

**SUPPLEMENTAL CONSTRUCTION PERIOD SUPPORT SERVICES  
SCOPE OF SERVICES**

**OLD ARCATA ROAD IMPROVEMENTS  
CITY OF ARCATA**

**SEPTEMBER 17, 2024**

The purpose of this Scope of Services is to provide as-needed construction period support services to supplement the City of Arcata's construction management and inspection team for the Old Arcata Road Improvement Project. GHD is currently providing as-requested construction period support services for the project, however the amount of support being provided by GHD has been more than what was anticipated when the project began. As a result, the City has requested that GHD provide the supplemental services for the budget allowance described below.

**SCOPE OF SERVICES**

A general description of these anticipated services is included below. The actual services provided may vary depending on project needs, contractor characteristics, requests of the City, budget, and other factors.

**Task 1 – Supplemental Construction Engineering and Environmental Support Services**

GHD can provide the following as-requested construction engineering and observation support services for the project:

- Attend at construction meetings (in person or via telephone);
- General correspondence with the City's Resident Engineer (RE) and Lead Construction Inspector;
- General engineering consultation and support;
- Prepare design changes requested by the City;
- Assist with review of material submittals and shop drawings;
- Assist with responding to requests for information (RFIs);
- Assist with the development of contract change orders (CCO's);
- Conduct site visits to review specific construction items;
- Assist with review of monthly pay requests and quantity measurements;
- Project closeout support (final walkthrough and punchlist);
- Supplemental onsite construction inspection;
- Assist with tracking and documenting the project Environmental Commitment Records (ECRs);
- Conduct biological surveys; and
- Conduct archaeological monitoring within the designated Archaeological Monitoring Areas (AMAs) and the Phased Identification Areas (PIAs).

**ASSUMPTIONS AND EXCLUSIONS**

This scope of services is based on the tasks described above which are anticipated for the project, and the following assumptions:

- All deliverables will be provided as electronic PDFs unless otherwise requested by the City;
- The City is responsible for the overall construction management and inspection and will provide a RE and construction inspectors for the project. GHD will supplement the City's team and provide as-requested support services to assist the City;

- The City will be responsible for labor compliance oversight and documentation, including but not limited to employee interviews, reviewing certified payrolls, and checking prevailing wage rates;
- The City will be responsible for preparation of Caltrans Reimbursement Requests, Notice of Completion, Final Reports and Expenditures, and other documentation not identified in the above scope. Participation in Caltrans or FHWA audits is not included;
- Construction staking/layout, materials testing, and geotechnical engineering, observation and inspection is not included;
- GHD assumes the City will complete required pre- and post-construction notifications to permitting agencies as described in the project's permit documents. This scope does not include post-construction wetland monitoring and reporting services;
- The contractor is responsible for construction means and methods, and site safety;
- GHD will services as-requested by the City up to the authorized budget amount; and
- Should additional services not identified in this scope be request or required, they can be provided as budget allows, or through a budget amendment.

### **COMPENSATION**

GHD will provide the services outline in the above scope on a **time and materials, as-requested basis, up to the budgeted amount of \$60,000**. The services required to complete the project may be different than those identified in the tasks above and will depend on the involvement and requests by the City, other agencies, as well as actual field conditions, contractor characteristics and other factors. GHD will provide construction period support services as-requested by the City up to the authorized budget amount. Should the effort to complete requested services exceed the budgeted amount, a budget amendment would be required.



## COST PROPOSAL

Project Name: Old Arcata Road Improvements - Supplemental Construction Period Support Services  
 Project No.: RPSTPL-5021(023)  
 Date: 9/17/24

Task	Staff Person-->	Josh Wolf	Michelle Davidson	Taylor Bell	Andrea Hilton	Miles Hartnett	Jesse Lopez	Prevailing Wage Inspector	Admin Support	Total GHD Fees	Roscoe and Associates	ODC's	Totals
	Role-->	PD	PM	Office Engr.	Enviro.	Biological	Digital						
	Rate-->	\$255.81	\$157.68	\$114.31	\$248.85	\$145.05	\$107.83	\$203.33	\$88.61				
<b>Task 1 - Supplemental Construction Engineering and Environmental Support Services</b> •Attend at construction meetings (in person or via telephone); •General correspondence with the City's Resident Engineer (RE) and Lead Construction Inspector; •General engineering consultation and support; •Prepare design changes requested by the City; •Assist with review of material submittals and shop drawings; •Assist with responding to requests for information (RFIs); •Assist with the development of contract change orders (CCO's); •Conduct site visits to review specific construction items; •Assist with review of monthly pay requests and quantity measurements; •Project closeout support (final walkthrough and punchlist); •Supplemental onsite construction inspection; •Assist with tracking and documenting the project ECRs; •Conduct biological surveys; and •Conduct archaeological monitoring.	24	80	40	24	0	0	24	8	\$34,887.56	\$25,000.00	\$112.66	\$60,000.22	
<b>TOTAL HOURS</b>	24	80	40	24	0	0	24	8					
<b>TOTAL FEES</b>	\$6,139.32	\$12,614.47	\$4,572.45	\$5,972.46	\$0.00	\$0.00	\$4,879.97	\$708.89	\$34,887.56	\$25,000.00	\$112.66	\$60,000.22	

- Notes:
1. Rates for staff not listed will be in accordance to LAPM procedures.
  2. Rates subject to annual escalation on July 1st.
  3. Services to be provided on an as-needed, as-requested basis, up to the budget contract amount.