



A Tradition of Stewardship
A Commitment to Service

NAPA COUNTY
DEPARTMENT OF PUBLIC WORKS
1195 THIRD STREET, ROOM 101
NAPA, CALIFORNIA 94559

SPECIFICATIONS

FOR

2014 NAPA EARTHQUAKE REPAIRS

FEDERAL PROJECT NUMBERS:

ER-26E0(005) DAF RAC-NAP-22 Silverado Trail Bridge at Taplin Road

ER-26E0(006) DAF RAC-NAP-23 Silverado Trail Bridge at MPM 26.5



Exp: 9/30/20

NOTICE TO CONTRACTORS
CONTRACT FOR CONSTRUCTION
PROPOSAL FORM
SPECIAL PROVISIONS

Section "A" – General Conditions
Section "B" – General Requirements
Section "C" – Technical Specifications

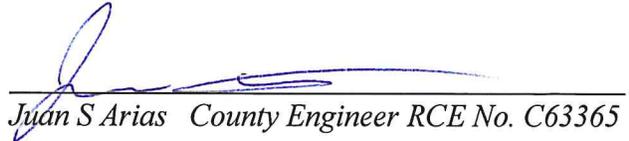
Contractor shall possess a Class 'A' License at the time of contract award.

LAST DAY FOR QUESTIONS: 10 AM, AUGUST 13, 2020

BID OPENING: 11:30 AM, AUGUST 20, 2020

MANDATORY BIDDER'S LIST DEADLINE: 10 AM, AUGUST 6, 2020

Approved


Juan S Arias County Engineer RCE No. C63365



NAPA COUNTY
DEPARTMENT OF PUBLIC WORKS
1195 THIRD STREET, ROOM 101
NAPA, CALIFORNIA 94559

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2014 NAPA EARTHQUAKE REPAIRS

RDS 18-25 ER-26E0(005) DAF RAC-NAP-22 Silverado Trail Bridge at Taplin Road
RDS 18-26 ER-26E0(006) DAF RAC-NAP-23 Silverado Trail Bridge at MPM 26.5

Section "C" - Technical Specifications
Prepared By

Civil and Structural Technical Specifications:

A handwritten signature in blue ink that reads "Majdi Kanaan".

7/22/2020

Registered Civil Engineer C-50238
Majdi Kanaan, ADKO Engineering

Date:

NAPA COUNTY STATE OF CALIFORNIA

NOTICE TO BIDDERS

2014 NAPA EARTHQUAKE REPAIRS

RDS 18-25 ER-26E0(005) DAF RAC-NAP-22 Silverado Trail Bridge at Taplin Road

RDS 18-26 ER-26E0(006) DAF RAC-NAP-23 Silverado Trail Bridge at MPM 26.5

MANDATORY BIDDER'S LIST DEADLINE: 10 AM, AUGUST 6, 2020

LAST DAY FOR QUESTIONS: 10 AM, AUGUST 13, 2020

BID OPENING: 11:30 AM, AUGUST 20, 2020

The Plans and Specifications (Bid Documents) may be seen at the office of the Napa County Department of Public Works, 1195 Third Street, Suite 101, Napa, California. The Bid Documents may be obtained at said office by prospective bidders, for a fee of ten dollars (\$10) per CD, which fee is not refundable. The contractor shall possess a Class "A" license at the time the contract is awarded.

Zoom Meeting ID: 959 9961 5877

To listen to bid opening by Phone dial: 1 (669) 900-6833

1. LOCATION

- Silverado Trail at (2 sites) at Taplin Road mile post 15.35 and mile post 26.50.

2. DESCRIPTION OF WORK

Silverado Trail Bridge at Taplin Road:

The proposed work at this location will consist of pressure grouting exposed cracks in the stone barrier.

Work will include:

- Mobilization
- Staging Area Setup
- Implementation of Erosion and Sediment Control Best Management Practices (BMP)
- Construction Area Signs per CAMUTCD standards and Special Provisions
- Temporary Traffic Control per CAMUTCD standards and Special Provisions
- Erosion control best management practices
- Epoxy Grouting
- Auxiliary work shown on the plans and as directed by engineer.
- All construction activities including any temporary staging shall occur within County right of way unless directed otherwise by the engineer.
- Final cleanup
- Project Closeout/ Demobilization

Silverado Trail Bridge at MPM 26.50:

The proposed work at this location will consist of pressure grouting exposed cracks in the stone barrier.

Work will include:

- Mobilization
- Staging Area Setup
- Implementation of Erosion and Sediment Control Best Management Practices (BMP)
- Construction Area Signs per CAMUTCD standards and Special Provisions
- Temporary Traffic Control per CAMUTCD standards and Special Provisions
- Erosion control best management practices
- Epoxy Grouting
- Auxiliary work shown on the plans and as directed by engineer.
- All construction activities including any temporary staging shall occur within County right of way unless directed otherwise by the engineer.
- Final cleanup
- Project Closeout/ Demobilization

3. TENTATIVE SCHEDULE

The construction is anticipated to begin in **September of 2020** and to be completed in **10** working days.

4. FUNDING

This is a Federal-aid construction contract. The requirements are incorporated in the Special Provisions of the Bid Documents. The Davis Bacon Act and related provisions apply. The DBE goal for the project is **6%**. For the Federal training program, the number of trainees or apprentices is 0 .

The Engineers Construction Estimate for this project is **\$30,000**.

5. BID SUBMITTAL REQUIREMENTS INCLUDE:

Contractor shall possess a Class “A” License at the time of contract award.

Bids are required for the entire work called for by the Plans and Specifications, and neither partial nor contingent bids will be considered.

No bid will be considered unless it is made on the blank **PROPOSAL FORM** included in the Bid Documents and is made in accordance with the provisions of the proposal requirements and conditions set forth under Section 2 of the Standard Specifications of the State California, Department of Transportation, dated 2018, except as modified in the Special Provisions.

A bid guaranty in the amount of 10% of the total bid shall accompany the bid. The successful bidder shall be required to furnish a Performance Bond in an amount equal to 100% of the contract price and a Labor and Material Bond in an amount equal to 100% of the contract price with good and sufficient surety.

In accordance with California Public Contract Code Section 3400, bidders may propose equals of products listed in the technical specifications or project plans by manufacturer name, brand or model number, unless the technical specifications or plans specify that the product is necessary to match others in use. Complete information for products proposed as equals must be submitted to the Public Works Office for review at least 10 Days before the time specified for bid opening. This submission deadline shall control over the timeline set forth in Section 6-1.05 of the Standard Specifications.

In accordance with Section 1771.1 of the Labor Code, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

In accordance with the provisions of Section 1774 of the Labor Code of California, the prevailing wage rates for classifications of Labor to be employed in the work have been determined by the Board of Supervisors of Napa County and incorporated by reference in the Special Provisions of the Bid Documents. Davis Bacon Act and related Act provisions are included and incorporated.

In accordance with the California Government Code Section 1773.2, copies of the applicable determinations of the Director are on file with at the Public Works Office and may be reviewed upon request.

Bids shall be submitted under sealed cover plainly marked as a "Bid", and identifying the project to which the bid relates and the date of the bid opening therefore. Bids which are not properly marked will be rejected. Bids will be submitted to Napa County Office of Clerk of the Board, 1195 Third St. Suite 310, Napa, CA 94559, **BY 11:30 AM, AUGUST 20, 2020.** (No bids will be accepted after this time), after which they will be publicly opened and read.

A mandatory bidder's list is required to participate in bidding as the prime contractor for this project. The deadline to submit an entry for the list which will be placed on the County website is **August 6, 2020, 10:00 A.M.**; to be placed on the bidder's list, contact James Reese (James.Reese@countyofnapa.org) with the following: 1. Company Name, 2. Company Address, 3. Contact Name, 4. Contact Email, 5. Contact Phone Number, 6. Fax Number and 7. Project Name.

Bids are required for the entire work called for by the Plans and Specifications, and neither partial nor contingent bids will be considered. In conformance with Public Contract Code Section 20129, bids must be valid for 60 days from the date bids are opened. Bid documents and any addendums are available at <https://www.countyofnapa.org/bids.aspx>. **Bidders are responsible for monitoring issued addendums at this website.**

There will be **no pre-bid site visit.** Contractors shall view location on their own.

All questions must be mailed or e-mailed to James Reese at James.Reese@countyofnapa.org and copy Graham.Wadsworth@countyofnapa.org, or to Napa County Public Works, 1195 Third St. Suite 101, Napa, CA 94559 **BY 10 AM, AUGUST 13, 2020. Please include project reference in your correspondence.**

The Board of Supervisors reserves the right to reject any or all bids.

By order of the Board of Supervisors of the County of Napa, State of California made this **June 16, 2020.**

NAPA COUNTY CLERK OF THE BOARD OF SUPERVISORS

NAPA COUNTY AGREEMENT NO. _____

CONSTRUCTION CONTRACT

THIS AGREEMENT, is made and entered into as of this _____, day of _____ 2020, by and between NAPA,COUNTY a political subdivision of the State of California, hereinafter referred to as "County", and _____, hereinafter referred to as "Contractor";

TERMS

ARTICLE I. In consideration of the payments and covenants hereinafter mentioned, to be made and performed by County, and under the conditions expressed in the two (2) bonds attached hereto, Contractor shall, at Contractor's own cost and expense, do all the work and furnish all materials, except such as are specified herein to be furnished by County, necessary to construct and complete in a good, workmanlike and substantial manner and to the satisfaction of the Napa County Board of Supervisors acting by and through its Public Works Director, that project known as **2014 NAPA EARTHQUAKE REPAIR: SILVERADO TRAIL AT TAPLIN ROAD (MPM 15.35) DAF 22 RDS 18-25, AND SILVERADO TRAIL BRIDGE AT MPM 26.5 DAF 23 RDS 18-26**, which shall be constructed in the County of Napa, California, in accordance with the Plans and Specifications ("Plans") entitled **2014 NAPA EARTHQUAKE REPAIR: SILVERADO TRAIL AT TAPLIN ROAD (MPM 15.35) DAF 22 RDS 18-25, AND SILVERADO TRAIL BRIDGE AT MPM 26.5 DAF 23 RDS 18-26**, the Bid submitted by Contractor ("Bid Proposal"), the Special Provisions, and the 2018 Standard Specifications of the State of California Department of Transportation ("Standard Specifications"). The Plans, Bid Proposal, Special Provisions, and Standard Specifications are hereby incorporated by reference as if set forth herein.

ARTICLE II. County hereby promises and agrees with Contractor to employ, and does hereby employ, Contractor to provide the materials and to do the work according to the terms and conditions herein contained for the prices hereinafter set forth, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth herein, and both parties hereby agree, for themselves, their heirs, executors, administrators, successors and assigns, to full performance of the covenants contained herein.

ARTICLE III. It is further expressly agreed by and between the parties that if there is any conflict between the Bid Proposal of Contractor and any of the other terms of this Contract, then such other terms shall control and any such conflicting terms of the Bid Proposal shall not be deemed to have been accepted by County.

ARTICLE IV. Contractor agrees to receive and accept the following prices as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this Contract; for all loss and damage, arising out of the nature of such work, from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the Board of Supervisors of the County and for all risks of every description connected with the work; for all expenses incurred by or in consequence of the suspension or discontinuance of work; and for well and faithfully completing the work and the whole thereof in the manner and according to the Plans,

Special Provisions, and Standard Specifications and the requirements of the Engineer under them, to wit:

FEDERAL PROJECT NUMBERS:
ER-26E0(005) DAF RAC-NAP-22 Silverado Trail Bridge at Taplin Road
ER-26E0(006) DAF RAC-NAP-23 Silverado Trail Bridge at MPM 26.5

2014 NAPA EARTHQUAKE MAJOR STRUCTURE REPAIRS, RDS 18-25 DAF 22 Silverado Trail Bridge at Taplin Road					
AGENCY: COUNTY OF NAPA					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
A. GENERAL CONDITIONS					
1	Mobilization	LS	1		
2	Clearing and Grubbing	LS	1		
3	Temporary Traffic Control	LS	1		
4	Erosion And Sediment Control	LS	1		
B. BARRIER					
1F	Inject Epoxy	LF	15		
TOTAL BASE BID					
TOTAL BASE BID (WRITTEN)					
'F' Denotes Final Pay Items					

**2014 NAPA EARTHQUAKE MAJOR STRUCTURE REPAIRS, RDS 18-26
DAF 23 Silverado Trail Bridge at MPM 26.50**

AGENCY: COUNTY OF NAPA

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
A. GENERAL CONDITIONS					
1	Mobilization	LS	1		
2	Clearing and Grubbing	LS	1		
3	Temporary Traffic Control	LS	1		
4	Erosion And Sediment Control	LS	1		
B. BARRIER					
1F	Inject Epoxy	LF	15		
TOTAL BASE BID					
TOTAL BASE BID (WRITTEN)					
'F' Denotes Final Pay Items					

TOTAL BASE BID FOR BOTH SITES	
TOTAL BASE BID FOR BOTH SITES (WRITTEN)	

IN WITNESS WHEREOF, this Contract has been approved by County and Contractor as of the date first set forth on page 1 of this Contract.

CONTRACTOR’S BUSINESS

By

FIRST LAST, Title (President/VP/Chair)

By

FIRST LAST, Title (Secretary/Treasurer/CEO)

“CONTRACTOR”

NAPA COUNTY, a political subdivision
of the State of California,

By

DIANE DILLION, Chair
Board of Supervisors

“COUNTY”

Signature of those executing for the Contractor must be acknowledged by Notary Public.

APPROVED AS TO FORM Office of County Counsel By: _____ Deputy County Counsel Date: _____	APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS Date: _____ Processed By: _____ Deputy Clerk of the Board	ATTEST: JOSE LUIS VALDEZ Clerk of the Board of Supervisors By: _____
--------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

NOTE: Signature of those executing for the Contractor must be acknowledged by Notary Public. If a corporation, this document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer. In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.

PROPOSAL FORM
(MAY BE DETACHED AND SUBMITTED ALONE)

**TO THE NAPA COUNTY
BOARD OF SUPERVISORS**



FOR:

2014 NAPA EARTHQUAKE REPAIRS

**RDS 18-25 ER-26E0(005) DAF RAC-NAP-22 SILVERADO TRAIL BRIDGE AT TAPLIN
ROAD**

RDS 18-26 ER-26E0(006) DAF RAC-NAP-23 SILVERADO TRAIL BRIDGE AT MPM 26.5

NAME OF BIDDER _____

BUSINESS/P.O. BOX _____

CITY, STATE, ZIP _____

BUSINESS STREET ADDRESS _____

(Please include even if P.O. Box used)

CITY, STATE, ZIP _____

TELEPHONE NO: AREA CODE () _____

FAX NO: AREA CODE () _____

CONTRACTOR LICENSE NUMBER _____

DIR REGISTRATION NUMBER¹ _____

The work for which this proposal is submitted is for construction in conformance with the special provisions (including the payment of not less than the State general prevailing wage rates), the project plans described below, including any addenda thereto, the contract annexed hereto, and also in conformance with the California Department of Transportation Standard Plans, dated 2018, the Standard Specifications, dated 2018, and the Labor Surcharge and Equipment Rental Rates in effect on the date the work is accomplished.

¹ Labor Code Sections 1725.5 and 1771.1.

The special provisions for the work to be done are entitled:

**NAPA COUNTY
STATE OF CALIFORNIA
SPECIAL PROVISIONS FOR
2014 NAPA EARTHQUAKE REPAIRS
FEDERAL PROJECT NUMBERS:
RDS 18-25 ER-26E0(005) DAF RAC-NAP-22 Silverado Trail Bridge at Taplin
Road
RDS 18-26 ER-26E0(006) DAF RAC-NAP-23 Silverado Trail Bridge at MPM
26.5**

The project plans for the work to be done are part of the special provisions.

The project plans for the work to be done are part of the special provisions.

Bids are to be submitted for the entire work. The bidder shall set forth for each unit basis item of work a unit price and a total for the item, and for each lump sum item a total for the item, all in clearly legible figures in the respective spaces provided for that purpose. In the case of unit basis items, the amount set forth under the "Item Total" column shall be the product of the unit price bid and the estimated quantity for the item.

In case of discrepancy between the unit price and the total set forth for a unit basis item, the unit price shall prevail, except as provided in (a) or (b), as follows:

- (a) If the amount set forth as a unit price is unreadable or otherwise unclear, or is omitted, or is the same as the amount as the entry in the item total column, then the amount set forth in the item total column for the item shall prevail and shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit price;
- (b) (Decimal Errors) If the product of the entered unit price and the estimated quantity is exactly off by a factor of ten, one hundred, etc., or one-tenth, or one-hundredth, etc. from the entered total, the discrepancy will be resolved by using the entered unit price or item total, whichever most closely approximates percentagewise the unit price or item total in the NAPA COUNTY'S Final Estimate of cost.

If both the unit price and the item total are unreadable or otherwise unclear, or are omitted, the bid may be deemed irregular. Likewise if the item total for a lump sum item is unreadable or otherwise unclear, or is omitted, the bid may be deemed irregular unless the project being bid has only a single item and a clear, readable total bid is provided.

Symbols such as commas and dollar signs will be ignored and have no mathematical significance in establishing any unit price or item total or lump sums. Written unit prices, item totals and lump sums will be interpreted according to the number of digits and, if applicable, decimal placement. Cents symbols also have no significance in establishing any unit price or item total since all figures are assumed to be expressed in dollars and/or decimal fractions of a dollar. Bids on lump sum items

shall be item totals only; if any unit price for a lump sum item is included in a bid and it differs from the item total, the items total shall prevail.

It is understood and agreed that the quantities of work under each item are approximate only, being given for a basis of comparison of proposal, and the right is reserved to the County to Increase or decrease the amount of work under any item as may be required, in accordance with provisions set forth in the specifications for this project.

The foregoing provisions for the resolution of specific irregularities cannot be so comprehensive as to cover every omission, inconsistency, error or other irregularity which may occur in a bid. Any situation not specifically provided for will be determined in the discretion of NAPA COUNTY and that discretion will be exercised in the manner deemed by NAPA COUNTY to best protect the public interest in the prompt and economical completion of the work. The decision of NAPA COUNTY respecting the amount of a bid, or the existence or treatment of an irregularity in a bid, shall be final.

If this proposal shall be accepted and the undersigned shall fail to enter into the contract and furnish the 2 bonds in the sums required by the State Contract Act, with surety satisfactory to NAPA COUNTY, within 8 days, not including Saturdays, Sundays and legal holidays, after the bidder has received notice from NAPA COUNTY that the contract has been awarded, NAPA COUNTY may, at its option, determine that the bidder has abandoned the contract, and thereupon this proposal and the acceptance thereof shall be null and void and the forfeiture of the security accompanying this proposal shall operate and the same shall be the property of NAPA COUNTY.

The undersigned, as bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the location of the proposed work, the annexed proposed form of contract, and the plans therein referred to; and he proposes, and agrees if this proposal is accepted, that he will contract with NAPA COUNTY, in the form of the copy of the contract annexed hereto, to provide all necessary machinery, tools, apparatus and other means of construction, and to do all the work and furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements of the Engineer as therein set forth in the **2014 NAPA EARTHQUAKE REPAIR: SILVERADO TRAIL AT TAPLIN ROAD (MPM 15.35) DAF 22 RDS 18-25, AND SILVERADO TRAIL BRIDGE AT MPM 26.5 DAF 23 RDS 18-26**, Plans and Specifications.

Bids are required for the entire work. In order to maximize construction within the funding available to the County, the following procedure will be used: The lowest bid shall be determined in a manner that benefits the County and brings the extents of the project to or below the budget amount the County can spend on this project. The award of contract, if awarded, shall be based on budget requirements and shall be made to the lowest responsible responsive bidder. The lowest bid shall be to the lowest of the bid prices on the Base Bid.

Form of Bid.

- (1) To receive consideration, bids shall be made on the forms and in the manner set forth in the Notice to Proposers.
- (2) Bids received after the date and time advertised for opening will be considered non-responsive and will be rejected.

- (3) Each bid must be completed in ink, typewritten or computer generated, and all changes and/or erasures must be initialed in ink. Each bid must be signed in ink by an authorized representative of the firm.
- (4) Bidders shall not change the bid form nor make additional stipulations on the bid form which are not consistent with the provisions of the specifications.

Taxes. Bid prices shall include all applicable federal, state, and local taxes.

Receipt of Bids. All bids must be received sealed in an envelope prior to the time specified in the Notice to Proposers or as amended expressly by an addendum. Late bids will not be opened and will not be considered under any circumstances.

Postponement of Opening. The County reserves the right to postpone the date and time for receiving and/or opening of proposals at any time prior to the date and time established in the Notice to Proposers.

Rejection of Proposals. The County reserves the right to reject any proposals which are incomplete, obscure, or irregular, any proposals which omit a bid on any one or more items for which bids are required; any proposals which omit unit prices if unit prices are required; any proposal in which unit prices are unbalanced in the opinion of the County; any proposals accompanied by insufficient or irregular proposal guaranty; and any proposals from bidders who have previously failed to perform properly or to complete contracts of any nature on time.

Relief of Bidders. Attention is directed to the provisions of Public Contract Code Section 5100, et seq., concerning relief of bidders, and in particular to the requirement therein that if a bidder claims a mistake was made in its bid, the bidder shall give the County written notice within five (5) calendar days after the opening of the bids of the alleged mistake, specifying in the notice, in detail, how the mistake occurred.

Bid Protest Procedures. Any bid protest must be in writing and received by the County at 1195 Third Street, Suite 310 Napa, CA before 5:00 p.m. no later than five (5) working days following the occurrence giving rise to the protest (the "Bid Protest Deadline") shall be considered pursuant to the procedures set forth in Section 10 of the County Purchasing Manual and must comply with the provisions of that Section and those requirements set forth below:

- (1) Only a bidder who has actually submitted a Bid Proposal is eligible to submit a bid protest against another bidder. Subcontractors are not eligible to submit bid protests. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.
- (2) The bid protest must contain a complete statement of the basis for the protest and all supporting documentation. Material submitted after the Bid Protest Deadline will not be considered. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based. The protest must include the name, address and telephone number of the person representing the protesting bidder if different from the protesting bidder.
- (3) The party filing the protest shall concurrently transmit a copy of the protest and all supporting documents by fax or by e-mail, by or before the Bid Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving

an award depending upon the outcome of the protest.

- (4) The protested bidder may submit a written response to the protest, provided the response is received by the County before 5:00 p.m., within two (2) working days after the Bid Protest Deadline or after receipt of the bid protest, whichever is sooner (the "Response Deadline"). The response must include all supporting documentation.

Material submitted after the Response Deadline will not be considered. The response must include the name, address and telephone number of the person representing the protested bidder if different from the protested bidder.

- (5) The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of bid protest. The bidder's failure to comply with these procedures shall constitute a waiver of any right to further pursue a bid protest, including filing a Government Code Claim or initiation of legal proceedings.

It is the intention of the County to award a contract, if at all, to the lowest bidder who demonstrates the attributes of trustworthiness, as well as quality, fitness (including financial qualifications), capacity and experience to enable it to prosecute the work successfully and properly, and to complete the work within the time period named in the Contract Documents.

To determine the degree of responsibility to be credited to the bidder, the County will weigh any evidence that the bidder has performed satisfactorily other contracts of like nature and magnitude, and comparable difficulty and rates of progress, to the Work. The County shall have sole discretion to determine what contracts are of like nature and magnitude, and comparable difficulty and rates of progress.

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B. BARRIER					
1F	Inject Epoxy	LF	15		
TOTAL BASE BID					
TOTAL BASE BID (WRITTEN)					
'F' Denotes Final Pay Items					

**2014 NAPA EARTHQUAKE MAJOR STRUCTURE REPAIRS, RDS 18-26
DAF 23 Silverado Trail Bridge at MPM 26.50**

AGENCY: COUNTY OF NAPA

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
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TOTAL BASE BID FOR BOTH SITES	
TOTAL BASE BID FOR BOTH SITES (WRITTEN)	

NONCOLLUSION DECLARATION TO BE EXECUTED
BY BIDDER AND SUBMITTED WITH BID

"I, _____, hereby declare as follows: that he or she is _____ of _____ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding, that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid."

I certify and declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ at _____
(DATE) (PLACE)

SIGNATURE

Accompanying this proposal is a _____
[Insert the words "cashier's check", "certified check", or "bidder's bond" as the case may be.]
A personal check is not an acceptable form of security.]
in an equal amount to at least ten percent of total bid.

The names of all persons interested in the foregoing proposal as principals are as follows:

IMPORTANT NOTICE: If bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer and manager thereof; if a co partnership, state true name of firm, also names of all individual copartners comprising the firm; if bidder or other interested person is an individual, state first and last names in full.

Licensed in accordance with an act providing for the registration of Contractors License No. _____
Expiration Date _____ Classification _____

Signature of bidder

Signature of bidder

NOTE; if bidder is corporation, the legal name of the corporation shall be set forth above together with two signatures, including at least one officer from each of the following lists: first, the chairman of the board, president or a vice president, and second, the secretary, an assistant secretary, the chief financial officer or an assistant treasurer. If bidder is a co-partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts in behalf of the co partnership; and if bidder is an individual, his signature shall be placed above. If signature is by completed other than the options set forth above, a Power of Attorney must be on file with the County prior to opening bids or submitted with the bid; otherwise, the bid will be disregarded as irregular and unauthorized.

