans Formatted Bridge Plan Sheets.
 - ssss. Caltrans Construction Site Best Management Practices Guide.
- LOCAL MANUALS
- tttt. "Site Assessment and Mitigation Manual" (SAM) of the San Diego County Department of Environmental Health (DEH).

- uuuu. "Tri-Regional Board Staff Recommendations for Preliminary Evaluation and Investigation of Underground Tank Sites," North Coast, San Francisco and Central Valley Regional Water Quality Control Boards, August 10, 1990.
- vvvv. "Tri-Regional Board Staff Recommendations for Preliminary Evaluation and Investigation of Underground Tank Sites," Central Valley Regional Water Quality Control Boards, 16 April 2004.
- wwww. "The Designated Level Methodology for Waste Classification and Cleanup Level Determination", Central Valley Regional Water Quality Control Board.
- xxxx. RWQCB - Region 2 Draft Fact Sheet for Reviewing Wetland and Riparian Projects.
http://www.swrcb.ca.gov/rwqcb2/water_issues/programs/401_certs/fact_sheet_wetland_projects_12-1-06.doc
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http://www.usace.army.mil/CECW/Pages/reg_supp.aspx (broken link)
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<http://el.erdc.usace.army.mil/elpubs/pdf/trel10-3.pdf>
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<http://el.erdc.usace.army.mil/wetlands/wlpubs.html> (broken link)
<http://el.erdc.usace.army.mil/wetlands/pdfs/wlman87.pdf> (broken link)
- bbbb. USACE Sacramento District.
http://www.spk.usace.army.mil/organizations/cespk-co/regulatory/pdf/min_standards.pdf (broken link)
- cccc. USACE San Francisco District.

<http://www.spn.usace.army.mil/regulatory/JD/Info%20Req.pdf> (broken link)

- dddd. USACE standards for delineation of other waters of the U.S.: Lichvar, Robert W., and Shawn M. McColley. 2008. A Field Guide to the Identification of the Ordinary High Water Mark (OHWM) in the Arid West Region of the United States: a Delineation Manual. August. U.S. Army Corps of Engineers, ERDC/CRREL TR-08-12. .
<http://www.crrel.usace.army.mil/library/technicalreports/ERDC-CRREL-TR-08-12.pdf> (broken link)
- eeee. USACE standards for delineation of other waters of the U.S.: U.S. Army Corps of Engineers. 2005. Regulatory Guidance Letter 05-05: Ordinary High Water Mark Identification. December 7. .
<http://www.usace.army.mil/CECW/Pages/rglsindx.aspx> (broken link)
<http://www.usace.army.mil/CECW/Documents/cecwo/reg/rgls/rgl05-05.pdf> (broken link)

M. Field Safety.

In addition to the requirements specified elsewhere in the Contract, the following also shall apply:

1. The Consultant shall maintain a working environment that is safe for project personnel and the public. The Consultant shall provide a Code of Safe Practices that includes at a minimum, fall protection safety, lead training, respirator training, and promotes an awareness of health and safety requirements and enforce applicable regulations and contract provisions for the protection of the project personnel and the public. The Consultant's personnel shall comply with all safety provisions of the Caltrans Safety Manual (http://www.dot.ca.gov/hq/opo/safety/safetymanual_toc.htm), Caltrans Surveys Manual (http://www.dot.ca.gov/hq/row/landsurveys/SurveysManual/Manual_TOC.html), Caltrans Laboratory Safety Manual (http://www.dot.ca.gov/hq/esc/ctms/pdf/lab_safety_manual.pdf), Caltrans Traffic Manual (<http://www.dot.ca.gov/hq/traffops/signtech/signdel/trafficmanual.htm>) and Caltrans Code of Safe Practices (<http://www.dot.ca.gov/hq/construc/safety/>). The Consultant shall comply with all Federal, State, and Local Occupational Safety and Health Administration (OSHA) statutes, laws, codes, regulations, policies, procedures, ordinances, standards, rules, specifications, performance standards, and guidelines, and the safety instructions that Caltrans issues for performance of Task Order work, applicable to the work under the Contract, regarding safety equipment and procedures (including, but not limited to, use and

operation). Under no circumstance shall the Consultant's safety policies be less stringent than Caltrans'.

