



**TASK ORDER 19 TO  
CITY OF ANGELS CONTRACT FOR PROFESSIONAL SERVICES DATED 7/6/2022  
HABITAT FOR HUMANITY ONSITE AND OFFSITE IMPROVEMENTS  
CONSTRUCTION MANAGEMENT/INSPECTION/  
ENGINEERING SERVICES DURING CONSTRUCTION  
SCOPE OF SERVICES AND FEE ESTIMATE  
July 2024**

Habitat for Humanity (H4H) has received approvals from the City of Angels (City) for the construction of the Eureka Oaks development (Project). Onsite improvements include underground wet utilities (water, sewer, and storm drain), wastewater pump station, curb/gutter, streets, and surface improvements. Offsite improvements include waterline improvements along SR-49. Onsite water, sewer, storm drain, curb/gutter, streets, and surface improvements were designed by Land and Structure (Civil Engineer). Onsite wastewater pump station and waterline improvements were designed by Dewberry Engineers Inc. (City Engineer). The City has requested assistance from City Engineer in construction oversight of the Project including construction management, inspection, and engineering services during construction. A scope of services and fee estimate for the desired assistance are summarized below.

**SCOPE OF SERVICES**

The scope of services is divided into the following tasks:

- Task 1 – Construction Oversight and Field Inspection
- Task 2 – Office Engineering
- Task 3 – Materials Testing

Each is detailed below.

**TASK 1 – CONSTRUCTION OVERSIGHT AND FIELD INSPECTION**

UNICO will provide parttime field inspection services during construction (880 hours of resident inspector during 100 working days budgeted). Specific activities are detailed below.

**1.1 Field Inspection**

Construction Manager/Inspector (CM/I) will inspect constructed facilities at key milestones or prior to burial and observe all tests required to be performed by the Contractor as referenced in the Contract Documents. The CM/I will monitor the Contractor’s performance from the perspective of quality, cost, and schedule and will enforce the requirements of applicable Contract Documents. Weekly inspection reports of the Contractor’s construction activities will be completed and filed to be ultimately transmitted to the City and H4H at the end of the Project. Any special situations will be documented by photograph or video and unacceptable testing and/or defective work will be documented until it is repaired to the CM/I’s satisfaction and quality of work in accordance with the Contract Documents.

Inspection reports will contain the following information:

- The quantity, classification, and summary of activity of each of the Contractor’s employees working on-site
- Quantity, type, and summary of Contractor’s equipment on site, both working and idle



- Materials deliveries
- Discussions with the Contractor
- Weather conditions
- Problems, issues addressed and changes

Any other information necessary to create a satisfactory record of the week's activities at the Project site in accordance with standard inspection practice will also be noted. No Saturday, Sunday, or overtime inspection work is anticipated or accounted for under this task.

## **1.2 Reporting**

The CM will prepare and submit a monthly invoice which will include a brief Project status report (PSR) which will include updates of Project progress; percent of work completed; percent of funds expended, including change orders; and any community relations issues.

## **1.3 Traffic Control**

During construction there may be multiple traffic control plans to handle a variety of construction activities. These plans will be prepared by the Contractor but reviewed and accepted by the CM prior to implementation. Reviews will consider access to businesses along SR-49 which could be affected. Once acceptable, the CM team will monitor the traffic control plans in the field to verify proper implementation and monitor their effectiveness, recommending any changes as the need may arise.

## **1.4 Meetings**

Periodic tailgate meetings/progress meetings will be conducted between CM, Contractor, City staff, H4H, Civil Engineer, City Engineer, and any appropriate agencies related to the Project. CM staff will meet with interested property owners during the periods of construction as needed and document any discussions for inclusion into the Project record. A total of 20 meetings are anticipated for budgeting purposes.

## **1.5 Schedule Review**

The Contractor's construction schedule will be reviewed and updates requested and assessed for reasonableness, as appropriate. Contract progress will be monitored for any delays or accelerations based on actual Contractor operations.

## **1.6 Submittals and Clarifications**

Any necessary clarifications and interpretations of the Contract Documents in response to requests by the Contractor will be issued. CM will also accept and process submittals including, but not limited to, shop drawings, product data, and product samples. Submittals requiring review by the Civil Engineer and City Engineer will be logged and transmitted for concurrent review. Submittals will be returned within 10 calendar days. Requests for information (RFIs) will be handled promptly and in conjunction with the Civil Engineer and City Engineer and appropriate stakeholders, if necessary. Any outstanding RFIs will be discussed and resolved during each Project progress meeting. A total of 15 submittals and 20 RFIs are anticipated to be reviewed and responded to by CM.

## **1.7 Storm Water Pollution Prevention Plan (SWPPP) Monitoring**

While SWPPP compliance is the Contractor's responsibility, CM staff will observe the Contractor's work and verify activities are conducted in accordance with the approved SWPPP.

## **1.8 Closeout**

After the Project is substantially complete, a walkthrough will be scheduled with the CM team, Contractor, City, H4H, and any other appropriate parties and a "punch list" will be prepared of



incomplete or unsatisfactory items. The punch list will be submitted to the Contractor for completion. Once all work is satisfactorily complete, the CM will deliver a statement to the City indicating that to the best of their knowledge and belief, after diligent investigation, including satisfaction of its other obligations under the agreement, the Project has been completed in accordance with the Contract Documents and will recommend acceptance.

**TASK 2 – OFFICE ENGINEERING**

The CM will forward to the City Engineer contractor RFIs and shop drawings associated with the onsite wastewater pump station/offsite waterline requiring response by the City Engineer. Draft responses for up to 20 RFIs will be provided to the CM for finalization. Draft responses for up to 15 contractor submittals or resubmittals to assure conformance with contract documents will be provided to CM for finalization. The City Engineer will assist in developing a response to potential construction change order requests. The City Engineer will attend up to five site visits and five construction meetings. Upon construction completion, the City Engineer will meet with CM to discuss contractor as-built mark-ups.

The City Engineer will prepare one set of record drawings for the onsite wastewater pump station and offsite waterline and submit the PDF and CAD files to the City.

**TASK 3 – MATERIALS TESTING**

Material testing subconsultant, Crawford & Associates, will be retained to perform field and laboratory testing of soils, backfill, asphalt, structural concrete, and other testing required by law or the Contract Documents. Results of tests will be reviewed by CM and copies of the results will be forwarded to the City and Engineer. CM will work with the Contractor to resolve any deficiencies. All test procedures will be filed in accordance with the Contract Documents.

**FEE ESTIMATE**

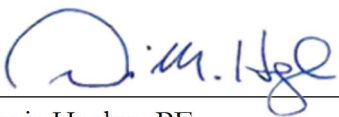
The estimated fee to complete the tasks described above is \$230,000 summarized as follows:

Task 1 – Construction Oversight and Field Inspection	\$175,000
Task 2 – Office Engineering	\$45,000
Task 3 – Materials Testing	\$10,000

CITY OF ANGELS

DEWBERRY ENGINEERS INC.

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Dennis Haglan, PE  
Principal in Charge

Date: \_\_\_\_\_

Date: 7/26/2024