



MENDOCINO COAST RECREATION AND PARK DISTRICT

MCRPD Regional Park Access Control Project

DESIGN BUILD PROJECT SCOPE

**PROPOSALS MUST BE RECEIVED BY**

**OCTOBER 12, 2017**

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# 1.0 PROJECT INTRODUCTION

**Project Name:** MCRPD Regional Park Access Control Project

**Project Number:** 2017-01

## 1.1 Scope

In accordance with the terms and conditions of the Contract, the Design-Build Contractor (DBC) shall perform the work of this Request for Proposal (RFP) for the Mendocino Coast Recreation and Park District (MCRPD) as described below.

## 1.2 Funding Limitations

The DBC Team is responsible for providing all design and construction services required for the final total lump-sum firm-fixed amount negotiated with the DBC.

## 1.3 Location

This project is located 30900 Highway 20, Fort Bragg, CA. APN: 0199-07-011, 019-01-010, 019-07-007, 019-07-0RW, 019-08-016, 019-08-019, 019-08-014, 019-08-0RW. Latitude: -39.42452955, Longitude: -123768443356

## 1.4 Background

The Regional Park Property, consisting of 586 acres, is located at the corner of Summers Lane and Highway 20, just east of Fort Bragg, California, and has long been utilized as an illegal off-highway vehicle (OHV) area. The illegal OHV use has had a serious impact, not just on the overall condition of the Regional Park Property, but on the neighbors and environment as well. This includes sizable portions of the existing Mendocino Cypress Pygmy Forest, and the quality of the water. The intention of this project is to begin the healing process caused by illegal OHV use, with the potential to develop the regional park property into a legal OHV area.

## 1.5 Description

The project includes the provision of a property boundary survey, brush clearing services, and the design, construction, and installation of a perimeter fence around the entire property.

## 1.6 Schedule

The work in this RFP shall be completed in accordance with the following schedule:

### DB Design Development Documents:

DB Design Development Documents shall be submitted no later than 30 calendar days after contract award date.

MCRPD review shall be completed no later than 10 calendar days after submission of DB Design Development Documents.

100% DB Construction Documents:

Work on Construction Documents may continue during the Design Development Documents review, and once Design Development review comments are received, they shall be addressed and incorporated in the Construction Documents.

100% DB Construction Documents shall be submitted no later than 55 calendar days after contract award date.

MCRPD final review shall be completed no later than 10 calendar days after receipt of 100% DB Construction Documents.

Construction:

Construction shall be completed no later than 720 calendar days after award of the contract.

As-Constructed Drawings:

As- Constructed Drawings shall be completed no later than 10 calendar days after Project Completion.

All DB Design Development, DB Construction Documents, and As-Constructed Drawings shall be submitted to the MCRPD District Administrator.

**1.7 Proposal Submittal Guidelines and Information**

Proposers shall submit (3) paper copies of the complete proposal and cost bid to:

Dan Keyes  
Mendocino Coast Recreation and Park District  
300 South Lincoln Street  
Fort Bragg, CA. 95437

Proposals may be submitted in person at the C.V. Starr Center, or by mail, but must be received in the District Administrator's Office by 5:00 p.m. on October 12, 2017. All proposals will be retained by MCRPD.

Format: Proposal should be 8 ½ x 11 inches, bound in a single document.

Contents: Proposal shall contain the following information

- A. Firm Description  
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence. Please list all "doing business as" names so MCRPD can conduct a thorough

debarment search as required by the grantor prior to recommending or awarding a contract.

B. Relevant Experience

Evidence that the members of the design-build entity have completed, or demonstrated the experience, competency, capability, and capacity to complete projects of similar size, scope, or complexity, and that proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the project, as well as assurance that the design build entity has the capacity to complete the project.

C. References

List of clients for whom similar work has been performed, with the name, title and phone number of a contact person.

D. Budget and Schedule of Charges

Include Personnel Rates and Equipment Charges.

E. Insurance

The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts. The cost of such insurance shall be included in the consultant's proposal.

**Selection Criteria:**

40% price, 30% technical design and construction expertise, 10% life-cycle costs over 15 years or more, 10% skilled labor force availability, and 10% acceptable safety record.

**Other Considerations:**

MCRPD reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of MCRPD as determined by MCRPD. This Request for Proposals does not commit MCRPD to award a contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

MCRPD requires all proposers to comply with all applicable federal and state laws including but not limited to equal employment opportunity. Contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

Pre-submittal questions about the RFP will be accepted until 5:00 p.m. on October 6, 2017. Responses to all questions will be emailed to all firms who have indicated that they will be responding to the RFP as of October 6, 2017. All inquiries regarding the

Request for Proposals should be directed to Dan Keyes by e-mail at [dkeyes@mcrpd.us](mailto:dkeyes@mcrpd.us) by 5 p.m. on October 6, 2017.