2. The field work shall not be performed when conditions prevent a safe and efficient operation, and shall only be performed with written authorization by Caltrans.
3. The Consultant shall provide, at no cost to Caltrans, all safety equipment to perform the required services in a safe manner including, but not limited to: gloves, coveralls, sunscreen, insect repellents, fire extinguisher, hard-soled safety footwear, white hard hats, eye protection, hearing protection, and approved safety vests. The Consultant's personnel shall wear hard-soled safety footwear, white hard hats, eye protection, hearing protection, and approved safety vests at all times while working in the field.
4. The Consultant shall provide, at no cost to Caltrans, appropriate safety training for all the Consultant's and the Subconsultant's office, laboratory, and field personnel, including training required for performing the work in an office setting or in the field to work on and near highways in a safe manner.
5. The Consultant shall be solely responsible for the protection of health and safety of its personnel, Subconsultants, and Subconsultant's personnel in performance of the Contract.

N. Orientation Provided by Caltrans.

1. Caltrans may provide orientation regarding the requirements for the Contract and each Task Order as deemed necessary by Caltrans. The orientation may consist of a description of Caltrans procedures, practices, and requirements for the specific work to be performed and sharing of project related files and notes. However, if the orientation instructions conflict with the contract or task order requirements, the Contract and the executed Task Order shall prevail over any descriptions provided.

O. Monitoring and Review Procedure.

1. The Caltrans Contract Manager shall have the unilateral right, from time to time, or as requested by the Consultant, to monitor and review the progress and processes of the Consultant related to work performed under the Contract.
2. The performance of the Consultant Contract Manager, key personnel, and team shall be evaluated by the Caltrans Contract Manager, as needed, but no less frequently than annually, and at the expiration of the Contract. Unsatisfactory reviews of specific consultant personnel may result in Caltrans requesting that

they be replaced with new personnel; the Consultant shall immediately replace personnel with individuals whose qualifications at a minimum equal those of the personnel replaced at no additional cost to Caltrans. Evaluation includes, but not be limited to, the following:

- a. Job performance.
- b. Quality of Work.
- c. Timely submittal of reports, invoices, daily diaries, and other required documents.
- d. Early detection of problems and timely resolutions.
- e. Requesting timely approval for personnel changes and travel expenditure.
- f. Responsiveness and ability to control costs.
- g. DBE or DVBE Participation.
- h. Conflicts of interest.

Poor performance and any negative evaluations may result in the request for replacement of the Consultant Contract Manager, key personnel, or any personnel; the need to replace key personnel shall reflect adversely on the Consultant's performance evaluation, and if warranted, may result in the termination of the Contract per Exhibit D, Section III, Termination of the Contract.

3. As a minimum, the monthly report should address the following specific areas:
 - a. Time related project status via a bar chart schedule.
 - b. Physical progress. (performance progress report on the Scope of Work)
 - c. Amendment summary history.
 - d. Narrative status report by task to include work accomplished in the previous month, work planned for the next month, identification of project issues, and an action plan to resolve issues. (descriptive progress report of all Task Orders).
 - e. Earned Value Report.
 - f. Graphical comparisons for actual progress vs. earned and planned progress for: physical (% complete), performance (hours complete), and cash flow.
 - g. Bar Chart Schedule showing the Critical Path and Logic Network Schedule, and identifying issues that would affect the project development activities and milestones.
 - h. Monthly forecast of work report showing total dollars expended in current month, next month's planned expenditures, and planned expenditures for the remainder of the fiscal years.
 - i. Consultant shall give written notice to the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager within seven (7) working days after Consultant knows or should know of any cause or condition which may, under reasonable foreseeable circumstances, result in delay and cost over-runs for which Consultant may request an extension of time and monies to complete the services.

- j. Consultant shall report in a timely manner, through correspondence and monthly progress reports, whenever it appears that approved schedules outlined in the Task Order will not be met, whether or not the reasons are within the Consultant's control. In the event the Task Order Scope and Schedule of the Services are modified, and the modified Schedule is approved by Caltrans, the Consultant shall submit a revised Milestone Schedule. Consultant shall perform the Services in accordance with the latest approved revised Task Order Milestone Schedule.

P. General Materials to be Provided or made available by Caltrans.

Materials (if deemed applicable, necessary, and when available from Caltrans) that may be furnished or made available by Caltrans and where listed in the individual Task Orders and the Contract, are for the Consultant's use only, shall be returned at the end of the Contract. The Consultant shall use the materials in the execution of the specific work described in the Task Order. These materials may include, but not be limited to, the following:

