



Control of Work



Control of Work: Objectives



Be able to...

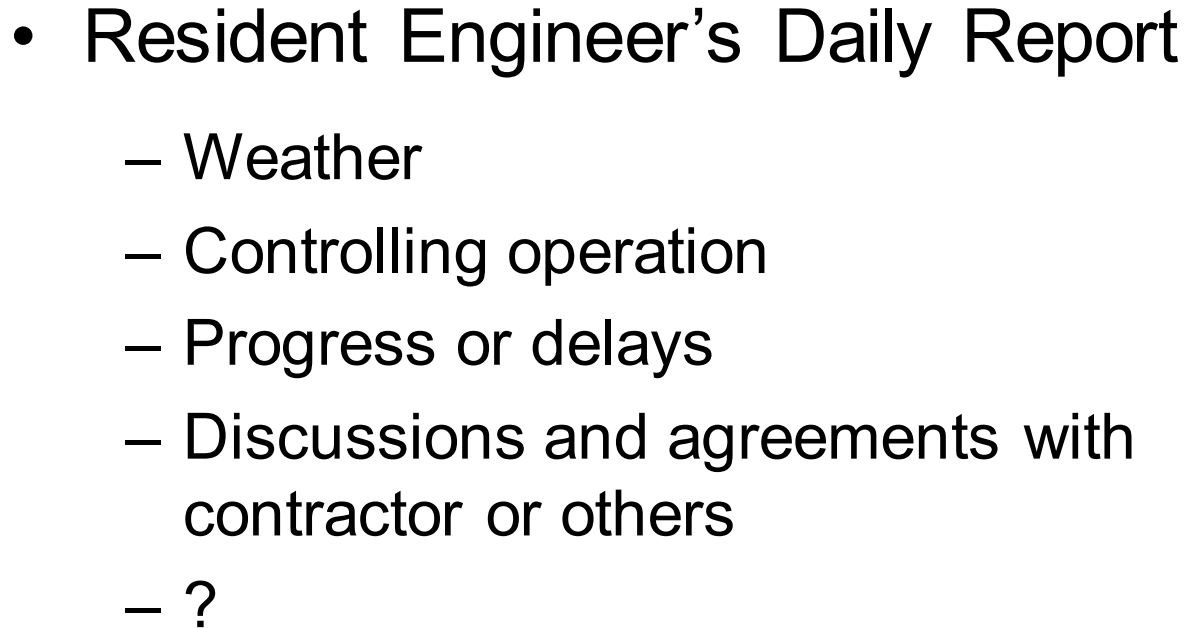
- List resources
- Write a Daily Report
- Know your authority
- Understand the contractor's obligations
- Approve subcontractors



