

CONSTRUCTION MANAGEMENT AND CONSTRUCTION QUALITY ASSURANCE SERVICES FOR VARIOUS LANDFILL CONSTRUCTION PROJECTS FOR THE SAN BERNARDINO COUNTY SOLID WASTE MANAGEMENT DIVISION

EXHIBIT 1- SCOPE OF WORK

The County operates and manages five (5) active landfills, nine (9) transfer stations, and dozens of closed landfill and disposal sites to provide waste disposal services to the County's Valley, Mountain, High Desert, and Low Desert Regions. The County is responsible for managing all operations, maintenance and compliance activities for all these sites in compliance with federal, state and local regulations.

ACTIVE SANITARY LANDFILLS		
Barstow Sanitary Landfill	Mid Valley Sanitary Landfill	Victorville Sanitary Landfill
Landers Sanitary Landfill	San Timoteo Sanitary Landfill	

TRANSFER STATIONS		
Baker Transfer Station	Newberry Springs Transfer Station	Twenty-Nine Palms Transfer Station
Big Bear Transfer Station	Sheep Creek Transfer Station (Phelan)	
Camp Rock Transfer Station (Lucerne Valley)	Trails End Transfer Station (Morongo)	
Heaps Peak Transfer Station	Trona – Argus Transfer Station	

CLOSED LANDFILLS		
Apple Valley	Lucerne Valley	Trona-Argus
Baker	Milliken	Twenty-Nine Palms
Big Bear	Morongo	Yermo
Cajon	Needles	Yucaipa
Hesperia	Newberry Springs	Colton
Lenwood-Hinkley	Phelan	

DISPOSAL SITES (PRE-SUBTITLE D REGULATIONS)		
Cedar Springs	Heaps Peak	Parker Dam
Cooley Ranch	Joshua Tree	Plunge Creek
Crestline	Mill Creek	Wrightwood
Crestmore	Oak Glen	
Daggett	Etiwanda	

The County is regulated by numerous agencies including the following: California Regional Water Quality Control Board (the Lahontan Region, Santa Ana Region, and Colorado River Basin Region), CalRecycle (formally the California Integrated Waste Management Board), the local enforcement agency, and two Air Quality Management Districts (South Coast and Mohave

Desert). In addition, County operations and capital projects often require negotiations with other federal, state, and local agencies such as, U.S. Fish and Wildlife Services, Army Corp of Engineers, California Department of Transportation, County Land Use Services, and cities located in the County. During the day-to-day operations of the County's waste disposal system, there is often a need to quickly implement construction activities to address many of the aforementioned agencies' orders, directives, comments or concerns. In order to support the County's efforts to comply with these agencies' regulations and directives, the County is seeking Consultants to provide CM/CQA Services at the above-listed sites on an as needed basis. The County may utilize CM and/or CQA services for various repair and/or construction projects and associated appurtenances that include, but are not limited to, the following:

- Fencing (Perimeter, Tortoise, etc.)
- Transfer Station Repairs (Floor, structure, etc.)
- Landfill gas extraction and/or Treatment Systems
- Landfill Cell Creation (Borrow, Liner, etc.)
- Landfill Closures
- Earthwork (covers, slope repair, excavation, etc.)
- On-site Structures (Scalehouse, Scales, etc.)
- Drainage Infrastructure (NPDES BMP, Storm Water Basins, etc.)
- Paved Surfaces (Entrance Road, Scale Area)
- Leachate and condensate collection and treatment facilities
- Miscellaneous structures (earthen, concrete, asphalt, etc.)
- Irrigation and landscaping features (mitigation, conservation, etc.)
- Electrical Infrastructure (in-ground, on pole, distribution appurtenances, etc.)
- Or any other service not specifically listed.

As-needed CM/CQA Services will be provided to the County through the issuance of Task Orders. Each Task Order will be initiated with the determination of Scope of Work by the County. This Scope of Work will be distributed to each of the contracted Consultant(s). Should the Consultant desire to perform the work, the Consultant will provide any additional information relevant to their ability to perform the requested scope, experience in performing similar work, availability of staff to complete the work, and a cost estimate. The County may require the cost estimate be in the form of a "lump sum" cost, or a "time and materials" cost (utilizing Consultant contract labor rates). The County will review the submitted information and cost, and at its sole discretion, select a Consultant to perform the work. Upon agreement with the Consultant, a Task Order will be prepared that will include, at a minimum, the summary of the approach to the County-identified scope of work and the cost estimate and project schedule. The Task Order will be reviewed, and written approval must be provided by the County prior to work activities commencing.

The County shall make available to the Consultant all pertinent data that is in the County's possession in the manner and format the County deems most beneficial, and in the condition it exists.