### **MCRPD Points of Contact:**

#### **Contractual:**

District Administrator, Contracting Officer: Dan Keyes, 707-964-9446 Ext. 102, [Dkeyes@mcrpd.us](mailto:Dkeyes@mcrpd.us)

Business Manager: Jill Rexrode, 707-964-9446 Ext. 202, [Jrexrode@mcrpd.us](mailto:Jrexrode@mcrpd.us)

#### **Technical:**

Project Inspector: Bob Bushanksy, 707-813-9074, [erb@mcn.org](mailto:erb@mcn.org)

Project Inspector: John Huff, 707-734-3611, [MendoAbDiver@gmail.com](mailto:MendoAbDiver@gmail.com)

### **1.8 Data and Materials to be provided by MCRPD**

The following data and materials will be provided to the MCRPD and are included in Section 4 of this RFP:

- Existing Site Map
- Current Topographic Map

## **2.0 PROJECT REQUIREMENTS**

### **2.1 General Requirements**

#### **2.1.1 Scope of Work and Project Summary/Requirements**

##### **2.1.1. A. Property Boundary Survey**

Conduct boundary survey for the properties within Section 16 of Township 18 North, Range 17 West, Mount Diablo Base and Meridian, and prepare and file a Record of Survey with the County of Mendocino, as required by California Business and Professions Code 8762.

Locate and survey existing monumentation and set the exterior monuments of project properties.

Stake Boundary lines at an interval of approximately 100 feet for construction of fence.

##### **2.1.1. B. Brush Clearing and Removal Services.**

Using the completed survey line as the outside border, a ten (10) foot wide path around the entire perimeter of the Regional Park Property must be cleared of all brush and trees having a DBH of four (4) inches or less down to ground level. Debris to be reused on site.

The DBC shall protect tree trunks and root systems of all trees with a DBH of eight (8) or more inside, or adjacent to, work areas.

### **2.1.1. C. Design Build: MCRPD Regional Park Access Control Project**

The project will consist of the design and construction of twenty two thousand (22,000) linear feet of fencing and up to thirteen (13) gates on the perimeter of the Regional Park Property.

The fence design shall be approximately four (4) feet in height and should be installed in two sections. The first section will be east of Summers Lane and will encompass an estimated thirty (30) acres, while the second section is west of Summers Lane and encompasses an estimated five hundred eighty-six (586) acres. In cases where the fence line is obstructed by a tree having a DBH of eight (8) or more, the fence line shall circumvent the tree, as to not cause damage or prevent future growth.

Materials for the fence need to be extremely durable in nature. The design of the fence needs to be such that it does not interfere with the movement of wildlife, but obstructs any vehicles from entering the property. Gates need to be of such design that they are durable and prevent all vehicular entry when closed, but allow access for pedestrians, bicyclists, and equestrians.

The project will include, but not be limited to, the following:

- Provide for a property boundary survey, utilizing a State of California licensed surveyor.
- Provide for fence line brush clearing services.
- Upon award, determine and provide design schedule of work.
- Submit list of required permits.
- Submit DB Design Development and DB Construction Documents for review and approval, as required.
- Provide schedule of construction work.
- Secure work area and provide for continued access to the facility.
- Provide for the materials and labor to construct an access control fence on the perimeter of the entire regional park property.
- Provide as-constructed drawings once project is completed.

### **2.1.2 Definition of Contract Line Items**

The intent of this section is to explain, in general, what is included in each contract line item, limits or cut-off points where one item ends and another begins. If no item exists for a portion of the work, include the costs in a related line item.

CONTRACT LINE ITEM NO. 1 – Property Boundary Survey. For a description of the Property Boundary Survey requirements please refer to 2.1.1. A. Property Boundary Survey

CONTRACT LINE ITEM NO. 2 - Brush Clearing and Removal Services. For a description of the brush clearing and removal requirements please refer to 2.1.1. B. Brush Clearing and Removal Services.

CONTRACT LINE ITEM NO. 3 – Design. For a description of the design requirements please refer to 2.1.1.1.D. Design Build: MCRPD Regional Park Access Control Project

CONTRACT LINE ITEM NO. 4 – Construction. For a description of the construction requirements please refer to 2.1.1.1.D. Design Build: MCRPD Regional Park Access Control Project

### **2.1.3 Progress Payments**

**Design Phase** - Progress payments during the design phase of the work will be based on submission, review, and acceptance of design deliverables.

