

# Central Avenue Safety Improvement Project

## Scope of Work: Amendment 3

The purpose of Amendment No. 3 is to expand the scope of work and add budget to provide for additional services including roundabout planning and design, and construction phase engineering services, as well as additional out of scope services related to Caltrans' requirements such as document revisions and added traffic analysis and environmental studies. Design work is underway and has required additional work and support studies to meet the construction grant funding requirements and an accelerated schedule. The contract term will be extended through the anticipated completion of construction on December 31, 2024. The following sections describe the additional work activities and the related deliverables.

### 1. Project Management

Project management activities will be extended through the completion of the construction phase, which is currently estimated for the end of 2024. The CDM Smith Project Manager will continue to serve as the primary point of contact through completion of the work. The Project Manager will be responsible for coordinating internal staffing, managing subconsultants, and coordinating with City staff to obtain required information and communicate problems or unanticipated conditions. Project management also includes tracking project budget and completion status, developing and submitting monthly progress reports, project invoice preparation, document control and project administrative tasks. Ongoing quality assurance will continue with pre-defined QA/QC activities, milestones and schedules for completion that include technical specialist reviews and independent quality control checks.

#### Assumption(s):

- It is assumed that the completion of design and the construction phase will require an additional eighteen (18) months to complete.

#### Deliverable(s):

- Monthly invoices with progress reports
- Subcontractor management
- Coordination with outside agencies including Caltrans and utilities
- Document control
- Quality management

### 2. Coordination and Team Meetings

CDM Smith will prepare for, attend, and facilitate project related meetings to provide status updates, share information and coordinate project design and construction activities. Project

coordination meetings will be held with City staff, the design team, the Construction Manager (CM), the Construction Contractor, and other attendees as deemed appropriate to address current technical issues. For each meeting, CDM Smith will prepare an agenda, appropriate presentation materials, invitation notices, sign-in sheets, and meeting notes.

The following meetings are added:

- Up to eighteen monthly Project Coordination meetings with City staff and others as needed to provide updates on progress and discuss project design and construction issues. Technical Coordination Meetings will be scheduled by CDM Smith and held via Microsoft Teams. Meetings will be held each month and be attended by the CDM Smith Project Manager and up to two technical specialists as appropriate to discuss current technical issues.
- Up to six property owner's meetings to provide information on construction activities, receive and discuss comments and questions and coordinate access issues. Meetings to be held in-person during the construction phase.
- Up to ten utility coordination meetings to discuss project related conflicts with existing utility infrastructure and coordinate utility relocations and agreements. Meetings to be held via Teams and on-site during the final PS&E phase.
- One pre-construction meeting with the City, Caltrans, the CM, the Construction Contractor, appropriate subcontractors, and utility companies. CDM Smith will present information on key project features and locations, special environmental issues, and support discussion of communication protocols, administrative procedures, project team members and roles, project schedule, work constraints, permit requirements, and coordination with local utilities. It is assumed that the City or CM will lead this virtual meeting via Teams or another remote meeting platform.
- Up to ten construction progress meetings and other construction meetings as requested by the City. At a minimum, the meetings will review the project status, submittal status, RFI status, CCO status, and the Contractor's three-week look-ahead schedule. Meetings to be held via Teams or on-site during the construction phase.
- Up to two site visits per month, with a total of up to eighteen, during the construction phase to evaluate constructed improvements for consistency with the design and answer design related questions from the Contractor and others as needed. Meetings to be held on-site during the construction phase.

Deliverable(s):

- Agendas and meeting notes will be prepared for the meetings identified above. Draft agendas will be distributed one week prior to the meeting and meeting notes will be distributed within one week of the meeting.
- Presentations, sign-in sheets, design details and other materials will be provided as appropriate for the specific meeting.

### 3. Public Outreach and Meetings

No changes are needed for this task.

### 4. Caltrans Project Development

The Caltrans Project Report (PR) and Design Standard Decision Document (DSDD) required additional effort to complete due to the unanticipated number of Caltrans review iterations and the large number of reviewers.