Business Address _____

Place of Residence _____

Dated _____, 2020 Phone _____

ADDENDUM ACKNOWLEDGEMENT

Bidder acknowledges receipt of the following addendums which are attached to the proposal:

Addendum No. _____ Date _____

(THE BIDDER'S EXECUTION ON THE SIGNATURE PORTION OF THIS PROPOSAL SHALL ALSO CONSTITUTE AN ENDORSEMENT AND EXECUTION OF THOSE CERTIFICATIONS WHICH ARE A PART OF THIS PROPOSAL)

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The bidder _____, proposed subcontractor _____ hereby certifies that he has _____, has not _____, participated in a previous contract or subcontract subject to the equal opportunity clauses, as required by Executive Orders 10925, 11114, or 11246, and that, where required, he has filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filling requirements.

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

Signature

PUBLIC CONTRACT CODE

Public Contract Code Section 10285.1 Statement

In conformance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder has , has not been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or Federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "bidder" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

Note: The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signature

Public Contract Code Section 10162 Questionnaire

In conformance with Public Contract Code Section 10162, the Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

Public Contract Code 10232 Statement

In conformance with Public Contract Code Section 10232, the Contractor, hereby states under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board.

Note: The above Statement and Questionnaire are part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement and Questionnaire.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signature

Noncollusion Affidavit

(Title 23 United States Code Section 112 and
Public Contract Code Section 7106)

To the NAPA COUNTY
DEPARTMENT OF PUBLIC WORKS.

In conformance with Title 23 United States Code Section 112 and Public Contract Code 7106 the bidder declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Noncollusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Noncollusion Affidavit.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signature

DEBARMENT AND SUSPENSION CERTIFICATION

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

Signature

NONLOBBYING CERTIFICATION FOR FEDERAL-AID CONTRACTS

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action:

- a. contract
- b. grant
- c. cooperative agreement
- d. loan
- e. loan guarantee
- f. loan insurance

2. Status of Federal Action:

- a. bid/offer/application
- b. initial award
- c. post-award

3. Report Type:

- a. initial
- b. material change

For Material Change Only:

year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity

- Prime
- Subawardee
- Tier _____, if known

Congressional District, if known

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable

8. Federal Action Number, if known:

9. Award Amount, if known: _____

10. a. Name and Address of Lobby Entity
(If individual, last name, first name, MI)

b. Individuals Performing Services (including address if different from No. 10a)
(last name, first name, MI)

(attach Continuation Sheet(s) if necessary)

11. Amount of Payment (check all that apply)

\$ _____ actual planned

13. Type of Payment (check all that apply)

- a. retainer
- b. one-time fee
- c. commission
- d. contingent fee
- e. deferred
- f. other, specify _____

12. Form of Payment (check all that apply):

- a. cash
- b. in-kind; specify: nature _____
value _____

14. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 11:

(attach Continuation Sheet(s) if necessary)

15. Continuation Sheet(s) attached: Yes No

16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Telephone No.: _____ Date: _____

Federal Use Only:

Authorized for Local Reproduction
Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of covered Federal action or a material change to previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for such payment or agreement to make payment to lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with a covered Federal action. Attach a continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence, the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last, previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identification in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant. or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitments for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influenced the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity not just time spent in actual contact with Federal officials. Identify the Federal officer(s) or employee(s) contacted or the officer(s) employee(s) or Member(s) of Congress that were contacted.
15. Check whether or not a continuation sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and statements of Public Contract Code Sections 10162, 10232 and 10285.1 are true and correct and that the bidder has complied with the requirements of Section 8103 of the Fair Employment and Housing Commission Regulations (Chapter 5, Title 2 of the California Administrative Code). By my signature on this proposal I further certify, under penalty of perjury under the laws of the State of California and the United States of America, that the Noncollusion Affidavit required by Title 23 United States Code, Section 112 and Public Contract Code Section 7106; and the Title 49 Code of Federal Regulations, Part 29 Debarment and Suspension Certification are true and correct.

Date: _____



Signature and Title of Bidder

Business Address _____

Place of Business _____

Place of Residence _____

**NAPA COUNTY
STATE OF CALIFORNIA**

BIDDER'S BOND

We, _____
_____ as Principal, and

_____ as Surety are bound unto the NAPA COUNTY, State of California, hereafter referred to as "Obligee", in the penal sum of ten percent (10%) of the total amount of the bid submitted by Principal to the Obligee, for the work described below, for the payment of which sum we bind ourselves, jointly and severally. In no case shall the liability of the surety hereunder exceed the sum of \$ _____

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT WHEREAS, the Principal is submitted to the Obligee, for 2014 NAPA EARTHQUAKE REPAIR: SILVERADO TRAIL AT TAPLIN ROAD (MPM 15.35) DAF 22 RDS 18-25, AND SILVERADO TRAIL BRIDGE AT MPM 26.5 DAF 23 RDS 18-26, for which bids are to be opened at _____ on _____.

(Insert place where bids will be opened) (Insert date of bidopening)

NOW, THEREFORE, if the Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him for signature, enters into a written contract, in the prescribed form, in conformance with the bid, and files two bonds with the Obligee, one to guarantee faithful performance of the contract and the other to guarantee payment for labor and materials as provided by law, then this obligation shall be null and void; otherwise, it shall remain in full force.

In the event suit is brought upon this bond by the Obligee and judgement is recovered, the Surety shall pay all costs incurred by the Obligee in such suit, including a reasonable attorney's fee to be fixed by the court.

Dated: _____, 2020.

Principal

Surety

By _____
Attorney-in-fact

CERTIFICATE OF ACKNOWLEDGEMENT

State of California

County of _____

On this _____ day of _____ in the year 2020 before me

_____, personally appeared _____,

Attorney-in-fact

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument as the attorney-in-fact of _____, and acknowledged to me that he (she) subscribed the name of the said company thereto as surety, and his (her) own name as attorney-in-fact.

(SEAL)

Notary Public

EXHIBIT 15-G CONSTRUCTION CONTRACT DBE COMMITMENT

1. Local Agency: _____ 2. Contract DBE Goal: _____
 3. Project Description: _____
 4. Project Location: _____
 5. Bidder's Name: _____ 6. Prime Certified DBE: 7. Bid Amount: _____
 8. Total Dollar Amount for **ALL** Subcontractors: _____ 9. Total Number of **ALL** Subcontractors: _____

10. Bid Item Number	11. Description of Work, Service, or Materials Supplied	12. DBE Certification Number	13. DBE Contact Information (Must be certified on the date bids are opened)	14. DBE Dollar Amount
Local Agency to Complete this Section upon Execution of Award			15. TOTAL CLAIMED DBE PARTICIPATION	\$
21. Local Agency Contract Number: _____ 22. Federal-Aid Project Number: _____ 23. Bid Opening Date: _____ 24. Contract Award Date: _____ 25. Award Amount: _____				%
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Names of the First Tier DBE Subcontractors and their respective item(s) of work listed above must be consistent, where applicable with the names and items of the work in the "Subcontractor List" submitted with your bid. Written confirmation of each listed DBE is required.	
26. Local Agency Representative's Signature _____		27. Date _____	16. Preparer's Signature _____	
28. Local Agency Representative's Name _____		29. Phone _____	17. Date _____	
30. Local Agency Representative's Title _____			18. Preparer's Name _____	
			19. Phone _____	
			20. Preparer's Title _____	

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.
 3. Include additional copy with award package.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – CONSTRUCTION CONTRACT DBE COMMITMENT

CONTRACTOR SECTION

1. **Local Agency** - Enter the name of the local agency that is administering the contract.
2. **Contract DBE Goal** - Enter the contract DBE goal percentage as it appears on the project advertisement.
3. **Project Location** - Enter the project location(s) as it appears on the project advertisement.
4. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
5. **Bidder's Name** - Enter the contractor's firm name.
6. **Prime Certified DBE** - Check box if prime contractor is a certified DBE.
7. **Bid Amount** - Enter the total contract bid dollar amount for the prime contractor.
8. **Total Dollar Amount for ALL Subcontractors** – Enter the total dollar amount for all subcontracted contractors. SUM = (DBEs + all Non-DBEs). Do not include the prime contractor information in this count.
9. **Total number of ALL subcontractors** – Enter the total number of all subcontracted contractors. SUM = (DBEs + all Non-DBEs). Do not include the prime contractor information in this count.
10. **Bid Item Number** - Enter bid item number for work, services, or materials supplied to be provided.
11. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials to be provided. Indicate all work to be performed by DBEs including work performed by the prime contractor's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
12. **DBE Certification Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened.
13. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted contractors. Also, enter the prime contractor's name and phone number, if the prime is a DBE.
14. **DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime contractor if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
15. **Total Claimed DBE Participation** - \$: Enter the total dollar amounts entered in the "DBE Dollar Amount" column.
%: Enter the total DBE participation claimed ("Total Claimed DBE Participation Dollars" divided by item "Bid Amount"). If the total % claimed is less than item "Contract DBE Goal," an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H DBE Information - Good Faith Efforts of the LAPM).
16. **Preparer's Signature** - The person completing the DBE commitment form on behalf of the contractor's firm must sign their name.
17. **Date** - Enter the date the DBE commitment form is signed by the contractor's preparer.
18. **Preparer's Name** - Enter the name of the person preparing and signing the contractor's DBE commitment form.
19. **Phone** - Enter the area code and phone number of the person signing the contractor's DBE commitment form.
20. **Preparer's Title** - Enter the position/title of the person signing the contractor's DBE commitment form.

LOCAL AGENCY SECTION

21. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
22. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number(s).
23. **Bid Opening Date** - Enter the date contract bids were opened.
24. **Contract Award Date** - Enter the date the contract was executed.
25. **Award Amount** – Enter the contract award amount as stated in the executed contract.
26. **Local Agency Representative's Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Contractor Section of this form is complete and accurate.
27. **Date** - Enter the date the DBE commitment form is signed by the Local Agency Representative.
28. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative certifying the contractor's DBE commitment form.
29. **Phone** - Enter the area code and phone number of the person signing the contractor's DBE commitment form.

30. Local Agency Representative Title - Enter the position/title of the Local Agency Representative certifying the contractor's DBE commitment form.

**INSTRUCTIONS –DISADVANTAGED BUSINESS
ENTERPRISES (DBE) CERTIFICATION
STATUS CHANGE**

1. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
2. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
3. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
4. **Contract Completion Date** - Enter the date the contract was completed.
5. **Contractor/Consultant** - Enter the contractor/consultant's firm name.
6. **Business Address** - Enter the contractor/consultant's business address.
7. **Final Contract Amount** - Enter the total final amount for the contract.
8. **Contract Item Number** - Enter contract item for work, services, or materials supplied provided. Not applicable for consultant contracts.
9. **DBE Contact Information** - Enter the name, address, and phone number of all DBE subcontracted contractors/consultants.
10. **DBE Certification Number** - Enter the DBE's Certification Identification Number.
11. **Amount Paid While Certified** - Enter the actual dollar value of the work performed by those subcontractors/subconsultants during the time period they are certified as a DBE.
12. **Certification/Decertification Date (Letter Attached)** - Enter either the date of the Decertification Letter sent out by the Office of Business and Economic Opportunity (OBEO) or the date of the Certification Certificate mailed out by OBEO.
13. **Comments** - If needed, provide any additional information in this section regarding any of the above certification status changes.
14. **Contractor/Consultant Representative's Signature** - The person completing the form on behalf of the contractor/consultant's firm must sign their name.
15. **Contractor/Consultant Representative's Name** - Enter the name of the person preparing and signing the form.
16. **Phone** - Enter the area code and telephone number of the person signing the form.
17. **Date** - Enter the date the form is signed by the contractor's preparer.
18. **Local Agency Representative's Signature** - A Local Agency Representative must sign their name to certify that the contracting records and on-site performance of the DBE(s) has been monitored.
19. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative signing the form.
20. **Phone** - Enter the area code and telephone number of the person signing the form.
21. **Date** - Enter the date the form is signed by the Local Agency Representative.

EXHIBIT 15-H: PROPOSER/CONTRACTOR GOOD FAITH EFFORTS

Federal-aid Project No(s) _____ Bid Opening Date _____

The _____ established a Disadvantaged Business Enterprise (DBE) goal of **6%** for this contract. The information provided herein shows the required good faith efforts to meet or exceed the DBE contract goal.

Proposers or bidders submit the following information to document their good faith efforts within five (5) business days from bid opening. Proposers and bidders are recommended to submit the following information even if the Exhibit 10-O1: Consultant Proposal DBE Commitments or Exhibit 15-G: Construction Contract DBE Commitment indicate that the proposer or bidder has met the DBE goal. This form protects the proposer’s or bidder’s eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a DBE firm was not certified at bid opening, or the bidder made a mathematical error.

The following items are listed in the Section entitled “Submission of DBE Commitment” of the Special Provisions, **please attach additional sheets as needed:**

- A. The names and dates of each publication in which a request for DBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

<u>Publications</u>	<u>Dates of Advertisement</u>

- B. The names and dates of written notices sent to certified DBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the DBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

<u>Names of DBEs Solicited</u>	<u>Date of Initial</u>	<u>Follow Up Methods and Dates</u>

C. The items of work made available to DBE firms including those unbundled contract work items into economically feasible units to facilitate DBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate DBE participation in order to met or exceed the DBE contract goal.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount (\$)	Percentage Of Contract
				%
				%

D. The names, addresses and phone numbers of rejected DBE firms, the reasons for the bidder's rejection of the DBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each DBE if the selected firm is not a DBE:

Names, addresses and phone numbers of rejected DBEs and the reasons for the bidder's rejection of the DBEs:

Names, addresses and phone numbers of firms selected for the work above:

E. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining information related to the plans, specifications and requirements for the work which was provided to DBEs:

F. Efforts (e.g. in advertisements and solicitations) made to assist interested DBEs in obtaining bonding, lines of credit or insurance, necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the DBE subcontractor purchases or leases from the prime contractor or its affiliate:

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using DBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results
<hr/>		
<hr/>		

H. Any additional data to support a demonstration of good faith efforts:

Local Assistance Procedures Manual Exhibit 17-F Final Report-Utilization of Disadvantaged Business Enterprises (DBE) and First-Tier Subcontractors

EXHIBIT 17-F FINAL REPORT-UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE) AND FIRST-TIER SUBCONTRACTORS

1. Local Agency Contract Number		2. Federal-Aid Project Number		3. Local Agency			4. Contract Completion Date	
5. Contractor/Consultant			6. Business Address			7. Final Contract Amount		
8. Contract Item Number	9. Description of Work, Service, or Materials Supplied	10. Company Name and Business Address	11. DBE Certification Number	12. Contract Payments		13. Date Work Completed	14. Date of Final Payment	
				Non-DBE	DBE			
15. ORIGINAL DBE COMMITMENT AMOUNT \$ _____				16. TOTAL				

List all first-tier subcontractors/subconsultants and DBEs regardless of tier whether or not the firms were originally listed for goal credit. If actual DBE utilization (or item of work) was different than that approved at the time of award, provide comments on an additional page. List actual amount paid to each entity. If no subcontractors/subconsultants were used on the contract, indicate on the form.

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT							
17. Contractor/Consultant Representative's Signature		18. Contractor/Consultant Representative's Name		19. Phone		20. Date	
I CERTIFY THAT THE CONTRACTING RECORDS AND ON-SITE PERFORMANCE OF THE DBE(S) HAS BEEN MONITORED							
21. Local Agency Representative's Signature		22. Local Agency Representative's Name		23. Phone		24. Date	

DISTRIBUTION: Original – Local Agency, Copy – Caltrans District Local Assistance Engineer. Include with Final Report of Expenditures

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, Local Assistance Procedures Manual TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

INSTRUCTIONS – FINAL REPORT-UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE) AND FIRST-TIER SUBCONTRACTORS

1. **Local Agency Contract Number** - Enter the Local Agency contract number or identifier.
2. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
3. **Local Agency** - Enter the name of the local or regional agency that is funding the contract.
4. **Contract Completion Date** - Enter the date the contract was completed.
5. **Contractor/Consultant** - Enter the contractor/consultant's firm name.
6. **Business Address** - Enter the contractor/consultant's business address.
7. **Final Contract Amount** - Enter the total final amount for the contract.
8. **Contract Item Number** - Enter contract item for work, services, or materials supplied provided. Not applicable for consultant contracts.
9. **Description of Work, Services, or Materials Supplied** - Enter description of work, services, or materials provided. Indicate all work to be performed by DBEs including work performed by the prime contractor/consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
10. **Company Name and Business Address** - Enter the name, address, and phone number of all subcontracted contractors/consultants. Also, enter the prime contractor/consultant's name and phone number, if the prime is a DBE.
11. **DBE Certification Number** - Enter the DBE's Certification Identification Number. Leave blank if subcontractor is not a DBE.
12. **Contract Payments** - Enter the subcontracted dollar amount of the work performed or service provided. Include the prime contractor/consultant if the prime is a DBE. The Non-DBE column is used to enter the dollar value of work performed by firms that are not certified DBE or for work after a DBE becomes decertified.
13. **Date Work Completed** - Enter the date the subcontractor/subconsultant's item work was completed.
14. **Date of Final Payment** - Enter the date when the prime contractor/consultant made the final payment to the subcontractor/subconsultant for the portion of work listed as being completed.
15. **Original DBE Commitment Amount** - Enter the "Total Claimed DBE Participation Dollars" from Exhibits 15-G or 10-O2 for the contract.
16. **Total** - Enter the sum of the "Contract Payments" Non-DBE and DBE columns.
17. **Contractor/Consultant Representative's Signature** - The person completing the form on behalf of the contractor/consultant's firm must sign their name.
18. **Contractor/Consultant Representative's Name** - Enter the name of the person preparing and signing the form.
19. **Phone** - Enter the area code and telephone number of the person signing the form.
20. **Date** - Enter the date the form is signed by the contractor's preparer.
21. **Local Agency Representative's Signature** - A Local Agency Representative must sign their name to certify that the contracting records and on-site performance of the DBE(s) has been monitored.
22. **Local Agency Representative's Name** - Enter the name of the Local Agency Representative signing the form.
23. **Phone** - Enter the area code and telephone number of the person signing the form.
24. **Date** - Enter the date the form is signed by the Local Agency Representative.

**NAPA COUNTY
PERFORMANCE BOND**

KNOW ALL PERSONS BY THESE PRESENTS THAT WE _____,
whose address is _____ as Principal,
and _____, duly
authorized under the laws of the State of California to become sole surety on bonds and undertakings, as
Surety, are jointly and severally held and firmly bound unto NAPA COUNTY, a political subdivision of the
State of California, as Obligee, in the full and just sum of _____
_____ (\$ _____) lawful money of the United States of America, to be paid
to the said Obligee, successors or assigns; for which payment, well and truly to be made, we bind ourselves,
our heirs, executors, successors, administrators and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the foregoing obligation is such that; whereas, the above bounden Principal has
entered into a contract, or is about to enter into a contract with the Obligee to do and perform the following
work, to-wit: **2014 NAPA EARTHQUAKE REPAIR: SILVERADO TRAIL AT TAPLIN
ROAD (MPM 15.35) DAF 22 RDS 18-25, AND SILVERADO TRAIL BRIDGE AT MPM 26.5
DAF 23 RDS 18-26**, as is more specifically set forth in said contract, to which contract reference is hereby
made.

NOW, THEREFORE, if the said Principal shall well and truly do the said work, and fulfill each and every
of the covenants, conditions and requirements of the said contract in accordance with the plans and
specifications, then the above obligation shall be null and void, otherwise it shall remain in full force and
effect.

THE SURETY does hereby consent to any and all alterations, modifications and revisions to the agreement
secured by this bond including but not limited to, any extension of time for performance or modifications in
manner of performance which may be agreed upon and between NAPA COUNTY as Obligee and the
Principal, and the Surety does hereby waive notice of any alterations, modifications, revisions, or extensions.

SEALED with our seals and dated this _____ day of _____, 2020.

Principal (contractor): _____ Surety: _____

By: _____ By: _____, Attorney in Fact

By: _____

Signatures for Principal and Surety must be acknowledged before Notary Public

APPROVED AS TO FORM: Napa County Counsel Office

By: _____

**NAPA COUNTY
LABOR AND MATERIAL BOND**

KNOW ALL PERSONS BY THESE PRESENTS THAT WE, _____, as Principal, and _____ duly authorized under the laws of the State of California to become sole surety on bonds and undertakings, as Surety, are held and firmly bound unto any and all materialmen, persons, companies or corporations furnishing materials, provisions, provender or other supplies used in, upon, for or about the performance of the work contracted to be executed or performed under the contract hereinafter mentioned, and all persons, companies or corporations renting or hiring teams, or implements or machinery, for or contributing to said work to be done, and all persons who performed work or labor upon the same, and whose claim has not been paid by the contractor, company or corporation, in the just and full sum of _____ (\$ _____) for the payment whereof, well and truly to be made, said Principal and Surety bind themselves, their heirs, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the foregoing obligation is such that; whereas the above bounden principal has entered into a contract, or is about to enter into a contract with NAPA COUNTY, a political subdivision of the State of California, to do and perform the following work, to-wit **2014 NAPA EARTHQUAKE REPAIR: SILVERADO TRAIL AT TAPLIN ROAD (MPM 15.35) DAF 22 RDS 18-25, AND SILVERADO TRAIL BRIDGE AT MPM 26.5 DAF 23 RDS 18-26,**

NOW THEREFORE, if the above bounden Principal, contractor, person, company or corporation, or his or its subcontractor fails to pay for any materials, provisions, provender, other supplies, or terms used in, upon for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Principal or the subcontractors of the Principal pursuant to Section 13020 of the Unemployment Insurance Code with respect to the work and labor, then the Surety of this bond will pay the same, in an amount not exceeding the sum specified in this bond as well as a reasonable attorney's fee, which shall be fixed and awarded by the court to the prevailing party in said suit, said attorney's fee to be taxed as costs in said suit and to be included in the judgment therein rendered.

THE SURETY does hereby consent to any and all alterations, modifications and revisions to the contract above referred to, and work and labor under which is secured by this bond, including but not limited to, any extension of time for performance or modifications in manner of performance which may be agreed upon by and between NAPA COUNTY and the Principal, and the Surety does hereby waive notice of any alterations, modifications, revisions, or extensions.

THIS BOND is executed and filed to comply with the provisions of the act of Legislature of the State of California as designated in Civil Code sections 9550 et seq., inclusive, and all amendments thereto and shall inure to the benefit of any of the persons named in Civil Code section 9100 so as to give a right of action to those person or their assigns in any suit brought upon the bond.

SEALED with our seals and dated this _____ day of _____, 2019.

Principal (contractor): _____ Surety: _____
By: _____ By: _____
By: _____, Attorney in Fact

Signatures for Principal and Surety must be acknowledged before Notary Public

APPROVED AS TO FORM: Napa County Counsel Office

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SPECIAL PROVISIONS- SECTION "A"

GENERAL CONDITIONS

1. LOCATION

The project will be commenced along the following Napa county roads:

- Silverado Trail at (2 sites) at Taplin Road mile post 15.35 and mile post 26.50.

2. DESCRIPTION OF WORK

Silverado Trail Bridge at Taplin Road:

The proposed work at this location will consist of pressure grouting exposed cracks in the stone barrier.

Work will include:

- Mobilization
- Staging Area Setup
- Implementation of Erosion and Sediment Control Best Management Practices (BMP)
- Construction Area Signs per CAMUTCD standards and Special Provisions
- Temporary Traffic Control per CAMUTCD standards and Special Provisions
- Erosion control best management practices
- Epoxy Grouting
- Auxiliary work shown on the plans and as directed by engineer.
- All construction activities including any temporary staging shall occur within County right of way unless directed otherwise by the engineer.
- Final cleanup
- Project Closeout/ Demobilization

Silverado Trail Bridge at MPM 26.50:

The proposed work at this location will consist of pressure grouting exposed cracks in the stone barrier.

Work will include:

- Mobilization
- Staging Area Setup
- Implementation of Erosion and Sediment Control Best Management Practices (BMP)
- Construction Area Signs per CAMUTCD standards and Special Provisions
- Temporary Traffic Control per CAMUTCD standards and Special Provisions
- Erosion control best management practices
- Epoxy Grouting
- Auxiliary work shown on the plans and as directed by engineer.
- All construction activities including any temporary staging shall occur within County right of way unless directed otherwise by the engineer.
- Final cleanup

- Project Closeout/ Demobilization

3. **DEFINITIONS AND TERMS**

The following terms when used in these Special Provisions or in the Standard Specifications shall have the following meanings when used in this Contract:

Contractor. The person or entity described as "Contractor" in the preamble to this Contract.

County. Napa County, a political subdivision of the State of California.

Department of Transportation. The Board of Supervisors of Napa County, State of California, acting by and through its Director of Public Works.

Department. The Napa County Department of Public Works.

Director of Transportation. The Napa County Board of Supervisors, State of California, acting by and through its Director of Public Works.

Engineer or County Engineer. The Napa County Public Works Director, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

Laboratory. The established laboratory of the Materials and Research licensed and certified by the Department of Transportation of the State of California or laboratories authorized by the Engineer to test materials and work involved in the contract.

Owner. Napa County.

State of California. Napa County.

Transportation Building. Napa County Administration Building, 1195 Third Street, Suite 101, Napa, California 94559.

State Highway Engineer. The Napa County Public Works Director, acting either directly or through properly authorized agents, such agents acting within the scope of the particular duties entrusted to them.