1. Appropriate background or reference information for each Task Order.
2. Project special provisions, full-size and reduced-size sets of project plans, materials information handout, and construction contract and proposal, as necessary.
3. Caltrans standardized forms.
4. Caltrans shall provide Permits to Enter for private property access. The Consultant shall notify Caltrans, in writing, sufficiently in advance of its need to enter upon private property or facility to perform work. The Consultant's notice shall specify the date, purpose, duration, location, and the time of day of the Consultant's activities. The Consultant shall not perform work on property outside of the Caltrans right-of-way until Caltrans has obtained an entry permit from the property owner. The Consultant is responsible for notifying the property owner 48 hours in advance of entering the property, unless otherwise specified in the Permit. The Consultant shall notify the Caltrans Contract Manager within 48 hours if permission has been denied. The Consultant personnel shall carry the Permits to Enter on their person while performing work outside the Caltrans Right-of-Way. No work shall be performed by the Consultant outside the Caltrans Right-of-Way without Permits to Enter. The Consultant shall comply with all conditions imposed by the Caltrans Contract Manager and requirements set forth in the Permit to Enter. The Consultant shall be responsible for any damages that consultant did to owner property at Consultant's own expense.

5. Appropriate background information, site topographic maps, as-built drawings, blank Caltrans plan sheet overlays, digital electronic seed files, cell libraries, lane closure request forms, right-of-way alignments and survey limits, preliminary utility location maps, areas where focused studies are needed, Construction Contract Documents, and Shop Drawings, as available, for each Task Order.
 6. Digital Electronic templates of Task Order formats.
 7. For Contract work on Caltrans' Right-of-Way, an executed contract constitutes the consultant's "Encroachment Permit." The consultant (prime as well as any subconsultants) shall carry a copy of the fully executed contract along with the pertinent Task Order(s) at all times while conducting work for Caltrans within Caltrans' Right-of-Way.
 8. All pertinent correspondence and investigations.
 9. The Caltrans Contract Manager may designate a Caltrans Task Order Manager to manage the technical aspects of the Task Order or each specific Task Order.
 10. The Caltrans Contract Manager or Caltrans designee shall review all deliverables for compliance, substance, and quality.
- Q. Roadway Design and related Project Development and Construction Materials to be Provided or made available by Caltrans.
1. Relevant and existing documents, right-of-way record data, survey maps, control, data, topographic maps, and planimetric maps, if any are available, that are applicable to the current project within the project limits.
 2. Appropriate Archive Design Project History Files.
- Note: The Consultant is responsible for the return to Caltrans, in original condition, of all items provided for use under the Contract. The Consultant shall replace, at the Consultant's sole expense, all lost or damaged Caltrans data or materials.
- R. Materials to be Provided by the Consultant.

Unless otherwise specified in the Contract, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order.

1. The Consultant shall be responsible for obtaining all necessary approvals and permits for Task Order work performed on any property that Caltrans does not own or control, with the exception of private property. The Consultant shall identify all necessary approvals and permits, prepare signature-ready permit applications, and track the status of permit applications, as specified in each Task Order. Also, the Caltrans District NPDES Coordinator shall be notified prior to performance of any work.
2. The Consultant shall provide to its Roadway Design and related Project Development and Construction Services personnel sets of the following that are applicable to the current project:
 - a. Standard Specifications.
 - b. Standard Plans.
 - c. Materials listed under section "Equipment Requirements".
3. When performing work within Railroad Company property, the Consultant is required to obtain sufficient and/or adequate insurance coverage that shall comply with the Railroad Company's requirements when performing work within their jurisdiction. The amount of insurance and types of coverage required by the Railroad Company may be above and beyond that required by Caltrans. The Consultant may be required to provide additional Railroad liability insurance including, but not limited to:
 - a. Commercial General Liability Insurance.
 - b. Business Automobile Coverage Insurance.
 - c. Worker Compensation and Employers Liability Insurance.
 - d. Railroad Protective Liability Insurance.
 - e. Umbrella or Excess Insurance.
 - f. Pollution Liability Insurance.

S. Product Approval and Payment

1. All analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items produced by the Consultant in the performance of the Contract, shall be subject to the approval and acceptance by the Caltrans Contract Manager prior to invoicing and payment for these items.

2. All of the deliverables and tasks provided for acceptance under each Task Order shall comply with the terms, covenants and conditions of the Contract.
3. Upon completion of each deliverable or task, the Caltrans Contract Manager shall either accept or reject the completed work. In the event of non-acceptance due to errors, omissions, or non-compliance with the Caltrans Manuals, as revised as of the time of the Task Order, or the provisions of the Contract, the Consultant shall remedy the errors, omissions, or non-compliance to the satisfaction of the Caltrans Contract Manager at no cost to Caltrans prior to payment. Caltrans shall withhold payment until the work is satisfactorily completed and approved by the Caltrans Contract Manager. Additional cost incurred to correct errors will not be compensated.
4. Caltrans shall not pay the Consultant for the Consultant's work under the Contract and the charges incurred by the Consultant that does not conform to the requirements specified in the Contract and to the applicable Task Order, and such work shall be corrected at the Consultant's sole expense at no additional cost to Caltrans.
5. All reviews, inspections and approvals made prior to the final acceptance of deliverables or Task Orders are intended only to provide interim authorizations to proceed and do not constitute final approval of the deliverable or Task Order.
6. Notwithstanding any other provision of the Agreement, until final acceptance of a Task Order under the Agreement, any acceptance or approval means approval to proceed, but it does not mean acceptance or approval of a deliverable or task, and, it does not reduce or eliminate any of Consultant's duties or responsibilities under the Agreement.