It was originally assumed that one set of review comments would be provided by the City and one set would be provided by Caltrans. Caltrans requested eight revisions to the PR and twelve revisions to the DSDD prior to finalization.

### 5. Traffic Analysis

Due to the availability of updated traffic count and collision data sets, Caltrans requested a revised traffic analysis. The updated datasets were obtained and re-analyzed, and the results are documented in the PR and DSDD.

### 6. Environmental

Additional NEPA environmental studies were required by Caltrans to support the addition of the roundabouts into the design. Multiple documents required additional information and analysis to be added and additional review cycles. The additional environmental documentation and compliance activities included:

- Revised Project Description
- Additional public outreach and virtual room
- Visual Impact Analysis
- Air Quality Study and Interagency Coordination
- Natural Environment Study
- Hazardous Waste Initial Site Assessment
- Water Quality Assessment and Storm Water Data Report

Deliverable(s):

- Additional environmental analyses and documentation as listed above to support Caltrans NEPA approval.

## 7. Support Services

Additional engineering studies have been completed to support the addition of the roundabouts into the design and to meet the construction grant funding deadlines. The additional required investigations have included:

- Intersection Control Evaluations (ICE)
- FHWA Highway Safety Manual (HSM) Analysis
- Roundabout performance checks
- Analysis and outreach for roundabout safety for the visually impaired
- Encinal/Sherman Roundabout northbound through movement analysis
- Additional survey (Gas Station Parcel at Sherman/Encinal)
- Coordination with Native American tribes to include recommended native plant species in the roundabout landscape areas.
- Utility coordination to evaluate and resolve conflicts with roundabout design components such as full-depth pavement reconstruction, new street lighting and drainage system modifications.
- Drainage analysis associated with roundabout construction including siting and sizing new conveyances, inlets, and green infrastructure facilities.

## 8. Engineering Plans, Specifications and Estimates

The project design has been revised to incorporate up to four new roundabouts at three existing signalized intersections and one stop controlled intersection. Due to limited construction funding, one or more of the roundabouts will be constructed during a future phase and the associated design will be limited to the preliminary level (approximately 30 percent design). For the future phase roundabouts, interim designs will be developed to conform the intersections with the other proposed improvements, such as lane reductions and new bike facilities. Cost estimating support will be provided to support the pursuit of additional grant funding for unfunded roundabouts.

The additional roundabout design features are included in each design milestone (35%, 65%, 95%, 100% and the final bidding documents).

### Assumption(s):

- The roundabout design components will require an additional five sheets of design drawings per roundabout for a total of up to twenty additional sheets.

### Deliverable(s):

- Same PS&E submittals as described in the original scope, revised with roundabout designs.

## 9. Construction Bid Support

No changes are needed for this task.

## 10. Engineering Services During Construction

CDM Smith will provide construction engineering support for the project including as-needed on-site support to the City for clarifying design issues, verifying compliance with the contract documents, addressing requests for information (RFIs), reviewing contractor submittals, and evaluating and processing construction change orders. CDM Smith will support the City's independent CM with engineering related services to facilitate their management of the project's construction.

### Field Visits

CDM Smith will conduct monthly, (up to eighteen), site visits to answer design related questions and support the City's on-site representative in observing the Contractor's work for conformance with the Contract Documents. The City's CM will have primary responsibility in observing constructed facilities prior to burial, observing tests required to be performed by the Contractor or referenced in the contract documents and accepting work completed by the Contractor.

CDM Smith will coordinate with City and CM staff to combine the field visits with construction progress meetings and other construction meetings to review the project status, submittal questions, RFI's, CCO's, and the Contractor's construction schedule.

Each site visit will be documented with photographs and written notes to illustrate and describe items that were inspected and/or discussed and to document decisions made or direction provided to the Contractor. The Consultant shall also maintain a copy of redlined drawing markups to document observed design deviations

### SWPPP Amendments

CDM Smith will provide a Qualified SWPPP Developer (QSD) to prepare Stormwater Pollution Prevention Plan (SWPPP) amendments to document modifications to the construction site stormwater runoff controls that are determined to be necessary by the designated Qualified SWPPP Practitioner (QSP), or other qualified individual. SWPPP amendments will be provided to the Contractor for insertion into the onsite SWPPP and submitted to the City for upload to the Stormwater Multi Application and Report Tracking System (SMARTS). It assumed that the City's designated Legally Responsible Person (LRP), will manage compliance related submittals for the NPDES General Construction Permit including submitting the NOI and NOT.

