



ENGINEERING DEPARTMENT

**FAXED ADDENDUM to the REQUEST FOR PROPOSALS
Contract Administration and Inspection Services for
Dixon and Main Streets Reconstruction
(C3) RFP No. E11-211**

ADDENDUM NO.: **ONE**

CURRENT DEADLINE FOR PROPOSALS:
February 25, 2011 at 2:00 p.m.

PREVIOUS ADDENDA: **NONE**

ISSUED BY: City and Borough of Juneau
ENGINEERING DEPARTMENT
155 South Seward Street
Juneau, Alaska 99801

The following items of the contract are modified as herein indicated. All other items remain the same. If this fax is incomplete, please call (907) 586-0490, and we will re-send it. This addendum has been issued and is posted online. Please refer to the CBJ Engineering Contracts Division webpage at: <http://www.juneau.org/engineering ftp/contracts/Contracts.php>

Item No. 1 Page 5, Section 1.2, Scope of Services. **Add** the following:

General Requirements

The Consultant shall provide contract administration and all necessary inspection to certify that the Contractor constructs the work in accordance with the authorized Drawings and Specifications. The Consultant will assume the duties and responsibilities of the "ENGINEER" and the "Inspector" as defined in the construction documents.

The CBJ will provide the Consultant with up to 5 copies of the contract documents, 3 copies of full-size drawings and a CD-ROM of all contract documents. The Consultant is responsible for making any other needed copies at its own expense.

The Consultant will be the sole official CBJ contact with the Contractor.

The primary duties of the Consultant are:

- Inspect and administer the contract
- Ensure project is built as designed
- Keep project cost control
- Keep project schedule control
- Provide accurate and complete as-built drawings

Pre-Construction Conference

In addition to the actions listed below, the Consultant will take any and all actions necessary to successfully carry out the above primary duties. In cooperation with the CBJ, the Consultant will make notifications for the Pre-Construction Conference, provide an agenda for the meeting and provide minutes of the meeting. The Consultant will chair the Pre-Construction Conference.

Contract Administration

- A. The Consultant shall respond promptly to any requests from the CBJ Project Manager to attend a project-related meeting for resolving problems, for providing information, or to testify before the Assembly. The Consultant shall arrange, attend and provide an agenda for weekly status meetings and shall prepare a chart showing project status relative to the Contractor's construction schedule for each meeting. The frequency of the meetings may be reduced if the Contractor, Consultant and Project Manager agree.
- B. The Consultant shall prepare all correspondence and maintain all records necessary to effectively administer the construction project. All project related correspondence shall be furnished to the CBJ Project Manager in a timely manner. This includes Contractor correspondence, change order documents, pay requests, directives, progress reports, daily inspection reports, pay requests and all other correspondence.
- C. The Consultant will provide coordination with adjacent property owners and the public during construction. This includes, but is not limited to: preparation of informational pamphlets ("door knockers") on construction activities including providing sufficient notice to residents of interruptions in utility services, driveway and roadway access; construction schedules; and explanations of construction activities and interruptions. The Consultant will also verify that the Contractor has provided required public notices to emergency services agencies, affected public agencies (i.e., affected CBJ departments, AKDOT & PF, etc), and the public of street closures and service interruptions.
- D. The Consultant shall provide notice to the CBJ General Engineering Division when new water or sewer permits are obtainable, after all appropriate cleaning and testing of the lines has occurred. (For projects with new water or sewer).
- E. Contract Administration tasks shall be performed by the onsite inspector, as part of their daily inspection routine, to the maximum extent possible to maintain project continuity, maximize the inspector's time spent on the project and minimize Consultant's administrative costs to the project.

Inspection Services

- A. Sufficient inspectors shall be provided by the Consultant to assure all work is properly inspected. Should the Contractor work multiple shifts, the Consultant shall provide additional inspectors as needed to properly inspect the work. The duties, responsibilities and limitations of authority of the inspectors are described in Section 00700 - General Conditions, Article 9.3 of construction Contract No. E11-146 – Dixon and Main Streets Reconstruction. No change in inspection personnel will be allowed without the CBJ Project Manager's written approval.
- B. The Consultant shall work closely with the Contractor to schedule times and dates when work is occurring. It is not expected that full-time inspection will be required for every phase of the project; however, the Consultant will provide adequate on-site inspection for all critical construction activities. Examples of critical construction activities include, but are not limited to: installation,

bedding, and backfilling (and compaction) of sewer mains, water mains, storm drains, sewer laterals, water services, manholes, catch basins, vaults, lift stations and associated appurtenances; work adjacent to structural foundations, and public and private utilities; placement and compaction of sub-base and base course; paving; placement and finishing of concrete; progress inspections;.