Control of Work: Resources



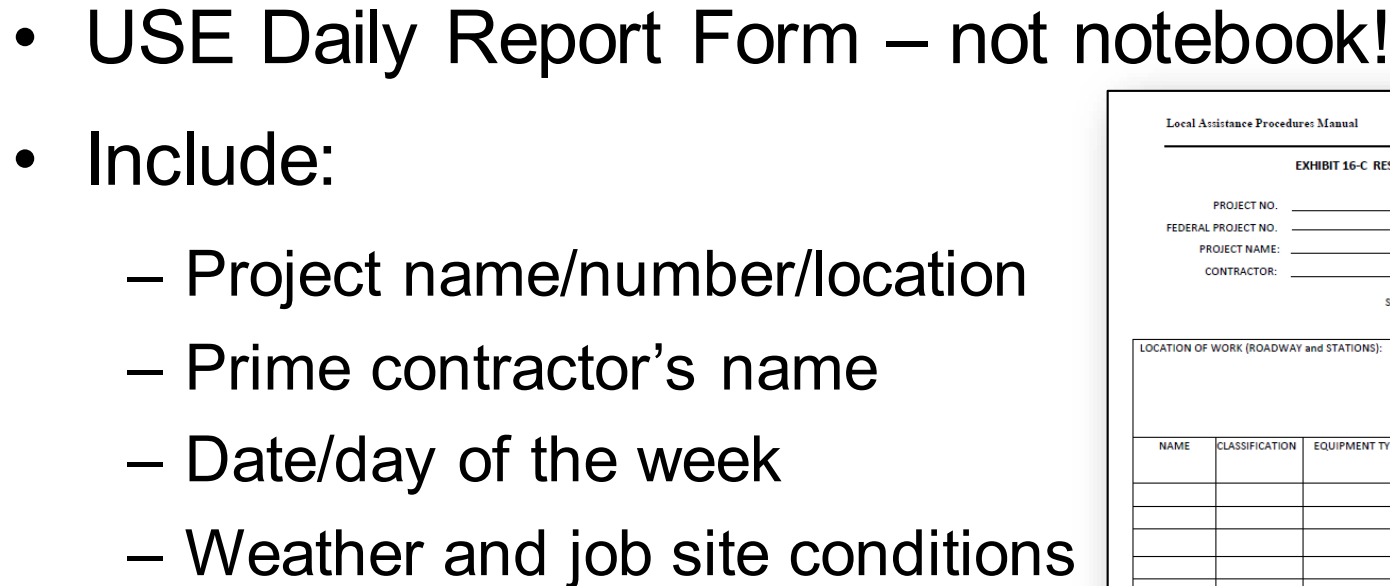
- CTSS, Ch. 5, **Control of Work**
- Green Book, Section 2, **Scope and Control of Work**
- CT Construction Manual, Ch. 3, **General Provisions**; Section 5, **Control of Work**



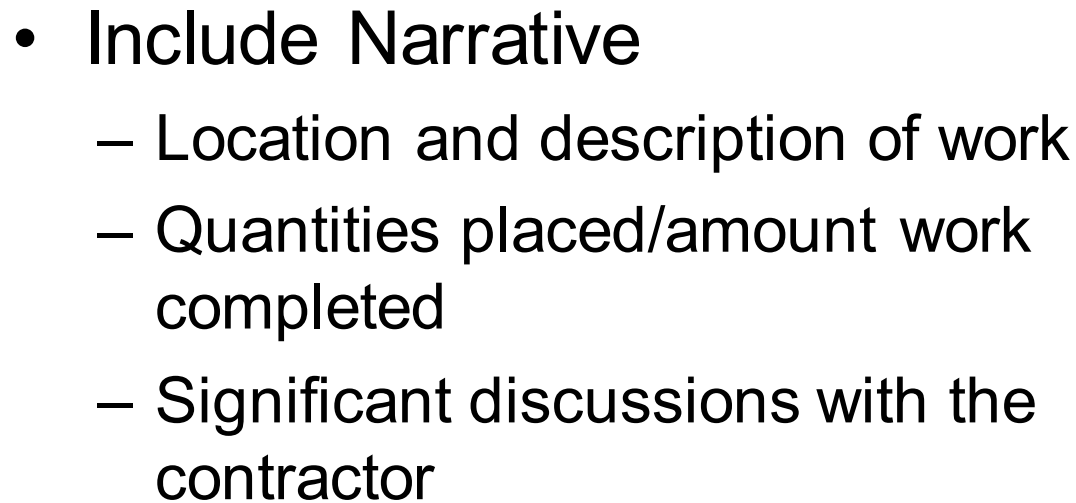
(Handout Page 1)

LAPM 16.8 Engineer's Daily Reports

CM 5-004 RE's Daily Report



(Handout Page 2

[illegible]

Handout Page 3

05-DM7504
05-SCF-1-R0.0/10.2
Place HMA

Report No. _____
Date 4/17 To 4/18/13
M T W T F S S Circle Day
Shift Hours Start 20:00 Stop 4:00