Standard Specifications. The 2018 edition of the Standard Specifications of the State of California, Department of Transportation. Any reference therein to the State of California or a State agency, office or officer shall be interpreted to refer to the County or its corresponding agency, office or officer acting under this contract.

Days. As used in these special provisions, days shall mean working days.

4. CONTRACT DOCUMENTS

The Contract Documents shall include the Notice to Contractors, Proposal Form, bonds, these special provisions, the Standard Specifications of the State of California and the Standard Plans of the State of California, Department of Transportation, dated 2018 insofar as same may apply, and pertinent portions of other documents included by reference thereto in the Special Provisions or the Contract pages.

5. FEDERAL LOBBYING RESTRICTIONS

Section 1352, Title 31, United States Code prohibits Federal funds from being expended by the recipient or any lower tier sub recipient of a Federal-aid contract to pay for any person for influencing or attempting to influence a Federal agency or Congress in connection with the awarding of any Federal-aid contract, the making of any Federal grant or loan, or the entering into of any cooperative agreement.

If any funds other than Federal funds have been paid for the same purposes in connection with this Federal-aid contract, the recipient shall submit an executed certification and, if required, submit a completed disclosure form as part of the bid documents.

A certification for Federal-aid contracts regarding payment of funds to lobby Congress or a Federal agency is included in the Bid book. Standard Form - LLL, "Disclosure of Lobbying Activities," with instructions for completion of the Standard Form is also included in the Bid book. Signing the Bid book shall constitute signature of the Certification.

The above referenced certification and disclosure of lobbying activities shall be included in each subcontract and any lower-tier contracts exceeding \$100,000. All disclosure forms, but not certifications, shall be forwarded from tier to tier until received by the Engineer.

The Contractor, subcontractors, and any lower-tier contractors shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the Contractor, subcontractors and any lower-tier contractors. An event that materially affects the accuracy of the information reported includes:

- 1) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
- 2) A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or
- 3) A change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal Action.

6. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Under 49 CFR 26.13(b):

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Take necessary and reasonable steps to ensure that DBEs have opportunity to participate in the contract (49 CFR 26).

To ensure equal participation of DBEs provided in 49 CFR 26.5, the County shows a goal for DBEs.

Make work available to DBEs and select work parts consistent with available DBE subcontractors and suppliers.

Meet the DBE goal shown elsewhere in these special provisions or demonstrate that you made adequate good faith efforts to meet this goal.

It is your responsibility to verify that the DBE firm is certified as DBE at date of bid opening. For a list of DBEs certified by the California Unified Certification Program, go to:

http://www.dot.ca.gov/hq/bep/find_certified.htm

All DBE participation will count toward the California Department of Transportation's federally mandated statewide overall DBE goal.

Credit for materials or supplies you purchase from DBEs counts towards the goal in the following manner:

1. 100 percent counts if the materials or supplies are obtained from a DBE manufacturer.
2. 60 percent counts if the materials or supplies are obtained from a DBE regular dealer.
3. Only fees, commissions, and charges for assistance in the procurement and delivery of materials or supplies count if obtained from a DBE that is neither a manufacturer nor regular dealer. 49 CFR 26.55 defines "manufacturer" and "regular dealer."

You receive credit towards the goal if you employ a DBE trucking company that performs a commercially useful function as defined in 49 CFR 26.55(d)(1) through (4) and (6).

a. DBE Commitment Submittal

Submit Local Agency Bidder DBE Commitment (Construction Contracts), Exhibit 15-G, form, included in the Bid book. If the form is not submitted with the bid, remove the form from the Bid book before submitting your bid.

If the DBE Commitment form is not submitted with the bid, the apparent low bidder, the 2nd low bidder, and the 3rd low bidder must complete and submit the DBE Commitment form to

the County. DBE Commitment form must be received by the County no later than 4:00 p.m. on the 4th business day after bid opening.

Other bidders do not need to submit the DBE Commitment form unless the County requests it. If the County requests you to submit a DBE Commitment form, submit the completed form within 4 business days of the request.

Submit written confirmation from each DBE stating that it is participating in the contract. Include confirmation with the DBE Commitment form. A copy of a DBE's quote will serve as written confirmation that the DBE is participating in the contract.

If you do not submit the DBE Commitment form within the specified time, the County finds your bid nonresponsive.

b. Good Faith Efforts Submittal

If you have not met the DBE goal, complete and submit the DBE Information - Good Faith Efforts, Exhibit 15-H, form with the bid showing that you made adequate good faith efforts to meet the goal. Only good faith efforts directed towards obtaining participation by DBEs will be considered. If good faith efforts documentation is not submitted with the bid, it must be received by the County **no later than 4:00 p.m. on the 4th business day after bid opening.**

If your DBE Commitment form shows that you have met the DBE goal or if you are required to submit the DBE Commitment form, you must also submit good faith efforts documentation within the specified time to protect your eligibility for award of the contract in the event the County finds that the DBE goal has not been met.

Good faith efforts documentation must include the following information and supporting documents, as necessary:

1. Items of work you have made available to DBE firms. Identify those items of work you might otherwise perform with its own forces and those items that have been broken down into economically feasible units to facilitate DBE participation. For each item listed, show the dollar value and percentage of the total contract. It is your responsibility to demonstrate that sufficient work to meet the goal was made available to DBE firms.
2. Names of certified DBEs and dates on which they were solicited to bid on the project. Include the items of work offered. Describe the methods used for following up initial solicitations to determine with certainty if the DBEs were interested, and the dates of the follow-up. Attach supporting documents such as copies of letters, memos, facsimiles sent, telephone logs, telephone billing statements, and other evidence of solicitation. You are reminded to solicit certified DBEs through all reasonable and available means and provide sufficient time to allow DBEs to respond.
3. Name of selected firm and its status as a DBE for each item of work made available. Include name, address, and telephone number of each DBE that provided a quote and their price quote. If the firm selected for the item is not a DBE, provide the reasons for the selection.

4. Name and date of each publication in which you requested DBE participation for the project. Attach copies of the published advertisements.
5. Names of agencies and dates on which they were contacted to provide assistance in contacting, recruiting, and using DBE firms. If the agencies were contacted in writing, provide copies of supporting documents.
6. List of efforts made to provide interested DBEs with adequate information about the plans, specifications, and requirements of the contract to assist them in responding to a solicitation. If you have provided information, identify the name of the DBE assisted, the nature of the information provided, and date of contact. Provide copies of supporting documents, as appropriate.
7. List of efforts made to assist interested DBEs in obtaining bonding, lines of credit, insurance, necessary equipment, supplies, and materials, excluding supplies and equipment that the DBE subcontractor purchases or leases from the prime contractor or its affiliate. If such assistance is provided by you, identify the name of the DBE assisted, nature of the assistance offered, and date assistance was provided. Provide copies of supporting documents, as appropriate.
8. Any additional data to support demonstration of good faith efforts.

The County may consider DBE commitments of the 2nd and 3rd bidders when determining whether the low bidder made good faith efforts to meet the DBE goal.

c. Exhibit 15-G - Local Agency Bidder DBE Information (Standard Specifications 3-1.12)

Complete and sign Exhibit 15-G *Local Agency Bidder DBE Commitment (Construction Contracts)* included in the contract documents regardless of whether DBE participation is reported.

Provide written confirmation from each DBE that the DBE is participating in the Contract. A copy of a DBE's quote serves as written confirmation. If a DBE is participating as a joint venture partner, the County encourages you to submit a copy of the joint venture agreement.)

d. Subcontractor and Disadvantaged Business Enterprise Records (Standard Specifications 5-1.13B(1))

Use each DBE subcontractor as listed on Exhibit 12-B Bidder's List of Subcontractors (DBE and Non-DBE) and Exhibit 15-G Local Agency Bidder DBE Commitment (Construction Contracts) form unless you receive authorization for a substitution.

The County requests the Contractor to:

1. Notify the Engineer of any changes to its anticipated DBE participation
2. Provide this notification before starting the affected work
3. Maintain records including:
 - Name and business address of each 1st-tier subcontractor

- Name and business address of each DBE subcontractor, DBE vendor, and DBE trucking company, regardless of tier
- Date of payment and total amount paid to each business

If you are a DBE contractor, include the date of work performed by your own forces and the corresponding value of the work.

Before the 15th of each month, submit a Monthly DBE Trucking Verification form.

If a DBE is decertified before completing its work, the DBE must notify you in writing of the decertification date. If a business becomes a certified DBE before completing its work, the business must notify you in writing of the certification date. Submit the notifications. On work completion, complete a Disadvantaged Business Enterprises (DBE) Certification Status Change, Exhibit 17-O, form. Submit the form within 30 days of contract acceptance.

Upon work completion, complete Exhibit 17-F Final Report – Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subcontractors. Submit it within 90 days of contract acceptance. The County will withhold \$10,000 until the form is submitted. The County releases the withhold upon submission of the completed form.

e. Performance of Disadvantaged Business Enterprises

DBEs must perform work or supply materials as listed in the Exhibit 15-G Local Agency Bidder DBE Commitment (Construction Contracts) form, included in the Bid.

Do not terminate or substitute a listed DBE for convenience and perform the work with your own forces or obtain materials from other sources without authorization from the County.

The County authorizes a request to use other forces or sources of materials if it shows any of the following justifications:

1. Listed DBE fails or refuses to execute a written contract based on plans and specifications for the project.
2. You stipulated that a bond is a condition of executing the subcontract and the listed DBE fails to meet your bond requirements.
3. Work requires a contractor's license and listed DBE does not have a valid license under Contractors License Law.
4. Listed DBE fails or refuses to perform the work or furnish the listed materials.
5. Listed DBE's work is unsatisfactory and not in compliance with the contract.
6. Listed DBE is ineligible to work on the project because of suspension or debarment.
7. Listed DBE becomes bankrupt or insolvent.
8. Listed DBE voluntarily withdraws with written notice from the Contract
9. Listed DBE is ineligible to receive credit for the type of work required.
10. Listed DBE owner dies or becomes disabled resulting in the inability to perform the work on the Contract.
11. County determines other documented good cause.

Notify the original DBE of your intent to use other forces or material sources and provide the reasons. Provide the DBE with 5 days to respond to your notice and advise you and the County of the reasons why the use of other forces or sources of materials should not occur. Your request to use other forces or material sources must include:

1. One or more of the reasons listed in the preceding paragraph
2. Notices from you to the DBE regarding the request
3. Notices from the DBEs to you regarding the request

If a listed DBE is terminated or substituted, you must make good faith efforts to find another DBE to substitute for the original DBE. The substitute DBE must perform at least the same amount of work as the original DBE under the contract to the extent needed to meet the DBE goal.

The substitute DBE must be certified as a DBE at the time of request for substitution.

Unless the County authorizes (1) a request to use other forces or sources of materials or (2) a good faith effort for a substitution of a terminated DBE, the County does not pay for work listed on the Exhibit 15-G Local Agency Bidder DBE Commitment (Construction Contracts) form unless it is performed or supplied by the listed DBE or an authorized substitute.

7. **BID OPENING**

The County publicly opens and reads bids at the time and place shown on the Notice to Bidders or as altered by County issued addendums.

8. **BID RIGGING**

The U.S. Department of Transportation (DOT) provides a toll-free hotline to report bid rigging activities. Use the hotline to report bid rigging, bidder collusion, and other fraudulent activities. The hotline number is (800) 424-9071. The service is available 24 hours 7 days a week and is confidential and anonymous. The hotline is part of the DOT's effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the DOT Inspector General.

9. **CONTRACT AWARD**

If the County awards the contract, the award is made to the lowest responsive and responsible bidder. Additional details are set forth in the proposal form.

10. **CONTRACTOR LICENSE**

The Contractor must be properly licensed as a contractor from contract award through Contract acceptance (Public Contract Code § 210103.5).

11. **DIFFERING SITE CONDITIONS** 23 CFR 635.109 is made a part of this contract and incorporated herein by reference.

a. **Contractor's Notification**

Promptly notify the County's Engineer if you find either of the following conditions:

1. Physical conditions differing materially from either of the following:

- Contract documents
 - Job site examination
2. Physical conditions of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in the work provided for in the Contract

Include details explaining the information you relied on and the material differences you discovered.

If you fail to promptly notify the Engineer, you waive the differing site condition claim for the period between your discovery of the differing site condition and your notification to the Engineer.

If you disturb the site after discovery and before the Engineer's investigation, you waive the differing site condition claim.

b. Engineer's Investigation and Decision (Standard Specifications 4-1.06C)

Upon your notification, the Engineer investigates job site conditions and:

1. Notifies you whether to resume affected work
2. Decides whether the condition differs materially and is cause for an adjustment of time, payment, or both.

12. BEGINNING OF WORK, TIME OF COMPLETION AND LIQUIDATED DAMAGES

Attention is directed to all of the provisions of **Section 8, "Prosecution and Progress,"** of the Standard Specifications and these Special Provisions.

The Contractor shall begin work within five (5) calendar days after receiving notice that the contract has been executed and approved by the County (Notice To Proceed).

This work shall be diligently prosecuted to completion before the expiration **ten (10) WORKING DAYS** beginning the day of issuance of Notice To Proceed.

Attention is directed to the provisions of **Section 8-1.10, "Liquidated Damages,"** of the Standard Specifications and these Special Provisions. The Contractor shall pay to Napa County the sum of **\$1,000.00** per day for each and every calendar day delay in finishing the work in excess of the number of working days prescribed above and any extension of time granted.

13. BUY AMERICA (Standard Specifications 6-1.04C)

Furnish steel and iron materials to be incorporated into the work with certificates of compliance. Steel and iron materials must be produced in the U.S. except:

1. Foreign pig iron and processed, pelletized, and reduced iron ore may be used in the domestic production of the steel and iron materials [60 Fed Reg 15478 (03/24/1995)];
2. If the total combined cost of the materials does not exceed the greater of 0.1 percent of the total bid or \$2,500, materials produced outside the U.S. may be used.

Production includes:

1. Processing steel and iron materials, including smelting or other processes that alter the physical form or shape (such as rolling, extruding, machining, bending, grinding, and drilling) or chemical composition;
2. Coating application, including epoxy coating, galvanizing, and painting, that protects or enhances the value of steel and iron materials.

14. QUALITY ASSURANCE

The County uses a Quality Assurance Program (QAP) to ensure a material is produced to comply with the Contract.

You may examine the records and reports of tests the County performs if they are available at the job site.

Schedule work to allow time for QAP.

15. PROMPT PAYMENT OF FUNDS WITHHELD TO SUBCONTRACTORS

The County shall hold retainage from the prime contractor and shall make prompt and regular incremental acceptances of portions, as determined by the County, of the contract work, and pay retainage to the prime contractor based on these acceptances. The prime contractor, or subcontractor, shall return all monies withheld in retention from a subcontractor within 30 days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the County. Federal law (49 CFR26.29) requires that any delay or postponement of payment over 30 days may take place only for good cause and with the County’s prior written approval. Any violation of this provision shall subject the violating prime contractor or subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the prime contractor or subcontractor in the event of a dispute involving late payment or nonpayment by the prime contractor, deficient subcontract performance, or noncompliance by a subcontractor.

16. FORM FHWA-1273 REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONTRACTS

- I. General
- II. Nondiscrimination
- III. Nonsegregated Facilities
- IV. Davis-Bacon and Related Act Provisions
- V. Contract Work Hours and Safety Standards Act Provisions
- VI. Subletting or Assigning the Contract
- VII. Safety: Accident Prevention
- VIII. False Statements Concerning Highway Projects
- IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
- X. Compliance with Governmentwide Suspension and Debarment Requirements
- XI. Certification Regarding Use of Contract Funds for Lobbying

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under Title 23 (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or

I. GENERAL

services). The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in bid proposal or request for proposal documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.

II. NONDISCRIMINATION

The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding \$10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR 60, and 29 CFR 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), and Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR 230, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

1. Equal Employment Opportunity: Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under this contract. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) set forth under 28 CFR 35 and 29 CFR 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

a. The contractor will work with the contracting agency and the Federal Government to ensure that it has made every good faith effort to provide equal opportunity with respect to all of its terms and conditions of employment and in their review of activities under the contract.

b. The contractor will accept as its operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

2. EEO Officer: The contractor will designate and make known to the contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active EEO program and who must be assigned adequate authority and responsibility to do so.

3. Dissemination of Policy: All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer.

b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minorities and women.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

4. Recruitment: When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minorities and women in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and women. To meet this requirement, the contractor will identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority and women applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, the contractor is expected to observe the provisions of that agreement to the extent that the system meets the contractor's compliance with EEO contract provisions. Where implementation of such an agreement has the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Federal nondiscrimination provisions.

c. The contractor will encourage its present employees to refer minorities and women as applicants for employment. Information and procedures with regard to referring such applicants will be discussed with employees.

5. Personnel Actions: Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with its obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of their avenues of appeal.

6. Training and Promotion:

a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

7. Unions: If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use good faith efforts to obtain the cooperation of such unions to increase opportunities for minorities and women. Actions by the contractor, either directly or through a contractor's association acting as agent, will include the procedures set forth below:

a. The contractor will use good faith efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minorities and women for membership in the unions and increasing the skills of minorities and women so that they may qualify for higher paying employment.

b. The contractor will use good faith efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the contracting agency and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain qualified and/or qualifiable minorities and women. The failure of a union to provide sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph. In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the contracting agency.

8. Reasonable Accommodation for Applicants / Employees with Disabilities: The contractor must be familiar with the requirements for and comply with the Americans with Disabilities Act and all rules and regulations established there under. Employers must provide reasonable accommodation in all employment activities unless to do so would cause an undue hardship.

9. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment: The contractor shall not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall take all necessary and reasonable steps to ensure nondiscrimination in the administration of this contract.

a. The contractor shall notify all potential subcontractors and suppliers and lessors of their EEO obligations under this contract.

b. The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.

10. Assurance Required by 49 CFR 26.13(b):

a. The requirements of 49 CFR Part 26 and the State DOT's U.S. DOT-approved DBE program are incorporated by reference.

b. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the contracting agency deems appropriate.

11. Records and Reports: The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following the date of the final payment to the contractor for all contract work and shall be available at reasonable times and places for inspection by authorized representatives of the contracting agency and the FHWA.

a. The records kept by the contractor shall document the following:

- (1) The number and work hours of minority and non-minority group members and women employed in each work classification on the project;
- (2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women; and
- (3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minorities and women;

b. The contractors and subcontractors will submit an annual report to the contracting agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on [Form FHWA-1391](#). The staffing data should represent the project work force on board in all or any part of the last payroll period preceding the end of July. If on-the-job

training is being required by special provision, the contractor will be required to collect and report training data. The employment data should reflect the work force on board during all or any part of the last payroll period preceding the end of July.

III. NONSEGREGATED FACILITIES

This provision is applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more.

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

IV. Davis-Bacon and Related Act Provisions

This section is applicable to all Federal-aid construction projects exceeding \$2,000 and to all related subcontracts and lower-tier subcontracts (regardless of subcontract size). The requirements apply to all projects located within the right-of-way of a roadway that is functionally classified as Federal-aid highway. This excludes roadways functionally classified as local roads or rural minor collectors, which are exempt. Contracting agencies may elect to apply these requirements to other projects. The following provisions are from the U.S. Department of Labor regulations in 29 CFR 5.5 "Contract provisions and related matters" with minor revisions to conform to the FHWA-1273 format and FHWA program requirements.

1. Minimum wages

a. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph 1.d. of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage

rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph 1.b. of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

b. (1) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(ii) The classification is utilized in the area by the construction industry; and

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(2) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(3) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. The Wage and Hour Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(4) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs 1.b.(2) or 1.b.(3) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

c. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination

or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

d. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program. Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

2. Withholding

The contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract, or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting agency may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

3. Payrolls and basic records

a. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

b. (1) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to

include an individually identifying number for each employee (e.g. , the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the contracting agency for transmission to the State DOT, the FHWA or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the contracting agency.. (2) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(i) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(3) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 3.b.(2) of this section.

(4) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

c. The contractor or subcontractor shall make the records required under paragraph 3.a. of this section available for inspection, copying, or transcription by authorized representatives of the contracting agency, the State DOT, the FHWA, or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the FHWA may, after written notice to the contractor, the contracting agency or the State DOT, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and trainees

a. Apprentices (programs of the USDOL). Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

b. Trainees (programs of the USDOL). Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration.

The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration.

Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate

specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

d. Apprentices and Trainees (programs of the U.S. DOT). Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor shall insert Form FHWA-1273 in any subcontracts and also require the subcontractors to include Form FHWA-1273 in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

7. Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the

contracting agency, the U.S. Department of Labor, or the employees or their representatives.

10. Certification of eligibility.

a. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

V. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The following clauses apply to any Federal-aid construction contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by 29 CFR 5.5(a) or 29 CFR 4.6. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1.) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1.) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1.) of this section.

3. Withholding for unpaid wages and liquidated damages. The FHWA or the contacting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2.) of this section.

4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1.) through

(4.) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1.) through (4.) of this section.

VI. SUBLETTING OR ASSIGNING THE CONTRACT

This provision is applicable to all Federal-aid construction contracts on the National Highway System.

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the contracting agency. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635.116).

a. The term "perform work with its own organization" refers to workers employed or leased by the prime contractor, and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor or lower tier subcontractor, agents of the prime contractor, or any other assignees. The term may include payments for the costs of hiring leased employees from an employee leasing firm meeting all relevant Federal and State regulatory requirements. Leased employees may only be included in this term if the prime contractor meets all of the following conditions:

(1) the prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;

(2) the prime contractor remains responsible for the quality of the work of the leased employees;

(3) the prime contractor retains all power to accept or exclude individual employees from work on the project; and

(4) the prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid or propose on the contract as a whole and in general are to be limited to minor components of the overall contract.

2. The contract amount upon which the requirements set forth in paragraph (1) of Section VI is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. The contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the contracting agency has assured that each subcontract is evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract.

5. The 30% self-performance requirement of paragraph (1) is not applicable to design-build contracts; however, contracting agencies may establish their own self-performance requirements.

VII. SAFETY: ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704).

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.3704).

VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."

IX. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

By submission of this bid/proposal or the execution of this contract, or subcontract, as appropriate, the bidder, proposer, Federal-aid construction contractor, or subcontractor, as appropriate, will be deemed to have stipulated as follows:

1. That any person who is or will be utilized in the performance of this contract is not prohibited from receiving an award due to a violation of Section 508 of the Clean Water Act or Section 306 of the Clean Air Act.
2. That the contractor agrees to include or cause to be included the requirements of paragraph (1) of this Section X in every subcontract, and further agrees to take such action as the contracting agency may direct as a means of enforcing such requirements.

X. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA approval or that is estimated to cost \$25,000 or more – as defined in 2 CFR Parts 180 and 1200.

1. Instructions for Certification – First Tier Participants:

a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded

Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:

a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. Instructions for Certification - Lower Tier Participants: (Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost \$25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contractor). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers to any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the \$25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (<https://www.epls.gov/>), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

XI. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts which exceed \$100,000 (49 CFR 20).

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of

any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

17. FEMALE AND MIONORITY GOALS

To comply with Section II, "Nondiscrimination," of "Required Contract Provisions Federal-Aid Construction Contracts," the following are goals for female and minority utilization goals for Federal-aid construction contracts and subcontracts that exceed \$10,000:

The nationwide goal for female utilization is 6.9 percent.

The goals for minority utilization [45 Fed Reg 65984 (10/3/1980)] are as follows:

MINORITY UTILIZATION GOALS

Economic Area		Goal (Percent)
174	Redding CA: Non-SMSA (Standard Metropolitan Statistical Area) Counties: CA Lassen; CA Modoc; CA Plumas; CA Shasta; CA Siskiyou; CA Tehama	6.8
175	Eureka, CA Non-SMSA Counties: CA Del Norte; CA Humboldt; CA Trinity	6.6

176	San Francisco-Oakland-San Jose, CA: SMSA Counties: 7120 Salinas-Seaside-Monterey, CA CA Monterey	28.9
	7360 San Francisco-Oakland CA Alameda; CA Contra Costa; CA Marin; CA San Francisco; CA San Mateo	25.6
	7400 San Jose, CA CA Santa Clara, CA	19.6
	7485 Santa Cruz, CA CA Santa Cruz	14.9
	7500 Santa Rosa CA Sonoma	9.1
	8720 Vallejo-Fairfield-Napa, CA CA Napa; CA Solano	17.1
	Non-SMSA Counties: CA Lake; CA Mendocino; CA San Benito	23.2
177	Sacramento, CA: SMSA Counties: 6920 Sacramento, CA CA Placer; CA Sacramento; CA Yolo	16.1
	Non-SMSA Counties CA Butte; CA Colusa; CA El Dorado; CA Glenn; CA Nevada; CA Sierra; CA Sutter; CA Yuba	14.3
178	Stockton-Modesto, CA: SMSA Counties: 5170 Modesto, CA CA Stanislaus	12.3
	8120 Stockton, CA CA San Joaquin	24.3
	Non-SMSA Counties CA Alpine; CA Amador; CA Calaveras; CA Mariposa; CA Merced; CA Tuolumne	19.8
179	Fresno-Bakersfield, CA SMSA Counties: 0680 Bakersfield, CA CA Kern	19.1
	2840 Fresno, CA CA Fresno	26.1
	Non-SMSA Counties: CA Kings; CA Madera; CA Tulare	23.6
180	Los Angeles, CA: SMSA Counties: 0360 Anaheim-Santa Ana-Garden Grove, CA CA Orange	11.9
	4480 Los Angeles-Long Beach, CA CA Los Angeles	28.3
	6000 Oxnard-Simi Valley-Ventura, CA CA Ventura	21.5
	6780 Riverside-San Bernardino-Ontario, CA CA Riverside; CA San Bernardino	19.0
	7480 Santa Barbara-Santa Maria-Lompoc, CA CA Santa Barbara	19.7
	Non-SMSA Counties CA Inyo; CA Mono; CA San Luis Obispo	24.6

181	San Diego, CA: SMSA Counties 7320 San Diego, CA CA San Diego	16.9
	Non-SMSA Counties CA Imperial	18.2

For each July during which work is performed under the contract, you and each non material-supplier subcontractor with a subcontract of \$10,000 or more must complete Form FHWA PR-1391 (Appendix C to 23 CFR 230). Submit the forms by August 15.

