

Contract Timeline

- Zone Task
- County Task
- Contractor Task

1 Work Plan (WP)

Due 2/10/2020

2 County Reviews WP

Duration: 2 weeks

End: 2/24/2020

3 Zone Obtains Proposals

★ Begin discussions with Contractors

Duration: 1 month

Due: 3/24/2020

4 County Prepares Contract

Durations (begins when completed proposal is received):

- Maintenance on-call work order - 1 week
- Maintenance on-call task order - 3 weeks
- New Maintenance contract - 6 weeks
- Construction contract - 6 weeks

5 Notice to Proceed

Duration: Working Days

6 Contractor Performs Work

Duration: Working Days

7 Zone Approves Work

Duration: within 5 days of work being completed

8 Notice of Completion

Duration: Working Days

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02

03

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2020

The Contract Process

1 - Zone Submits Work Plan to County

- **TIMELINE:** Work plan due by February 10, 2020
- This is just a list of items you would like to complete during the upcoming Road Work Season
- **Do NOT obtain quotes / proposals from Contractors at this stage**

2 - County Reviews Work Plan

- **TIMELINE:** 2 Weeks
- County will tell you if the work you want to do requires a Maintenance or Construction contract

3 - Zone Obtains Quotes / Proposal(s) (or County prepares bid package depending on estimate)

- **TIMELINE:** Due March 31, 2020
- See the following documents for guidance:
 - "Public Works Contracting & Purchasing Information for Zones of Benefits"
 - "Maintenance vs. Construction for Zones of Benefits"

4 - County Prepares Contract

- This timeline does NOT begin until COMPLETED proposal/quote is received from Zone
- **TIMELINE:**
 - Maintenance on-call work order (1 week) or task order (3 weeks)
 - Maintenance or Construction contract: 6 weeks

5 - County Issues Notice to Proceed to Contractor

- **TIMELINE:** This will be issued to Contractor after Contract is fully executed on a date agreed upon by all parties (Contractor, Zone, and County)

6 - Contractor Performs Work

- Contractor performs only work stated in the Contract
- **County must authorize all contract change orders prior to work being performed**
- Zone is responsible for monitoring work and of notifying County of any issues or problems during performance of the work

7 - Zone Approves Completed Work & Notifies County

- **Zone must notify County when all contract work is completed**
- The Contractor is only required to complete work stated in the contract
- Work must be completed to the standards stated in the contract

8 - County Issues Notice of Completion & Processes Payment

- Once Notice of Completion is issued, the guarantee period begins (if applicable)
- Zone must contact County if any issues arise with the work performed before contacting Contractor

Maintenance vs. Construction Work for Zones of Benefit

MAINTENANCE	CONSTRUCTION
Items of Work	
<ul style="list-style-type: none"> • Routine, recurring, and usual work for the preservation or protection of roads which includes: <ul style="list-style-type: none"> ○ Asphalt patching ○ Asphalt overlay less than 1" thick ○ Surface treatments (chip seal / slurry seal) less than 1" thick ○ Crack fill ○ Culvert clearing ○ Snow removal ○ Herbicide ○ Landscape / tree removal 	<ul style="list-style-type: none"> • Construction, reconstruction, erection, renovation, improvement, demolition, or repair work of roads • Any items of work not included under "Maintenance Items of Work" are considered construction
Contracting Overview	
<ul style="list-style-type: none"> • Option to use either of the following: <ul style="list-style-type: none"> ○ County on-call contract for maintenance <ul style="list-style-type: none"> ▪ Benefits: quicker to get in place ○ Any contractor the Zone would like to use as long as they can meet the County contracting requirements, below • Must conform to bidding requirements shown in "Public Works Contracting & Purchasing Information for Zones of Benefits" 	<ul style="list-style-type: none"> • Zone can contract with any contractor they choose as long as they can meet the County contracting requirements, below • Must conform to bidding requirements shown in "Public Works Contracting & Purchasing Information for Zones of Benefits"
County Contracting Requirements	
<ul style="list-style-type: none"> • Be registered with Department of Industrial Regulations (DIR) • Pay prevailing wages • Contractor's license • County business license • Have insurance (CGL, Auto, Workman's Comp) • Payment and Performance bonds if >\$25,000 	<ul style="list-style-type: none"> • Be registered with DIR • Pay prevailing wages • Contractor's license • County business license • Have insurance (CGL, Auto, Workman's Comp) • Payment and Performance bonds if >\$25,000
Current County On-Call Contracts	
<ul style="list-style-type: none"> • CP Landscaping • Doug Veerkamp General Engineering • El Dorado Weed Control • Intermountain Slurry Seal, Inc. • Joe Vicini, Inc. • Macauley Construction, Inc. • Rosie's Firewood (snow removal) 	<ul style="list-style-type: none"> • N/A