ASSISTANT RESIDENT ENGINEER'S DAILY

CCO #32

REPORT

Location & Description of Operation From 20:00 To 23:00 HRS NB 1 NO. 2 LANE WAS
SHUT DOWN FROM PATERO LINE BR. TO RT 129 OFFRAMP, INCLUDING RT 129 OFFRAMP. CONTRACTOR
EXCAVATED & GRADED FOR AN OVERSIDE DRAIN ON THE RT SHOULDER OF RT 129 OFFRAMP JUST AFTER HBR
LOC. 2. A LOW SPOT IN THE OVERLAY EXISTS ON THE SHOULDER AND THE CONSTRUCTION OF AN OVERSIDE
DRAIN IS NECESSARY TO CONVEY STANDING WATER
DOWN TO THE ADJACENT EMMENT.

From 23:00 To 3:00 HRS AT THE FOLLOWING

EQUIPMENT AND/OR LABOR:

EQPT. NO.	NO. MEN	DESCRIPTION (Of Equipment or Labor)	PUNCH LIST (Good Log 4/18/13)		CCO #32		CCO #32 (OT)		IDLE OR DOWN		REMARKS (Reason for idleness or other remarks)	WEATHER
16335	1	350 UTIL. TRUCK	2	6	2						R. Espino	Clear Sky
15975	1	CONC. TRUCK	2	6							D. Andrade	
16375	1	ATTENUATOR TRUCK	2	6							R. Mercado	
17838	1	UTIL. TRUCK	2	6							R. Arriaga	
16257	1	LIGHT PLANT	2	6							J. Taylor	
16199	1	5-TON TRUCK (8hrs)	2	6							F. Ramos	
		TRAILER BACKHOE	4									
		2 CMH + 2 ARE GRD	8									

Low spot locations = 1. NB RT SHOULDER AT START OF STURNE SLOUGH BR. DECK 2. NB MAX MONTE OFFRAMP NEXT TO DI 3. SB RT SHOULDER STURNE SLOUGH BR. DECK 4. SB BEFORE DI AT HBR LOC. #34 5. SB RT SHOULDER AT PM 10.0 BEFORE DI CONTRACTOR GRADUALLY FILL IN THE PROXIMITY OF THESE LOW SPOTS TO REMOVE HUMPS IN THE OVERLAY. THE GRADING DID APPEAR TO HELP STANDING WATER TO FLOW TO THE ADJACENT INLETS. Ray & I agreed to split 50/50 time (punch list & CCO #32) for the grading. Traffic control was utilized for the above work. I gave Ray a copy of the Cam Computer Assembly (Std plan H-7) for the repair of the damaged IRRI valve on NB1 SHOULDER NEAR HBR LOC #5. I advised him to follow & install the cam computer & pull box per the detail.

LBRs = $72 \times 38 \text{ HRS} = 2,736$ Ray informed me of the overtime charge for
TRUCKS = $738 \times 32 \text{ HRS} = 2,361$ opening the AC plant at night time. I told
BACK HOE = $45 \times 4 \text{ HRS} = 180$ him I accepted. Pavex will place HMA for the
LIGHT CMH (400 GRD) = $422 \times 22 \text{ HRS} = 9,284$ overtime during tomorrow night.
= 4,300

Signature

Title

Caltrans Assistant Resident Engineer's Daily Report

CEM 4601

LAPM Exhibit 16-C

(Handout Pg. 4)



Control of Work: Assistant RE Daily Report



- Include Documentation of Inspection
 - Observations of compliance/non-compliance
 - Samples taken/test performed
 - Certificates obtained
 - Actions taken
 - Statements to contractor
 - Approvals given



Control of Work: Assistant RE Daily Report



- Include:
 - Field force
 - Name/class for each worker
 - Employer (name of prime or sub)
 - Hours worked – by contract item
 - Equipment on site
 - ID number and classification
 - Hours operated
 - Idle time
 - Arrival and departure