**Construction Phase** - Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment. Verification of the % complete shall be initiated by the Contractor under the direction of a representative of the Contracting Officer (CO,) unless the Contracting Officer waives this requirement in a specific instance. The Contractor shall make the computations for payment based on the governments verification of work completed and in place for any periods for which progress payments are requested.

The Contractor shall furnish the originals of all field notes, daily reports, Certified Payroll Reports, and all other records relating to the basis for payment, to the Contracting Officer, who shall use them as necessary to determine the final amount of progress payments. The Contractor shall retain copies of all such material furnished to the Contracting Officer.

### **2.1.4 Project Meetings**

#### **Design Meeting**

After the award of the contract and acceptance of the Performance and Payment bonds, the CO will arrange a design meeting with the DBC. The meeting agenda shall include the following as a minimum:

- Review and emphasize the project requirements and design objectives.
- Schedule of Values: The Schedule of Values is a detailed statement furnished by a construction contractor, builder or others outlining the portions of the contract sum. It allocates values for the various parts of the work and is also used as the basis for submitting and reviewing progress payments.



- Design schedule (provide minimum of two (2) color hard copies). **Note:** No portion of the work can begin construction until 100% Complete DB Construction Documents are approved for that portion and any other portion of the work that may be affected by it.
- Modifications during design
- Submittals during design
- Areas available for use by the DBC
- Access requirements of the Park
- Payments to the DBC

### **Preconstruction Meeting**

The following Part 2 Project Requirement deliverables shall be submitted a minimum of one week prior to the Preconstruction Meeting.

- Letter designating your Project Superintendent
- Project Schedule with construction portion fully developed.
- A list of subcontractors for this project (must be same as in your proposal)
- Waste Management Plan
- Quality Control Plan

After 100% Complete DB Construction Documents are approved (or completed portions of DBCDs necessary for fast tracking the project), and prior to the start of construction, the CO will arrange a Preconstruction meeting with the DBC. The meeting agenda will include the following as a minimum:

- Correspondence procedures
- Roles and responsibilities
- Lines of Authority
- Progress Payments
- Labor Compliance and Prevailing Wage
- Submittal process
- Resolution to comments provided by MCRPD on the Part 2 Project Requirements.
- Construction schedule (provide a minimum of two color hard copies and electronic copy in software it was created in) **Note:** No portion of the work can begin construction until 100% Complete DB Construction Documents are approved for that portion and any other portion of the work that may be affected by it.
- Modifications
- Accident reporting
- Access roads and site constraints
- Visitation and public relations
- Saturdays, Sundays, holidays and night work
- Traffic control

- Dust abatement
- Noise Ordinance

### **Progress Meetings**

The DBC shall participate in weekly on-site progress meetings with the Contracting Officer, and other project team members to update them on the following meeting agenda items:

- Submittal status
- Review of on or off-site fabrication and delivery
- Requests for Information (RFI's) and issues
- Modifications
- Work in progress and projected
- Schedule update (provide updated CPM schedule)
- Other business relating to work

### **2.1.5 Project Schedule**

**General:** The Contractor shall provide two (2) color copies and one electronic copy of the project schedule after award and before the design meeting. The schedule shall include a detailed design phase with design deliverable submission dates, review periods as well as a summary construction schedule with important milestones included for both phases.

Fully develop the construction portion of the schedule and submit to the Contracting Officer before the Preconstruction meeting or any construction begins. The project schedule shall be updated on a monthly basis throughout the entire contract period and until project substantial completion. The status date of each schedule update shall be 10 days before the progress payment request date.

**Purpose:** The purpose of the project schedule is to ensure adequate planning, coordination, scheduling, and reporting during execution of design and construction activities of the DBC. The project schedule will assist the DBC and the Contracting Officer in monitoring the progress of the work, evaluating proposed changes, and processing the DBC's monthly progress payment requests

**Schedule Development:** The project schedule shall cover the entire contract period. The late finish date of the project schedule shall be the same date as the established completion date of the contract.

The DBC shall limit the use of lead or lag durations between schedule activities. The DBC's project schedule shall consist of procurement activities (including mobilization, submittal, and the fabrication and delivery of key and long-lead procurement items) and construction activities.

The DBC's project schedule shall consist of, but not be limited to, the following for each activity:

- Concise description of the work represented by the activity. Avoid the use of non-standard abbreviations. The work related to each activity shall be limited to one work trade.
- Activity duration in whole working days.

In developing the project schedule, the DBC shall be responsible for ensuring that subcontractor work at all tiers, as well as its own work, is included in the project schedule.