- C. Project inspection shall be accomplished with a primary Inspector for purposes of continuity during the project. Leave time scheduled for Inspectors shall be reviewed and approved in writing by CBJ Project Manager. Inspection personnel shall be as proposed in the response to the RFP.
- D. All project material Inspectors shall be appropriately trained to perform densometer compaction tests and must have sufficient experience to assure compaction of shot rock back fills by visual observation.
- E. The Consultant shall videotape the entire project prior to the beginning of construction, and after construction, prior to final acceptance. The Consultant shall take photographs of all driveways, roadways, culverts, road shoulders, adjacent lands and trees, retaining walls, creeks, existing erosion, etc. that are affected by construction. At the end of the project, the video and photos shall be turned over to the CBJ Project Manager in an acceptable format and on an acceptable medium.
- F. The Consultant's on-site inspector shall maintain a daily diary of the events occurring. All diaries must be retained by the Consultant until completion of the project, unless required earlier by the City for resolution of a problem. The Consultant's on-site inspector shall also prepare a daily report summarizing the day's activities. The format of the daily reports shall be discussed with and approved by the CBJ Project Manager prior to the pre-construction conference. Information contained in the daily report will include, but not be limited to:
 - The weather;
 - The number, type and estimated hourly active and standby use of equipment on the project;
 - The personnel and respective trades (including all subcontractors) onsite, including hours worked;
 - Work in progress, and specific location of work;
 - Conflicts and crossing with other utilities, including phone, power, catv, (location and depth);
 - Utility personnel on-site, and hours worked; (CBJ and/or private utility companies)
 - Visitors on-site;
 - Subcontractors working on site;
 - Inspections on-site;
 - Problems encountered by the Contractor;
 - Problems encountered by the inspector;
 - Inspector's on-site hours;
 - Pay item quantities installed each day and approximate location;
 - List of extra work items;
 - Material testing reports.

One copy of the daily report shall be furnished to the CBJ on a daily basis by email or fax.

IF T&M (for contract only): At the end of each week, the Consultant shall provide to the CBJ Project Manager in writing, either by email or faxed letter, a report summarizing the total hours worked for that week, along with a cumulative total of Time and Materials Consultant charges for the project.

- G. The Inspector shall observe all required erosion control features on a daily basis and ensure compliance with the Storm Water Pollution Prevention Plan (SWPPP). The Inspector shall

immediately notify the contractor and the CBJ Project Manager through a “deficiency notice” of any features which are not in place and functional or are in danger of becoming non-functional, or non-compliant with SWPPP conditions. This section does not relieve the Contractor from their responsibility for all erosion control. The Inspector shall check the Contractor’s SWPPP for updates weekly, and notify CBJ if the SWPPP updates are not made by the Contractor.

- H. The Consultant’s on-site Inspector shall have a working cellular phone within personal reach at all times during the project’s construction. The number will be made available to the public.
- I. The Consultant shall provide all necessary supporting activities for inspection. This includes such items as bonuses to employees, transportation, overtime, secretarial support, per diem, final assembly of records for audit by those providing funding, etc.

Materials Testing

- A. The Consultant shall see that all necessary testing is completed properly and in a timely manner, and that any unsatisfactory materials or work are replaced or corrected. The frequency of materials testing shall be in accordance with the CBJ “Materials Sampling and Testing Frequency Guide.” Any modifications to the CBJ guide shall be discussed with and approved by the CBJ Project Manager prior to testing. The testing may be done by the Consultant’s own forces, or by utilizing a commercial materials testing firm employed by the Consultant. The project Inspector shall obtain samples as required for testing. All materials shall be sampled, tested and approved prior to final acceptance. Compaction of native material, trench backfill, subbase, base, and asphalt concrete shall be documented by an approved testing method. If the imported subbase is more than 12-inches in depth, the material shall be tested at depths not exceeding 12 inches. Minimum field tests for concrete include, but are not limited to, air, slump, and 28-day cylinder breaks.
- B. A copy of all test reports and results shall be submitted to the CBJ Project Manager by fax or email when they are received by the Consultant. Additionally, Consultant shall submit a summary of test reports, results and calculations in the form of a spreadsheet or database at the end of each month, unless requested earlier by the CBJ Project manager.
- C. Notification of test results not meeting the standards shall be submitted to CBJ immediately, and careful consideration made as to stopping work until further testing (off site, i.e. at the plant, at the material stockpile, etc.) shows that the material is within specification. The Consultant shall work with the CBJ Project Manager to determine the appropriate course of action.