Control of Work: Contractor's Equipment



- Enforce the requirement for the Contractor to...
 - Submit list describing each piece of equipment and its ID number
 - Stencil ID number on each piece of equipment

CTSS 5-1.33, Equipment

Green Book 4-1.1

CM 5-1.09



DAILY INSPECTION
REPORT

REPORT No. DIR_316_120314_MAB.xlsx

Date the Shift
Began: 3/14/12

☐ NIGHTWORK WED

Shift Hours Start 4:00 Stop 15:30

PROJECT		OCTA NO.		CONTRACT NO.		TEMP		WEATHER/PRECIP		WORKING DAY #	
Sand Canyon Avenue Grade Separation		TR202		C-0-1662		LOW	HIGH	P. CLOUDY		315	
						54	70				
		HOURS - ITEM NO.						CONTRACTORS			
		ITEM NO. >>		8	7	242	216	CCO	CCO	Prime CCMyers (P)	
		Daily Quantity >>						5	27	Sub #1 SRD (1)	
										Sub #2 IRWD (2)	
										Sub #3 Sterndahl (3)	
										Sub #4 CGO (4)	
										3 RD Party #1 (5)	
										3 RD Party #2 (6)	
										3 RD Party #3 (7)	
										3 RD Party #4 (8)	
										REMARKS	
										Name Classification Prime Sub	
										Steve Gray Superintendent P	
										F-350 P	
										Ricardo Ruelas Laborer P	
										F-250 P	
										Raul Alvarez Laborer P	
										Rodrigo Zavala P	
										Arrow board/Cone Truck F-Super Duty P	
										Brian Brock P	
										F-150 P	
										Cat 966 P	
										Solar Tech P	
										Wanco P	
										Amida P	
										Solar Tech Stage 1B P	
										Solar Tech P	
										Solar Tech P	
										Mike Fredrickz IRWD 2	
										IRWD 2	
										Glenn Martinez Foreman 1	
										F-250 1	
										80Z Kawasaki 1	
										Jose Lopez 1	
										Leo Hernandez 1	

SAMPLE
Local Agency Form
(Handout Pg. 5)



Daily Report Exercise

(Handout Pgs. 7-9)





Daily Report Recommended

EXHIBIT 16-C RESIDENT AND ASSISTANT ENGINEER'S DAILY REPORT

PROJECT NO. _____ REPORT NO. 48.1, 2 CCO
FEDERAL PROJECT NO. 03-381504 DATE: 9/7/2012
PROJECT NAME: ACNH-P020 (125) E
CONTRACTOR: ABC Contractor DAY: ☐ S ☐ M ☐ T ☐ W ☐ TH ☒ F ☐ S (CHECK ONE)