The project schedule, as developed, shall show the sequence and interdependence of activities required for complete performance of the work. The DBC shall be responsible for ensuring all work sequences are logical and the project schedule shows a coordinated work plan. Proposed durations assigned to each activity shall be the DBC's best estimate of time required to complete the activity considering the scope and resources planned for the activity. Resource loading of each activity shall list all personnel by labor category and equipment type and capacity proposed to complete the activity in the duration shown. Include permit requirements and constraints. Seasonal weather conditions shall be considered and included in the planning and scheduling of all work influenced by high or low ambient temperatures, wind and/or precipitation to ensure completion of all work within the contract time.

## **Project Schedule Updates**

**Monthly updates:** The monthly updating of the project schedule shall be an integral part and basic element of the estimate upon which progress payments shall be made under this contract.

**Time Extensions:** Activity delays shall not mean that an extension of the contract time is warranted or due the DBC. It is possible that a modification, change, or delay will not affect existing critical activities or cause non-critical activities to become critical. A modification, change, or delay may result in only absorbing a part of the available total float that may exist within an activity chain of the project schedule, thereby not causing any effect on the contract time.

## **2.2 Design Requirements**

### **2.2.1 DB Design Development and Construction Documents**

This element of work shall consist of the preparation of the DB Design Development Documents and DB Construction Documents. All documents shall be prepared using the English System of Weights and Measurements.

## Deliverables

The following deliverables are required (refer to Section 1.6 for schedule):

### DB Design Development

#### DB Design Development Documents

- Submit two (2) paper copies of DB Design Development Drawings
- Submit one (1) electronic copy of the Draft DB Design Development Drawings.

### DB Construction Documents

#### 100% Draft DB Construction Documents

Submit two (2) paper copies of the following 100% Draft DB Construction Documents:

- DB-Construction Drawings
- Written responses to the DB Design Development Documents Review Comments

#### Complete, Signed DB Construction Documents

Address and incorporate 100% Draft DB Construction Documents comments into the Complete Stamped and Signed DB Construction Documents and submit, for approval, per the following table, the record set of Complete Stamped and Signed DB Construction Documents for construction, archiving, and general use.

<b>COMPLETE STAMPED AND SIGNED DB CONSTRUCTION DOCUMENTS</b>	<b>ELECTRONIC FORMATS *</b>	<b>HARDCOPY FORMATS</b>
DB-Construction Drawings	PDF	Full-Size Paper (ANSI D)
Product File	PDF, Excel, Word	N/A
Supplemental Design Reports	PDF, Excel, Word	N/A
Design Calculations	PDF, Excel, Word	N/A
Written responses to the 100% Draft DB Construction Documents review comments	PDF & MS-Excel	N/A

\* The recipient of the electronic files is TIC.

### 2.2.2 Environmental and Sustainability Requirements for Design

MCRPD supports adherence to environmental and sustainability guidelines for the project. Notify the CO if conflicts arise between performance of the work and environmental and sustainability guidelines. MCRPD does not intend to limit alternative means of achieving these requirements.

## **2.3 Construction Requirements**

### **2.3.1 Environmental and Sustainability Guidelines**

Specific sustainability requirements generated in design will dictate more stringent environmental requirements for this project. The following is a list of general guidelines. :

- Air: Employ construction practices that minimize dust production and combustion byproducts.
- Water: Avoid materials that can leach toxic chemicals into the ground water. Do not allow toxic chemicals to enter sewers, storm drains or natural drainage areas.
- Soil: Protect against erosion and topsoil depletion using best management practices identified by California State Parks OHMVR Soil Conservation Guidelines.
- Habitats: Protect natural habitats and ecological systems on facility site.
- Noise: Minimize noise generation during construction. Operate power equipment in accordance with local noise restrictions.
- Waste Management Goals: Employ processes that ensure the generation of as little waste as possible. Waste disposal in landfills shall be minimized.
- Recycling is highly is recommended with this project.
- All material unsuitable for recycling must be disposed of, in a legal manner, at public or private dumping areas outside the park.

The DBC shall designate an on-site party (or parties) responsible for instructing workers and overseeing the environmental and sustainability requirements of this project. Distribute copies of the environmental and sustainability guidelines to the Job Site Foreman and each Subcontractor.

Waste Management Plan: Prior to the scheduled Preconstruction meeting, the Contractor shall submit a draft Waste Management Plan to the Contracting Officer for approval. Develop and implement in accordance with the contract documents. The plan shall include (but not be limited to) the following:

- List of the recycling facilities, reuse facilities, municipal solid waste landfills, and other disposal area(s) to be used. Include name, location, and phone number.
- List of proposed materials to be reused or recycled.