18. FEDERAL TRAINEE PROGRAM

For the Federal training program, the number of trainees or apprentices is 0 .

This section applies if a number of trainees or apprentices is specified in the Special Provisions to be greater than Zero.

As part of your equal opportunity affirmative action program, provide on-the-job training to develop full journeymen in the types of trades or job classifications involved.

You have primary responsibility for meeting this training requirement.

If you subcontract a contract part, determine how many trainees or apprentices are to be trained by the subcontractor.

Include these training requirements in your subcontract.

Where feasible, 25 percent of apprentices or trainees in each occupation must be in their 1st year of apprenticeship or training.

Distribute the number of apprentices or trainees among the work classifications on the basis of your needs and the availability of journeymen in the various classifications within a reasonable recruitment area.

Before starting work, submit to the County:

1. Number of apprentices or trainees to be trained for each classification
2. Training program to be used
3. Training starting date for each classification

Obtain the County's approval for this submitted information before you start work. The County credits you for each apprentice or trainee you employ on the work who is currently enrolled or becomes enrolled in an approved program.

The primary objective of this section is to train and upgrade minorities and women toward journeymen status. Make every effort to enroll minority and women apprentices or trainees, such as conducting systematic and direct recruitment through public and private sources likely to yield minority and women apprentices or trainees, to the extent they are available within a

reasonable recruitment area. Show that you have made the efforts. In making these efforts, do not discriminate against any applicant for training.

Do not employ as an apprentice or trainee an employee:

1. In any classification in which the employee has successfully completed a training course leading to journeyman status or in which the employee has been employed as a journeyman
2. Who is not registered in a program approved by the US Department of Labor, Bureau of Apprenticeship and Training

Ask the employee if the employee has successfully completed a training course leading to journeyman status or has been employed as a journeyman. Your records must show the employee's answers to the questions.

In your training program, establish the minimum length and training type for each classification. The County of Napa and FHWA approves a program if one of the following is met:

1. It is calculated to:
 - Meet the equal employment opportunity responsibilities
 - Qualify the average apprentice or trainee for journeyman status in the classification involved by the end of the training period
2. It is registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, and it is administered in a way consistent with the equal employment responsibilities of Federal-aid highway construction contracts

Obtain the State's approval for your training program before you start work involving the classification covered by the program.

Provide training in the construction crafts, not in clerk-typist or secretarial-type positions. Training is allowed in lower level management positions such as office engineers, estimators, and timekeepers if the training is oriented toward construction applications. Training is allowed in the laborer classification if significant and meaningful training is provided and approved by the division office. Off-site training is allowed if the training is an integral part of an approved training program and does not make up a significant part of the overall training.

The County of Napa reimburses you 80 cents per hour of training given an employee on this contract under an approved training program:

1. For on-site training
2. For off-site training if the apprentice or trainee is currently employed on a Federal-aid project and you do at least one of the following:
 - Contribute to the cost of the training
 - Provide the instruction to the apprentice or trainee
 - Pay the apprentice's or trainee's wages during the off-site training period
3. If you comply this section.

Each apprentice or trainee must:

1. Begin training on the project as soon as feasible after the start of work involving the apprentice's or trainee's skill
2. Remain on the project as long as training opportunities exist in the apprentice's or trainee's work classification or until the apprentice or trainee has completed the training program

Furnish the apprentice or trainee:

1. Copy of the program you will comply with in providing the training
2. Certification showing the type and length of training satisfactorily completed

19. **TITLE VI ASSURANCES**

During the performance of this Agreement, the contractor, for itself, its assignees and successors in interest (hereinafter collectively referred to as CONTRACTOR) agrees as follows:

- (1) Compliance with Regulations: CONTRACTOR shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.
- (2) Nondiscrimination: CONTRACTOR, with regard to the work performed by it during the AGREEMENT, shall not discriminate on the grounds of race, color, sex, national origin, religion, age, or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the agreement covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Sub-agreements, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant or supplier shall be notified by CONTRACTOR of the CONTRACTOR'S obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- (4) Information and Reports: CONTRACTOR shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the California Department of Transportation or FHWA to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information, CONTRACTOR shall so certify to the California Department of Transportation or the FHWA as appropriate, and shall set forth what efforts CONTRACTOR has made to obtain the information.

- (5) Sanctions for Noncompliance: In the event of CONTRACTOR's noncompliance with the nondiscrimination provisions of this agreement, the California Department of Transportation shall impose such agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
- (a) Withholding of payments to CONTRACTOR under the Agreement within a reasonable period of time, not to exceed 90 days; and/or
 - (b) Cancellation, termination or suspension of the Agreement, in whole or in part.
- (6) Incorporation of Provisions: CONTRACTOR shall include the provisions of paragraphs (1) through (6) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

CONTRACTOR shall take such action with respect to any sub-agreement or procurement as the California Department of Transportation or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, CONTRACTOR may request the California Department of Transportation enter into such litigation to protect the interests of the State, and, in addition, CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.

MAINTAIN RECORDS AND SUBMIT REPORTS DOCUMENTING YOUR PERFORMANCE UNDER THIS SECTION

20. SUBCONTRACTING

Attention is directed to **Section 5-1.13, "Subcontracting,"** of the Standard Specifications.

21. PREVAILING WAGES

Attention is directed to Section **7-1.02K, "Labor Code,"** of the Standard Specifications and these Special provisions.

In accordance with the provisions of Section 1774 of the Labor Code the County has ascertained from the Director of Industrial Relations the general prevailing rate of wages (which rate includes employer payments for health and welfare, pension, vacation and similar purposes) applicable to the work to be done under this Contract.

The general prevailing wage rates and any applicable changes to these wage rates are available:

1. At the Department's Labor Compliance Office of the district in which the work is located
2. From the Department of Industrial Relations' Web site <http://www.wdol.gov/dba.aspx>

Changes in general prevailing wage determinations apply to the Contract when the Director of Industrial Relations has issued them at least 10 days before advertisement. (Labor Code §1773.6 and 8 CA Code of Regs 16204)

22. CERTIFIED PAYROLL RECORDS

Special Attention is directed to the provisions of Section 7-1.02K(3), "Certified Payroll Records," of the Standard Specifications. A copy of all payrolls shall be submitted weekly to the Engineer. Payrolls shall contain the full name, address and social security number of each employee, his employee's correct classification, rate of pay, daily and weekly number of hours worked, itemized deductions made and actual wages paid. Submitted payroll shall also indicate apprentices and ratio of apprentices to journeymen. The employee's address and social security number need only appear on the first payroll on which his name appears. The payroll shall be accompanied by a "Statement of Compliance" signed by the employer or his agent indicating that the payrolls are correct and complete and that the wage rates contained therein are not less than those required by the contract. The "Statement of Compliance" shall be on forms furnished by the Department or on any form with identical wording. The Contractor shall be responsible for the submission of copies of payrolls of all subcontractors. Failure to submit will delay processing of progress payments.

23. BIDDING REQUIREMENTS AND CONDITIONS

Attention is directed to Section 2, "Bidding," of the Standard Specifications and these Special Provisions.

- (a) Examination of Site. Each bidder shall have examined the site of the work before bidding so he shall have full knowledge of all facilities and difficulties affecting the work which may not be particularly described herein. No variation or allowance from the contract sum will be made because of lack of such examination or knowledge.
- (b) State Contract Act. The State Contract Act is not applicable to contracts involving political subdivisions of the State of California. Pre-qualification of bidders will not be required.
- (c) Joint Venture. If two or more Bidders desire to bid jointly on a single project or desire to combine their assets for so doing, they must file an affidavit of joint venture with the County Engineer, and such affidavit of joint venture will be valid only for the specific project for which it is filed. If such affidavit of joint venture is not filed as aforesaid and approved by the Engineer prior to the time for opening bids on the specific projects for which it is submitted, a joint bid submitted by the said Bidders will be disregarded.
- (d) Registered and Qualified – California Labor Code § 1771.1. A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

24. CONTRACT AWARD AND EXECUTION (Bonds)

Attention is directed to Section 3, "Contract Award and Execution," of the Standard Specifications, contract bonds. In-lieu of the bonds specified under Section 3-1.05 of the Standard

Specifications, the successful bidder shall furnish a faithful Performance Bond as required by Section 20129 of the Public Contract Code in an amount equal to one hundred percent (100%) of the contract price of the work contemplated and the laborer's and material man's payment bond as required by Section 8182 of the Civil Code in an amount equal to one hundred percent (100%) of the contract price of the work contemplated.

25. SCOPE OF WORK

Attention is directed to **Section 4, "Scope of Work,"** of the Standard Specifications.

The intent of the plans and specifications is to cover the entire project ready for use when completed. The Contractor shall accomplish complete installation of facilities, and any other required items to make the unit complete. All units, facilities, etc., shall be in operating condition to the approval of the Engineer. The quantities and items listed in the proposal form and contract form are given as a basis for the comparison of bid and the Board of Supervisors does not, expressly or by implication, agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any class or portion of the work, or to omit portions of the work as may be deemed necessary or expedient by the Engineer.

26. CHANGE ORDERS

(a) Limitations Where Contract Price Changes are Involved.

i. Overhead and Profit for the Contractor. The Contractor's overhead and profit on the cost of subcontracts shall be a sum not exceeding ten percent (10%) of such costs. The Contractor's overhead and profit on the costs of work performed by the Contractor shall be a sum not exceeding fifteen percent (15%) of such costs. Overhead and profit shall not be applied to the cost of taxes and insurance by Contractor or Subcontractors or to credits. No processing or similar fees may be charged by the Contractor in connection with the Modification.

ii. Bond Premiums. The actual rate of bond premiums as paid on the total cost (including taxes) will be allowed, but with no markup for profit and overhead.

iii. Taxes. State and city sales taxes should be indicated.

(b) Procedure. Attention is directed to **Section 4-1.05** of the Standard Specifications.

(c) Authorized Representative / Limits. No Change Order shall be valid or binding against COUNTY unless such Change Order has been executed in writing by (1) COUNTY's Director of Public Works consistent with the authority granted to him by the Board of Supervisors pursuant to the limitations set forth under Napa County Resolution No. 2011-18 and Public Contract Code Section 20142, or (2) by the Board of Supervisors.

27. CONTROL OF THE WORK

Attention is directed to **Section 5** of the Standard Specifications and these Special provisions. After contract approval, submit documents and direct questions in writing to the Engineer.

(a) Contract Components. A component in one contract part applies as if appearing in each. The parts are complementary and describe and provide for a complete work.

If a discrepancy is found or confusion arises, request correction or clarification in writing. Any deviations from the approved Plans and Specifications shall be approved by the Engineer and all changes shall be by written permission only.

- (b) Acceptance of Contract. Attention is directed to Section 5-1.46, “Final Inspection and Contract Acceptance,” of the Standard Specifications and these Special provisions. Acceptance will consist of the execution and filing with the County Recorder of a Notice of Completion as defined in Civil Code Section 8182. Should it become necessary due to developed conditions to occupy any portion of the work before the contract is fully completed, such occupancy shall not constitute acceptance.

28. LEGAL RELATIONS AND RESPONSIBILITY TO THE PUBLIC

Attention is directed to Section 7 of the Standard Specifications and these Special Provisions.

Comply with laws, regulations, orders, and decrees applicable to the project. Immediately report to the Engineer in writing any discrepancy or inconsistency between the contract and a law, regulation, order, and decree.

- (a) Prevailing Wages. See Section 21 and 22 of these Special Provisions.

- (b) Public Convenience and Public Safety.

Attention is directed to Section 7-1.03 and Section 7.1.04 of the Standard Specifications and these Special Provisions.

- (1) Safety Devices. Furnishing and maintenance of safety devices shall be the responsibility of the Contractor at all times. The Contractor shall respond promptly to correct improper conditions or inoperative devices. Failure to inspect and maintain all necessary safety devices in proper operating condition when in use, or failure to respond promptly to notification of improperly operating equipment, will be sufficient cause for suspension of the contract until such defects are corrected or termination as otherwise provided in this Contract.

- (2) Safety Data Sheets (SDS) – The Contractor shall provide SDS for each product used on site upon request by the Engineer.

- (3) Safety Standards; Suspension of Contract for Unsafe Equipment. The Contractor shall comply with all the applicable provisions of the United States Department of Labor Occupational Safety and Health Act (OSHA), State of California Division of Industrial Safety, Title 8, Safety Orders (Cal-OSHA), the Federal Aviation Administration (FAA) and any other applicable codes and regulations. If, in the opinion of the Engineer, any operation or piece of equipment that is observed by the Engineer appears to be unsafe, the Engineer may immediately halt that portion of the work until the hazard is corrected to the satisfaction of the Engineer and no time extension or additional compensation shall be granted for the time lost due to said halting of the work.

- (c) Hold Harmless/Indemnification. To the full extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify COUNTY and the officers, agents, employees and volunteers of County from any and all liability, claims, losses, damages or expenses, including reasonable attorney's fees, for personal injury (including death) or

damage to property, arising from all acts or omissions to act of Contractor or its officers, agents, employees, volunteers, contractors and subcontractors in rendering services under this Agreement, excluding, however, such liability, claims, losses, damages or expenses arising from the sole negligence or willful acts of County or its officers, agents, employees or volunteers. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.

(d) Insurance. Contractor shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:

(1) Workers' Compensation insurance. To the extent required by law during the term of this Agreement, CONTRACTOR shall provide workers' compensation insurance for the performance of any of CONTRACTOR's duties under this Agreement, including but not limited to, coverage for workers' compensation and employer's liability **and a waiver of subrogation**, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.

(2) Liability insurance. Contractor shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, issued by a company admitted to transact business in the State of California and having a A.M. Best rating of A VII or better:

(i) General Liability. Commercial or comprehensive general liability [CGL] insurance coverage (personal injury and property damage) of not less than **TWO MILLION DOLLARS (\$2,000,000) per occurrence and FIVE MILLION DOLLARS (\$5,000,000)** aggregate, covering liability or claims for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of Contractor or any officer, agent, or employee of Contractor under this Agreement.

(ii) Comprehensive Automobile Liability Insurance. Comprehensive automobile liability insurance (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with Contractor's business of not less than **ONE MILLION DOLLARS (\$1,000,000)** combined single limit per occurrence.

(3) Certificates. All insurance coverages referenced in (2), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by CONTRACTOR with the DEPARTMENT OF PUBLIC WORKS prior to commencement of performance of any of Contractor's duties; shall reference this Agreement by its COUNTY number or title and department; shall be kept current during the term of this Agreement; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one

insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

For the commercial general liability insurance coverage referenced in (2)(i), and, where the vehicles area covered by a commercial policy rather than a personal policy, for the comprehensive automobile liability insurance coverage referenced in (2)(ii) CONTRACTOR shall also file with the evidence of coverage and endorsement from the insurance provider naming COUNTY, its officers employees, agents and volunteers as additional insureds and waiving subrogation, and the certificate or other evidence of coverage shall provide that if the same policy applies to activities of CONTRACTOR not covered by this Agreement then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of CONTRACTOR under this Agreement, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY. The additional insured endorsements for the general liability coverage shall use Insurance Services Office (ISO) Form No. CG 20 09 11 85 or CG 20 10 11 85, or equivalent including (if used together) CG 2010 10 01 and CG 2037 10 01; but shall not use the following forms: CG 20 10 10 93 or 03 94. Upon request of COUNTY's Risk Manager, CONTRACTOR shall provide or arrange for the insured to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.

(4) Additional Insured. The general liability and automobile liability policies listed above are to contain, or be endorsed to contain, the following provisions:

Napa County, its officers, agents, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the grantee; and with respect to liability arising out of work or operations performed by or on behalf of the grantee including materials, parts or equipment furnished in connection with the work or operations.

(5) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to, and be approved by, County's Risk Manager, which approval shall not be denied unless the County's Risk Manager determines that the deductibles or self-insured retentions are unreasonably large in relation to compensation payable under this Agreement and the risks of liability associated with the activities required of Contractor by this Agreement. At the option of and upon request by County's Risk Manager, either the insurer shall reduce or eliminate such deductibles or self-insurance retentions or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

29. PROSECUTION AND PROGRESS

Attention is directed to **Section 8, "Prosecution and Progress,"** of the Standard Specifications, and these Special Provisions.

(a) Preconstruction Meeting

After award of the Contract and prior to the commencement of work at the site, a Preconstruction meeting will be held at a mutually agreed time and place which shall be attended by the Contractor, its Superintendent, and its subcontractors as appropriate.

The conference is required to familiarize all authorized persons involved with policies, regulations and procedures and to discuss construction operations and methods in order to avoid any misunderstanding or conflicts during construction.

Unless previously submitted to the Engineer, the Contractor shall bring to the preconstruction meeting six (6) copies each of the following:

1. Draft Construction Schedule.
2. Procurement schedule of major equipment and materials and items requiring long lead time.
3. Shop Drawing/Sample/submittal schedule.
4. Schedule of values (lump sum price breakdown) for progress payment purposes.
5. The Temporary Traffic Control Plan for Engineers review
6. Substitution Requests
7. Letter of Responsibility designating emergency contacts for the Contractor after business hours.

(b) Progress Meetings

The Contractor shall schedule and hold regular on site progress meetings at least weekly and at other times as requested by Engineer. The Contractor, Engineer, Inspector, and all subcontractors active on the site shall be represented at each meeting. The Contractor or Engineer may at its discretion request attendance by the Contractor's suppliers, manufacturer's, and other subcontractors.

The County shall provide for keeping and distribution of the minutes. The purpose of the meetings will be to review the progress of the Work, maintain coordination of efforts, discuss changes in scheduling, and resolve other problems which may develop.

(c) Construction Schedule and Progress Schedule

Attention is directed to Section 8-1.02B of the standard specifications and of these special provisions.

The contractor, promptly after being awarded the contract or upon receiving notice of intent to award, shall prepare and submit a baseline construction schedule for the work. The baseline schedule shall not exceed the number of contract working days. The baseline schedule must include the entire scope of work and demonstrate how the contractor plans to complete all work contemplated and shall provide for expeditious and practicable execution of the work.

The Contractor shall also incorporate all required permit conditions and other coordination into the schedule.

Progress schedules shall be updated and submitted on a weekly basis thereafter. The progress schedule shall be revised at appropriate intervals as required by the conditions of the work and project or when requested in writing by the Engineer. The Contractor shall perform the work in general accordance with the most recent schedules submitted to the Engineer.

(d) Schedule of Submittals

A schedule of submittals shall be provided to the Engineer at the preconstruction meeting. The Contractor shall keep the submittal schedule up to date and ensure that it coordinates with the construction schedule, with adequate time for the Engineer to review the submittals.

(e) Termination of Contract. Attention is directed **Section 8-1.13** of the Standard Specifications and these Special provisions.

Whenever, in the opinion of the Board of Supervisors the said work is neglected by the Contractor, or the same is not prosecuted with the diligence and force specified, meant and intended in and by the terms of this contract, it shall be lawful for the Board of Supervisors to make a requisition upon the Contractor for such additional specific force or such additional specific material to be brought into the work under this contract or to remove improper material from the grounds, and its due and faithful fulfillment requires; of which action of the Board of Supervisors due notice in writing of not less than five days shall be served upon the Contractor or his agent having charge of the work; and if the Contractor fails to comply with such requisition within five days, it shall be lawful for the Board of Supervisors to employ upon such work the additional force or supply the materials as specifically required as aforesaid; and the amount paid for such additional force or material shall be charged against the Contractor and be deducted from his next or subsequent estimate and payment, or the same or any part thereof not so deducted may be recovered from the Contractor or his sureties.

Moreover, if the Contractor fails to comply with such requisition within five days, the Board of Supervisors may declare the contract terminated and may itself proceed to complete the work herein specified or may engage any other person or persons to do the same. Upon the completion of such work, the said Board of Supervisors through its proper office or officers shall cause a statement to be made of the default of the Contractor as aforesaid, and in completing the work itself or by any other person or persons. Should the amount in such statement be more than the amount would have been due the Contractor upon the completion of the work by him, the difference shall be paid by the Contractor to Napa County.

30. TERMINATION FOR CONVENIENCE OF THE COUNTY

Notwithstanding any other provision of this Agreement, County may, at any time, and without cause, terminate this Agreement in whole or in part, upon not less than seven (7) days' written notice to CONTRACTOR. Such termination shall be effected by delivery to Contractor of a notice of termination specifying the effective date of the termination and the extent of the work to be terminated. Contractor shall immediately stop work in accordance with the notice and comply with any other direction as may be specified in the notice or as provided subsequently by County. County shall pay Contractor for the work completed prior to the effective date of the termination, and such payment shall be Contractor's sole remedy under this Agreement. Under no circumstances will Contractor be entitled to anticipatory or unearned profits,

consequential damages, or other damages of any sort as a result of a termination or partial termination under this paragraph. Contractor shall insert in all subcontracts that the subcontractor shall stop work on the date of and to the extent specified in a notice of termination, and shall require subcontractors to insert the same condition in any lower tier subcontracts.

31. MEASUREMENT AND PAYMENT

Attention is directed to **Section 9, "Payment,"** of the Standard Specifications and these Special Provisions.

Payment for the various items of the Bid Sheets, as further specified herein, shall include all compensation to be received by the Contractor for furnishing all tools, equipment, supplies, and manufactured articles, and for all labor, operations, and incidentals appurtenant to the items of work being described, as necessary to complete the various items of work as specified and shown on the Drawings, including all appurtenances thereto, and including all costs of compliance with the regulations of public agencies having jurisdiction, including Safety and Health Requirements of the California Division of Industrial Safety. No separate payment will be made for any item that is not specifically set forth in the Bid Sheet(s), and all costs therefor shall be included in the prices named in the Bid Sheet(s) for the various appurtenant items of work.

All pay line items will be paid for at the unit prices named in the Bid Sheet(s) for the respective items of work. The quantities of work or material stated as unit price items on the Bid Sheet(s) are supplied only to give an indication of the general scope of the Work; the County does not expressly nor by implication agree that the actual amount of work or material will correspond therewith, and reserves the right after award to increase or decrease the quantity of any unit price of any major item of work by an amount up to and including 25 percent of any major bid item, without a change in the unit price, and shall have the right to delete any bid item in its entirety, or to add additional bid items up to and including an aggregate total amount not to exceed 25 percent of the contract price.

Section 9-1.07 "Payment adjustments for price index fluctuations," is deleted.

(a) Force Account. Attention is directed Section **9-1.04** of the Standard Specifications and these Special Provisions.

Equipment rental rates shall be those rental rates applicable on contracts advertised by the State of California, Department of Transportation on the date of call for bids on this contract.

(b) Progress Payments. Attention is directed **Section 9-1.16** of the Standard Specifications and these Special Provisions.

In lieu of Section **9-1.16F Retentions**, the County will retain 5 percent (5%) of the value of all work done and 5 percent (5%) of the value of the materials so estimated to have been furnished and delivered and unused or furnished and stored as aforesaid as part security for the fulfillment of the contract by the Contractor to the extent not inconsistent with Public Contract Code Section 20104.50; all such retentions being subject to the following statutory requirements:

Public Contract Code Section 7107. Retention proceeds; withholding disbursement

- (a) *This section is applicable with respect to all contracts entered into on or after January 1, 1993 relating to the construction of any public work of improvement.*
- (b) *The retention proceeds withheld from any payment by the public entity from the original contractor, or by the original contractor from any subcontractor, shall be subject to this section.*
- (c) *Within 60 days after the date of completion of the work of improvement, the retention withheld by the public entity shall be released. In the event of a dispute between the public entity and the original contractor, the public entity may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. For purposes of this subdivision, "completion" means any of the following:*
 - (1) *The occupation, beneficial use, and enjoyment of a work of improvement, excluding any operation only for testing, startup, or commissioning, by the public agency, or its agent, accompanied by cessation of labor on the work of improvement.*
 - (2) *The acceptance by the public agency, or its agent, of the work of improvement.*
 - (3) *After the commencement of a work of improvement, a cessation of labor on the work of improvement for a continuous period of 100 days or more, due to factors beyond the control of the contractor.*
 - (4) *After the commencement of a work of improvement, a cessation of labor on the work of improvement for a continuous period of 30 days or more, if the public agency files for record a notice of cessation or a notice of completion.*
- (d) *Subject to subdivision (e), within 10 days from the time that all or any portion of the retention proceeds are received by the original contractor, the original contractor shall pay each of its subcontractors from whom retention has been withheld, each subcontractor's share of the retention received. However, if a retention payment received by the original contractor is specifically designated for a particular subcontractor, payment of the retention shall be made to the designated subcontractor, if the payment is consistent with the terms of the subcontract.*
- (e) *The original contractor may withhold from a subcontractor its portion of the retention proceeds if a bona fide dispute exists between the subcontractor and the original contractor. The amount withheld from the retention payment shall not exceed 150 percent of the estimated value of the disputed amount.*
- (f) *In the event that retention payments are not made within the time periods required by this section, the public entity or original contractor withholding the unpaid amounts shall be subject to a charge of 2 percent per month on the improperly withheld amount, in lieu of any interest otherwise due. Additionally, in any action for the collection of funds wrongfully withheld, the prevailing party shall be entitled to attorney's fees and costs.*
- (g) *If a state agency retains an amount greater than 125 percent of the estimated value of the work yet to be completed pursuant to Section 10261 of the Public Contract Code, the state agency shall distribute undisputed retention proceeds in accordance with subdivision (c). However, notwithstanding subdivision (c), if a state agency retains an amount equal to or less than 125 percent of the estimated value of the work yet to be*

completed, the state agency shall have 90 days in which to release undisputed retentions.