SHIFT HOURS START: 7:00AM STOP: 5:30PM
TEMP MIN: 65 MAX: 105

LOCATION OF WORK (ROADWAY and STATIONS):			HOURS – BID ITEM NO./DESCRIPTION							WEATHER CONDITION (TEMP)	
NAME	CLASSIFICATION	EQUIPMENT TYPE	BID ITEM	#36 Labor	#36 Equipment	#50 Labor	#50 Equipment	CCO#1 Labor & Equip.	IDLE OR DOWN	Clear - High:105; Low:65	
										REMARKS	
R. Riley	Operator-Foreman	PO560 Truck		7	7	2	2	1			
J. Kelley	Operator	SC0091 Scraper		10	10						
J. Johnson	Operator	SC0094 Scraper		10	8				2		
M. Burns	Operator	SC0095 Scraper		10	10						
E. Elliott	Operator	R0170 Compactor		10	10						
R. Thomas	Operator	G0049 Grader		8	8	2	2				
T. Wilson	Opnr/Grade Settr			6		2		1			
R. Wilson	Laborer/(Spotter)			5		2		1			
B. McCarthy	Laborer/(Rod Hldr))			5		2					
W. Buttler	Owner/Operator	WT151 Truck		8	8	2	2				
DESCRIPTION OF WORK PERFORMED FOR THE DAY:											
<p>Contractor excavating from sta. 112+50 to 119+25 and hauled material to embankment at sta. 121+00 to 125+00. Embankment elevation 1500'+/- at 1730. Compaction test taken at sta. 120+50 to 124+50, at elevation 1490'+/-, passed with 93%. Also, worked on drainage item #50 at sta. 120+00; and furnished and installed "No Pedestrians or Bicycles" signs (R5-10b) at sta. 100+00 and 130+00, at locations I marked, under CCO #1, from 0800 to 0900. Informed foreman at 0900 to keep the scrapers off the travel way because they were over the legal loads. The foreman, grader, and water truck worked on drainage item #50 from 1000-1200. Grade setter and laborers worked on drainage item #50 from 1330-1530, no OT. Rocky area encountered by scrapers at sta. 114+00 and pulled off the area. Foreman stated that he will haul rock with trucks later. Scraper S0094 was down for two hours (1100-1300) with a flat tire. Checked cut slopes at sta. 113+00 and informed the grade setter that the slopes were undercut and generating excess material. Reaffirmed that there is no pay outside planned excavation limits. Shift ended at 1730 hours (2 hours OT). Based on average end areas and the distance between stations, contractor excavated approximately 3000 Cy.</p>											

NAME _____ SIGNATURE _____ TITLE _____



Control of Work: Governing Order Contract Documents



2015/2018 CTSS 5-1.02

1. **Special Provisions**
2. **Project Plans**
3. Revised Standard Specifications
4. **Standard Specifications**
5. Revised Standard Plans
6. **Standard Plans**
7. Supplemental Project Information

Green Book 2-5.2

1. Permits
2. CCO
3. Contract/Agreement
4. Addenda
5. Bid/Proposal
6. **Special Provisions**
7. **Plans**
8. **Standard Plans**
9. **Standard Specifications**
10. Reference Specification



Control of Work: Governing Order Contract Documents



- Written numbers and notes on a drawing govern over graphics
- Detail drawing governs over a general drawing
- Specific specification governs over a general specification
- Specification in a section governs over a specification referenced by that section

CTSS 5-1.02



Control of Work: Authority of Engineer



- The Engineer makes the final decision on questions regarding the Contract, including:
 - Work quality and acceptability
 - Manner of performance of the work
 - Drawing and specification interpretation
 - Contract fulfillment
 - Time and progress rate
 - Measurement and payment

CTSS 5-1.03 Engineer's Authority

Green Book, 2-10 Authority of the Engineer₁₆



Control of Work: Contractor's Obligations



- The Contractor must...
 - Provide QC
 - Ensure safe and unrestricted access to the work
 - Furnish facilities necessary for the Department's inspection.
 - Use contract administration forms at the Department's website

CTSS 5-1.01, General
Green Book, 2-11, Inspection



Control of Work: Contractor's Obligations



- Before starting work, the Contractor must assign a representative to:
 - Receive the Engineer's orders
 - Prosecute the Engineer's orders
 - Supervise the workers
 - Coordinate the subcontractors' work

CTSS 5-1.16 Representative

Green Book 7-6 Contractor's Representative



Control of Work: Contractor's Obligations



- Representative must...
 - Be present at the job site while work is in progress
 - Be easily contacted after-hours to perform emergency work
 - Read, speak and write English (Green Book only)

CTSS 5-1.16 Representative

Green Book 7-6 Contractor's Representative



Control of Work: Subcontractors



- Contractor must...
 - Perform 30% – FHWA requirement
 - 2018 CTSS 5-1.13 – 30%
 - Green Book 2-3.2 – 50%
- Does not apply to building-construction

Green Book 2-3.2 Self Performance

CTSS 5-1.13A Subcontracting



Control of Work: Subcontractors



Before a sub starts work,
Contractor must submit for approval a
Subcontracting Request form.