- List of materials that cannot be recycled or reused with explanation or justification.
- Storage and collection methods of waste and recyclables, handling procedures, and means of keeping recyclables free of contamination.
- Description of the means of transportation of the recyclable materials and an estimate of how often bins will need to be emptied.
- Revise and resubmit Plan as required by the Contracting Officer. Approval of the Contractor's Plan will not relieve the Contractor of responsibility for compliance with applicable environmental regulations.

Prior to the commencement of the Work, schedule and conduct a meeting with the Contracting Officer to discuss the proposed Waste Management Plan and to develop mutual understanding relative to details of environmental protection.

### **Minimize Construction Impacts**

The following mitigation measures shall be implemented to minimize the impacts of construction activities:

#### **Soil Erosion**

Protect against erosion and topsoil depletion on project site and within the assembly area

#### **Exotic Vegetation and Noxious Weeds**

Prevent the introduction and minimize the spread of exotic vegetation and noxious weeds. Incorporate the following procedures:

Any fill, rock, or additional topsoil needed shall be obtained from an approved source.

Wash heavy equipment prior to utilization on the project.

#### **Special Status Species**

To protect any unknown or undiscovered threatened, endangered, or special status species, the construction contract will include provisions for the discovery of such. The contractor should contact the park for direction for evaluation of any special species at the site.

#### **Air and Water Pollution Control**

Air quality impacts are expected to be temporary and localized. To minimize these impacts, the following actions shall be taken:

- To reduce tailpipe emissions, construction equipment shall not be left idling any longer than is necessary for safety and mechanical reasons.

- To reduce construction dust, water shall be applied to problem areas. Equipment shall be limited to the fenced project area to minimize soil disturbance and dust generation.
- Take all necessary reasonable measures to reduce air and water pollution as identified by California State Parks OHMVR Soil Conservation Guidelines

### **2.3.2 Schedule of Values**

After contract award and before the Design Meeting, submit a schedule of dollar values based on the Contract Price Schedule. Breakdown each lump-sum item into component parts of design deliverables or construction work for which progress payments may be requested. The total costs for the component parts of work shall equal the contract line item amount for that lump-sum item. The Contracting Officer may request data to verify accuracy of dollar values. Include mobilization, general condition costs, overhead and profit in the total dollar value of unit price items and in the component parts of work for each lump-sum item, as described below. Do not include mobilization, general condition costs, overhead or profit as a separate item.

Do not break down unit price items. Use only the contract line item amount for unit price items.

The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by the Contractor and Contracting Officer before the first progress payment is processed. A cost loaded project schedule is an acceptable substitute for a schedule of values.

### **2.3.3 Construction Support**

#### **Staging Areas**

Construction sites will be limited to the smallest feasible area. Ground disturbance and site management will be carefully controlled to prevent undue damage to vegetation, soils, and archeological resources and to minimize air, water, soil, and noise pollution.

Staging is limited in or near the construction area for a construction office or trailer. Construction equipment and material storage shall be located in previously disturbed areas near the construction site. All staging areas shall be returned to pre-construction conditions once construction is complete.

Structures: Trailers, Storage, Field Offices, Staging Area and Sheds: Location to be approved by the Contracting Officer.

Storage Sheds: If used, provide weather tight sheds or other covered facilities for storage of materials subject to weather damage.

If used, all temporary water, sewer, sanitary facilities and electric utilities, shall be completely removed upon project completion. Remove temporary utility connections.

The location of the Staging Area for construction equipment will require CO approval.

### **Construction Zones**

Construction zones shall be fenced with CO approved construction barrier fencing, plastic or portable fencing, before any construction activity. The fencing shall define the construction zone and confine activity to the minimum area required for construction. All protection measures shall be clearly stated in the construction specifications, and workers will be instructed to avoid conducting activities beyond the construction zone as defined by the construction zone fencing.

Protection of Public: Fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry. Erect and maintain signage, fencing, barricades, lights, signals, and warning signs in accordance with MUTCD-2003.

The DBC shall protect trees having a DBH of 8 or greater and root systems of trees in or adjacent to work areas.

### **Parking of Construction Vehicles**

Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

## **2.3.4 Submittals during Construction**

### **Material Submittal and Approval Procedures:**

The following submittals will require MCRPD approval prior to procurement or performance of the work:

- All submittals pertaining to Exterior finishes

## **2.3.5 Construction Coordination**

**Notification:** The Contracting Officer (CO) will coordinate with DBC representative regarding all necessary written information, notifications and/or direction.