- (h) Any attempted waiver of the provisions of this section shall be void as against the public policy of this state.*

Public Contract Code Section 22300. Performance retentions; provision for substitute security; escrow agreement

- (a) Provisions shall be included in any invitation for bid and in any contract documents to permit the substitution of securities for any moneys withheld by a public agency to ensure performance under a contract; however, substitution of securities provisions shall not be required in contracts in which there will be financing provided by the Farmers Home Administration of the United States Department of Agriculture pursuant to the Consolidated Farm and Rural Development Act (> 7 U.S.C. Sec. 1921 et seq.), and where federal regulations or policies, or both, do not allow the substitution of securities. At the request and expense of the contractor, securities equivalent to the amount withheld shall be deposited with the public agency, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to the contractor. Upon satisfactory completion of the contract, the securities shall be returned to the contractor.*
- (b) Alternatively, the contractor may request and the owner shall make payment of retentions earned directly to the escrow agent at the expense of the contractor. At the expense of the contractor, the contractor may direct the investment of the payments into securities and the contractor shall receive the interest earned on the investments upon the same terms provided for in this section for securities deposited by the contractor. Upon satisfactory completion of the contract, the contractor shall receive from the escrow agent all securities, interest, and payments received by the escrow agent from the owner, pursuant to the terms of this section.*
- (c) Securities eligible for investment under this section shall include those listed in > Section 16430 of the Government Code, bank or savings and loan certificates of deposit, interest-bearing demand deposit accounts, standby letters of credit, or any other security mutually agreed to by the contractor and the public agency. The contractor shall be the beneficial owner of any securities substituted for moneys withheld and shall receive any interest thereon. Failure to include these provisions in bid and contract documents shall void any provisions for performance retentions in a public agency contract. For purposes of this section, the term "public agency" shall include, but shall not be limited to, chartered cities.*
- (d) (1) Any contractor who elects to receive interest on moneys withheld in retention by a public agency shall, at the request of any subcontractor, make that option available to the subcontractor regarding any moneys withheld in retention by the contractor from the subcontractor. If the contractor elects to receive interest on any moneys withheld in retention by a public agency, then the subcontractor shall receive the identical rate of interest received by the contractor on any retention moneys withheld from the subcontractor by the contractor, less any actual pro rata costs associated with administering and calculating that interest. In the event that the interest rate is a fluctuating rate, the rate for the subcontractor shall be determined by calculating the interest rate paid during the time that retentions were withheld from the subcontractor. If the contractor elects to substitute securities in lieu of retention, then, by mutual*

consent of the contractor and subcontractor, the subcontractor may substitute securities in exchange for the release of moneys held in retention by the contractor.

(2) This subdivision shall apply only to those subcontractors performing more than five percent of the contractor's total bid.

(3) No contractor shall require any subcontractor to waive any provision of this section.

(e) The Legislature hereby declares that the provisions of this section are of statewide concern and are necessary to encourage full participation by contractors and subcontractors in public contract procedures.

(f) The escrow agreement used hereunder shall be null, void, and unenforceable unless it is substantially similar to the following form:

**ESCROW AGREEMENT FOR
SECURITY DEPOSITS IN LIEU OF RETENTION**

This Escrow Agreement is

made and entered into by and between:

_____ whose address is _____
_____ hereinafter called "Owner,"
_____ whose address is _____
_____ hereinafter called " Contractor" and
_____ whose address is _____
_____ hereinafter called " Escrow Agent."

For the consideration hereinafter set forth, the Owner, Contractor, and Escrow Agent agree as follows:

(1) Pursuant to Section 22300 of the Public Contract Code of the State of California, Contractor has the option to deposit securities with Escrow Agent as a substitute for retention earnings required to be withheld by Owner pursuant to the Construction Contract entered into between the Owner and Contractor for _____ in the amount of _____ dated _____ (hereinafter referred to as the "Contract"). Alternatively, on written request of the Contractor, the Owner shall make payments of the retention earnings directly to the Escrow Agent. When the Contractor deposits the securities as a substitute for Contract earnings, the Escrow Agent shall notify the Owner within 10 days of the deposit. The market value of the securities at the time of the substitution shall be at least equal to the cash amount then required to be withheld as retention under the terms of the Contract between the Owner and Contractor. Securities shall be held in the name of _____, and shall designate the Contractor as the beneficial owner.

(2) The Owner shall make progress payments to the Contractor for those funds which otherwise would be withheld from progress payments pursuant to the Contract provisions, provided that the Escrow Agent holds securities in the form and amount specified above.

(3) When the Owner makes payment of retentions earned directly to the Escrow Agent, the Escrow Agent shall hold them for the benefit of the Contractor until the time that the escrow created under this contract is terminated. The Contractor may direct the investment of the payments into securities. All terms and conditions of this agreement and the rights and responsibilities of the parties shall be equally applicable and binding when the Owner pays the Escrow Agent directly.

(4) Contractor shall be responsible for paying all fees for the expenses incurred by Escrow Agent in administering the Escrow Account and all expenses of the Owner. These expenses and payment terms shall be determined by the Owner, Contractor, and Escrow Agent.

(5) The interest earned on the securities or the money market accounts held in escrow and all interest earned on that interest shall be for the sole account of Contractor and shall be subject to withdrawal by Contractor at any time and from time to time without notice to the Owner.

(6) Contractor shall have the right to withdraw all or any part of the principal in the Escrow Account only by written notice to Escrow Agent accompanied by written authorization from the Owner to the Escrow Agent that Owner consents to the withdrawal of the amount sought to be withdrawn by Contractor.

(7) The Owner shall have a right to draw upon the securities in the event of default by the Contractor. Upon seven days' written notice to the Escrow Agent from the owner of the default, the Escrow Agent shall immediately convert the securities to cash and shall distribute the cash as instructed by the Owner.

(8) Upon receipt of written notification from the Owner certifying that the Contract is final and complete, and that the Contractor has complied with all requirements and procedures applicable to the Contract, Escrow Agent shall release to Contractor all securities and interest on deposit less escrow fees and charges of the Escrow Account. The escrow shall be closed immediately upon disbursement of all moneys and securities on deposit and payments of fees and charges.

(9) Escrow Agent shall rely on the written notifications from the Owner and the Contractor pursuant to Sections (5) to (8), inclusive, of this Agreement and the Owner and Contractor shall hold Escrow Agent harmless from Escrow Agent's release and disbursement of the securities and interest as set forth above.

(10) The names of the persons who are authorized to give written notice or to receive written notice on behalf of the Owner and on behalf of Contractor in connection with the foregoing, and exemplars of their respective signatures are as follows:

On behalf of Owner:

Title

Name

Signature

Address

On behalf of Contractor:

Title

Name

Signature

Address

On behalf of Escrow Agent:

Title

Name

Signature

Address

At the time the Escrow Account is opened, the Owner and Contractor shall deliver to the Escrow Agent a fully executed counterpart of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement by their proper officers on the date first set forth above.

“Owner”	“Contractor
_____	_____
Title	Title
_____	_____
Name	Name
_____	_____
Signature	Signature

Public Contract Code Section 20104.50 Timely progress payments; legislative intent; interest; payment requests

- (a) (1) It is the intent of the Legislature in enacting this section to require all local governments to pay their contractors on time so that these contractors can meet their own obligations. In requiring prompt payment by all local governments, the Legislature hereby finds and declares that the prompt payment of outstanding receipts is not merely a municipal affair, but is, instead, a matter of statewide concern.

(2) It is the intent of the Legislature in enacting this article to fully occupy the field of public policy relating to the prompt payment of local governments' outstanding receipts. The Legislature finds and declares that all government officials, including those in local government, must set a standard of prompt payment that any business in the private sector which may contract for services should look towards for guidance.
- (b) Any local agency which fails to make any progress payment within 30 days after receipt of an undisputed and properly submitted payment request from a contractor on a construction contract shall pay interest to the contractor equivalent to the legal rate set forth in subdivision (a) of Section 685.010 of the Code of Civil Procedure.
- (c) Upon receipt of a payment request, each local agency shall act in accordance with both of the following:
 - (1) Each payment request shall be reviewed by the local agency as soon as practicable after receipt for the purpose of determining that the payment request is a proper payment request.
 - (2) Any payment request determined not to be a proper payment request suitable for payment shall be returned to the contractor as soon as practicable, but not later than seven days, after receipt. A request returned pursuant to this paragraph shall be accompanied by a document setting forth in writing the reasons why the payment request is not proper.
- (d) The number of days available to a local agency to make a payment without incurring interest pursuant to this section shall be reduced by the number of days by which a local

agency exceeds the seven-day return requirement set forth in paragraph (2) of subdivision (c).

(e) For purposes of this article:

(1) A "local agency" includes, but is not limited to, a city, including a charter city, a county, and a city and county, and is any public entity subject to this part.

(2) A "progress payment" includes all payments due contractors, except that portion of the final payment designated by the contract as retention earnings.

(3) A payment request shall be considered properly executed if funds are available for payment of the payment request, and payment is not delayed due to an audit inquiry by the financial officer of the local agency.

(f) Each local agency shall require that this article, or summary thereof, be set forth in the terms of any contract subject to this article.

(c) Claims. All claims under this contract shall be subject to the following statutory requirements:

Public Contract Code Section 9204 Claim resolution process for claim by contractor in connection with public works project.

(a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.

(b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.

(c) For purposes of this section:

(1) "Claim" means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.

(B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.

(C) Payment of an amount that is disputed by the public entity.

(2) "Contractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.

(3) (A) "Public entity" means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, district, special district, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(B) "Public entity" shall not include the following:

(i) The Department of Water Resources as to any project under the jurisdiction of that department.

(ii) *The Department of Transportation as to any project under the jurisdiction of that department.*

(iii) *The Department of Parks and Recreation as to any project under the jurisdiction of that department.*

(iv) *The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.*

(v) *The Military Department as to any project under the jurisdiction of that department.*

(vi) *The Department of General Services as to all other projects.*

(vii) *The High-Speed Rail Authority.*

(4) *"Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.*

(5) *"Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.*

(d) (1) (A) *Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.*

(B) *The claimant shall furnish reasonable documentation to support the claim.*

(C) *If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.*

(D) *Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.*

(2) (A) *If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.*

(B) *Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days*

after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.

(3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

(e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.

(f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

(g) This section applies to contracts entered into on or after January 1, 2017.

- (h) *Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.*
- (i) *This section shall remain in effect only until January 1, 2020, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2020, deletes or extends that date.*

Public Contract Code Section 20104 Application of article; provisions included in plans and specifications

- (a) (1) *This article applies to all public works claims of three hundred seventy-five thousand dollars (\$375,000) or less which arise between a contractor and a local agency.*
- (2) *This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2.*
- (b) (1) *“Public work” means “public works contract” as defined in Section 1101 but does not include any work or improvement contracted for by the state or the Regents of the University of California.*
- (2) *“Claim” means a separate demand by the contractor for (A) a time extension, (B) payment of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (C) an amount the payment of which is disputed by the local agency.*
- (c) *The provisions of this article or a summary thereof shall be set forth in the plans or specifications for any work which may give rise to a claim under this article.*
- (d) *This article applies only to contracts entered into on or after January 1, 1991.*

Public Contract Code Section 20104.2 Claims; requirements, tort claims excluded

For any claim subject to this article, the following requirements apply:

- (a) *The claim shall be in writing and include the documents necessary to substantiate the claim.*
- Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.*
- (b) (1) *For claims of less than fifty thousand dollars (\$50,000), the local agency shall respond in writing to any written claim within 45 days of receipt of the claim or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.*
- (2) *If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.*
- (3) *The local agency’s written response to the claim, as further documented, shall be submitted to the claimant within 15 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information whichever is greater.*
- (c) (1) *For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars (\$375,000), the local agency shall respond in writing to all written claim within 60 days of receipt of the claim, or may request in writing, within 30 days of receipt of the claim, any additional*

documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.

- (d) If the claimant disputes the local agency's written response, or the local agency fails to respond within the time prescribed, the claimant may so notify the local agency, in writing, either within 15 days of receipt of the local agency's response or within 15 days of the local agency's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the local agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.*
- (e) Following the meet and confer conference, if the claim or any portion remains in dispute, the claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the claimant submits his or her written claim pursuant to subdivision (a) until the time that claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.*
- (f) This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code.*

Public Contract Code Section 20104.4 Civil action procedures; mediation and arbitration: trial de novo: witness

The following procedures are established for all civil actions filed to resolve claims subject to this article:

- (a) Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties. The process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.*
- (b) (1) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act of (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.*
- (2) Notwithstanding any other provision of law, upon stipulation of parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid*

necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.

(3) In addition to Chapter 2.5 (commencing with Section 1141.10) Title 3 of Part 3 of the Code of Civil Procedure, any party who receiving an arbitration award requests a trial de novo but does obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney's fees of the other arising out of the trial de novo.

- (c) *The court may, upon request by any party, order any witnesses participate in the mediation or arbitration process.*

Public Contract Code Section 20104.6 Payment of portion of claim which is undisputed; of interest on arbitration award or judgment

(a) *No local agency shall fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.*

(b) *In any suit filed under Section 20104.4, the local agency shall pay interest at the legal rate on any arbitration award or judgment. The interest shall begin to accrue on the date the suit is filed in a court of law.*

- (d) Final Payment. Payment will be made in accordance with the provisions of **Section 9-1.17** of the Standard Specifications provided however that in no event will the final payment be made within 35 calendar days after the filing of Notice of Completion.

32. MISCELLANEOUS PROVISIONS

(a) Licenses and Permits. Any and all licenses and permits required shall be provided by the Contractor and he shall abide by any and all Federal, State and County laws and rules affecting the work and shall maintain all required protection for property, employees and the public and insurance in connection with same, for all of which he shall bear necessary expense.

(b) Building Laws, etc. The Contractor shall conform to and abide by all County and State Building, Labor, Sanitary and Electrical Codes, Ordinances, Laws, Rules and Regulations. Such laws and regulations shall be considered a part of this Exhibit "A" as if set forth herein in full and the work and materials shall be in accordance therewith.

(c) Guarantees. All work performed and equipment or material furnished shall be guaranteed for one (1) year from date of acceptance against any inherent or developed defects of materials or workmanship in manufacture or installations. All guarantees normally provided by manufactures of equipment or material installed under this project shall be furnished to County and shall remain in force for their normal life.

(d) Ownership of Plans and Specifications. All drawings, specifications and copies thereof provided to Contractor by the County shall remain the property of the County and they shall not be used by the Contractor or its subcontractors on other work.

(e) Addenda. Any addenda or notices issued during the time of bidding and forming a part of the documents provided to the Bidder for the preparation of the contractor's bid, shall be covered in

the bid and shall be made a part of the contract. The Bidder shall acknowledge receipt of addenda in the space provided in the Proposal.

Should a bidder find apparent discrepancies in the drawings or documents, or should he be in doubts to their meaning, he should at once notify the County of Napa, Public Works Department, which will send a written instruction to all bidders. Napa County will not be responsible for oral instructions.

33. OWNER'S RIGHT TO DO WORK

Napa County as Owner reserves the right to let other contracts in connection with this work. The Contractor shall afford other contractors on the job site reasonable opportunity for introduction and storage of their materials and execution of their work and shall properly connect and coordinate his work with theirs.

If any part of the Contractor's work depends for proper execution or results upon work of any other Contractor, the Contractor shall inspect and promptly report to the Engineer any defects in such work that render it unsuitable for proper execution and results. His failure to so inspect and report shall constitute his acceptance of other Contractors' work as fit and proper for reception of his work, except as to defects which may develop in other Contractors' work after execution of his work.

To insure proper execution of his subsequent work, the Contractor shall measure and inspect work already in place and shall at once report to the Engineer any discrepancy between executed work and contract documents.

The Contractor shall ascertain to his own satisfaction the scope of the project and nature of any other contracts that have been or may be awarded by owner in prosecution of the project to the end that the Contractor may perform this contract in the light of such other contracts, if any. Nothing herein contained shall be interpreted as granting to the Contractor exclusive occupancy at the site of project. The Contractor shall not cause any unnecessary hindrance or delay to any other Contractors working on project. If simultaneous execution of any contract for the project is likely to cause interference with performance of some other contract or contracts, the owner shall decide which Contractor shall cease work temporarily and which Contractor then shall continue or whether work can be coordinated so that the Contractors may proceed simultaneously.

34. EQUAL OPPORTUNITY EMPLOYMENT

During the performance of the Contract, the Contractor shall comply with all applicable laws, ordinances, regulations, and codes, including but not limited to, the following:

(a) Non-Discrimination. During the performance of the work required by the Contract, the Contractor and its subcontractors shall not deny the benefits thereof to any person on the basis of race, color, sex, sexual orientation, religion, age, ancestry or national origin, physical disability, medical condition, marital status, political affiliation, family and medical care leave, pregnancy leave, or disability leave. Contractor and its subcontractors will take affirmative action to ensure that employees are treated during employment without regard to their race, sex, sexual orientation, color, religion, ancestry, or national origin, physical disability, medical

condition, marital status, political affiliation, family and medical care leave, pregnancy leave, or disability leave. Such action shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor and its subcontractors shall post in conspicuous places, available to employees for employment, notices provided by the State of California setting forth the provisions of this Fair Employment section. The Contractor shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination or harassment. In addition to the foregoing general obligations, the Contractor shall comply with the provisions of the Fair Employment and Housing Act (Government Code section 12900, et seq.), the regulations promulgated thereunder (Title 2, California Code of Regulations, section 7285.0, et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (sections 11135-11139.5) and any state or local regulations adopted to implement any of the foregoing, as such statutes and regulations may be amended from time to time. To the extent this Contract subcontracts to the Contractor work required of the County by the State of California pursuant to agreement between the County and the State, the applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a) through (f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of regulations are expressly incorporated into this Agreement by reference and made a part hereof as if set forth in full, and the Contractor and any of its subcontractors shall give written notice of their obligations thereunder to labor organizations with which they have collective bargaining or other agreements.

(b) Documentation of Right to Work. The Contractor shall abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of the Contractor performing any of the work under the Contract have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. The Contractor shall make the required documentation available upon request to the County for inspection.

(c) Inclusion in Subcontracts. To the extent any of the work to be performed by Contractor under the Contract is subcontracted to a third party, the Contractor shall include the provisions of (a) and (b), above, in all such subcontracts as obligations of the subcontractor.

35. COUNTY POLICIES ON WASTE, HARASSMENT, DRUG/ALCOHOL-FREE, VIOLENCE-FREE WORKPLACE.

Contractor hereby agrees to comply, and require its employees and subcontractors to comply, with the following policies, copies of which are on file with the Clerk of the Board of Supervisors and incorporated by reference herein. Contractor also agrees that it shall not engage in any activities, or permit its officers, agents and employees to do so, during the performance of any of the services required under this Agreement, which would interfere with compliance or induce violation of these policies by COUNTY employees or contractors.

(a) Waste Source Reduction and Recycled Product Content Procurement Policy adopted by resolution of the Board of Supervisors on March 26, 1991.

- (b) County of Napa “Policy for Maintaining a Harassment and Discrimination Free Work Environment” revised effective August 23, 2005.
- (c) County of Napa Drug and Alcohol Policy adopted by resolution of the Board of Supervisors on June 25, 1991.
- (d) Napa County Information Technology Use and Security Policy adopted by resolution of the Board of Supervisors on April 17, 2001. To this end, all employees and subcontractors of CONTRACTOR whose performance of services under this Agreement requires access to any portion of the COUNTY computer network shall sign and have on file with COUNTY’s ITS Department prior to receiving such access the certification attached to said Policy.
- (e) Napa County Workplace Violence Policy, adopted by the BOS effective May 23, 1995 and subsequently revised effective November 2, 2004, which is located in Napa County Policy Manual Part I, Section 37U.

36. REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR.

Before starting each portion of the work, the Contractor shall carefully study and compare the Contract Documents relative to that portion of the work, shall take field measurements of any existing conditions related to that portion of the work and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating construction by the contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, any errors, inconsistencies, or omissions discovered by the contractor shall be reported promptly to the Engineer as a request for information in such form as the Engineer may require.

Any design errors or omissions noted by the Contractor during this review shall be reported promptly to the Engineer, but it is recognized that the Contractor’s review is made in the Contractor’s capacity as a contractor and not as a licensed design professional unless otherwise specifically provided in the Contract Documents. The Contractor is not required to ascertain that the contract Documents are in accordance with applicable laws, statutes, ordinances, building codes, and rules and regulations, but any nonconformity discovered by or made known to the contractor shall be reported promptly to the Engineer.

37. SUPERVISION AND CONSTRUCTION PROCEDURES

(a) Supervision and Direction of Work. The Contractor shall supervise and direct the work, using the contractor’s best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the work under the contract, unless the Contract Documents give other specific instructions concerning these matters. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences or procedures, the Contractor shall evaluate the jobsite safety thereof and, except as stated below, shall be fully and solely responsible for the jobsite safety of such means, methods, techniques, sequences or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely written notice to the Engineer and

shall not proceed with that portion of the work without further written instructions from the Engineer. If the Contractor is then instructed to proceed with the required means, methods, techniques, sequences or procedures without acceptance of changes proposed by the Contractor, the Owner shall be solely responsible for any resulting loss or damage.

(b) Responsibility of Work. The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, subcontractors, and their agents and employees, and other persons or entities performing portions of the work for or on behalf of the Contractor or any of its subcontractors.

(c) Subsequent Work. The Contractor shall be responsible for inspection of portions of work already performed to determine that such portions are in proper condition to receive subsequent work.

(d) Superintendent. The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be similarly confirmed on written request in each case.

38. AUDITS/ACCOUNTING/RECORDS

The Contractor shall maintain financial accounts, documents, and records (collectively, "records") relating to this agreement, in accordance with the guidelines of "Generally Accepted Accounting Principles" ("GAAP") published by the American Institute of Certified Public Accountants. The records shall include, without limitation, evidence sufficient to reflect properly the amount, receipt, deposit, and disbursement of all funds related to the construction of the project, and the use, management, operation and maintenance of the real property. Time and effort reports are also required. The Contractor shall maintain adequate supporting records in a manner that permits tracing from the request for disbursement forms to the accounting records and to the supporting documentation.

Additionally, the County or its agents may review, obtain, and copy all records relating to performance of the agreement. The grantee shall provide the County or their agents with any relevant information requested and shall permit the County or their agents access to the Contractor's premises upon reasonable notice, during normal business hours, to interview employees and inspect and copy books, papers, accounting records, and other evidence that may be relevant to a matter under investigation for the purpose of determining compliance with this agreement and any applicable laws and regulations.

The Contractor shall retain the required records for a minimum of three years following the later of final disbursement by the County, and the final year to which the particular records pertain. The records shall be subject to examination and audit by the County and the Bureau of State Audits during the retention periods.

If the Contractor retains any subcontractors to accomplish any of the work of this agreement, the Contractor shall first enter into an agreement with each subcontractor requiring the subcontractor to meet the terms of this section and to make the terms applicable to all subcontractors.

39. **INTERPRETATION; VENUE.**

(a) Interpretation. The headings used herein are for reference only. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts.

(b) Venue. This Agreement is made in Napa County, California. The venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceedings under this Agreement shall be Napa County, California; however, nothing in this sentence shall obligate either party to submit to mediation or arbitration any dispute arising under this Agreement.

40. **SECTION OF THE 2018 SPECIAL PROVISIONS NOT APPLICABLE.**

Section 5-1.09 “Partnering” and all of its subparts **and Section 5-1.43E “Alternative Dispute Resolution”** and all its subparts are hereby removed in their entirety and shall have no application apply to this Agreement.

SPECIAL PROVISIONS - SECTION 'B'

GENERAL REQUIREMENTS

1. GENERAL

The Contractor shall take all reasonable precautions to restrict operations to the least area of work possible and to minimize interference with traffic along the County roads, and shall not disturb private property beyond the areas of work.

The Contractor shall provide access to private properties at all times.

The Contractor shall maintain continuous access to the United States Postal Service and emergency services. The Contractor shall notify the local postmaster and emergency services at least 48 hours before work will commence.

Personal vehicles of the Contractor's employees shall not be parked on the traveled way or shoulders, including any section closed to public traffic. Temporary "NO-STOPPING," "NO PARKING," and "TOW-AWAY" signs shall be posted by the Contractor upon authorization of the County.

Weekend work shall be approved in advance by the Engineer.

The Contractor shall provide to the Engineer the names, address and telephone numbers of at least two emergency contacts for the duration of the contract.