(LAPM Exhibit 16-B)

CTSS 5-1.13 Subcontracting

Green Book 2-3.3 Status of Subcontractors

LAPM 16-8 Subcontractors

Exhibit 16-B SUBCONTRACTING REQUEST

CONTRACTOR NAME			COUNTY		ROUTE	
BUSINESS ADDRESS			CONTRACT NUMBER			
CITY AND STATE			ZIP CODE		FEDERAL AID PROJECT NUMBER	
A. SUBCONTRACTOR (Name, Business Address, Phone)	B. BID ITEM NUMBER (S)	C. PERCENTAGE OF BID ITEM SUBCONTRACTED	D. SUB LISTED AT BID TIME		E. CERTIFIED DBE	
			Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Yes	No	Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that:

- The Standard Provisions for labor set forth in the contract apply to the subcontracted work.
- If applicable, Form FHWA- 1273 of the Special Provisions has been inserted in the subcontracts and should be incorporated in any lower-tier subcontract. Written contracts have been executed for the above noted subcontracted work.

Contractor Signature	Date
----------------------	------

This section is to be completed by the resident engineer.

- | | | |
|---|----|--|
| 1. Total of bid items | \$ | |
| 2. Contractor must perform with own forces (line 1 X contract req. %) | \$ | |
| 3. Bid items previously subcontracted (taken from previously approved 16-B) | \$ | |
| 4. Bid items subcontracted (this request) | \$ | |
| 5. Total bid items subcontracted (line 3 plus 4) | \$ | |
| 6. Balance of work contractor to perform (line 1 minus 5) | \$ | |

Approved	
RESIDENT ENGINEER'S SIGNATURE	DATE

Copy Distribution : Original-Contractor Copy- Resident Engineer Copy- OBEO- ama@businessadvocate@bkpt.ca.gov or fax to (916) 324-1949

Subcontracting Request

LAPM Exhibit 16-B

CEM-1201 (Rev 01/2020)

(Handout Pgs. 10-11)

Control of Work: Subcontractors



Purpose of the *Subcontracting Request*...

- RE verify Contractor complies with
 - Subletting and Subcontracting Fair Practices Act
 - DBE laws and commitments
 - Having signed sub-contracts
 - Self-Performing 30%/50% of work



Control of Work: Subcontractors



- Before **approving** the *Subcontracting Request* compare it to:
 1. Bidder's List of Subs, Exh. 12-B
 2. Bidder DBE Commitment, Exh. 15-G

2010 CTSS 5-1.13 Subcontracting

Green Book 3-3 Subcontractors

LAPM 16-7 Subcontractors

Exhibit 12-B: Bidder's List of Subcontractors (DBE and Non-DBE) Part 1

As of March 1, 2015 Contractors (and sub-contractors) wishing to bid on public works contracts shall be registered with the State Division of Industrial Relations and certified to bid on Public Works contracts. Please register at: <https://efiling.dir.ca.gov/PWCR/ActionServlet?action=displayPWCRegistrationForm>

In accordance with Title 49, Section 26.11 of the Code of Federal Regulations, and Section 4104 of the Public Contract Code of the State of California, as amended, the following information is required for each sub-contractor who will perform work amounting to more than one half of one percent (0.5%) of the Total Base Bid or \$10,000 (whichever is greater). Photocopy this form for additional firms. Federal Project Number: _____