## **2.3.6 Digital Images:**



Provide 1 existing condition image, and up to 5 images per week documenting construction. Maintain index with each set of construction images that identifies the number, date, time, and description for each.

Take appropriate digital images documenting construction progress and problems, such as capturing items that will not be seen later, etc. Send digital images to recipients on a weekly basis, as directed by Contracting Officer, of each work activity via e-mail in an approved format.

### **2.3.7 Quality Control**

#### **General**

The quality of all work shall be the responsibility of the Contractor. Testing shall be the responsibility of an independent testing laboratory. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings.

Quality Control Daily Reports shall be completed by the MCRPD Project Inspector.

#### **Submittals**

**Quality Control Plan:** Prior to the Preconstruction meeting, submit for approval a written Contractor Quality Control (CQC) plan.

If the plan requires any revisions or corrections, the Contractor shall resubmit the plan within 10 days.

MCRPD reserves the right to require changes in the plan during the contract period as necessary to obtain the quality specified.

No change in the approved plan may be made without written concurrence by the Contracting Officer.

The plan shall include:

- A list of personnel responsible for quality control and assigned duties. Include each person's qualifications.
- Methods of performing, documenting, and enforcing quality control of all work.
- Methods of monitoring and controlling environmental pollution and contamination as required by regulations and laws.

#### **Quality Control Phases**

**Preparatory Phase:** Perform before beginning each feature of work.

Review all applicable specifications sections and drawings related to the feature of work.

Examine the work area to ensure that all preliminary work has been completed.

Verify all field dimensions and advise the Contracting Officer of discrepancies with contract documents.

Ensure that necessary equipment and materials are at the project site and that they comply with approved shop drawings and submittals.

Document all preparatory phase activities and discussions.

**Initial Phase:** As soon as work begins, inspect and test a representative portion of a particular feature of work for quality of workmanship.

Document all initial phase activities and discussions. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.

**Follow-Up Phase:** Inspect work progress to ensure compliance with contract requirements until completion of work.

**Additional Preparatory and Initial Phases:** Additional preparatory and initial phases may be required on the same feature of work for the following reasons:

Quality of on-going work is unacceptable.

Changes occur in the applicable quality control staff, on-site production supervision, or work crew.

Work on a particular feature of work is resumed after a substantial period of inactivity.

### **Documentation**

Contractor shall maintain daily reports, (example in section 2.4, Forms.)

Quality Control: Weekly reports may not be substituted for other written reports required under clauses of the contract, such as Disputes, Differing Site Conditions, or Changes.

### **Enforcement**

The Contractor shall stop work on any item or feature pending satisfactory correction of any deficiency noted by the quality control staff or the Contracting Officer.

### **2.3.8 Working Hour Restrictions**

All work and deliveries shall be limited to the weekday hours of 7:00 am to 5:00 pm unless otherwise approved by the Contracting Officer. No work shall occur on MCRPD holidays or weekends without prior approval.

### **2.3.9 Temporary Services**

Temporary materials may be new or used, but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

**Fire Protection Equipment:** Observe and enforce standards of fire prevention. No open fires shall be allowed. At the construction site maintain a tool cache that meets or exceeds CAL Fire minimum requirements for logging operations.

**Vehicles and Equipment:** Provide one fire extinguisher on each vehicle or piece of equipment. Extinguishers shall have a minimum UL rating of 2-A:10-B:C.

**Hazard Control:** Take all necessary precautions to prevent fire during construction. Do not store flammable or combustible liquids in existing structures. Provide adequate ventilation during use of volatile or noxious substances.

**Spark Arresters:** Equip all gasoline or diesel powered equipment used in project site with spark arresters approved by the U. S. Forest Service. Written determinations of areas and periods of potential fire hazard will be issued by Contracting Officer. Locate internal combustion equipment so that exhausts discharge well away from combustible materials. Shut down equipment before refueling.

**Smoking:** NO SMOKING AT ALL Smoking within buildings or temporary storage sheds is prohibited.

**Welding:** Cutting by torch or welding shall be performed only when adequate fire protection is provided.

**Water:** DBC shall provide potable water and pay all costs.

**Heating and Cooling:** The DBC shall furnish temporary heating and cooling. Use of permanent heating and cooling system shall not be allowed without written authorization from Contracting Officer.

**Sanitary Facilities:** Provide and maintain temporary toilet facilities in accordance with State Health Department. Enclosures shall be weatherproof, sight proof and of sturdy construction. Completely remove sanitary facilities on completion of work.

### **2.3.10 Access**

During construction of the scheduled facilities, the Design Build Contractor shall have continuous access to the site.