T. General Deliverables.

All deliverables, intermediate work products, and original documents including, but not limited to, original field notes, photographs, reports, documents, plans, data, data files, edits to field data, adjustment calculations, final results, drawings, specifications, estimates, studies, record search, records, books, maps, manuscripts, manuals, digital electronic software developed, databases, background information, spreadsheets, procedural scripts, macros developed, and intellectual properties, developed pursuant to the Contract, shall be subject to the provisions of Exhibit D, sections XIX and XX and shall be sent to Caltrans upon completion of each Task Order deliverable and acceptance/approval of the work by the Caltrans Contract Manager or immediately upon request by the Caltrans Contract Manager. The Consultant shall retain a copy of all documents furnished to Caltrans until expiration of the Contract.

Unless otherwise specified in the Task Order, the deliverables shall conform to the following:

1. Data Format for Unprotected and Modifiable Digital Electronic File Transfers.

The Consultant shall deliver unprotected and modifiable digital electronic files meeting the following requirements and as specified in each Task Order:

- a. Alphanumeric information (80 character, ASCII data type).
- b. Reports (Acrobat Writer 5 and above).
- c. Graphs, charts (Acrobat Writer 5 and above).
- d. Compliance with standard naming convention (including, but not limited to, Project ID, County, Route/PM, Date).

2. The Consultant shall work in close liaison with the Caltrans Contract Manager. Time is of the essence. Caltrans shall exercise review and approval functions through the Caltrans Contract Manager at key points, as specified in each Task Order. Milestone reviews shall be performed with the Caltrans Contract Manager for the specific performance, products, and deliverables listed in each Task Order.

3. The Consultant shall prepare a cost estimate showing task, subtask, personnel, personnel hours estimated for each task or subtask, and a schedule of deliverables.

4. All analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract shall be prepared on Caltrans standardized forms. Necessary forms shall be provided by Caltrans for the Consultant's use.

5. All analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract shall be submitted in both hardcopy and unprotected and modifiable digital electronic files in the Caltrans-approved forms and in the Caltrans-approved and designated digital electronic formats (Microsoft Word, Microstation, CaiCE, AutoCAD Civil 3D, PhotoShop, 8 1/2 x 11 in green, plastic, three ring binder), in accordance with the guidelines in the Contract and each Task Order, and shall conform to Caltrans standards and the requirements of the Caltrans Office Engineer at the end of Contract or when requested by the Caltrans Contract Manager or Caltrans designee. The unprotected and modifiable digital electronic files shall include the responsible person's digital electronic

signature and seal. The Consultant shall verify the latest version of software used prior to submittal. The Consultant shall also provide plot parameter (.par) or IPARM (.i) files in accordance with I-Plot standards.

6. At the end of each Task Order or when requested by the Caltrans Contract Manager, the Consultant shall also submit one (1) unprotected and modifiable digital electronic copy of all analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract in a specified digital device format (CD, DVD, and/or flash drive). The file formats shall be specified in each Task Order. Appropriate documentation shall accompany each digital device indicating the contents of each file.
7. When the Consultant is required to prepare and submit analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract and any approved Task Order to Caltrans or review analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items submitted to Caltrans by others, these documents shall be reviewed. They shall be submitted in draft as scheduled and the opportunity provided for Caltrans to provide comments and feedback, prior to final submittal. The specific schedule for Caltrans' review of the Consultant's submittals shall be specified in the Task Order.

The Consultant personnel involved in preparation or review of analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items shall be identified in the prepared or review report.

8. If the Consultant fails to submit the required analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract and any approved Task Order, Caltrans shall have the right to withhold payment and/or terminate the Contract in accordance with the termination provisions of the Contract per Exhibit D, Section III, Termination. If the Contract is terminated, the Consultant shall, at Caltrans' request, return all materials recovered or developed by the Consultant under the Contract including, but not limited to, photos, field notes, computer data files, maps, artifact collections, catalogs, analytical results, plans, designs, specifications, estimates, notes, calculations,

analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract.