Subcontractor Name and Location	Line Item & Description	Subcontract Amount	Percentage of Bid Item Sub-contracted	Contractor License Number DIR Reg Number	DBE (Y/N)	DBE Cert Number	Annual Gross Receipts
Name:							<input type="checkbox"/> <\$1 million
City, State:							<input type="checkbox"/> <\$5 million
							<input type="checkbox"/> <\$10 million
							<input type="checkbox"/> <\$15 million
							Age of Firm: ____ yrs.
Name:							<input type="checkbox"/> <\$1 million
City, State:							<input type="checkbox"/> <\$5 million
							<input type="checkbox"/> <\$10 million
							<input type="checkbox"/> <\$15 million
							Age of Firm: ____ yrs.
Name:							<input type="checkbox"/> <\$1 million
City, State:							<input type="checkbox"/> <\$5 million
							<input type="checkbox"/> <\$10 million
							<input type="checkbox"/> <\$15 million
							Age of Firm: ____ yrs.
Name:							<input type="checkbox"/> <\$1 million
City, State:							<input type="checkbox"/> <\$5 million
							<input type="checkbox"/> <\$10 million
							<input type="checkbox"/> <\$15 million
							Age of Firm: ____ yrs.
Name:							<input type="checkbox"/> <\$1 million
City, State:							<input type="checkbox"/> <\$5 million
							<input type="checkbox"/> <\$10 million
							<input type="checkbox"/> <\$15 million
							Age of Firm: ____ yrs.

1. Check against Bidder's List of Subcontractors, Exh. 12-B
Required by "Subletting and Subcontracting Fair Practices Act"

Distribution: Original-Local Agency File

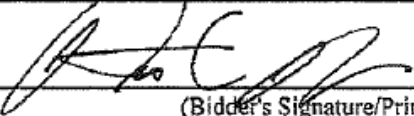
Reset Form

DESIGNATION OF SUBCONTRACTORS FORM

In compliance with the provisions of Sections 4100-4113 of the Public Contract Code of the State of California, and any amendments thereto, the undersigned bidder sets forth the following:

- a. The name and location of the place of business of each subcontractor who will perform work or labor, or render service to the undersigned Prime Contractor in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the Prime Contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of one percent of the undersigned Prime Contractor's total bid or in the case of bids for the construction of streets and highways, including bridges, in excess of one-half of one percent or ten thousand dollars (\$10,000), whichever is greater.*
- b. The portion of the work which will be done by each such subcontractor. Only one subcontractor shall be listed for each such portion.

Bid Schedule Item No.	Description of Portion of Work (if applicable)	Subcontractor	License No.	Address	Approximate Dollar Value
6 (Partial), 27, 28, 29, 30	Install Erosion Control	KCI Environmental	813844	P.O. Box 3307 San Luis Obispo, CA 93403	\$70,000
7, 8 (Partial), 13, 50, 69	Signs, Traffic Control (Partial)	KRC Safety Co., Inc.	A507950	7821 Sunnyview Ave. Visalia, CA 93291	\$20,000
38, 39	Furnish and Drive Steel Piling	West Coast Welding, Inc.	806077	818 Grayson Rd. Pleasant Hill, CA 94523	\$170,000
41	Prestressing CIP Concrete	Schwager Davis, Inc.	492582	198 Hillside Ave. San Jose, CA 95136	\$57,000
40	CIDH Piling (Partial)	Myers Foundation Drilling	A572254	P.O. Box 742 Morro Bay, CA 93443	\$63,000
45 Partial, 46 Partial, 49, 76 Partial	Furnish + Install Reinforcing Steel	C.M.C. Rebar	778010	120 W. Larch Rd. Tracy, CA 95304	\$216,000
64, 65, 66, 70, 71, 72, 73, 74	Fencing and Guard Rail	Central Coast Fence	463992	540 S. 4th St. Grover Beach, CA 93433	\$36,000

By:  Steve A. Souza, President
(Bidder's Signature/Printed Name and Title/Company Name)

Souza Engineering Contracting, Inc.
dba Souza Construction, Inc.

*NOTE: When there is a failure to list a subcontractor, as required, the law provides that the Contractor agrees to do the work with his or her own forces. In such case, bidder must be authorized to perform said work. Any bid not complying with the provisions hereof may be rejected.