Public Works Contracting & Purchasing Information for Zones of Benefit

LESS THAN \$60,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Quote / Proposal	<ul style="list-style-type: none"> • Completed County Form (maintenance work only) • Quote (Proposal) from Contractor chosen by Zone that includes the following information: <ul style="list-style-type: none"> ○ Date, contractor name, address, phone number, license number ○ Zone name & limits of work ○ Items of work, quantity of each item, unit price, total ○ Any additional costs ○ Number of working days & projected start date • Any required permits / owner notifications 	<ul style="list-style-type: none"> • Public Works contracts less than \$60,000 do not require a competitive bid process (PCC 22032) • Payment and Performance bonds required if >\$25,000 • You are encouraged to obtain multiple quotes, but only 1 quote is required to process the Contract.
BETWEEN \$60,001 - \$200,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Informal	<ul style="list-style-type: none"> • Completed County Form (maintenance work only) • Scope of work • Number of working days & projected start date • Detailed limits of work to be done, sketch of work to be done • Cost estimate (prepared by zone) • Any required permits / owner notifications 	<ul style="list-style-type: none"> • County will put together a contract package for bidding (Zones will be billed for this time). • County can put together a CAD design plan set (Zones will be billed for this time) or Zones can put one together
GREATER THAN \$200,000		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Formal	<ul style="list-style-type: none"> • Completed County Form (maintenance work only) • Scope of work • Number of working days & projected start date • Detailed limits of work to be done, sketch of work to be done • Cost estimate (prepared by zone) • Any required permits / owner notifications 	<ul style="list-style-type: none"> • County will put together a contract package for bidding (Zones will be billed for this time). • County can put together a plan set (Zones will be billed for this time) • A Newspaper advertisement is required (estimated cost \$2,000)
PURCHASE OF MATERIALS		
<i>Bidding Requirements</i>	<i>County Required Documents</i>	<i>Additional Requirements & Information</i>
Quote	<ul style="list-style-type: none"> • Quote from vendor that includes the following information: <ul style="list-style-type: none"> ○ Date, vendor name, address, phone number ○ Material name, description, quantity, unit price, total cost estimate 	<ul style="list-style-type: none"> • Purchases less than \$5,000 do not require a competitive process (multiple quotes) (EDC Ord. Code 3.12.130)

County Service Area Zones of Benefit On-Call Maintenance Services Worksheet

This worksheet shall accompany Contractor's proposal for each maintenance project. Complete all relevant sections.

Date: _____ Working Days: _____ Requested Start date: _____ Amount: _____

Zone Name: _____ Contractor: _____

Materials and Methods: All materials and methods shall be in conformance with the 2018 Caltrans Specifications, including any Revised Standard Specifications thereto. Spoils shall be disposed of offsite and at no additional cost to County, unless otherwise specifically requested.

Asphalt patching:

Material: Asphalt Binder Type: _____

Chip Size: _____

Tack Coat: _____

Methods:

Blanket Patch

Edge Repair

Remove / Replace:

Max Thickness: _____

Max Thickness: _____

Max Depth Excavated: _____

HMA in: one lift (<4") or two lifts (4">)

Added Base: No Yes; If yes, compacted to: _____

Chip seal following patching: No Yes

Add fog seal: No Yes

Total Square Feet of Blanket Patch: _____

Total Square Feet of Edge Repair: _____

Total Square Feet of Remove / Replace: _____

Crack Sealing:

Material: Hot Applied _____ Rubberized

Cold Applied _____

Method: Cleaned: _____

Minimum width filled: _____

Total Linear Feet of Crack Sealing: _____

Surface Treatment: (Include totals for each different surface treatment type to be applied)

Seal Coat

Slurry Seal

Chip Seal Application:

Single /

Double

Fog seal:

No

Yes

Materials / Methods:

First / Single Course:

Emulsion Type: _____

Spread Rate: _____

Second Course: (if applicable)

Emulsion Type: _____

Spread Rate: _____

Screening Type / Size: _____

Spread Rate: _____

Screening Size: _____

Spread Rate: _____

Other materials (e.g. paving fabric; specify type): _____

Post Sweeping: No Yes; If yes, _____ # of days following final course

Total Square Feet of Surface Treatment: _____

Culvert Clearing:

Vactor Truck

Excavator

Other Equipment _____

Hand Tools

Number of Inlets _____

Number of Outlets _____

County Completes This Section:

Date Received: _____ By Whom: _____

All Requested Work is Maintenance: Yes No