9. For each Task Order, a milestone submittal schedule shall be prepared by the Consultant and approved by the Caltrans Contract Manager. Milestones may be changed by written agreement between the Caltrans Contract Manager and the Consultant Contract Manager through an amendment to the Task Order.
10. The Consultant shall prepare and update the Caltrans Work Breakdown Structure (WBS) as set forth in the Contract for each Task Order issued by the Caltrans Contract Manager showing a deliverables schedule. It is expected that the Consultant shall complete and meet the agreed upon schedule for each Task Order. Failure to complete the work based on the agreed upon schedule in the Task Order may result in termination of the Task Order or the Contract. Caltrans may have work completed in any way allowed by law, for which the Consultant shall be liable for any additional costs incurred by Caltrans to complete the work. Such costs may be deducted from amounts due to the Consultant in pending or future invoices, or if the Contract is terminated, may be recouped by any means allowed by law.
11. The Consultant shall maintain a separate complete set of project files for each Task Order issued by the Caltrans Contract Manager performed under the Contract. The Consultant shall maintain two (2) sets of these files. One (1) set shall be maintained on site with the Consultant and the other set shall be updated by the Consultant monthly and delivered to the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager. These files shall be indexed in accordance with Caltrans' Project Development Uniform File System (http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt07.pdf). These files shall be made available to the Caltrans Contract Manager during normal working hours and shall be transferred to Caltrans upon completion of work under the Task Order. If requested by the Caltrans Contract Manager, the Consultant shall provide these project files.
12. Deliverables specified in each Task Order shall be delivered to the attention and address indicated in each Task Order.
13. The Consultant shall be capable of working in either English or Metric units.
14. All deliverables shall be prepared in Imperial English Units unless an exception is approved. The units to be used for deliverables shall be addressed within individual Task Orders.

15. A Task Order may require the Consultant to use software and digital electronic formats other than those indicated in the Contract as needed to accomplish the objectives of the Task Order.

16. Quality Control Plan:

Prior to the work, the Consultant shall prepare the quality control plan and the minimum standard of work quality and obtain approval from the Caltrans Contract Manager, in effect for each and every Task Order during the entire time the work is being performed under the Contract. The Consultant shall complete the quality control plan and certify at the completion of work that all measures contained therein were satisfied. Caltrans shall perform quality assurance on the quality control plan to assure that quality control was satisfied.

The Consultant's quality control plan shall establish a process whereby:

- a. All deliverables are reviewed for accuracy, completeness, and readability before submittal to Caltrans.
- b. Calculations and plans are independently checked, corrected and re-checked.
- c. All job-related correspondence and memoranda are routed and received by affected persons and then filed in the appropriate Task Order file.
- d. Field activities are routinely verified for accuracy and completeness, such that any discovered deficiencies do not become systemic or affect the result of a Task Order deliverable.

The Consultant shall provide an outline of the quality control program before a specific task begins and shall identify critical quality control reviews within each Task Order. The Caltrans Contract Manager shall periodically request evidence that the quality control/quality assurance plan is functioning. All analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract submitted to the Caltrans Contract Manager for review shall be marked clearly as being fully checked or unchecked, and that the preparation of the material followed the quality control plan established for the work. The Quality Control/Quality Assurance (QC/QA) plan shall contain provisions for the development of appropriate "checklists" to maintain product quality and control. These "checklists" shall be delivered to the Caltrans Contract Manager with the QC/QA plan. The Consultant shall update these documents when directed by the Caltrans Contract Manager. Within thirty (30) calendar days of the Notice to Proceed (NTP), the Consultant shall submit to the Caltrans Contract Manager or Caltrans designee a job specific QC/QA plan and staffing plan.

17. Subject to Caltrans review, approval, and acceptance, the Consultant has total responsibility for and shall verify the accuracy and completeness of the analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract prepared by the Consultant or its Subconsultants for the projects as specified in the Contract and in each Task Order. All analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract shall be reviewed by Caltrans for conformity with project standards and the requirements in the Task Order and the Contract. The analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract are subject to Caltrans' review, approval, and acceptance. Reviews by Caltrans do NOT include detailed review or checking of major components, quantitative calculations, related details or accuracy of information. The responsibility for accuracy and completeness of such items remains solely that of the Consultant.
18. The Caltrans Contract Manager shall address all questions which may arise as to the quality or acceptability of deliverables furnished and work performed for the Contract.
19. Prepare the analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract in accordance with prevailing industry standards and in a form acceptable to the Caltrans Contract Manager. These items shall identify the preparer, the designated reviewers, and the criteria for acceptance. The deliverables shall satisfy the Caltrans acceptance criteria and tests. The work product shall be complete, of neat appearance, well-organized, technically and grammatically correct, independently checked for error, checked by designated reviewers (Caltrans and Consultant Personnel), dated, and shall conform to industry standards and all applicable Caltrans, State, and Federal Standards, Requirements, and Procedures. All deliverables shall be approved by the Caltrans Contract Manager or Caltrans designee.

