

**OHIO DEPARTMENT OF TRANSPORTATION
CONSTRUCTION ADMINISTRATION, INSPECTION, AND MATERIALS MANAGEMENT
SCOPE OF SERVICES**

Project Specific Services

Project Name	CUY IR 077 11.41 Major Rehab
PID	105743
Construction Project Number	TBD
Project Description	Replace the pavement of IR-77 from south of Grant Ave to Broadway Ave (SR-14) in the village of Newburgh and Cuyahoga Heights and the city of Cleveland. Work includes replacing the IR-77 bridge over Morgana Run; protective coating, concrete sealing, and minor substructure patching of overhead railroad bridges and approach work on the Grant Ave overpass.
Work Description	Construction Inspection and Administration for approximately 4 years. Staff estimates: Yr 1: 1-ProjInsp2, 1-CE2(part-time), 1-StructInsp(as-needed), and 1-Soils&Agg. Yr 2 & 3: 1-ProjInsp2, 1-ProjInsp2(as-needed), 1-Soils&Agg, 1-CE2,1-StructInsp(as-needed), and 1-TS&L(as-needed). Yr 4: 1-ProjInsp2, 1-CE2, 1-TS&L(as-needed), 1-StructInsp(as-needed), and 1-Coatings.
Scope of Services Meeting Date	7/9/2026
SBE Participation Goal	5%

I. GENERAL REQUIREMENTS

Provide services in accordance with the Department's Construction Administration Manual of Procedures, 2025 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required
Project Inspector 1	-
Project Inspector 2	Up to 3
Structures Inspector	1 as needed
Coatings Inspector	1 as needed
Traffic Signal & Lighting Inspector	1 as needed
Soils & Aggregate Inspector	1
Construction Engineer Level 1	-

Construction Engineer Level 2	1 part-time
Non-Prequalified Personnel	Approximate Number Required
Documentation Clerk	1 as needed
Construction Modeling/Survey	1 as needed

The services may include:

A. Engineering and Supervisory Duties

The performance of engineering and supervisory duties required in the administration of an ODOT construction contract, as defined in the Division 100 sections of the Department's Construction Administration Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), construction contract specific requirements and Department policies and procedures.

Section 101 of the Manual of Procedures defines the term Engineer, and Section 105.01 further defines the Authority/Responsibilities of the Engineer. A Department employee will act as the Engineer and remain in responsible charge of administration of the construction contract. The Department and Consultant will mutually select a Consultant Construction Engineer Level 1 or Level 2 consultant employee to serve as Project Engineer, who will provide day-to-day administration of the construction project. The table below delineates the authority of the Consultant Project Engineer and defines the authority and decisions reserved for the Department.

Section 105.01 Activity	Responsibility	Notes
<ul style="list-style-type: none"> • Assignment of the inspection duties at the project level. 	Consultant	
<ul style="list-style-type: none"> • Instruction of the inspection force in the requirements of the project and the items being constructed including: <ul style="list-style-type: none"> ○ Addenda, proposal and supplemental specifications, and equipment (e.g., concrete testing kit). 	Consultant	
<ul style="list-style-type: none"> • Review of materials to be incorporated in the work. This may involve rejection of materials. 	Consultant	ODOT's Engineer must approve all non-spec material incorporated in the project.
<ul style="list-style-type: none"> • Timely payment for work performed by performing the following activities: 	Consultant/ODOT	ODOT's Engineer must approve all payments to the contractor.

<ul style="list-style-type: none"> ○ Input daily work reports on AASHTOWare Construction and Materials Project, review estimates, verify payrolls, and obtain approval of sampled materials. 		
<ul style="list-style-type: none"> ● Determining the need for change orders within the scope of the contract. 	<p style="text-align: center;">Consultant/ODOT</p>	<p>ODOT's Engineer must approve all change orders. Consultant shall advise the Engineer of potential claims and change orders. ODOT's Engineer will provide direction concerning analysis and development of recommendations.</p>
<ul style="list-style-type: none"> ● Monitoring the project and discussing progress schedule with Contractor's Superintendent. 	<p style="text-align: center;">Consultant/ODOT</p>	<p>ODOT's Engineer must approve all changes in the progress schedule impacting critical milestones, completion dates, and critical path on the project.</p>
<ul style="list-style-type: none"> ● Maintaining project records: <ul style="list-style-type: none"> ○ Construction daily diary, CA-D-3 or 4. ○ Work performed. Contractor's equipment, materials, and significant events of the day. ○ Job correspondence. ○ Letters from contractors, utility companies, and other public agencies, as well as any correspondence from District or internal agencies. ○ Minutes from project progress meetings, including who attended, items discussed, and resolutions to problems. ○ Other pertinent documents. ○ Shop drawings, working drawings, and erection 	<p style="text-align: center;">Consultant</p>	