The County reserves the right to negotiate for a reasonable cost to perform each scope of work prior to issuance of a Task Order. The County reserves the right to reject all Task

Order cost estimates if it deems that estimates are not responsive or lack relevant information.

The Consultant shall be required to work successfully with County staff as a project team.

For any contract awarded as a result of this RFP, no minimum or maximum number of tasks assigned to Consultant can be guaranteed by County.

A. CONSTRUCTION MANAGEMENT (CM) SERVICES

Construction Management (CM) Services to be performed by the Consultant on County projects may include, but are not limited to, the following:

1. Assist SWMD with the pre-award activities.
2. Provide technical and administrative management services for the project, coordination and oversight of all activities related to the construction of the project, maintain close liaison with SWMD's Project Manager, and copy the SWMD Project Manager on all correspondence.
3. Perform the duties of Resident Engineer, including construction inspection, pay quantity calculations, materials sampling and testing, and monitoring of Contractor performance to ensure compliance with project plans, specifications, permits, regulatory requirements and agreements.
4. Maintain project files at the job site. At a minimum, project files shall, where applicable, include the following:
 - All contract documents including relevant Instructions to Bidders, Contract/Agreement, Proposal, Bid Schedule, Subcontractors Listing, Bonds, Non-Collusion Affidavit, General Conditions, Special Conditions, Technical Specifications, Construction Quality Assurance (CQA) Requirements, etc;
 - Relevant permits and requirements from local governments or regulatory agencies.
 - Appropriate reference specifications, standards, and standard plans;
 - Notice to Proceed and contract time accounting procedure and documentation;
 - Equipment and material submittal log (the construction contract shall be reviewed for submittal requirements and due dates shall be established based on the construction schedule);
 - Correspondence log;
 - Progress payment format in compliance with SWMD standards;
 - Project personnel and emergency phone numbers;
 - Contract change order documentation and approval procedures;
 - Daily construction report format. Supplemented by daily geotechnical reports or CQA reports prepared on printed forms;
 - Required safety documentation and equipment;
 - Project photograph log;
 - Record drawing format;
 - Progress meeting format;
 - Pre-construction meeting format
5. Prepare and review agendas and minutes for the pre-construction conference and weekly progress meetings;

6. Provide field surveying services on an as-needed basis during the course of the construction project;
7. Review and monitor the contractor's schedule through weekly meetings, daily inspection records and weekly status reports, and correspondence related to project activities;
8. Identify actual and potential problems associated with the construction project and consult with the design engineer and SWMD personnel to implement engineering solutions;
9. Evaluate, confer with and advise SWMD personnel regarding the status of any significant items, and verify that appropriate notifications and/or coordination for specific events have taken place;
10. Coordinate and review Contract Change Order Requests;
11. Maintain an awareness of health and safety requirements and enforce applicable contract provisions for the protection of the public and project personnel;
12. Coordinate submittal reviews with the design engineer and County personnel;
13. Prepare progress payments to contractor, for SWMD's approval;
14. Review contractor's as-built drawing markups prior to submission to SWMD;
15. Provide temporary field office facilities and appurtenances, as necessary;
16. Prepare construction report(s) that complies with all construction documentation needs and schedules;
17. Other tasks not identified on this list but deemed necessary by SWMD based on the nature of the project;

B. CONSTRUCTION QUALITY ASSURANCE (CQA) SERVICES

Construction Quality Assurance (CQA) services will be provided to ensure that construction is completed in compliance with the Project Specifications, a Construction Quality Assurance (CQA) Plan, or similar regulatory requirement. Typical duties to be performed by the Consultant on future projects may include, but are not limited to the following:

1. Attend the pre-construction meeting;
2. Mobilize field laboratory and field equipment;
3. Attend construction meetings as scheduled;
4. Conduct special meetings, as necessary, to discuss deficiencies in construction materials or techniques;
5. Prepare progress reports;
6. Perform certification of foundation layer;
7. Evaluate final cover materials;
8. Observe and monitor the placement of the final cover material;
9. Perform certification of liner subgrade;
10. Evaluate low-permeability on-site materials;
11. Evaluate demonstration fill pad prepared by the contractor;
12. Observe and monitor the low-permeability material fill placement;
13. Leachate Collection & Removal System CQA;
14. Operations Layer placement CQA;

15. Geosynthetics installation CQA;
16. Anchor trench compaction CQA;
17. Prepare reports and photograph logs;
18. Perform observation and prepare and/or review test data and reports;
19. Assist in the development of the as-built plans;
20. Prepare the final CQA certification report;
21. Other tasks not identified on this list but deemed necessary by SWMD based on the nature of the project.