The minimum standard of appearance, organization, and content of analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract, shall be that of similar types produced by Caltrans and set forth in related Caltrans manuals.

Caltrans and the Consultant shall develop and agree to a schedule for the services and deliverables to be completed and delivered, and where appropriate, for acceptance criteria and acceptance tests that the services and deliverables must satisfy as a prerequisite for approval by Caltrans. All deliverables shall satisfy the Standards set forth in “Standards” Section in order to be accepted for payment.

U. Roadway Design and related Project Development and Construction Deliverables.

1. The Consultant shall obtain written approval from Caltrans for all analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract. If there are no Caltrans standardized forms, the format and content requirements for all analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract shall be specified in each Task Order.
2. All Roadway Design and related Project Development and Construction Services analytical results, plans, designs, specifications, estimates, notes, calculations, analysis, reports, graphics, drawings, visual simulations, studies, product, data, manuals, details, deliverables, backup documents, other documents, and other items required by the Contract performed on computer shall be delivered to Caltrans including, but not limited to, the formats specified below:
 - a. Text-based documents shall be submitted as an Adobe Portable Document Format (“pdf”) file using Adobe Acrobat Professional version 5 or later software. The pdf file shall be inclusive of all graphics (e.g. page orientation, photographs or other images, charts, and tables) and be suitable for printing in final form. The pdf file shall:
 - i. Contain functioning bookmarks, indexes, tables of contents or other hyperlinks as required by the Task Order.
 - ii. Be configured (e.g. bookmarks, indexes, table of contents, thumbnails, annotations, signatures, and security settings) as required, or as directed by the Task Order.
 - iii. Be optimized for use by Adobe Acrobat Reader 10 or newer.

- b. Text-based documents shall also be submitted in Microsoft Word format, version 2007. The document shall include all graphics (e.g. photographs, image graphics, charts, and tables). Photographs shall be in “jpeg” file format. Other image graphics shall be in “gif” format unless otherwise specified.
 - c. All graphics (e.g. photographs or other drawings) shall be submitted separately from the pdf and Microsoft Word documents in archive-type file formats (e.g. photographs and bitmapped drawings as “tif”, Microstation drawings as “dgn”, and vector drawings as “ai”) unless otherwise specified. The intent of this section is for the Consultant to provide Caltrans with a copy of each graphic in an uncompressed file format for archive purposes. The Consultant may suggest alternative formats that are compatible with this goal.
 - d. Spreadsheet files shall be submitted in Microsoft Excel format, version 2007, or format currently in use by Caltrans.
 - e. Word processing files shall be submitted in Microsoft Word format, version 2007, or format currently in use by Caltrans.
 - f. Database files shall be submitted in Microsoft Access format, version 2007, or format currently in use by Caltrans.
 - g. The Consultant shall not format digital electronic files as “view only” or “read only” unless so specified in the Task Order.
 - h. Other - As specified in the Task Order.
3. Plans shall be prepared in conformance with the current editions of Caltrans’ Plans Preparation Manual, the CADD Users Manual, and the following:
 - a. All CADD work shall be in compliance with Caltrans’ CADD Users Manual. CADD work shall also incorporate, as deemed necessary by the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager, any revisions to the CADD Users Manual that are made during the course of the Contract.
 - b. The Consultant shall obtain and use the latest versions of the CADD files in order to conform to Caltrans’ graphics and plotting standards. Files needed include, but not be limited to: cell libraries for highways and structures, font resources, color tables, and graphics seed files. These files are provided only in MicroStation format (.dgn) and is accessible electronically from Caltrans’ Internet site at http://www.dot.ca.gov/hq/oppd/cadd/rsc_files/webpage.php (click on CTCELLIB.cel to download file).
4. All CADD graphics files submitted to Caltrans shall be two-dimensional (2-D) graphics files in MicroStation format (.dgn). All graphics files submitted shall display and plot properly on the District's plotting system. Effective October 1, 1992, in accordance with the CADD Users Manual, submitted CADD plan sheet

files should not contain any referenced data. All drawing data and features relating to a CADD plan sheet file shall be fully contained in that CADD file.