### **2.3.11 Preservation of Adjacent Features**

Confine all operations to work limits of the project. Prevent damage to natural surroundings. Restore damaged areas outside the work limits, repairing or replacing damaged trees and plants, at no additional expense to MCRPD.

Provide temporary barriers to protect existing trees, plants and root zones that are to remain in place. Do not remove, injure or destroy trees or other plants without prior approval. Consult with the Contracting Officer. Remove agreed upon roots and branches that interfere with construction. Carefully supervise excavation, grading, backfilling, and other construction operations near trees and plants, to prevent damage.

### **2.3.13 Hauling Restrictions**

Comply with all legal and local load restrictions in the hauling of materials.

**Accident Reporting:** Reportable accidents, defined as death, occupational disease, traumatic injury to contractor's personnel, MCRPD employees, or the public, property damage of any accident in excess of \$100, and fires, must be reported within five (5) days.

**Quality Assurance:** Ensure that all employees are physically qualified to perform their assigned duties in a safe manner. Do not allow employees to work if their abilities are impaired. Operators of all equipment shall be able to understand signs, signals and operating instructions, and be capable of operating such equipment.

#### **Accident Prevention Products: Provide the following:**

- First aid facilities.
- Personnel protective equipment: Meet requirements of OSHA.
- Emergency instructions, including telephone numbers and reporting instruction for ambulance, physician, hospital, fire department and police. Place in conspicuous locations at the worksite.
- Hard hats for all employees and for up to 6 visitors.
- Designate and post signs in all hardhat areas.

### **2.3.15 Temporary Controls**

Housekeeping: Keep project neat, orderly, and in a safe condition at all times.

### **2.3.16 Field Engineering**

The DBC shall set initial construction stakes establishing lines, slopes, grades, reference points, base lines and bench marks as required. The DBC shall execute the work in accordance with these stakes, and perform all additional staking necessary to execute the work.

All existing survey control utilized for this project shall be preserved. Controls that are destroyed by the DBC shall be replaced by the DBC at their expense.

### **2.3.17 Project Close-out**

**Project Record Drawings:** Maintain one complete full-size set of contract drawings and one full-size set of vendor-supplied drawings. Clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. Certification of accuracy and completeness will be required for monthly payment requisitions. On completion of the total project, submit complete record drawings.

**As-Constructed Drawings:** Provide as-constructed drawings by updating the Approved DB Construction Drawings with information provided on the record drawings, contract modifications; and other applicable shop drawings, sketches, and data.

Provide as-constructed drawings to MCRPD in the following formats:

- 2 full-size paper copies
- 1 digital copy

**Cleaning:** Before scheduling the final inspection, remove all tools, equipment, surplus materials, and rubbish. Pick up and remove all construction debris from the site. At time of final inspection, project shall be thoroughly clean and ready for use.

Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings: As specified above.
- Guarantees and Bonds: As specified in Performance Requirements and Specifications.
- Spare Parts and Materials: As specified in Performance Requirements and Specifications
- Keys and Keying Schedule: Submit all keys including duplicates. Wire all keys for each lock securely together. Tag and plainly mark.

### **2.3.18 Substantial Completion and Final Inspection**

Submit written certification that project, or designated portion of project, is substantially complete, and request in writing a final inspection. Upon receipt of written request that project is substantially complete, the Contracting Officer will proceed with inspection within 10 days of receipt of request or will advise the Contractor of items that prevent the project from being designated as substantially complete.

When work is determined to be substantially complete, the Contracting Officer will prepare a list of deficiencies ("Punch List") to be corrected before final acceptance. The Contracting Officer will issue a Letter of Substantial Completion. If work is not

determined to be substantially complete, the Contracting Officer will notify the DBC in writing. After completing work, the DBC shall resubmit certification and request a new final inspection.

If, following final inspection, the work is determined to be substantially complete, Contracting Officer will prepare a list of deficiencies to be corrected before final acceptance and issue a Letter of Substantial Completion. Contractor shall complete the work described on the list of deficiencies within 30 calendar days, as weather permits. If the Contractor fails to complete the work within this time frame, the Contracting Officer may either replace or correct the work with an appropriate reduction in the contract price or charge for re-inspection costs in accordance with the Inspection of Construction clause of the contract.

**Acceptance of the work:** After all deficiencies have been corrected, the Contracting Officer will issue a Letter of Acceptance.