2. GENERAL REQUIREMENTS

(a) **LAYOUT OF WORK** – The Contractor shall lay out the work as directed by the Engineer in the field.

(b) **TRAFFIC CONTROL PLAN** – The Contractor shall prepare the Temporary Traffic Control Plan (TCP) for Engineers review and approval. The TCP shall be submitted to the Engineers at the preconstruction meeting and at the minimum shall include number and location of all Construction Area Signs, Temporary Traffic Control Signs including Portable Changeable Message Signs, number of flaggers, pilot cars, etc.

(c) **SAFETY DATA SHEETS (SDS)** – The Contractor shall provide SDS for each product used on site.

(d) **PROTECTION OF EXISTING FACILITIES AND PROPERTY** – Protection of existing facilities shall conform to Section 5-1.36, "Property and Facility Preservation," of the Standard Specifications and these Special Provisions.

The Contractor shall notify Underground Service Alert (USA) for marking the locations of existing underground facilities at least 2 working days, but not more than 14 calendar days, prior to performing any excavation or other work close to any underground pipeline, conduit, duct, wire or other structure.

Regional notification centers include but are not limited to the following:

Notification Center	Telephone Number
Underground Service Alert-Northern California (USA)	1-800-642-2444 or 811
Underground Service Alert-Southern California (USA)	1-800-422-4133 1-800-227-2600

The Contractor shall immediately notify the County Engineer of any facilities found that may interfere with work to be performed. The Contractor shall take all necessary measures to avoid injury to existing surface and underground utility facilities in and near the site of the work. If damage should occur to the existing facilities, the utility company and the County shall be notified immediately and repairs acceptable to the utility company shall be made at the Contractor's expense.

Existing trees, shrubs, and other plants, that are injured or damaged by reason of the Contractor's operations, shall be replaced by the Contractor.

Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed.

(e) DAMAGES – The Contractor shall be responsible for any damages to existing facilities, utilities and roads due to causes attributable to the work, and all such damaged facilities, utilities and roads shall be repaired when directed by the Engineer and as required to place them in as good as condition as existed before commencement of the work.

(f) EMERGENCY SERVICE PROVIDERS NOTIFICATIONS – The Contractor shall furnish the name and phone number of a representative that can be contacted in the event of an emergency. Said information shall be reported to the County Sheriff dispatcher, and updated as required to provide 24-hour phone access.

Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed.

(g) PUBLIC SAFETY –The Contractor shall at all times conduct his work in accordance with Construction Safety Orders of the Division of Industrial Safety, State of California, to insure the least possible obstruction to traffic and inconvenience to the general public, and adequate protection of persons and property in the vicinity of the work.

No access way shall be closed to the public without first obtaining permission from the Engineer.

The Contractor shall furnish, erect and maintain all lights, signs, barricades and barriers necessary to give adequate warning to the public at all times and shall provide such guards as may be necessary to prevent accidents and avoid damage and injury.

Should the Contractor fail to provide public safety as specified or if, in the opinion of the Engineer, the warning devices furnished by the Contractor are not adequate, the County may place any warning lights or barricades or take any necessary action to protect or warn the public of any dangerous condition connected with the Contractor's operations and the Contractor shall be liable to the County for all costs incurred plus 100%.

Nothing in this section shall be construed to impose tort liability on the County or Engineer. Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed.

(h) **WATER FOR CONSTRUCTION** – Construction water shall conform to **Section 10-6, "Watering,"** of the Standard Specifications and these Special Provisions.

Water for construction activities shall be provided by the contractor. The Contractor shall contain all water within the limits of the project and prevent discharge to adjacent wetland, ditches, creeks and other facilities.

Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed.

(i) **EXISTING UTILITIES** – The Contractor shall notify all utility companies and request field location markings of existing facilities prior to commencing construction. Where potential conflict with existing underground utilities may constitute a safety hazard or interfere with the progress of work, such facilities shall be hand-excavated to determine their precise location. Contractor shall be liable for damages to all utilities whether so located and marked or not.

It is not the intent of the Plans to show the exact location or extent of existing underground utilities or structures, and the Engineer assumes no responsibility therefor. It is the Contractor's responsibility to verify all existing utility locations and notify the Engineer in case of conflict.

Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed.

(j) **COOPERATION** – The Contractor shall cooperate with the occupants of the existing facilities adjacent to the project and coordinate the work in such a manner as to minimize the disruption to the existing facilities.

Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed.

(k) SAFETY – The Contractor shall comply with all the applicable provisions of the United States Department of Labor Occupational Safety and Health Act (OSHA), State of California Division of Industrial Safety, Title 8, Safety Orders (Cal-OSHA) and any other applicable codes and regulations.

If, in the opinion of the Engineer, any operation or piece of equipment that is observed by the Engineer appears to be unsafe, the Engineer may immediately halt that portion of the work until the hazard is corrected to the satisfaction of the Engineer and no time extension or additional compensation shall be granted for the time lost due to said halting of the work.

(l) DISPOSITION OF REMOVED MATERIALS – Attention is directed to Section 15 “Existing Facilities” of the standard specifications, Section 30 “Reclaimed Pavement” of these special provisions, and other relevant sections of these special provisions. The Contractor shall be responsible for the disposal of all surplus excavation materials off the site. The Contractor shall not dispose of any materials from demolition or removal by sale, gift or in any manner whatsoever, to the general public at the site. Disposal operations shall comply with all applicable laws and ordinances and must be approved by the Engineer.

(m) CONSTRUCTION LIMITATIONS – The Contractor will be expected to conduct his operations in a manner which creates minimum damage to the natural vegetation and landscaping, paving and gravel areas. Care shall be exercised to avoid hazards that may cause injury to persons, animals or property either during working hours or after work hours, which will include dust control, backfilling trenches or placement of steel plates and temporary fencing as required. Equipment will be restricted to the immediate area of construction and trenches will be backfilled as soon as possible.

Receptacles for construction residue, including oil, cleaning fluids and litter, will be covered. Such residues will be disposed of in a proper manner.

Mufflers and/or baffles will be required on all construction equipment.

Construction activity within the existing right-of-way will be scheduled to minimize traffic inconvenience and safety hazards to motorists, pedestrians and cyclists

(n) CLEAN UP – Clean up shall be performed to prevent accidents to personnel, protect all work in place, and to effect completion of the project in an orderly manner. Excess debris shall be removed from the work area immediately so as not to clutter the existing facilities. Access to all other properties within the project area shall be unobstructed and passable between the hours of 5:00 p.m. and 7:00 a.m. weekdays, on weekends and holidays, and whenever work is not actively in progress.

(o) EQUIPMENT – Standard construction equipment shall be used and shall be maintained in a safe and satisfactory condition at all times and in compliance with the latest provisions of the CAL/OSHA regulations. All trucks and other heavy equipment shall be well maintained and in proper working order and in compliance with all applicable laws and regulations.

(p) WORKING HOURS REQUIREMENTS – Normal work week shall be **Monday through Friday 9:00 am to 3:00 pm** for work on the Silverado Trail unless otherwise approved by the Engineer.

(q) SCOPE – Contractor shall take into account all costs associated with the improvements as discussed in the technical specifications, when preparing the bid and shall take into account the working hour restrictions.

3. ORDER OF WORK

Order of work shall conform to these Special Provisions.

The Contractor shall prepare and submit a work plan and schedule in accordance with **Section 8, “Prosecution and Progress,”** of the Standard Specifications and in a form provided by, or acceptable to, the Engineer and submit information describing the Contractor's proposed procedures and methods of operation.

No work may begin under the contract until the schedule and description of proposed procedures and methods of operation material have been approved by the Engineer. Time required for review and approval of these items shall not constitute a basis for time extension.

The Contractor shall verify the location of all existing utilities.

No work may begin under the contract until traffic control and construction signage is implemented. Attention is directed to the time requirements of **Section 7 “Construction Area Signs” and Section 8 “Maintaining Traffic”** of these Special Provisions.

The Contractor shall order work to minimize obstruction to adjacent property owners and inconvenience to the traveling public. The contractor will coordinate with the County and establish traffic control and implement work in a manner which provides the greatest possible access to the property owners adjacent to the work area.

Full compensation for complying with the above provisions shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

4. MOBILIZATION

Mobilization shall conform to Section 9 of these Special Provisions and shall include but not limited to securing bonds, insurance, construction fencing, office trailers, temporary sheds, temporary utilities, temporary facilities, equipment and supplies, mobilization and demobilization, and all preparatory work prior to the commencement of productive work at the site required under this contract.

Full compensation for conforming to the provisions of this section shall be considered as included in the contract lump sum price under “Mobilization” and no additional compensation will be allowed therefore.

5. SUBMITTALS

Attention is directed to Section 5-1.23 “Submittals,” of the Standard Specifications and these Special Provisions. The contractor shall submit products or materials list, specifications and schedule at the pre-construction meeting. The contractor shall submit for the Engineer’s approval, six cut sheets for all of the products and materials to be used for all work on the project. The cut sheets submitted by the contractor shall clearly describe how the proposed products or materials meet the specifications of the products and materials requested in the project specifications.

Submit at Contractor’s expense, in six (6) sets, Schedule of Shop Drawing and Sample Submittals, Safety Plans, Progress Schedule, Product Data, Shop Drawings, Samples, Substitution Requests, Quality Control Plan, Temporary Traffic Control Plan, Operations and Maintenance Manuals, Warranties, and Project Record Documents, and all other submittals required by the Contract Documents.

Submit these submittals to Engineer, for review and approval in accordance with accepted schedule of Shop Drawings and Samples submittals. All Shop Drawing, Samples and product data submittals shall be submitted to and approved by the Engineer prior to ordering of material or commencement of work. The Engineer shall be given adequate time for review of submittals.

6. SUBSTITUTION OF MATERIALS AND PRODUCTS

All substitution requests and submittals must be made in writing, and be submitted to and approved by the Engineer prior to ordering of material or commencement of work. Submittals shall be made in accordance with the above section.

7. CONSTRUCTION AREA SIGNS

Construction area signs will be provided by the Contractor. Contractor shall coordinate with the Engineer on construction area signs and submit for Engineer’s review and approval at the pre-construction meeting.

No traffic control or construction area sign shall obstruct bicycle lanes.

Full Compensation for Construction Area Signs will be included in the Contract Lump Sum paid for Temporary Traffic Control and no additional compensation will be allowed therefore.

8. MAINTAINING TRAFFIC

Maintaining traffic shall conform to the provisions of **Section 7-1.03 “Public Convenience”**, **Section 7-1.04 “Public Safety”** and **Section 12 “Temporary Traffic Control”** of the Standard Specifications and these Special Provisions. The Contractor shall prepare a Temporary Traffic Control Plan in compliance with Standard Specifications and these Special Provisions and submit for Engineer’s review and approval before or at the pre-construction meeting.

The Contractor shall install all construction area signs and traffic controls prior to start of work. Construction area signs shall be furnished, installed, maintained and removed when

no longer required by the County. Attention is directed to the requirements of **Section 7 (Construction Area Signs)** of these Special Provisions.

One lane shall be kept open to public traffic at all times. Lane closure will require 72 hours notice to the Engineer and 48 hours notice to the property owners. **The full width of the existing roadway shall be available to public traffic when work is not actively in progress, between 3:00 p.m. and 9:00 a.m., on weekends and on holidays.**

The Contractor shall coordinate and give adequate warning to the public at all times and shall provide such guards necessary to prevent accidents and avoid damage and injury.

If any component in the traffic control system is displaced, or ceases to operate or function as specified, from any cause, during the progress of work, the Contractor shall immediately notify the Engineer and remedy the situation. Full Compensation for Maintaining Traffic will be included in the Contract Lump Sum paid for “Temporary Traffic Control” and no additional compensation will be allowed therefore.

9. TRAFFIC CONTROL SYSTEMS FOR LANE CLOSURES

Traffic Control including but not limited to pilot cars and flaggers will be provided by the Contractor. A traffic control system shall consist of closing traffic lanes in accordance the provisions of **Section 12, “Temporary Traffic Control”, of the Standard Specifications**, Section 7 and 8 of these Special Provisions.

The Contractor shall provide such additional devices or take such measures as may be necessary to comply with **Section 7-1.04, “Public Safety,”** of the Standard Specifications.

If any component in the traffic control system is displaced, or ceases to operate or function as specified, from any cause, during the progress of work, the Contractor shall immediately notify the Engineer and remedy the situation.

Full Compensation for Traffic Control Systems for Lane Closures will be included in the Contract Lump Sum paid for “Temporary Traffic Control” and no additional compensation will be allowed therefore.

10. STORM WATER POLLUTION PREVENTION MEASURES

Contractor shall comply with all Storm Water Pollution Prevention requirements as required by the Regional Water Quality Control Board and Napa County. The Contractor shall implement water quality control measures to effectively handle storm water run-off both during and after construction. The contractor shall utilize best management practices as directed by the Engineer and as specified in these Special Provisions.

Full compensation for complying with the above provisions shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

11. PRESERVATION OF PROPERTY

Preservation of property shall conform to the provisions of **Section 5-1.36, "Property and Facility Preservation,"** of the Standard Specifications and of these Special Provisions. Attention is directed to Section 9, "Mobilization".

The Contractor shall examine the site and have full knowledge of the conditions and difficulties to be met. No variations or allowance from the contract sum will be made because of lack of knowledge.

The Contractor shall provide the necessary safeguards, shall exercise caution against injury or defacement of existing improvements and plantings and shall be responsible for the damage resulting from operations. Repair or replacement of such damage shall be at no cost to the County.

Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no additional compensation will be allowed.

12. DUST CONTROL

Dust control shall conform to the provisions in **Section 14-11.04, "Dust Control,"** of the **Standard Specifications** and these Special Provisions.

During the performance of the work called for under these Specifications, or any operations appurtenant thereto, the Contractor shall furnish all labor, equipment and means required, and as often as necessary, to prevent his operations from producing dust in amounts damaging to property or causing a nuisance to persons living nearby or occupying buildings in the vicinity.

Full compensation for conforming to the requirements of this section shall be considered as included in the contract prices paid for the various contract items of work and no separate payment will be made for work performed or material used to control dust resulting from the Contractor's performance of the work, either inside or outside the right of way.

13. DISPOSAL OF SURPLUS MATERIAL

Attention is directed to **Section 17-2, "Clearing and Grubbing"** and **Section 19, "Earthwork"**, of the Standard Specifications and the various sections of these Special Provisions. The Contractor shall load, haul from the site of work and properly dispose of all surplus excavated material including, but not limited to, rock, concrete and soil prior to the beginning of any earthwork, the Contractor shall make all arrangements for disposal of the surplus material at offsite locations and shall file with the owner the written consent of the owner of the property upon which disposal of surplus material is intended.

SPECIAL PROVISIONS - SECTION 'C'
TECHNICAL SPECIFICATIONS

1 SUMMARY OF WORK

PART 1 – GENERAL

1.01 GENERAL

1. The work to be done under the Contract, except as modified or supplemented in these Technical Specifications, shall adhere to the following order of precedence:
2. The project plans (Plans).
3. Special Provisions
4. State of California Department of Transportation (Caltrans) Revised Standard Specifications dated April 2018.
5. State of California Department of Transportation (Caltrans) Standard Specifications dated November 2018 (Standard Specifications).
6. Caltrans Standard Plans dated October 2018, (Standard Plans), unless otherwise noted in the Technical Specifications.
7. Napa County Public Works Department (County) standards, specifications, and details.

1.02 PURPOSE OF TECHNICAL SPECIFICATIONS

These Technical Specifications are additions or modifications to the Plans, the Standard Specifications, and the Standard Plans.

1.03 APPLICATION OF TECHNICAL SPECIFICATIONS

All requirements of the Plans, the Standard Specifications, and the Standard Plans shall apply unless deleted by these Technical Specifications. In case of conflict, the stricter or more conservative specification, as determined by the Engineer, shall apply.

1.04 SUMMARY OF WORK

Silverado Trail Bridge at Taplin Road:

The proposed work at this location will consist of pressure grouting exposed cracks in the stone barrier.

Work will include:

- Mobilization
- Staging Area Setup
- Implementation of Erosion and Sediment Control Best Management Practices (BMP)
- Construction Area Signs per CAMUTCD standards and Special Provisions
- Temporary Traffic Control per CAMUTCD standards and Special Provisions
- Erosion control best management practices
- Epoxy Grouting
- Auxiliary work shown on the plans and as directed by engineer.
- All construction activities including any temporary staging shall occur within County right of way unless directed otherwise by the engineer.
- Final cleanup

- Project Closeout/ Demobilization

Silverado Trail Bridge at MPM 26.50:

The proposed work at this location will consist of pressure grouting exposed cracks in the stone barrier.

Work will include:

- Mobilization
- Staging Area Setup
- Implementation of Erosion and Sediment Control Best Management Practices (BMP)
- Construction Area Signs per CAMUTCD standards and Special Provisions
- Temporary Traffic Control per CAMUTCD standards and Special Provisions
- Erosion control best management practices
- Epoxy Grouting
- Auxiliary work shown on the plans and as directed by engineer.
- All construction activities including any temporary staging shall occur within County right of way unless directed otherwise by the engineer.
- Final cleanup
- Project Closeout/ Demobilization

1.05 SEQUENCE AND SCHEDULE REQUIREMENTS

- A. The construction is anticipated to begin in August 2020 to be completed by the summer of 2020.
- B. Ground-disturbing activities may occur between April 1 and October 30 unless otherwise approved by the engineer.

1.06 DEFINITIONS

- A. County: Napa County Public Works Department
- B. Engineer: Director of Public Works or his/her designee
- C. Scope of Work: the scope of work depicted on the Plans with reference to the Standard Plans, the Standard Specifications, County standards, and these Technical Specifications.

1.07 USE OF PROJECT SITE

- A. The Contractor shall limit his operations to the grading limits and designated access route(s) shown on the Plans or as approved in writing by the Engineer.
- B. Staging Area
 1. The contractor shall submit a construction staging plan to be approved by the Engineer.
 2. The Contractor shall restore the site at the Contractor's own cost prior to demobilization. Failure to restore the site to the property owner's satisfaction will result in delay in release of final payments until the issue has been resolved.
 3. Staging Area will be allowed within the public Right-of-Way at a location approved by the Engineer.
- C. See Section 9 Mobilization of these Technical Specifications for further requirements for protection of existing property.

1.08 COORDINATION

- A. Coordination of work shall conform to Section 10, "Coordination of Work" of these Technical Specifications.

1.09 PERMITS OBTAINED BY THE COUNTY

- A. The County will obtain the following permits for this project:
 - 1. Environmental permits

1.10 PERMITS OBTAINED BY THE CONTRACTOR

- A. All other permits as required for Contractor's Operation

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

PART 4 – MEASUREMENT AND PAYMENT

Full compensation for complying with the provisions of this section shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

2 QUALITY CONTROL

PART 1 – GENERAL

1.01 DESCRIPTION

- A. The Contractor is responsible for Quality Control.
- B. The Contractor is responsible for the quality of the Work including materials and workmanship performed by the subcontractors.
- C. The Contractor will cooperate and coordinate with the County for Quality Assurance testing performed by the County.
- D. The County performing Quality Assurance inspections and testing does not relieve the Contractor from the responsibility of performing all Quality Control testing required to deliver a quality project.
- E. Quality Control includes all tasks required to deliver a coordinated and complete project that is in compliance with the intent of the Contract Documents.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION

3.01 SITE INVESTIGATION AND CONTROL

- A. The Contractor shall verify all dimensions in the field and shall check all field conditions continuously during construction. The Contractor shall be solely responsible for any inaccuracies built into the Work. The Contractor shall inspect related and appurtenant work and shall report in writing to the Engineer, any conditions which will prevent proper completion of the Work. Any required removal, repair, or replacement caused by unsuitable conditions shall be done by the Contractor at its sole cost and expense.

3.02 INSPECTION OF WORK

- A. The Work shall be conducted under the general observation of the Engineer and shall be subject to inspection by the County and other agencies having jurisdiction over the project to assure strict compliance with the requirements of the Contract Documents.
- B. The authorized representative of the Engineer on the project site shall be acting directly and through various inspectors at the site. The presence of the inspectors, however, shall not relieve the Contractor of his responsibility for the proper execution of the Work in accordance with all requirements of the contract documents. Compliance is a duty of the Contractor and shall not be avoided by any act or omission on the part of an inspector.
- C. All materials and articles furnished by the Contractor shall be subject to inspection. No material or articles shall be used in the Work until it has been inspected and accepted by the Engineer or by the County.
- D. Source Inspection: Some material shall be subject to inspection by the Engineer or his authorized representative at the place of production.
- E. The presence of the Engineer at the place of production shall not relieve the Contractor of the responsibility for furnishing products, materials, and equipment that comply with all requirements of the contract documents.

3.03 SAMPLING AND TESTING

- A. Unless otherwise specified in these Technical Specifications all sampling and testing shall be in accordance with the methods prescribed in the current standards of the ASTM or other specified published standards, as applicable to the class and nature of the article or materials considered. The County reserves the right to use any generally accepted system of sampling and testing which, in the opinion of the Engineer, will assure the County that the quality of the workmanship is in full accord with the contract documents.
- B. Any waiver by the County of any specific testing or other quality assurance measures, whether or not such waiver is accompanied by a guarantee of substantial performance as a relief from the specified testing or other quality assurance requirements as originally specified, and whether or not such guarantee is accompanied by a "performance bond" to assure execution of any necessary corrective or remedial Work, shall not be construed as a waiver of any prescriptive or performance requirements of the contract documents. "Performance bond" as used in this section is a separate bond in addition to the Contract Performance Bond required in the General Conditions.
- C. Notwithstanding the existence of waiver, and in addition to any testing and inspection performed by any other inspector on behalf of the County or any other public agency having jurisdictions over the project, the Engineer shall have the right to make independent investigations and tests, and failure of any portion of the Work to meet any of the requirements of the contract documents shall be reasonable cause for the Engineer to require the removal or correction and reconstruction of any such work in accordance with the General Conditions.

3.04 TIME OF INSPECTIONS AND TESTS

- A. Samples and test specimens required under the contract documents shall be furnished by the Contractor and prepared for testing in time for the completion of the necessary tests and analyses before the subject materials or articles are to be used.
- B. The County will perform field compaction testing. The Contractor shall furnish all required test specimens at its own expense. Except as otherwise provided in the contract documents performance of the required initial test will be by the County and all costs will be borne by the County except that the cost of any test (retesting) after the initial test shall be borne by the Contractor. The County performing Quality Assurance testing does not relieve the Contractor from his responsibility of performing all required Quality Control testing to deliver a quality project.
- C. The Contractor at the Contractor's own expense shall perform field testing for utilities that may be affected by the Work. The Contractor shall coordinate and schedule witnessing of field testing with the County and any other agency having jurisdiction over the project. The Contractor shall notify the Engineer no less than 48 hours in advance of beginning field testing.
- D. Whenever the Contractor is ready to backfill, bury, cast in concrete, hide, or otherwise cover or make inaccessible any work under the Contract, the Contractor shall notify the Engineer no less than 48 hours in advance of beginning any work of backfilling, burying, casting in concrete, hiding, covering, or making inaccessible any portion of the Work to be inspected so that required inspections can be performed.
- E. Failure by the Contractor to notify the Engineer at least 48 hours in advance of any inspection or field testing shall be reasonable cause for the Engineer to require sufficient delay in the Contractor's schedule to allow time for such inspections and any remedial or corrective work required. All costs of such delays, including its impact or effect upon the Work, shall be borne by the Contractor.

PART 4 - MEASUREMENT AND PAYMENT

Full compensation for complying with the provisions of this section shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

3 PROJECT MEETINGS

PART 1 – GENERAL

1.01 SUMMARY

- A. This section includes:
 - 1. Contractor participation in a preconstruction conference.
 - 2. Administration of progress meetings.

1.02 PRECONSTRUCTION CONFERENCES

- A. The Engineer will administer a preconstruction conference for the purpose of executing County-Contractor agreements and will provide clarification of County and Contractor responsibilities in the use of the Work site and for review of administrative procedures, contract documents, standards, correspondence, and submittal requirements.
 - 1. Personnel present at this meeting are the Engineer, inspector, design consultants, environmental consultant, quality assurance team, archeologist, County representatives, and representatives of other agencies, the Contractor, job superintendent, and the major subcontractors and their foremen or superintendents who will be working on the site.
 - 2. The Contractor shall be prepared to discuss timing, procedures for smooth job progress, items requiring clarification, distribution of documents, and correspondence with the Engineer and other County representatives.

1.03 PROGRESS MEETINGS

- A. The Engineer shall schedule and administer project meetings throughout progress of the Work at weekly intervals and other meetings as needed throughout construction.
 - 1. The Engineer shall prepare an agenda with copies for participants and record minutes, and distribute copies within three (3) days to the Contractor, and to the project team. Those affected by decisions made at the meetings may also be notified.
 - 2. Attendance: Contractor's job superintendent, major subcontractors and suppliers, design consultants, environmental consultant, quality assurance team, archeologist, other representatives of the County and other agencies as appropriate to address topics for each meeting.
 - 3. Suggested Agenda: Review of Work progress, status of progress schedule and adjustments, material order and delivery schedules, submittals, maintenance of quality standards, pending changes and substitutions, and other items affecting progress of the Work.
- B. The Engineer shall prepare and distribute meeting minutes to the project team and other attendees as requested following each meeting after the minutes have been reviewed and approved by the Engineer. Meeting minutes shall include a running list of action items for the Contractor. The contents of minutes do not constitute a part of the contract documents. Contract requirements can only be amended by change order.
- C. The contractor shall prepare, maintain, and distribute logs for change orders, request for information, submittals, etc. Logs will be submitted at the weekly meetings.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

PART 4 – MEASUREMENT AND PAYMENT

Full compensation for complying with the provisions of this section shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

4 SUBMITTAL PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

- A. This section includes: Administrative and procedural requirements for submitting shop drawings, product data, samples, and other submittals.