RETURN THIS FORM WITH YOUR BID PROPOSAL



Control of Work: Subcontractors



Common potential “Subcontracting Fair Practices Act” violations :

- Subbing additional work to a “listed” sub where the work was not originally listed, and is > threshold
- Using a sub not listed at bid time whose dollar value of work is > threshold
- Substituting a sub without the Agency’s written consent
- Performing work with his/her own forces that was for a sub to perform



Control of Work: Subcontractors



Common potential DBE violations to look for:

- Substituting subcontractors without the agency's written consent
- Performing work with his/her own forces that the bid documents designated a DBE subcontractor to perform



Control of Work: Contractors Records



Contractor must...

- Retain project records from bid preparation through final payment/claims resolution.
- For at least 3 years after retain records of:
 1. Bid preparation
 2. Overhead
 3. Payrolls
 4. Payments to subcontractors and suppliers

CTSS 5-1.27 Records



Control of Work: Contractors Records



Contractor must...

- Maintain cost accounting records for the project
- Make records available for inspection, copying, and auditing
- Make subcontractor's records available

CTSS 5-1.27 Records



Control of Work: Non-Compliant and Unauthorized Work



“The Engineer may reject work that does not comply with the Contract at any time, including after a payment has been made”

- Notify the Contractor in writing
- Do not pay for:
 - Corrective, removal, or replacement work
 - Unauthorized work

CTSS 5-1.03, Authority of Engineer

Green Book 4-1.1

CM 5-1.09



Control of Work: Property and Facility Preservation



- Be sure the Contractor...
 - Preserves property and facilities
 - If you cause damage, you are responsible
 - Notifies USA prior to excavating

CTSS 5-1.36, Property and Facility Preservation

Green Book 7-9 Protection and Restoration of Existing
Improvements

CM 3-518



Control of Work: Maintenance and Protection



- Be sure the Contractor...
 - Maintains and protects the work
 - Prevents equipment that exceeds max weight per VC operating on completed or existing *treated base, pavement, or structures*
 - Restores damaged work to the same state of completion as before the damage, before acceptance

CTSS 5-1.39 Damage and Repair Restoration

Green Book 7-9 Protection and Restoration

CM 3-519 Maintenance and Protection



Control of Work: Final Inspection



- Before Final Inspection...
 - Review job with other stakeholders
 - Give contractor a punch list
 - Perform a final inspection
 - Document in RE Daily Report

CTSS 5-1.46 Final Inspection and Acceptance

LAPM 16.16 Final Inspection

CM 3-523 Final Inspection



Control of Work: Poll





Control of Work: Poll

Answer which is least accurate for non-change order work.

The authority of the Engineer allows the Engineer to:

- a. Determine the acceptability of work**
- b. Direct the means and methods of the contractor's work**
- c. Determine interpretation of plans and specifications**
- d. Determine compensation**



Control of Work: Poll

Answer which is least accurate for non-change order work.

The authority of the Engineer allows the Engineer to:

- a. Determine the acceptability of work**
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Control of Work: Poll





Control of Work: Poll



True or False

The governing order of the contract documents are:

- 1. Special provisions**
- 2. Project plans**
- 3. The project specific Geotechnical Report**
- 4. Standard specifications**
- 5. Standard plans**
- 6. Supplemental project information**



Control of Work: Poll

True or False

The governing order of the contract documents are:

1. Special provisions
2. Project plans
3. The project specific Geotechnical Report
4. Standard specifications
5. Standard plans
6. Supplemental project information

False



Control of Work: Poll





Control of Work: Poll

The best places to get answers to my federal-aid project administration questions are?

- a. FHWA websites**
- b. Caltrans websites**
- c. Caltrans manuals**
- d. Google**
- e. Caltrans Construction Oversight Engineer**
- f. All of the above**



Control of Work: Poll

The best places to get answers to my federal-aid project administration questions are?

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