## **2.4 Forms – Next Page**







### **3.0 Performance Requirements**

#### **3.1 Design Imperatives**

Utilize the following at all stages of the design and construction processes:

- Appropriate Design Solutions for Park Use and Maintenance Capabilities
- Compliance Consistency Reviews
- Constructability Strategies
- Quality Control
- Risk Analysis
- Scope and Budget Consistency Reviews
- Sustainable Design Practices
- Value-Based Decision-Making Methodology

#### **3.2 Elements and Products**

In addition to requirements specified in other chapters, provide products and elements that comply with the following:

1. Where "no substitutions" is indicated, use only the product (or one of the products) specified.
2. Elements Made Up of More Than One Product:
  - a. Where an element is specified by performance criteria, the project shall use construction either proven-in-use or proven-by-mock-up, unless otherwise indicated.
    - i. Proven-In-Use: Proven to comply by having actually been built to the same or very similar design with the same materials as specified and functioning as specified.
    - ii. Proven-by-Mock-Up: Compliance reasonably predictable by having been tested in full-scale mock-up using the same materials and design as specified and functioning as specified. Testing need not have been accomplished specifically for this project; when published listings of independent agencies include details of testing and results, citation of test by listing number is sufficient (submittal of all test details is not required).
    - iii. The DBC may choose whether to use elements proven-in-use or proven-by-mock-up, unless either option is indicated as specifically required.
    - iv. Where test methods accompany performance requirements, those test methods shall be used to test the mock-up.
  - b. Where a type of product is specified, without performance criteria specifically applicable to the element, the project shall use the type of product specified.

- c. Where more than one type of product is specified, without performance criteria specifically applicable to the element, the DBC shall use one of the types of products specified.
- d. Where a type of product is specified, with applicable performance criteria, the DBC shall use either the type of product specified or another type of product that meets the performance criteria as proven-in-use or proven-by-mock-up.
- e. Where more than one type of product is specified, with applicable performance criteria, the DBC shall use either one of the types of products specified or another type of product that meets the performance criteria as proven-in-use or proven-by-mock-up.
- f. Where neither type of product nor performance criteria are specified, the DBC shall use products that will perform well within the specified life span of the building.

### 3. Products:

- a. Where a product is specified only by a manufacturer name and model number/brand name, the DBC shall use only that model/brand product.
- b. Where the properties of a product are specified by description and/or with performance criteria, the DBC shall use products that comply with the description and/or performance criteria.
- c. Where manufacturers are listed for a particular product, the DBC shall use a product made by one of those manufacturers that also complies with other requirements.
- d. Where actual brand name products are not identified by either the Contracting Officer or the DBC, the DBC shall identify the products to be used.
- e. In the Proposal:
  - i. The DBC shall identify one or more product types for each system, assembly, or element.
  - ii. For each product type, the DBC shall identify brief descriptive or performance specifications.
  - iii. For major manufactured products that are commonly purchased by brand name, and any other products so indicated, we will identify at least one manufacturer that will be used.
- f. During DB Design Development or DB Construction Documents Submissions:
  - i. Where more than one product type is identified for a particular system, assembly, or element, the DBC shall identify exactly which type will be used.
  - ii. For each product type, the DBC shall identify descriptive or performance specifications; early submittals shall be brief

specifications, but complete specifications shall be provided prior to completion of construction documents.

- iii. For each product type, the DBC shall identify at least one manufacturer that will be used.
  - iv. For major manufactured products that are commonly purchased by brand name, and any other products so indicated, the DBC shall provide manufacturer's product literature on at least one actual brand name product that meets the specifications, including performance data and sample warranty.
- g. During Construction:
- i. The DBC shall identify actual brand name products used for every product, except commodity products specified by performance or description.
  - ii. Where a product is specified by performance requirements with test methods, and if so specified, the DBC shall provide test reports showing compliance.
  - iii. The DBC shall provide manufacturer's product literature for each brand name product.
  - iv. The DBC shall provide the manufacturer's certification that the product used on the project complies with the contract documents.
- h. Before End of Closeout:

The DBC shall provide copies of all manufacturer warranties that extend for more than one year after completion.

### **3.3 Prevailing Wage Requirements During Construction**

Labor Code § 1720(a) defines public works as construction and other enumerated construction-related tasks (including "maintenance," see LC § 1771) done under contract and paid for in whole, or in part, with public funds.

In accordance with California Labor Code Section 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the project is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the project during the construction phase. The Director of Industrial Relations has determined the general prevailing wage per diem rates for work in the locality in which the project is to be performed.

Pursuant to California Labor Code Section 1771.1, this Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR). A Contractor may not bid, nor be listed as a subcontractor for any bid proposal submitted for public work without first registering with the DIR and paying the annual fee. Application and renewal are completed online at <http://www.dir.ca.gov/Public->

Works/PublicWorks.html. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

## **5.0 Attachments**

Attachment 1 – Site Map

Attachment 2 – Topographic Map