1.02 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires the Engineer's responsive action.
- B. Informational Submittals: Written information that does not require the Engineer's responsive action. Submittals may be rejected for not complying with requirements.

1.03 SUBMITTAL PROCEDURES

- A. General:
 - 1. The minimum required submittals are included in Section 101 "List of Submittals".
 - 2. The Contractor shall submit six (6) sets of each required submittal
 - 3. Electronic copies of CAD Drawings of the contract drawings will be provided by the Engineer for the Contractor's use in preparing submittals upon the Contractor's written request.
- B. Coordination: The Contractor shall coordinate preparation and processing of submittals with the performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - 3. The Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
 - 4. The Contractor shall be responsible for the timely submittal of all project submittals including project submittals for work to be done by subcontractors. The Contractor shall not be entitled to project delays resulting from late, inaccurate, or incomplete submittals.
- C. Submittals Schedule: The Contractor shall comply with the construction schedule for time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows: Time for review shall commence on the Engineer's receipt of the submittal. No extension of the contract time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow five (5) days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. The Engineer will advise the Contractor when a submittal being processed must be delayed for coordination.

2. Intermediate Review: If an intermediate submittal is necessary process it in same manner as an initial submittal.
 3. Resubmittal Review: Allow five (5) days for review of each resubmittal.
- E. Identification: Affix a permanent label or title block on each submittal for identification.
1. Indicate the name of the firm or the entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 inches by 8 inches on the label or adjacent to the title block to record the Contractor's review and approval markings and actions taken by the Engineer.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of the Engineer.
 - d. Name and address of the Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier. Submittal number shall use Standard Specification section number followed by a decimal point and then a sequential number (e.g., 06100.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 06100.01.A).
 - i. Number and title of appropriate Standard Specification section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Other necessary identification.
- F. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the contract documents on submittals.
- G. Additional Copies: Unless additional copies are required for final submittal, and unless the Engineer observes noncompliance with provisions in the contract documents, initial submittal may serve as final submittal.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling and submit directly to the Engineer. Transmit each submittal using a transmittal form.
1. Transmittal Form: Use standardized form approved by the Engineer.
 2. On an attached separate sheet, prepared on the Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by the Engineer on previous submittals, and deviations from requirements in the contract documents, including minor variations and limitations. Include the same label information as is affixed to the related submittal.
- I. Resubmittals: Make resubmittals in same the form and number of copies as the initial submittal.

1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked "Approved", or "Approved as Noted".
- J. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- K. Use for Construction: Use only final submittals with mark indicating approval by the Engineer.

PART 2 – PRODUCTS

2.01 ACTION SUBMITTALS

- A. General: Prepare and submit action submittals required by individual Standard Specification sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's written recommendations.
 - b. Manufacturer's product specifications.
 - c. Manufacturer's installation instructions.
 - d. Standard color charts.
 - e. Manufacturer's catalog cuts.
 - f. Mill reports.
 - g. Standard product operation and maintenance manuals.
 - h. Compliance with specified referenced standards.
 - i. Testing by recognized testing agency.
 - j. Application of testing agency labels and seals.
 - k. Notation of coordination requirements.
 4. Submit product data before or concurrent with samples.
 5. Number of Copies: Submit six (6) copies of product data, unless otherwise indicated. The Engineer will return two (2) copies to the Contractor. Mark up and retain one (1) returned copy as a project record document.
- C. Shop Drawings: Prepare project-specific information, drawn accurately to scale.
1. Preparation: Fully illustrate requirements in the contract documents. Include the following information, as applicable:
 - a. Dimensions.

- b. Identification of products.
 - c. Fabrication and installation drawings.
 - d. Roughing-in and setting diagrams.
 - e. Schedules.
 - f. Design calculations.
 - g. Compliance with specified standards.
 - h. Notation of coordination requirements.
 - i. Notation of dimensions established by field measurement.
 - j. Seal and signature of professional engineer if specified.
- 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit shop drawings on sheets at least 8-1/2 inches by 11 inches but no larger than 30 inches by 40 inches.
 - 3. Number of Copies: Submit six (6) opaque (bond) copies of each submittal unless otherwise indicated. The Engineer will return two (2) copies to the Contractor. Mark up and retain one (1) returned copy as a project record document.
- D. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
- 1. Name, address, and telephone number of entity performing subcontract or supplying products.
 - 2. Number and title of related Standard Specification section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
 - 4. Number of Copies: Submit three (3) copies of subcontractor list, unless otherwise indicated. The Engineer will return two (2) copies to the Contractor. Mark up and retain one (1) returned copy as a project record document.

2.02 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit informational submittals required by Standard Specification sections.
 - 1. Number of Copies: Submit three (3) copies of each submittal unless otherwise indicated. The Engineer will not return the copies.
 - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - 3. Test and Inspection Reports: Comply with requirements specified in Standard Specification Section 6 – Control of Materials.
- B. Contractor's Construction Schedule: Comply with requirements specified in the General Conditions.
- C. Qualification Data: Prepare written information that demonstrates the capabilities and the experience of firms and persons. Include lists of completed projects with project names and addresses, names and addresses of engineers and owners, and other information specified.

- D. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the contract documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.
- E. Product and Material Certificates: Prepare written statements on manufacturer's letterhead certifying that product or material complies with requirements in the contract documents.
- F. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the contract documents.
- G. Schedule of values: prepare a schedule of values breakdown for all lump sum items of work and submit it at the preconstruction meeting.

PART 3 – EXECUTION

3.01 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the contract and for compliance with the contract documents. Note corrections and field dimensions. Mark with approval stamp before submitting to the Engineer.
 - 1. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of the Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the contract documents.

3.02 ENGINEER'S ACTION

- A. General: The Engineer will not review submittals that do not bear the Contractor's approval stamp and will return them without action.
- B. Action Submittals: The Engineer will review each submittal, make marks to indicate corrections or modifications required, and return it. The Engineer will stamp each submittal with an action stamp and will mark the stamp appropriately to indicate action taken.
- C. Informational Submittals: The Engineer will review each submittal and will return it if it does not comply with requirements. If the submittal does meet the requirements the submittal will not be returned. The Engineer will forward each submittal to an appropriate party.
- D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- E. Submittals not required by the contract documents may not be reviewed and may be discarded.

PART 4 – MEASUREMENT AND PAYMENT

Full compensation for complying with the provisions of this section shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

5 MEASUREMENT AND PAYMENT

PART 1 – MEASUREMENT AND PAYMENT

1.01 WORK INCLUDED

- A. This specification section describes contract requirements for the measurement and payment for work performed under this Contract.
- B. Payment for each Contract bid item includes full compensation for all labor, equipment, tools, supplies and incidentals necessary to complete the work.

1.02 MEASUREMENT AND PAYMENT

A. Lump Sum Bid Items:

- 1. Payment items for the work of this Contract for which contract lump sum payments will be made are listed in the Bid Schedule and described below. All costs for items of work, which are not specifically mentioned in a particular lump sum payment item, shall be included in the listed lump sum item most closely associated with the work involved. The lump sum price and payment made for each item listed shall constitute full compensation for furnishing all labor, materials, and equipment, and performing any associated Contractor quality control, environmental protection, meeting safety requirements, tests and reports, and for performing all work required for which separate payment is not otherwise provided.
- 2. Before the Contractor's first progress pay request on this project, the Contractor shall provide the Engineer with a Schedule of Values (Lump Sum Breakdown) for each Lump Sum bid item shown on Bid Schedule. The Schedule of Values shall be a well-balanced detailed breakdown of work items consisting of estimated quantities, unit prices, material, and equipment costs the Contractor allocates for the work covered under each lump sum bid item.
- 3. Such Schedule of Values shall not be unbalanced and will be subject to approval by the Engineer and will be used to compute progress payments for lump sum bid item work. The Contractor shall provide proof of costs to justify the submitted Schedule of Values if requested by the Engineer.
- 4. Where Contract change orders are issued increasing or decreasing the scope of the work and cost the Contractor shall prepare revisions to the Schedule of Values, where necessary, for approval by the Engineer. The revised Schedule of Values will be used for subsequent progress payments.

B. Unit Price Bid Items:

- 1. Items of work listed in the Bid Schedule that are Unit Price bid items shall be measured for payment as set forth under the description of each relative bid item.
- 2. All measurements for payment purposes shall be made by the Engineer unless noted otherwise by the Engineer.

C. Waiver Certificate

1. CONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT

- a. The Contractor shall submit a Conditional Waiver and Release on Progress Payment form with each progress payment request.

2. CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT

- a. The Contractor shall submit a Conditional Waiver and Release on Final Payment form with final payment request.

1.03 DESCRIPTION OF BID ITEMS

The Bid Schedule bid items are presented to indicate major categories of the work for purposes of comparative bid analysis, payment, breakdown for monthly progress payments, and final payment to the Contractor under the Contract. The Bid Schedule is not intended to be exclusive descriptions of work categories and the Contractor shall determine and include in its pricing all materials, labor, equipment, and operations necessary to complete each bid item of work, as shown and specified, and all costs of compliance with all applicable regulations of public agencies having jurisdiction, including, but not limited to, the health and safety requirements of the California Division of Industrial safety and the Occupational Safety and Health Administration of the U.S. Department of labor (OSHA).

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

PART 4 – MEASUREMENT AND PAYMENT

Full compensation for complying with the provisions of this section shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

7 CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.01 SUMMARY

- A. This section includes: Closeout procedures, final submittals, final cleaning and adjusting, project record documents, submittal of operation and maintenance data, and warranties and bonds.

1.02 SUBSTANTIAL COMPLETION

- A. Substantial Completion means completion of all work in the contract documents, except maintenance of erosion control best management practices (BMPs) throughout the maintenance period.
- B. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Advise County of pending insurance changeover requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Obtain and submit releases permitting the County unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 5. Prepare and submit Project Record Documents, damage or settlement surveys, property surveys, and similar final record information.
 - 7. Terminate and remove temporary facilities from Work site, along with mockups, construction tools, and similar elements.
 - 8. Complete final cleaning requirements, including touchup painting.
 - 9. Restore disturbed areas including staging areas and access routes within and to the site.
- C. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, the Engineer will either proceed with inspection or notify the Contractor of unfulfilled requirements. The Engineer will prepare the Certificate of Substantial Completion after inspection or will notify the Contractor of items, either on the Contractor's list or additional items identified by the Engineer that must be completed or corrected before the certificate will be issued.
 - 1. Re-inspection: Request re-inspection when the work identified in previous inspections as incomplete is completed or corrected.
 - 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.03 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, the Contractor shall complete the following:

1. Submit a final Application for Payment according to Section 5 – Measurement and Payment Procedures.
 2. Submit certified copy of the Engineer’s Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by the Engineer. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Instruct County personnel in operation, adjustment, and maintenance of products, equipment, and systems. Provide services of skilled and competent supervisory personnel to instruct County personnel in the operation and maintenance of all operating equipment and systems provided as part of the Contract.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, the Engineer will either proceed with inspection or notify the Contractor of unfulfilled requirements. The Engineer will prepare a final Certificate for Payment after inspection or will notify the Contractor of construction that must be completed or corrected before the certificate will be issued.
1. Re-inspection: Request re-inspection when the work identified in previous inspections as incomplete is completed or corrected.

1.04 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by the Contractor that are outside the limits of construction.
1. Organize items applying to each work area.
 2. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of the Engineer.
 - d. Name of the Contractor.
 - e. Page number.

1.05 PROJECT RECORD DOCUMENTS

- A. Maintain on the site one set of the following Record Documents to record actual revisions to the Work.
1. Plans.
 2. Specifications.
 3. Addenda.
 4. Change Orders and other Modifications to the Contract.
 5. Reviewed shop drawings and product data.
- B. Store Record Documents separate from documents used for construction. Record information concurrent with construction progress.

- C. Record Drawings: Do not permanently conceal any work until required information has been recorded. Legibly mark each item to record actual construction including:
 - 1. Measured elevations of all improvements.
 - 2. Measured horizontal and vertical locations of all improvements including but not necessarily limited to: retaining walls, guard rails, pedestrian railing, ditches, and drains and drainage systems.
 - 4. Field changes of dimension and detail.
 - 5. Details not on original Plans.
 - 6. Deviations from sizes, locations, and other changes to installation as shown on the contract documents.
 - 7. Established locations of underground work, points of connection with existing utilities, changes in direction of underground lines, locations of valves, manholes, etc.
 - 8. Locations of all items not concealed that the Contractor elects to alter or modify from the contract documents contingent upon the approval of the Engineer for the alteration or modification.
- D. Specifications: Legibly mark and record at each Product section a description of actual Products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates utilized.
 - 3. Changes made by Addenda and Modifications with corresponding Addenda or Modification number.
- E. Submit all Record Documents to the Engineer with claim for Substantial Completion inspection. Submit documents with a transmittal letter containing date, Project title, the Contractor's name and address, list of documents, and signature of the Contractor.
- F. The Engineer will return Contract Drawings and Record Documents to the Contractor. The Contractor shall transfer all as-built information onto a set of reproducible prints for the County's use.
- G. The County will not make Final Payment to the Contractor until the Record Documents are provided by the Contractor.

1.06 WARRANTIES AND BONDS

- A. Provide duplicate notarized copies. Execute and assemble documents from the Contractor's submittals and documents executed by subcontractors, suppliers, and manufacturers. Provide table of contents and assemble in a D-shaped three-ring binder(s) with durable plastic cover. Submit three (3) sets.
- B. Submit warranties and bonds prior to final Application for Payment.
 - 1. For equipment put into use with the County's permission during construction, submit within ten (10) days after first operation.
 - 2. On request of the County, for designated portions of the Work, submit within ten (10) days of commencement of warranty.

3. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within ten (10) days after acceptance, listing date of acceptance as start of warranty period.
- C. The General Conditions of the Contract Documents cover the Contractor's responsibility to remedy defects due to faulty workmanship and materials which appear within one (1) year from the Date of Acceptance. Warranties for more than one (1) year, where indicated in the various sections of the contract documents, shall be in the form of a warranty written on the letterhead of the Contractor, subcontractor, or supplier doing the work or supplying the item to be warranted, as follows:

2014 NAPA EARTHQUAKE REPAIR: SILVERADO TRAIL AT TAPLIN ROAD (MPM 15.35) DAF 22 RDS 18-25, AND SILVERADO TRAIL BRIDGE AT MPM 26.5 DAF 23 RDS 18-26,

We hereby warrant that the _____ which we have installed in NAPA COUNTY, CALIFORNIA for NAPA COUNTY, has been done in accordance with the Drawings and Specifications, and that the work, as installed, will fulfill the requirements of the warranty included in the Specifications. We agree to repair or replace any or all of our work, together with any other and adjacent work which may be displaced by so doing, that may prove to be defective in its workmanship or material within a period of _____ years from the Date of Acceptance of the above named Project, without any expenses whatsoever to the Owner, ordinary wear and tear and unusual abuse or neglect excepted.

In the event of our failure to comply with the above-mentioned conditions within a reasonable time, but in no event longer than thirty (30) days after being notified in writing by the Owner, we, collectively or separately, do hereby authorize the Owner to proceed to have said defects repaired and made good at our expense, and we will honor and pay the costs and charges therefore upon demand.

Signed

Subcontractor/Supplier Date

Countersigned

Contractor Date

PART 2 – PRODUCTS

2.01 MATERIALS

- A. Cleaning Agents and Equipment: As recommended by the manufacturer or fabricator of the surface to be cleaned.
 1. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 – EXECUTION

3.01 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for the Work or for a portion of Work:
 - 1. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - 2. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - 3. Pave all access roads to and within the site that are materially damaged from pre-project conditions.
 - 4. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - 5. Remove temporary stormwater best management practices.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the County and private property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Work site and dispose of lawfully.
- D. Remove tools, surplus materials, equipment, temporary buildings, sheds, and construction facilities from the site.

PART 4 – MEASUREMENT AND PAYMENT

Full compensation for complying with the provisions of this section shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

9 MOBILIZATION

PART 1 – GENERAL

1.01 DESCRIPTION

- A. These Technical Specifications replace **Section 9-1.16D, “Mobilization” of the Standard Specifications.**
- B. Mobilization shall consist of the following work:
 - 1. Bonds and insurance.
 - 2. Schedule of values
 - 3. Mobilization of materials and equipment to the site.
 - 4. Providing construction fencing, office trailers, temporary sheds, temporary utilities, and temporary facilities and all preparatory work prior to the commencement of productive work at the site required under this Contract.
 - 5. Provide construction utilities. The Contractor shall locate utility connection points make necessary arrangement with utility agencies for construction water, power and communication, etc. In the event that such utilities are not easily available then the Contractor shall provide such utilities at no additional cost to the County.
 - 6. Preparation of all necessary permits, submittals, notifications, record drawings and other documentations.
 - 7. Coordination and any other items required to complete the construction not otherwise measured and paid for.
 - 8. Demobilization of all of materials and equipment from the site.
 - 9. On-going and final site clean-up.
- C. Ground-disturbing activities may only occur **between April 1 to August 30** unless otherwise approved by engineer.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION

3.01 MOBILIZATION AND DEMOBILIZATION

- A. The Contractor shall inspect the site to observe actual field conditions prior to bidding the project.
- B. Mobilization shall also include finish work and operations (demobilization) including, but not limited to, removal of personnel, equipment, supplies and incidentals from the project site and clean-up of the project site. The Contractor shall not demobilize equipment from the site until the project is accepted as complete, unless directed otherwise in writing by the Engineer.
- C. Mobilization shall also include preparation of all necessary permits, submittals, notifications and other documentation necessary for the performance of the Work.
- D. Contractor shall clean all equipment of dirt, mud, and plant material prior to entering the work areas to prevent the introduction of invasive plants.

3.02 PERMITS OBTAINED BY THE COUNTY

- A. The County has obtained CEQA clearance for the project. A copy of the CEQA documents will be available to the Contractor upon request.
- B. The Contractor shall obtain all other permits required for the performance of the Work.

3.03 PROTECTION OF EXISTING PROPERTY AND CONDITIONS

A. Protection of Work and Property:

- 1. Confine the storage of materials and workmen's operations to the limits established on the contract documents and by law, permits, and/or directions of the Engineer. Do not unreasonably encumber the premises with materials.
- 2. Contractor is responsible for the protection and preservation of all materials and equipment located on the construction site.
- 3. Provide watchman services as may be deemed necessary to safeguard properly all materials, tools, appliances, and work. The County will not assume any responsibility for the loss of or damage to materials, tools, appliances, or work arising from acts of theft, vandalism, malicious mischief, or other causes which may occur during or after working hours.
- 4. Contractor shall promptly comply with all reasonable requests of the Engineer to protect the site.
- 5. Repair or replace all work performed or materials, supplies, or equipment furnished which may be damaged or lost by any cause, to the satisfaction of the Engineer.

B. Contractor shall be responsible for all damage to all roads, existing vegetation, existing buildings, utilities and other property and improvements resulting from the contractor's use and shall repair all damage resulting from such use to the satisfaction of the Engineer and at no cost to County.

C. Contractor's Staging Area: Store construction materials and equipment within boundaries of designated staging and storage areas as shown on the Plans and as approved by the Engineer.

D. Tree and Plant Protection:

- 1. Do not store materials or equipment, or operate or park equipment under the branches of any existing plant to remain except as actually required for construction in those areas.
- 2. Provide barricades, fences, or other barriers as necessary at the drip line to protect existing plants and trees from damage during construction.
- 3. Notify Engineer where Contractor feels grading or other construction called for by Contract Documents may damage existing plants/trees to remain.
- 4. If existing plants to remain are damaged during construction, Contractor shall replace such plants with others of the same species and size as those damaged or as directed by Engineer, at no cost to the County.

3.04 EXISTING UTILITIES

- A. The Contractor shall identify, locate, and protect all existing utilities within the limits of work, including onsite and offsite access routes.
- B. The location of existing utilities and underground facilities known to the County are shown in their approximate location based on information available at the time of preparing the Contract

Documents. The actual location, size, type and number of utilities and underground facilities may differ from that shown, and utilities or underground facilities present may be present that are not shown.

- C. Obtain from the respective agencies the best available current information on location, identification and marking of existing utilities, piping and conduits and other underground facilities before beginning any excavation. Call Underground Service Alert at 800-642-2444 for information at least 48 hours in advance of beginning work.
- D. The Contractor will have to coordinate location, connection points for construction power, water, communication etc., with respective utility.

3.05 WORK HOURS

- A. Construction activities shall be limited to the hours between 7 a.m. and 5 p.m. Monday through Friday unless otherwise authorized. Work shall not occur on weekends or holidays, except during emergency conditions, and at the Engineer's approval.
- B. At the discretion of the County, the contractor shall compensate the county for inspection and oversight time outside of the above work window.

3.06 ACCESS TO THE PROJECT SITE

- A. Access to the site is over public roads. Exercise care in the use of such roads and repair any damage to the satisfaction of the County or agency having jurisdiction over the road.
- B. Under no circumstances shall the Contractor use any other private roads that are not designated for access.
- C. Comply with all dust control requirements per Section 14, "Environmental Stewardship" of the standard specification and these technical specifications
- D. Do not track mud onto private or public roads. The Contractor shall employ a street sweeper as needed to keep all paved surfaces free of tracked mud or dirt.

PART 4 – MEASUREMENT AND PAYMENT

- A. The contract price paid for "Mobilization" shall be included in the various bid items and shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals and for performing all the work involved as shown on the plans and as specified in these Technical Specifications, the Standard Specifications, and as directed by the Engineer and no additional compensation will be allowed. Mobilization will be prorated at an agreed upon percentage for each pay estimate.

10 COORDINATION OF WORK

PART 1 – GENERAL

1.01 DESCRIPTION

- A. The Contractor shall coordinate work with work to be performed by others which may include but may not be not limited to:
1. Utility relocation
 2. Environmental survey and monitoring
 3. Quality Assurance: Survey Verification, QSD Inspections, Geotechnical Observations, Special Inspections, Material Testing, etc.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

PART 4 – MEASUREMENT AND PAYMENT

Full compensation for complying with the provisions of this section shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

12 TEMPORARY TRAFFIC CONTROL

PART 1 – GENERAL

1.01 SUMMARY OF WORK

- A. This section includes specifications for all Temporary Traffic Control required for the project and shall include and not be limited to: temporary traffic signal and lighting system, construction area signs, flagging, placing and installing temporary traffic-handling equipment and devices, maintaining traffic, placing and installing temporary traffic control systems, and placing temporary pavement delineation, etc.
- B. The construction work is to be performed at the following locations: Silverado Trail at (2 sites) at Taplin Road mile post 15.35 and mile post 26.50.
- C. Temporary Traffic Control Plan shall conform to **Section 12, "Temporary Traffic Control"** of the Standard Specifications and these Technical Specifications. Temporary Traffic Control must also comply with Part 6, "Temporary Traffic Control," of the California MUTCD.
- D. The Contractor shall inspect the site to observe actual field conditions prior to bidding the project.
- E. The Contractor shall furnish all labor, materials and equipment necessary to complete the work as shown on the Plans and to maintain the temporary traffic control and signal system in full time operation for the duration of the construction work requiring single lane traffic control, as specified in these Technical Specifications, as directed by the Engineer and in strict accordance with the conditions of the Contract. All incidental work not shown on the Plans or specified in this section which is necessary to complete the work necessary to provide and maintain the system described, or shown, shall be furnished and installed as part of this contract at no additional cost.
- F. The Temporary Traffic Control System for lane closures is for closing traffic lanes with stationary lane closures on 2-lane, 2-way highways. The traffic control system for a lane closure must comply with the approved Traffic Control Plan, **Section 12, "Temporary Traffic Control" of the Standard Specifications** and these Technical Specifications.
- H. Type III Barricade shall conform to Section **12-3.10, "Barricades"** of the Standard Specifications and these Technical Specifications.
- I. Construction Area Signs shall conform to **Section 12-3.11, "Construction Area Signs"** of the Standard Specifications and these Technical Specifications.
- J. Temporary Pavement Delineations shall conform **Section 84-2, "Traffic Stripes and Pavement Markings"** of the Standard Specifications and these Technical Specifications and shall include but not be limited to: Traffic Stripe (Tape), Temporary Pavement Marker (Tape), Channelizer (Surface Mounted), etc.
- K. Temporary Railing (Type K) shall conform to **Section 12-3.20, "Type K Temporary Railing" of the Standard Specifications.**
- L. Temporary Crash Cushion Module shall conform shall conform to **Section 12-3.22, "Temporary Crash Cushion Module"** of the Standard Specifications and these Technical Specifications.

1.02 SUBMITTALS

- A. Prior to the commencement of work, and within ten (10) days following the notice to proceed, the Contractor shall submit:
 - 1. Schedule of values
 - 2. Three (3) copies in three-ring binders of a complete list of equipment and materials to be furnished, including all substitutions proposed to the Engineer for approval.
 - 3. Temporary Traffic Control Plan for Engineer's approval.
- B. Shop drawings shall be submitted in a complete package. Partial submittal will not be considered.

