

District 5 LAP Continuing Services CEI Task Work Order Management Plan

1. The Local Agency will provide the District a general construction scope, plans, engineer's estimate of probable cost, construction duration, utility work schedule (if applicable to project), bid documents, and in-house (Local Agency prepared) CEI estimate. This should be provided as early as possible, but no later than 90% plans.
2. The District will conduct a cursory review of the documents provided by the Local Agency. The LAP Design Project Manager will coordinate with the Local Agency on any questions/comments resulting from the District's review. (District initial review time – 2 business days. If there are any questions/comments, additional time will be dependent on Local Agency responses.)
3. Once any questions/comments on the documents submitted by the Local Agency are addressed, the District will send the plans, construction scope and duration to the Consultant CEI for them to prepare an initial man-hour and fee proposal. (Consultant will be provided up to 2 weeks to provide proposal.)
4. When the Consultant CEI firm provides the initial man-hour and fee proposal to the District, the District will review and negotiate to the point where the District concurs with the proposal. (1-2 weeks, depending on level of negotiation needed.)
5. Once the District concurs with the proposal, it will be forwarded to the Local Agency for review and comment. (Local Agency will be provided up to 2 weeks to provide feedback.)
6. The District will review feedback provided in step 4 and coordinate with Local Agency to determine appropriate next steps.
7. Once all outstanding issues are resolved, the District will execute the Task Work Order with the consultant.

NOTE: Negotiation of the CEI task work order must be complete prior to the LAP Construction Agreement being drafted. If the negotiated fee exceeds the programmed funding, the Local Agency will need to either secure additional funding from the MPO/TPO or provide Local Funds to the District via a Local Funds Agreement (LFA.)

Administration and management of individual Task Work Orders will be handled by the District. The CEI scope of services is the Department's Standard Scope of Services, modified to accommodate LAP requirements and removal of non-applicable items.

- Although the CEI contract has been procured by the District, the Local Agency responsibilities as it pertains to construction contract oversight have not changed. The District expectations of Local Agency involvement remain unchanged.
- Once the Task Work Order is executed, the District will schedule a meeting with the CEI and Local Agency to establish roles and discuss project details.

- Day-to-day project coordination should be directly between the CEI and the Local Agency.
 - The Local Agency should escalate any construction issues to the District and likewise, the District will route any concerns directly to the Local Agency.
 - In the event of issues on a project, communication between the Local Agency and the District should include the CEI firm. The CEI firm should be included on most communications between the District and the Local Agency.
 - The CEI firm can contact the District directly, as needed. However, it is anticipated that this would only occur if a Local Agency is being unresponsive to communication from the CEI.
- Any Change Orders, Invoices, Close-out Documents, etc. prepared by the CEI on behalf of the Local Agency will be submitted by the CEI to the Local Agency.
 - The Local Agency will review the documentation and provide comments back to the CEI.
 - Once the Local Agency accepts the documentation, the Local Agency will submit the documentation to the District.
 - Any District questions/comment/concurrence will be provided to the Local Agency, who will then provide to the CEI.