

August 12, 2024

City of Angels  
Attn: Mr. Steve Williams  
Interim City Administrator  
Angels Camp

**Subject: Task Order #20 – 2024/25 Transportation/Grant Assistance and City Project Engineering**

Dear Mr. Williams,

This Task Order #20 is to provide Transportation/Grant Assistance and City Project Engineering services for the 2024/2025 fiscal year.

### Understanding

Dewberry Engineers Inc. (Dewberry) provides City Engineering Services for the City of Angels Camp per a three-year contract executed on July 6, 2022. The City desires to continue utilizing Dewberry for the City transportation engineering services. This task order formally authorizes work approved in the 2024/25 City budget.

### Scope of Services

The following is a summary of duties that may be requested of the Contract Engineer. Management of this task order requires regular communication between the Dewberry Team and the City Administrator to ensure priority tasks are being delivered within the fiscal constraints of this task order.

The outline below is not intended to represent the entire scope of work for this task order but rather a substantial list of tasks identified by the City.

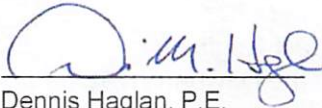
1. Develop and manage the City's Capital Improvement Program
2. Provide project management services including, evaluation, programming, design, and construction of capital projects
3. Oversight consultant of requests for proposals and/or construction services including the advertising and bid process for projects; evaluation of proposals and recommendations for project award; negotiation and administration of contracts for construction projects
4. Participate in initiating all capital improvement projects and programs, including defining project scope, determining project budget, and locating financial resources
5. Identify grant funding opportunities, develop and write grant applications, and manage grant reporting responsibilities
6. Prepare plans, specifications, and estimates for projects delivered by the City

7. Represent the City within the community and with outside agencies
8. Ensure City compliance with all Federal, State, County, and local laws and regulations
9. Manage projects that are Federal, State, or locally funded following required policies including Caltrans Local Assistance Procedures Manual
10. Monitor and make recommendations in relation to changes in laws, regulations, and technology that may affect City operations; implement policy and procedure changes required
11. Prepare reviews and present staff reports and City engineering documents and reports on various projects and programs and attend City Council meetings as necessary
12. Provide an emergency response in times of infrastructure failure, unusual weather, and other disasters such as flooding, earthquake, fire, etc.
13. Perform right-of-way engineering, mapping, and surveying as required for projects delivered by City
14. Provide construction management, inspection, and related support services as required for projects delivered by City

### **Fee Estimate**

The fee for the fiscal year 2024/25 is \$70,000

Sincerely,



Dennis Haglan, P.E.  
Principal In Charge

Approved by:



Mr. Steve Williams  
Interim City Administrator