TILLAMOOK COUNTY PUBLIC WORKS

CONSULTANT WORK REQUIREMENTS

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

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

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

Geotechnical Investigations, Reports, and Design
- Geologic Site Characterization
- Subsurface Engineering Characterization
- Drilling, sampling, insitu testing
- Materials characterization with Laboratory Testing
- Slope Design, embankment design, slide stabilization design
- Embankment source evaluation
- Foundation evaluation and design.
• Geotechnical Report Preparation.
• Geotechnically related plan and specification preparation
• Construction observation of geotechnical project elements

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

**Preliminary Design**
• Location Narrative;
• Roadway Alternatives;
• Bridge Alternative Study;
• Type, Size, and Location Report.
• Perform Utility Coordination
• Perform Railroad Coordination

**Environmental Analysis, Documentation, and Compliance**
• Draft and Final Environmental Documents
• Environmental Project Management
• Compliance with state and local planning requirements
• Findings for goal exceptions, plan amendments, and variances
• Acquisition of Conditional Use Permits
• Planning and Land Use analysis and reports
• Interchange Area Management Plan
• Facility or Refinement Plan
• Socio-economic analysis and reports
• Environmental Justice analysis and report
• Section 106 Determination of Eligibility
• 106 Finding of Effect
• 106 Memorandum of Agreement
• Cultural Resources Technical Report (EIS, EA only)
• Section 4(f) Evaluations
• ORS 358 Coordination Form
• ARPA Permit (federal lands)
• Excavation Permit (SHPO)
• Wetland delineation and report
• Coordinate with designers on avoidance and minimization options
• Wetland functional analysis
• Wetland impact assessment
• Conceptual wetlands mitigation report
• Coordination with ACE and DSL on mitigation options
• Final wetland mitigation grading and planting plans and specifications
• Pre-construction meeting with construction contractor
• Construction inspection for wetland and biological mitigation site
• Adaptive management of wetland mitigation during construction
• Post-construction mitigation site monitoring with annual reports
• Wetland mitigation site maintenance
• Wetland mitigation site remediation plans
• Water resources Impact Assessment and report
• Water Quality mitigation design concept report
• Final water quality mitigation design plans and specifications
• Erosion and sediment control plans
• NPDES permit for discharge of stormwater from construction sites for projects constructed on Tribal Reservation lands
• Oregon Natural Heritage database search
• Request species’ list from USFWS and NMFS
• Field survey for plants, birds and other species of concern
• Prepare Biological Assessment (BA) and Biological Evaluation
• Prepare No Effect memo
• Develop mitigation plans for biological species
• Incorporate Terms and Conditions from Biological Opinion(BO) into Specifications
• Photograph pre-existing baseline conditions at construction site
• Estimate costs for maintaining, remediating, and site inspection for including in construction budgets.
• Monitor mitigation or special features of the site as per permits or BO
• Prepare monitoring documents and submit to agencies
• Coordinate site remediation or maintenance as needed.
• Prepare Air Quality Technical Report per guidance and conformity criteria (OAR 340-252-0010 through 0290)

Prepare All Required Permit Applications
• Joint Permit Application to U.S. Army Corps of Engineers and Oregon Division of State Lands
• Coast Guard;
• Local permits including conditional use, floodplain, railroad, etc.;
• Determine permits required from or notification of other regulatory agencies;
• Prepare & Submit Required Permits to Contract Administrator or designee for Review, Approval and Signature.

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

Prepare Final Plans, Special Provisions, and Cost Estimates
• Prepare Final Plans;
• Final Quantities and Engineer’s Cost Estimate;
• Special Provisions;
• Engineers Construction Schedule;
• Respond to Local Agency comments on PS&E;
• Prepare Utility Notifications;
Bidding Assistance
- Respond to Questions from Bidders and Local Agency;
- Prepare Addenda to Plans and Specifications;

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

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

Unique project circumstances may add to project requirements or needs.

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