Quality Control

The Consultant will review all submittals and shop drawings to assure conformance with the Drawings, Specifications, and design intent.

Any work being performed which deviates from the Drawings and Specifications shall be brought to the Contractor’s attention at once. If corrections are not immediately made, the Inspector shall deliver a written “deficiency notice” to the Contractor along with the notification that uncorrected work will not be accepted by the CBJ. A copy of the Notice of Deficiency will be immediately sent to the CBJ Project Manager.

The Consultant is responsible for certifying that each item or section of the work was completed in accordance with the Drawings and Specifications prior to such item or section being covered by other work. By signing each pay request, the Consultant will certify to the CBJ Project Manager that each included item or section of the work was completed in accordance with the Drawings and

Specifications.

Any work beyond or deviating from that covered by the Drawings and Specifications must be authorized by a properly executed Change Order. Change Orders are to be submitted only for:

- Changed conditions of site;
- Design errors and/or omissions;
- City directive;
- Contractor's request; ONLY when clear benefit to City results, usually cost reduction.

All Change Order work must be approved by the CBJ in writing before the Change Order work begins. If there is not sufficient time to obtain a signed Change Order before the work must be accomplished, a Field Order shall be used with CBJ approval. Any additional work authorized by the Consultant without following the proper Change Order or Field Order procedures may result in the cost of work being charged to the Consultant.

The Consultant is responsible for all administration and inspection required to expedite and execute necessary Change Order work, including, but not limited to, correspondence, Contractor fee negotiations, documentation of Contractor's time and materials reports, Change Order forms, and support of need for the change.

Project Cost Control

The Consultant shall prepare all necessary documents to support periodic pay estimates for the work accomplished by the Contractor. All payments to the Contractor will be made by the CBJ. The Contractor shall not be paid in full for any item that is not complete, accepted, and available for its intended use. Two weeks prior to submission of a Contractor's request for a progress payment, and if the service is requested by the CBJ Project Manager, the Consultant shall provide to the CBJ a reasonably accurate draft of the progress payment estimate which will be needed to cover the Contractor's progress payment.

Project Schedule Control

The Consultant will see that the Contractor submits a construction schedule and plan of operations as required in Section 01010 – Summary of Work of the Contract Documents and meets those schedules, or revises them as necessary to stay within completion date, and will notify the CBJ and Contractor of significant schedule changes and foreseeable problems in meeting the completion date.

As-Built Drawings

The Consultant will obtain field as-built measurements. The Consultant will provide up-to-date as-built drawings as the project progresses. The final as-built drawings shall be submitted on CD ROM in a CAD format, as well as one set in .pdf format, along with one set of reproducible mylar drawings and five (5) sets of signed, full size paper copies. All original records shall be furnished to the City in a timely manner. The Consultant shall submit satisfactory as-built drawings to the CBJ Project Manager before submitting a request for final payment under this Contract. As-Built drawings shall include:

- Accurate mapping of utility mains and service locations;
- Accurate swing ties to service connections and stubs, saddles, corp stops, sewer wyes, utility conflicts, water valves, bends, connections to differing materials, and other items as encountered;

- Sewer service wyes may be measured along the sewer line run and clearly shown as a distance from the downstream manhole;
- Swing ties shall be measured from permanent prominent objects, fire hydrants, building corners, etc. Property corner monuments and trees shall not be used;
- Swing ties shall not exceed 100' except in extreme cases as approved by the City in advance;
- Drawings shall be produced in a clear legible format with exploded views as necessary for illustrating areas of high detail. Drawings shall include all utilities on a single sheet;
- Drawings shall be layered with swing ties for each utility on its own layer (i.e., water swing tie layer, sewer swing tie layer, storm swing tie layer, conflict swing tie layer, etc.)

All original records shall be furnished to the CBJ Project Manager in a timely manner. The Consultant shall submit satisfactory as-built drawings to the CBJ Project Manager before submitting a request for final payment under this Contract.

Receipt of this addendum must be acknowledged or your proposal may be considered non-responsive. Acknowledgment can be made by signing and faxing this addendum to (907) 586-4530 prior to the proposal deadline, by returning the signed addendum to the Engineering Department, Contracts Division or acknowledging receipt within the submitted proposal.



By:

Jennifer Mannix
Contract Administrator

Date Issued: 2-17-11

Company

Signature

Date