5. The Consultant shall submit CAiCE/AutoCAD Civil 3D archive files as described in the CADD Users Manual, Project Development Procedures Manual (PDPM), PS&E guide gold book.
6. Diskettes are not acceptable to Caltrans. Any translation efforts necessary to obtain these formats shall be the responsibility of the Consultant at no extra cost to Caltrans.
7. The Consultant requests for applicable District CADD copies of plans or topographic maps (past or present) to complete the task shall be made in writing to the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager at a minimum two (2) weeks prior to their need. The request shall describe what is needed and the reasons therefore. The Caltrans Contract Manager in coordination with the Caltrans Task Order Manager shall review the request and only forward request of information that is deemed necessary by the Caltrans Contract Manager in coordination with the Caltrans Task Order Manager. Requests for additional CADD copies of information previously provided to the Consultant by Caltrans shall be at the Consultant's expense, with no extra cost to Caltrans. The CADD files associated with another project (past or present) shall not be released without prior written authorization from the Caltrans Contract Manager or Caltrans designee.
8. The Consultant shall be responsible to convert any past CADD files and/or modify any CADD graphics to current standards. If CADD copies are not available, the Consultant shall convert what is available to meet current CADD submittal standards.
9. As part of the services required for the preparation of the PS&Es, the Consultant shall prepare and furnish Special Provisions for all items included in the plans which are not covered in the Standard Plans and Standard Specifications or require more detail than is presented on the project plans. Caltrans shall supply the Consultant with the Special Provisions' standard format on microcomputer disks in Microsoft Word. The Consultant shall edit and prepare the Special Provisions specific to the project using the latest version of Microsoft Word. The Standard Special Provisions (SSPs) should be edited according to the instructions contained in the Contract and according to the guidelines in the Construction Contract Development (CCD) Guide. In addition, updated SSPs are maintained on Caltrans' HQ website:
http://www.dot.ca.gov/hq/esc/oe/2015_SSPs.php

<http://www.dot.ca.gov/des/oe/construction-contract-standards.html> No disk containing Microsoft Word files shall be provided since SSP updates occur on a daily basis.

10. PS&Es shall be prepared in conformance with current editions of Caltrans' Plans, Specifications, and Estimates Guide.
11. Where several drawings show different work in the same area, means shall be provided to assure that conflicts do not exist.
12. As-Awarded and As-Built plans shall be submitted on CD in digital electronic Microstation (DGN) format in accordance with Caltrans standards which include:
 - a. CADD Users Manual (March 30, 2011)
<http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/toc.htm>
 - b. CADD Users Manual Chapter 4.3 As-Built Plans (March 30, 2011)
<http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/4-3.pdf>
 - c. Construction Manual (June 2013)
Chapter 5 Section 1 Project Records and Reports
<http://www.dot.ca.gov/hq/construc/constmanual/chapter5/sec5-1.pdf>
 - d. Division of Construction Oversight Engineer Field Guidelines (June 2005)
Chapter 4 Project Completion
<http://www.dot.ca.gov/hq/construc/oversightengineerfieldguidelines2005.pdf>
 - e. Encroachment Permits Manual (August 2, 2013)
Chapter 206.2A As-Built Plans and Other Completion Records
http://www.dot.ca.gov/hq/traffops/developserv/permits/encroachment_permits_manual/index.html
 - f. Local Assistance Procedures Manual (December 12, 2011)
Chapter 17.4 AS BUILT PLANS
<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>
 - g. Office of Special Funded Projects Information and Procedures Guide (June 2002)
Chapter 1-9 Project Records
<http://www.dot.ca.gov/hq/esc/osfp/osfp-manual/osfp-manual.htm>
 - h. Project Development Procedures Manual
<http://www.dot.ca.gov/hq/oppd/pdpm/pdpmn.htm>

- i. Project Development Procedures Manual
Chapter 7 - Uniform File System (December 15, 2007)
http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt07.pdf
- j. Project Development Procedures Manual
Chapter 15 - Final Project Development Procedures (March 4, 2010)
http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt15.pdf