1.03 WARRANTIES, GUARANTEES, AND INSTRUCTION SHEETS

- A. The Contractor shall be responsible for all work and materials and/or equipment installed under these Plans and Specifications.
- B. The Contractor shall repair or replace at his expense, any defective work, material, or equipment that may become evident during the operation of the temporary traffic signal system.
- C. If any part (or parts) of the temporary traffic signal system fails while the temporary single lane traffic control system is in operation, the Contractor shall provide flaggers until such time as the temporary traffic signal system is operational.

PART 2 – PRODUCTS

2.01 MATERIALS

- A. Type III Barricade shall conform to Section 12-3.10B, “Materials” of the Standard Specifications.
- B. Construction Area Signs shall conform to Section 12-3.11B, “Materials” of the Standard Specifications.
- C. Temporary Pavement Delineations shall conform to these Technical Specifications. Painted traffic stripes used for temporary delineation must comply with Section 84-2.02, “Traffic Stripes and Pavement Markings” of the Standard Specifications and these Technical Specifications.
 - 1. Temporary Centerline Delineation - Temporary pavement markers must be the same color as the centerline markers being replaced. Temporary pavement markers must be one of the temporary pavement markers on the Authorized Material List for short-term day or night use, 14 days or less, or long-term day or night use, 180 days or less.
 - 2. Temporary Edge Line Delineation - Temporary, removable, construction-grade striping and pavement marking tape must be one of the types on the Authorized Material List. Apply temporary, removable, construction-grade striping and pavement marking tape under the manufacturer's instructions
- D. Temporary Railing (Type K) shall conform to Section 12-3.20B, "Materials" of the Standard Specifications
- E. Temporary Crash Cushion Module shall conform to **Section 12-3.22B “Materials”** of the Standard Specifications.

PART 3 – EXECUTION

3.01 INTERRUPTION OF EXISTING UTILITIES

- A. The Contractor shall bear the cost of any utility interruption, temporary relocation, modification, or other modifications as needed to install or remove any traffic signal equipment.

3.02 REGULATIONS AND CODE

- A. All work and materials shall conform to the latest codes, rules and regulations of the following:
 - 1. State codes and ordinances
 - 2. Local City and/or County ordinances
 - 3. National Electrical Code
 - 4. International Building Code
- B. Nothing in these Technical Specifications is to be construed to permit work not conforming to the above; expense for compliance with the above shall be paid for by the Contractor. Whenever the Plans and Specifications require higher standards or larger sizes than those required by the Ordinances and Statutes, the Plans and Specifications shall take priority.
- C. The Contractor shall have Special Dispensation from the California Occupational Safety and Health Administration to conduct operations no closer than 6 feet, but within 10 feet, of a high voltage line prior to any work in these areas.

3.03 MAINTAINING TEMPORARY TRAFFIC CONTROL SYSTEM

- A. Whenever components of the traffic control system are displaced or cease to operate or function as specified from any cause, immediately repair the components to the original condition or replace the components and restore the components to the original location.
- B. For a stationary lane closure made only for the work period, remove the components of the traffic control system from the traveled way and shoulder, except for portable delineators placed along open trenches or excavation adjacent to the traveled way at the end of each work period.
- C. The Contractor may store the components at selected central locations designated by the Engineer with the limits of the roadway.

3.04 TEMPORARY PAVEMENT DELINEATIONS

- A. Painted traffic stripes used for temporary delineation must comply with **Section 84-2, "Traffic Stripes and Pavement Markings" of the Standard Specifications** and these Technical Specifications. The scope of work shall include: placing, applying, maintaining, and removing temporary pavement delineation.
- B. Whenever work activities obliterate pavement delineation, place temporary or permanent pavement delineation before opening the traveled way to traffic. Place centerline pavement delineation for traveled ways open to traffic.
- C. Establish the alignment for temporary pavement delineation, including required lines or markers. Surfaces to receive an application of paint or removable traffic tape must be dry and free of dirt and loose material. Do not apply temporary pavement delineation over existing pavement delineation or other temporary pavement delineation. Maintain temporary pavement

delineation until it is superseded or you replace it with a new striping detail of temporary pavement delineation or permanent pavement delineation.

- D. Place temporary pavement delineation on or adjacent to lanes open to traffic for a maximum of 14 days. Before the end of the 14 days, place the permanent pavement delineation. If the permanent pavement delineation is not placed within the 14 days, replace the temporary pavement markers with additional temporary pavement delineation equivalent to the striping detail specified for the permanent pavement delineation for the area. The Department does not pay for the additional temporary pavement delineation.
- E. When the Engineer determines the temporary pavement delineation is no longer required for the direction of traffic, remove the markers, underlying adhesive and removable traffic tape from the final layer of surfacing and from the existing pavement to remain in place. Remove temporary pavement delineation that conflicts with any subsequent or new traffic pattern for the area.
- F. Temporary Lane Line and Centerline Delineation
 - 1. Whenever lane lines or centerlines are obliterated, the minimum lane line and centerline delineation must consist of temporary pavement markers placed longitudinally at intervals not exceeding 24 feet. The temporary pavement markers must be temporary pavement markers on the Authorized Material List for short-term day or night use, 14 days or less, or long-term day or night use, 180 days or less. Place temporary pavement markers under the manufacturer's instructions. Cement the markers to the surfacing with the adhesive recommended by the manufacturer, except do not use epoxy adhesive to place pavement markers in areas where removal of the markers will be required.
 - 2. For temporary lane line or centerline delineation consisting entirely of temporary pavement markers, place the markers longitudinally at intervals not exceeding 24 feet.
- G. Temporary Edge Line Delineation
 - 1. Whenever edge lines are obliterated on multilane roadways, freeways, and expressways, place edge line delineation for that area adjacent to lanes open to traffic consisting of (1) solid, 4-inch wide traffic stripe tape of the same color as the stripe being replaced, (2) traffic cones, (3) portable delineators or channelizers placed longitudinally at intervals not exceeding 100 feet. You may apply temporary painted traffic stripe where removal of the 4-inch wide traffic stripe will not be required.
 - 2. The Engineer determines the lateral offset for traffic cones, portable delineators, and channelizers used for temporary edge line delineation. If traffic cones or portable delineators are used for temporary pavement delineation for edge lines, maintain the cones or delineators during hours of the day when the cones or delineators are being used for temporary edge line delineation.
 - 3. Channelizers used for temporary edge line delineation must be an orange surface-mounted type. Cement channelizer bases to the pavement as specified in section 85 for cementing pavement markers to pavement except do not use epoxy adhesive to place channelizers on the top layer of the pavement. Channelizers must be one of the 36-inch, surface-mounted types on the Authorized Material List.
 - 4. Remove the temporary edge line delineation when the Engineer determines it is no longer required for the direction of traffic.

3.05 TEMPORARY RAILING (TYPE K)

- A. Temporary Railing (Type K) shall conform to Section 12-3.20C, "Construction" of the Standard Specifications.

3.06 CONSTRUCTION AREA SIGNS

- A. Construction Area Signs shall conform to Section 12-3.11C, "Construction" of the Standard Specifications.

PART 4 – MEASUREMENT AND PAYMENT

The contract lump sum price for Traffic Control shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals and for performing all the work involved as shown on the Plans and as specified in these Technical Specifications, the Standard Specifications, and as directed by the Engineer and no additional compensation will be allowed.

13 WATER POLLUTION CONTROL

PART 1 – GENERAL

1.01 DESCRIPTION

- A. These Technical Specifications shall conform to **Section 13, "Water Pollution Control"** of the Standard Specifications and these Special Provisions.
- B. This section describes the following work:
 - 1. Implementation of the Best Management Practices and Erosion Control Plan
 - 2. Implementation of sediment and erosion control measures (1) during construction, and (2) upon completion of construction.

1.02 PERMITS

RESERVED

1.03 DEFINITIONS

- A. Construction Period: Between the dates of Notice to Proceed and Substantial Completion of the Work.
- B. Maintenance Period: Between the date of Substantial Completion and three (3) months from substantial completion.
- C. Seeding: Application of seed by hydraulically applied methods. Used interchangeably with Hydro-mulching.

1.04 WATER POLLUTION CONTROL PROGRAM

- A. The Contractor shall select and implement additional BMPs that are appropriate for the site and the Contractor's actual methods of construction, access and project phasing. The BMPs included in the Erosion Control Plan shall be selected in conformance with the SWRCB BMPs Construction Practice Handbook and the Napa County Grading Ordinance Chapter 16.28, Storm Water Management and Discharge Control.
- B. The Contractor's erosion and sediment control measures shall comply with the newest SWRCB Construction Storm Water Program:
http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml

1.05 NPDES CONSTRUCTION GENERAL PERMIT

Not required.

1.06 SEDIMENT AND EROSION CONTROL

- A. The Contractor shall install and maintain erosion and sediment control measures to mitigate the potential for sediment migration from the work area and into any drainage system and water bodies. The Contractor shall modify and enhance these measures regularly to meet County, State and Federal regulations and prevent sediment migration at no additional expense to the County.
- B. Comply with specific measures for sediment and erosion control as required for compliance and as directed by the Engineer.

1.07 NON-STORM WATER CONTROL

- A. The Contractor shall designate one fueling and wash area within the staging areas. The Contractor shall only perform fueling, maintenance and emergency repair of vehicles and equipment within the designated fueling area or offsite.
- B. The designated fueling and wash area shall be constructed to provide containment of any spills and to prevent any waste from contacting and penetrating the ground by use of methods such as berms and/or liners. The Contractor shall submit details of its fueling and wash area for Engineers approval.
- C. Inspect all equipment for leaks immediately prior to the start of construction, and regularly thereafter until equipment is removed from the site. Equipment repair (other than emergency repairs) shall be performed offsite.
- D. Any hazardous materials and/or hazardous substances that the Contractor deems necessary for performance of the work shall be stored, used and contained within the fueling and wash area. Dispose of all contaminated water, sludge, spill residue, or other hazardous compounds offsite at a lawfully permitted or authorized facility.
- E. Clean up any accidental leaks or spills immediately and remove any contaminated soils or other materials offsite. Dispose offsite in accordance with all applicable laws. Contractor shall maintain onsite spill kits for emergency cleanup throughout the life of the project.
- F. Immediately notify the Engineer in the event of any spill or release of any chemical in any physical form in the site during construction.
- G. In case of any accidental spill, upon the Contractor's removal and cleanup of the designated fueling area, the Contractor will sample and analyze underlying soil for petroleum hydrocarbons and/or other chemical constituents as appropriate to determine if any contamination has occurred. The Contractor shall submit test results to the Engineer. The Contractor shall be solely responsible for all costs incurred in removing any contamination caused by its activities. This includes, but is not limited to, contamination caused by accidental spills or leaks, wheel tracking, water runoff, water run on and erosion.

1.08 SUBMITTALS

Attention is directed to all of the provisions of Section 13, "Water Pollution Control," of the Standard Specifications and these Special Provisions.

1.09 QUALITY ASSURANCE

- A. Contractor Qualifications: The Contractor shall demonstrate to the satisfaction of the Engineer that it is a qualified landscape Contractor with a valid California C-27 license and a minimum of five (5) years of experience whose work has resulted in successful establishment of native grass cover in disturbed wild land settings.
- B. Attention is directed to all of the provisions of Section 21, "Erosion Control," of the Standard Specifications and these Special Provisions.

1.10 DELIVERY, HANDLING AND STORAGE

- A. Attention is directed to all of the provisions of **Section 21, "Erosion Control,"** of the Standard Specifications and these Special Provisions.
- B. All commercially processed or packaged materials shall be delivered to the site in sealed bags or containers clearly marked to identify the item or materials.

- C. The Contractor shall provide a storage yard with appropriate temporary security fencing at the staging area(s) shown on the contract documents or as designated by the Engineer, in which to secure and store equipment and associated construction materials used in this work.
- D. Fabric Materials:
 - 1. Each roll of fabric material shall be wrapped with a material covering that will protect them from damage due to shipment, direct sunlight and storage.
 - 2. Handling of the materials on site shall utilize manufacturer-approved methods, such as forklifts, cables and slings. Materials shall be kept clean and free from damage prior to installation. Fabric materials shall be protected from direct sunlight, ultra-violet rays, and temperatures greater than 140 degrees Fahrenheit, mud, dirt, dust and debris during shipment and storage. To the extent possible, the fabric shall be maintained wrapped in a heavy duty protective coating.

1.11 WARRANTY

- A. All work shall be done by an experienced contractor familiar with California native grasses and their horticulture and industry methods and standards for grass seeding. The Contractor shall employ modern equipment and state of the art methods and techniques. The Contractor shall have a minimum of five (5) years of applicable on the job experience with native grass seeding and weed control during native grassland establishment periods.

PART 2 – PRODUCTS

2.01 BEST MANAGEMENT PRACTICES (BMPs)

- A. The following is a list of products for typical BMPs that the Contractor shall employ throughout the site for erosion and sediment control.
 - 1. Silt Fence: Woven filter fabric, UV resistant silt fence. Wooden or steel posts three feet high minimum (does not include embedment).
 - 2. Straw/coir Fiber roll: 100% Biodegradable 10-inch minimum diameter straw or coir/straw fiber roll. North American Green Sediment STOP, or approved equivalent.
 - 3. Attention is directed to all of the provisions of **Section 21, "Erosion Control,"** of the Standard Specifications and these Special Provisions.

PART 3 – EXECUTION

3.01 GENERAL REQUIREMENTS

- A. At a minimum, the Contractor shall install and maintain temporary erosion and sediment control measures in accordance with the Erosion Control Plan and manufacturer's recommendations, as shown on the Plans and as required by these Technical Specifications. In case of a conflict, the more rigorous installation requirements, as determined by the Engineer, shall apply.
- B. Implement additional measures as needed to control erosion from exposed soil surfaces and to reduce sediment runoff from the project site. These measures shall be implemented and maintained throughout the construction and maintenance periods.
- C. During the construction period, the Contractor shall maintain onsite sufficient quantities of erosion and sediment control materials to be installed in the event that rain is forecast, and for

rapid response to failures or emergencies. The Contractor shall consult the local weather forecast daily.

- D. If rain is forecast during construction, the Contractor shall, at a minimum, secure all soil stockpiles by covering and/or installing a perimeter silt barrier.
- E. All temporary erosion control measures shown on the Plans and additional measures deemed necessary for the maintenance period shall be installed at the time of substantial completion.
- F. Seeding area must be scarified to a minimum depth of one (1) inch using a flexible tine harrow or hand tools to create a loose and friable topsoil medium prior to broadcast seeding operations.

3.02 COIR/STRAW FIBER ROLLS

- A. Coir/straw fiber rolls shall be installed in accordance with manufacturer's recommendations and as shown on the Plans.
- B. Coir/straw fiber rolls shall be installed on all areas disturbed during construction, spaced as shown on the Plans, or closer, if needed for adequate erosion control. Risk level 2 projects require that linear sediment controls such as fiber rolls be installed at the toe of slope, face of slope and at grade breaks to comply with sheet flow lengths at a no more than 20-feet apart on slopes less than 25%.
- C. Install all coir/straw fiber rolls subsequent to completion of fine grading in an area, and in all cases by October 15. Maintain coir/straw fiber rolls throughout the maintenance period. Following each rain event inspect coir fiber rolls, and replace anchoring stakes and/or coir fiber rolls as needed.
- D. Install coir fiber roll in accordance with manufacturer's recommendations and the following requirements:
 - 1. Embed the fiber roll a minimum of four (4) inches below grade. Install fiber rolls by excavating a four (4) inch deep by ten (10) inch wide trench, placing the fiber roll into the trench, and backfilling with soil or gravel, as needed for proper anchoring.
 - 2. Stake the fiber roll at three (3) feet on center. Install additional stakes as needed to completely anchor the coir fiber roll.
 - 3. Align coir fiber roll installations along elevation contours.
 - 4. Turn last ten (10) feet of fiber roll at right angles in the upslope direction (in an "L" shape), to allow for capture and dispersion of surface runoff.

3.03 SILT FENCES

- A. Silt Fences shall be used and installed as necessary during the project construction period as a temporary measure for sediment and erosion control.
- B. At a minimum, install silt fences to enclose soil stockpiles if rain is forecast and at the active channel bank (wet edge) throughout floodplain grading operations.
- C. Silt fence placement and removal shall be coordinated and approved by the Engineer.
- D. Install silt fence in accordance with manufacturer's recommendations.

3.04 MAINTENANCE

- A. The Contractor shall regularly inspect, maintain and repair temporary erosion control measures throughout construction and the maintenance period. Inspect all temporary erosion control

measures when rain is forecast, and immediately following rainfall events. Inspect graded areas after storm events.

- B. Following each event, remove accumulated sediment, repair any damage and install any additional measures as needed. Follow all monitoring and reporting requirements per Section 14 Environmental Stewardship of these Technical Specifications.

3.05 CLEANUP

- A. Upon completion of the maintenance period, remove all materials and dispose of properly at approved offsite facility. Regrade and restore natural drainage patterns at locations of disturbance and smooth grades and replace erosion control BMPs.

PART 4 – MEASUREMENT AND PAYMENT

The contract price paid for the “Erosion and Sediment Control” shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work involved in this section as specified in this Technical Specifications, as shown on the plans and as directed by the Engineer and no additional compensation will be allowed.

14 ENVIRONMENTAL STEWARDSHIP

PART 1 – GENERAL

1.01 DESCRIPTION

- A. Environmental stewardship shall conform to Section 14, “Environmental Stewardship” of the Standard Specifications and these Technical Specifications.
- B. This section describes environmental protection measures to be applied throughout the duration of the Work, including the following:
 - 1. Dust Control
 - 2. Noise Control
 - 3. Wildlife Protection
 - 4. Cultural and Prehistoric Resources
- C. General Requirements: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and ground contamination or pollution.
- D. Attention is directed to **Section 13, “Water Pollution Control”** and other related sections of the Special provisions.
- E. Work Windows
 - 1. Ground-disturbing activities will occur between April 1 and October 30.

1.02 PERMITS

- A. Environmental document obtained for this project include specific requirements for sediment, erosion, water and pollution control and wildlife protection which shall be adhered to at all times. See Section 9, “Mobilization” for permits obtained by the County, if any.

1.03 DUST CONTROL

- A. During the performance of all Work under the contract documents, the Contractor shall employ conscientious and effective means of dust control. The Contractor shall assume responsibility for all damages, delays, government-imposed penalties or fines, and claims that result from the Contractor’s dust control practices. Comply with Bay Area Air Quality Control District (BAAQCD) published guidelines.
- B. Dust control activities will primarily be associated with soil excavation, backfill and compaction, hauling and transport loading operations; however, the Contractor’s responsibility for dust control shall cover all the Contractor’s operations and shall be continuous (even outside of business hours) throughout the duration of the Work.
- C. At a minimum, the Contractor shall control dust using the following methods.
 - 1. Limit vehicle speeds to 10 miles per hour (mph) on unpaved roads.
 - 2. Water all active construction areas and access routes at least three (3) times daily during dry and dusty conditions.
 - 3. Water exposed soil surfaces, soil stockpiles, or other dust generation sites, at the frequency necessary to prohibit dust generation.

4. Provide watering equipment capable of applying water to the point of dust generation.
 5. Use the minimum practicable drop heights during transport vehicle loading.
 6. Wash all equipment prior to delivery to the site, periodically during construction, and prior to leaving the Work site.
 7. To the extent practicable, equipment shall be selected and operated in a manner that minimizes dust generation. All equipment shall be checked by a certified visible emissions evaluator.
 8. Maintain equipment engines in good condition and properly tuned (in accordance with manufacturer's specifications).
 9. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
 10. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- D. Excessive Watering: Except as required by the Engineer, the Contractor shall not employ dust control methods that result in ponded water, erosion, or an increase of the water content of excavated soil by more than one (1) percent above the water content that existed when excavated.
- E. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.

1.04 NOISE CONTROL

- A. Comply with local noise ordinances. Avoid using tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from residences or businesses located near the Work site. See Section B of these Special Provisions for work hours.
- B. Internal combustion engines shall be equipped with a muffler of a type recommended by the manufacturer. Equipment and trucks used for construction shall utilize the best available noise control techniques (e.g., engine enclosures, acoustically-attenuating shields or shrouds, intake silencers, ducts, etc.).
- C. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five (5) minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of the CCR). Signage shall be provided for construction workers at all access points.
- D. Construction workers shall be cautioned on published risks associated with not using ear protection when around heavy equipment operations.
- E. Stationary noise sources and staging areas shall be located as far from sensitive receptors as possible. Dewatering pumps and generators, if required to operate during the nighttime, will be placed so that the estimated noise level at the nearest residential receptor does not exceed 60 dBA. This can be achieved by locating the pump and generator at least 725 feet from the nearest receptor or incorporation of mufflers and noise barriers to reduce the noise levels.

- F. Signs shall be posted at the construction site that include and describe permitted construction days and hours and a day and evening contact number for the job site. A complaint and enforcement manager shall be appointed to respond to and to track noise complaints.

1.05 WILDLIFE PROTECTION

- A. The Work site and adjacent areas may contain sensitive habitats that could be suitable for special-status wildlife.
- B. Comply with all permit requirements for wildlife protection per Section 9 Mobilization and Environmental Documents.
- C. Using orange construction fencing and signage, designate construction limits so that no access by equipment or personnel is allowed into non-construction areas. Disturbance or removal of vegetation outside of the designated construction area is not allowed.

1.06 MINIMUM WILDLIFE PROTECTION MEASURES

- A. At a minimum, the Contractor shall comply with the following measures for wildlife protection:
 - 1. Trash and waste material must be properly disposed of in trash receptacles that prevent the access or trapping of native animals. These containers shall be available and used at all times.
 - 2. Trash shall be removed from the site daily.
 - 3. All equipment such as buckets, and open holes, trenches or items that may potentially trap sensitive animals must be covered by the end of each workday. (If this is not possible, one or more escape ramps constructed of earth fill or wooden planks will be established in the hole at an angle no greater than 30 degrees.)
 - 4. Thoroughly inspect all holes or trenches for animals before filling. If at any time, wildlife is discovered trapped in a trench or pit, halt work and notify the County's representative immediately.
 - 5. Storage of any pipes measuring four (4) inches or greater in diameter at the site will be avoided, or the ends of any such pipes will be sealed with tape as they are brought to the site. Visually check all sections of construction materials for the presence of wildlife sheltering within them prior to the pipe sections being placed and attached together, or shall have the ends capped while stored on site so as to prevent wildlife from entering. After attachment of the pipe sections to one another, whether installed or not, the exposed end(s) of the pipeline shall be capped at the end of each day during construction to prevent wildlife from entering and being trapped within the pipeline.
 - 6. Allow any wildlife encountered during the course of construction to leave the construction area unharmed. All reasonable efforts shall be made to capture and move all stranded aquatic life observed in the removed material.
 - 7. No cats or dogs or firearms (except for federal, state, or local law enforcement officers or security personnel) will be permitted onsite to avoid harassment, killing, or injuring of protected wildlife.
 - 8. Erosion control fabric with plastic netting may not be used.
 - 9. Lighting of the project site by artificial lighting during night time hours should be minimized to the maximum extent practicable.

1.08 CULTURAL AND PREHISTORIC RESOURCES

- A. The Contractor shall (1) suspend work in the area and (2) notify the Engineer immediately, if evidence of any of the following are items encountered during performance of the Work:
1. Archaeological artifacts
 2. Fossils
 3. Human remains

1.09 CLOSE-OUT

After project acceptance you have no further responsibility for the NOA in place within the job site. You will not be considered a generator of the hazardous material and no further action is required.

PART 4 – MEASUREMENT AND PAYMENT

Full compensation for complying with the provisions of this section shall be considered as included in the contract price for the various bid items, and no separate payment will be made.

95 EPOXY

PART 1 - GENERAL

1.01 DESCRIPTION

- A. This section applies to injecting epoxy used for the following applications:
 - 1. Repairing cracks in unreinforced mortared stone barrier wall.

1.02 SUBMITTALS

- A. Accompanying mix design, submit materials certificates signed by material producer and Contractor, certifying that each material item complies with, or exceed, specified requirements.

PART 2 - PRODUCTS

2.01 DESCRIPTION

- A. All concrete epoxy subject to this section shall be in accordance with Section 95-1.02 C of the Caltrans Standard Specifications and these Special Provisions.

PART 3 – EXECUTION

PART 4 – MEASUREMENT AND PAYMENT

- A. The contract price paid per lineal foot of “Inject Epoxy” as identified in the project plans and photos. Epoxy will be inject along the entire length of the cracks identified. It is up to the contractor to confirm those lengths. This item shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals, and for performing all the work involved as shown on the plans and as specified in these Technical Specifications, the Standard Specifications, and as directed by the Engineer and no additional compensation will be allowed.

101 ATTACHMENT 'A' – SUBMITTAL LIST

THE REQUIRED SUBMITTALS FOR THE PROJECT SHALL INCLUDE, BUT MAY NOT BE LIMITED TO, THE FOLLOWING:

- 1 PROJECT SCHEDULE AND PROGRESS SCHEDULE
- 2 UPDATED SUBMITTAL LIST AND SCHEDULE
- 3 SCHEDULE OF VALUE FOR LUMP SUM ITEMS
- 4 STAGING PLAN
- 5 TRAFFIC CONTROL PLAN
- 6 EMERGENCY CONTACT LIST
- 7 BEST MANAGEMENT PRACTICE PLAN
- 8 EPOXY
- 9 WARRANTIES
- 10 RECORD DRAWINGS