

TILLAMOOK COUNTY PUBLIC WORKS

CONSULTANT WORK REQUIREMENTS

Representative professional services that may be required of consultants could fall under the broad listing of work elements listed below:

Project Management

- Contract Management;
- Subcontractor Management;
- Schedules and Invoices;
- Progress Reviews;
- Schedule, coordinate and supervise project work;
- Maintain Liaison and Coordination with Outside Agencies;
- Prepare Records of Decisions;
- Develop and Manage Subcontractor Contracts;
- Prepare Invoices and Supporting Data;
- Monitor Project Budget;
- Prepare, Maintain and Update Project Activity Schedule;
- Provide Timely Responses to Local Agency Comments;
- Coordinate public involvement activities including hearings;
- Grant Management Support (depends on nature of funding source/grant award to County)

Preliminary Field Surveys

- Data Collection;
- Topographic Surveying and Mapping;
- Survey Records;
- Utilities Located;
- Stream Cross Sections.

Geotechnical Investigations, Reports, and Design

- Geologic Site Characterization
- Subsurface Engineering Characterization
- Drilling, sampling, insitu testing
- Materials characterization with Laboratory Testing
- Slope Design, embankment design, slide stabilization design
- Embankment source evaluation
- Foundation evaluation and design.

- Geotechnical Report Preparation.
- Geotechnically related plan and specification preparation
- Construction observation of geotechnical project elements

Hydraulic Studies and Reports

- Contributing Drainage Area At Site;
- Flood Frequency versus Peak Discharge;
- Local Knowledge of Past Floods;
- Backwater Analysis;
- Hydraulic Analysis and Report.

Preliminary Design

- Location Narrative;
- Roadway Alternatives;
- Bridge Alternative Study;
- Type, Size, and Location Report.
- Perform Utility Coordination
- Perform Railroad Coordination

Environmental Analysis, Documentation, and Compliance

- Draft and Final Environmental Documents
- Environmental Project Management
- Compliance with state and local planning requirements
- Findings for goal exceptions, plan amendments, and variances
- Acquisition of Conditional Use Permits
- Planning and Land Use analysis and reports
- Interchange Area Management Plan
- Facility or Refinement Plan
- Socio-economic analysis and reports
- Environmental Justice analysis and report
- Section 106 Determination of Eligibility
- 106 Finding of Effect
- 106 Memorandum of Agreement
- Cultural Resources Technical Report (EIS, EA only)
- Section 4(f) Evaluations
- ORS 358 Coordination Form
- ARPA Permit (federal lands)
- Excavation Permit (SHPO)
- Wetland delineation and report
- Coordinate with designers on avoidance and minimization options
- Wetland functional analysis

- Wetland impact assessment
- Conceptual wetlands mitigation report
- Coordination with ACE and DSL on mitigation options
- Final wetland mitigation grading and planting plans and specifications
- Pre-construction meeting with construction contractor
- Construction inspection for wetland and biological mitigation site
- Adaptive management of wetland mitigation during construction
- Post-construction mitigation site monitoring with annual reports
- Wetland mitigation site maintenance
- Wetland mitigation site remediation plans
- Water resources Impact Assessment and report
- Water Quality mitigation design concept report
- Final water quality mitigation design plans and specifications
- Erosion and sediment control plans
- NPDES permit for discharge of stormwater from construction sites for projects constructed on Tribal Reservation lands
- Oregon Natural Heritage database search
- Request species' list from USFWS and NMFS
- Field survey for plants, birds and other species of concern
- Prepare Biological Assessment (BA) and Biological Evaluation
- Prepare No Effect memo
- Develop mitigation plans for biological species
- Incorporate Terms and Conditions from Biological Opinion (BO) into Specifications
- Photograph pre-existing baseline conditions at construction site
- Estimate costs for maintaining, remediating, and site inspection for including in construction budgets.
- Monitor mitigation or special features of the site as per permits or BO
- Prepare monitoring documents and submit to agencies
- Coordinate site remediation or maintenance as needed.
- Prepare Air Quality Technical Report per guidance and conformity criteria (OAR 340-252-0010 through 0290)

Prepare All Required Permit Applications

- Joint Permit Application to U.S. Army Corps of Engineers and Oregon Division of State Lands
- Coast Guard;

- Local permits including conditional use, floodplain, railroad, etc.;
- Determine permits required from or notification of other regulatory agencies;
- Prepare & Submit Required Permits to Contract Administrator or designee for Review, Approval and Signature.

Right of Way

- Prepare access list and coordinate closures with Local Agency.
- Research and Survey;
- Provide original survey maps, field notes, and calculation sheets;
- Prepare Legal Descriptions and Maps for Right of Way to be acquired;
- Horizontal Control and Recovery Map;
- Right of Way Staking for Acquisition;
- Right of Way Monumentation and Mapping;
- File surveys with appropriate County Surveyor;
- R/W Descriptions;
- Obtain title documents and prepare conveyance documents;
- Prepare all appraisals needed for Right of Way files;
- Prepare relocation reports, studies and claims for displaced property owners;
- R/W Negotiations;
- R/W Acquisition;
- Temporary Construction Easements;
- Prepare final report packet for each file where a signed agreement is reached;
- Prepare recommendations for condemnation, if needed;
- Perform project-related property management services;
- Perform Railroad Coordination Services;
- Perform Utility Coordination Services;
- Certification of Project Right of Way Acquisition;

Prepare Final Plans, Special Provisions, and Cost Estimates

- Prepare Final Plans;
- Final Quantities and Engineer's Cost Estimate;
- Special Provisions;
- Engineers Construction Schedule;
- Respond to Local Agency comments on PS&E;
- Prepare Utility Notifications;

Bidding Assistance

- Respond to Questions from Bidders and Local Agency;
- Prepare Addenda to Plans and Specifications;

Construction Services

- Assist with the evaluation of bids
- Pre-Construction conference
- Office Engineering
- Construction monitoring and inspection
- Project management services and contract administration *
- Schedule review
- Approve pay schedules and change orders *
- Claims assistance
- Checking shop drawings/submittals
- Field-testing and inspection of materials
- Coordinate laboratory testing (records tests, etc.)
- Prepare "As-Constructed" plans
- Public Relations
- Construction Layout and Staking
- Establish grades
- Survey Control, Horizontal and Vertical
- Remeasures
- Monumentation

Other Tasks

- For bridge projects (as appropriate) run BRASS calculations for the completed bridge in a format compatible for submission to ODOT Bridge Section.

Unique project circumstances may add to project requirements or needs.

* Note: following final design, Specifications and bid documents will be developed such that County will carry out contractor acquisition in accordance with its policies and procedures.