On CD, the Consultant shall include digital electronic Roadway (see Note below) As-Built plans plot files as black-and-white tiff format approximately 500 kb in size. The tiff format As-Built files shall follow the Caltrans Document Retrieval System (DRS) naming convention. All letters need to be in lower case. On CD, the Consultant shall provide the signed Oversight Engineer's Certificate for consultant inspected construction projects. Along with the CD, the Consultant shall submit 11" x 17" paper copy of the As-Built Plans with all changes shown in red, including the As-Built Stamp, made during the Construction phase to the As-Awarded contract plans. Consultant shall strictly follow Caltrans drafting standards and levels. Drafting and Plans Manual: <http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/4-3.pdf>. Construction has the lead in handling CCO's. All engineered design feature changes made during construction must be identified on the As-Built plans with the CCO number that prompted the change, a "cloud" (as noted in the Drafting and Plans Manual: <http://www.dot.ca.gov/hq/oppd/cadd/usta/caddman/english/4-3.pdf>, page 4.3-5 under #3) around what changed, and the striking through of superseded information. Depending on the nature of the change, Construction may take the responsibility for the change or when it affects the engineering design of the project, Construction must get prior concurrence from the original engineer in responsible charge of the plan sheet in question. Some changes during construction may appear minor in nature (such as changing the length for hot mix asphalt dike or slightly shifting the location of a drainage inlet to avoid an underground pipe) but still must be shown on the As-Built plans. It is preferred that even minor changes have a cloud around it for easy distinction from the original design. Any item of work that was part of the As-Awarded plans, but not constructed, the item must be crossed out stating it was not constructed. If the item affects the engineering design of the project, the CCO number or the reason it was not constructed must be shown. As-Built plans are to show the Encroachment Permit number, Cooperative Agreement number, Expenditure Authorization (EA) number and EFIS number, District, County, Route and Post Mile on the Title Sheet. An As-Built Stamp with the Expenditure Authorization/EFIS number, Construction Contract Acceptance Date, Resident Engineer's Name and Signature is to be on the title sheet. An As-Built Stamp with the Expenditure Authorization/EFIS number, Construction Contract Acceptance Date and Resident Engineer's Name is to be on all sheets, other than

the title sheet, and on revised or new standard plans. As-Built plans are to be transmitted to the assigned Central Region Construction Unit Task Manager and submitted to the appropriate Central Region Document Retrieval System (DRS) Support Office for review and acceptance.

Note: Separate Caltrans Unit responsibilities apply to Structures As-Built plans. The Office of Structures Construction required project documentation will be processed by the structure construction oversight engineer in accordance with the Bridge Construction Records and Procedures Manual (Division of Engineering Services Technical Publications website: <http://www.dot.ca.gov/hq/esc/techpubs/>; http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/BCR_PVol1.pdf; http://www.dot.ca.gov/hq/esc/construction/manuals/OSCCCompleteManuals/BCR_PVol2.pdf). Refer to Section 2-19.0 for job acceptance records required by the Office of Structure Construction and the corresponding submission responsibilities when the project includes structure work.

13. A Design Project History File (DPHF), a permanent project file, shall be compiled for all completed projects. The file consists of selected project development records and final project construction records. These are to include all letters, memos, reports, etc. that document project decisions, or that would be useful (or required) to develop a subsequent project. The Uniform File System Directory (Project Development Procedures Manual Chapter 7, Section 2 (http://www.dot.ca.gov/hq/oppd/pdpm/chap_pdf/chapt07.pdf)) indicates which project development records should be included in the Project History File. Within the Central Region, a modified version of the Uniform File System Directory (Checklist) and additional requirements not found in Caltrans manuals are used and should be obtained from the Caltrans Project Manager or from the Central Region Document Retrieval System (DRS) Support Office and the Central Region Construction Project Records Management Office. The Design Project History File should not be cluttered with routine records not officially designated for inclusion. When the construction project is completed the Design Project History File is submitted in both hard copy and pdf Optical Character Recognition and web optimized format on CD once Construction Contract Acceptance is complete and Claims are 100% completed and the project can be reported for Project Close-out. When complete, the Design Project History File is to be transmitted to the assigned District 9 Construction Unit Task for review and acceptance.

V. Conflict of Interest.

1. All professional and technical engineering services such as design analysis, studies and deliverables produced by the Consultant shall be free of any conflict

of interest and shall be subject to the approval and acceptance by Caltrans Contract Manager.

The Consultant and its subconsultants will not be eligible to bid on or otherwise compete for or accept awards for contracts for non-A&E construction or related construction services for projects identified in the SOQ or assigned Task Order(s). If the Consultant or any subconsultants are not assigned specific projects by the expiration of the contract, either may bid or otherwise compete for and enter into contracts for non-A&E construction and related services.

In the event of non-acceptance of a deliverable due to discovery of an actual conflict of interest, the Consultant shall provide replacement deliverables free of any actual conflict of interest as a prerequisite to receiving payment for the deliverable. In the event it is not possible to provide a replacement deliverable, the Consultant shall not receive compensation for any deliverables that contains an actual conflict of interest.

The following is (are) an example(s) of conflicts of interest:

- Providing design services for Caltrans and construction inspection services for the construction contractor on the same project.
- Bid and accept award for non-A&E construction contract on the same project that provided design services for.

The above list of conflict of interest scenarios is only a sample of types of conflicts of interest for the services provided under the contract, but is not an exclusive list of potential conflicts.