## Requests for Information (RFIs)

CDM Smith will provide clarification and interpretation of drawings and specifications, as requested by the City or CM, in response to requests for information (RFIs) from the Contractor. CDM Smith will review RFIs and work with the Contractor, the City and others as needed, to develop appropriate written clarifications. Design clarifications shall be coordinated with the City's on-site representative and other staff to address questions raised by the Contractor, vendors, City staff, regulators, and others. RFIs shall be submitted to the CM who will then determine whether Consultant support is required to develop a response.

## Construction Change Orders

As requested by the City, CDM Smith will assist in evaluating changed conditions, construction contract requirements, and preparing documentation and revised design information to support construction change orders to be incorporated into the contract.

CDM Smith will prepare or review CCO documentation as requested by the City. Anticipated assignments may include: assistance in preparing requests to the Contractor for proposals for extra or changed work; evaluating contract documents to determine if a CCO is appropriate; preparation of cost estimates and review of Contractor's proposed costs. Preparation of small drawings, sketches or specifications for extra or changed work items may be prepared under this task.

## Submittals

CDM Smith will provide the CM with submittal reviews as requested by the City. Submittals will be screened to determine their completeness before reviewing them (or forwarding them to the designer for review). Submittals determined to be incomplete will be returned to the Contractor for correction. Submittals will be reviewed and written responses provided with comments, and recommendations (e.g. no exceptions noted, amend and resubmit). Submittal review will determine if the items will, after proper installation and incorporation in the work, conform to the requirements of the construction Contract Documents and be compatible with the design concept of the completed project as a functioning whole. Submittal review and approval will not extend to means, methods, techniques, sequences or procedures of construction (except where a particular means, method, technique, sequence or procedure of construction is specifically and expressly called for by the construction Contract Documents) or to safety precautions or programs incident thereto. Substitutions of equipment, materials, or methods; and minor design changes proposed by the Contractor shall also be reviewed under this task.

## Compile and Submit Final Project Documents

CDM Smith will provide the City with a set of project record documents. At a minimum, these will include field reports and photographs, meeting notes and other correspondence, and documentation of submittals, RFIs, and CCOs that were reviewed or prepared. Project Record Drawings will also be developed and submitted as described below.

## **Develop Record Drawings**

CDM Smith will review the Contractor's working record drawing markups for general completeness and advise the Contractor of additions or clarifications that are needed. Based on the Contractor's redline markups, and other markups provided by the City or CM, CDM Smith will draft a complete set of record drawings for the completed project. CDM Smith will submit one set of record drawings in electronic PDF format identifying changes to the design made during construction.

### Assumption(s):

1. The City's independent CM will have primary responsibility for the management of the construction work and the selected Construction Contractor. The CM will serve as the liaison between the Construction Contractor and CDM Smith and will work with the City to determine when engineering support services are required by CDM Smith.
2. The Construction Contractor will submit RFIs, submittals and other requests to the CM, who will then forward information to the City and CDM Smith as appropriate.

### Deliverable(s):

1. Written responses for up to twenty RFIs and ongoing coordination and communications as needed to resolve the issue.
2. Evaluation of up to ten submittals from the Construction Contractor and written responses to indicate approval, rejection or the need for additional information.
3. Evaluation of up to five CCOs with preparation and review of cost estimates, small drawings, sketches or specifications for extra or changed work items. Additional design for significant project changes due to unforeseen conditions are not included.
4. Development of up to five SWPPP amendments to support compliance with the stormwater construction permit.
5. Final project documentation package including field reports and photographs, meeting notes and other correspondence, and documentation of submittals, RFIs, and CCOs.
6. One set of project Record Drawings in PDF format.