procedures.		
<ul style="list-style-type: none"> Addressing and resolving job site problems in a timely manner. 	Consultant/ODOT	Advise ODOT's Engineer of significant issues.
<ul style="list-style-type: none"> Providing the Contractor with specific information regarding the usage of contingency quantities or "as directed" items. 	Consultant/ODOT	Advise ODOT's Engineer of significant issues with existing items of work or new items of work.
<ul style="list-style-type: none"> Reporting to District Construction Engineer any major change in conditions, traffic accidents, or status of project. 	Consultant/ODOT	Advise ODOT's Engineer of significant issues concerning major change in conditions, traffic accidents, or status of project.
<ul style="list-style-type: none"> Determining final quantities, ensuring the Contractor completes the Punch List items, completing project files, and scheduling final inspection. 	Consultant/ODOT	ODOT's Engineer must approve final quantities, punch list completion and attend the final inspection.

If the Consultant is not requested to provide a Project Engineer, the District Construction Engineer will appoint a Department employee as Project Engineer.

- B. The performance of inspection and materials management duties as described in the Department's Construction Administration Manual of Procedures. The Department will perform all off-site material testing unless the Consultant is notified in writing by the District Construction Engineer.
- C. If requested in writing by the District Construction Engineer, the Consultant shall furnish:
1. Nuclear Density Gauge and related tools.
 2. Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.
 3. Paint Inspection Kit in accordance with CMS 514.05.
 4. The type and number of vehicles, either cars or trucks, for use on-site.
- D. If included above or requested in writing by the District Construction Engineer, provide a documentation clerk as follows.
1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into AASHTO Construction and Materials Project (e.g. prepares daily work reports by compiling information from the inspectors reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

- a. High school diploma or GED.
- b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.
- c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.

E. The Department is requesting as needed survey services to assist the ODOT Engineering team in developing and maintaining Trimble construction models for use by the Department to check and verify contractor work, as well as provide as constructed information. The survey services personnel should be a registered Professional Surveyor with the state of Ohio with 10+ years' experience in the development, maintenance, and use of Trimble construction models. The individual should have extensive knowledge in the use of Trimble Business Center and SiteWorks.

III. COMPENSATION

A. The Department shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation. For employees assigned to the project on a full time basis, the Department agrees to provide payment based on a minimum forty (40) hour work week per employee, except in such cases where the Department notifies the Consultant one (1) week in advance of the need to reduce or increase staffing. This may result in a shortened work week for the Consultant's employees (i.e., payment for less than 40 hours of work). The minimum 40 hour week per employee does not apply to testing or other services that are provided intermittently on an as needed basis by personnel that are not required to be on site on a full time basis.

Payment for holidays will not be made unless the Consultant is required to work; in such case, the holiday will be considered a regular work day and will be paid at the regular hourly rate, unless the forty (40) hour work week requirement has been met as described in the following Paragraph (B). Work in excess of forty (40) hour work week must be approved by the Department prior to being incurred.

B. If applicable, overtime will be paid for all hours worked over a total of forty (40) on a weekly

basis, including core working hours and eligible driving time. Payment for eligible overtime shall be commensurate with the Consultant's personnel policies. Specifically, companies that treat overtime premium as a direct cost may bill directly for overtime plus any applicable premium rate (e.g., time and a half for each hour of overtime worked). Conversely, companies that treat overtime premium as an indirect cost (overhead) must bill/invoice overtime hours at the straight-time pay rate.

- C. The Department will provide the Consultant with one (1) week notice when personnel or vehicle needs change and with one (1) day notice when a change in the project site is to be made.

IV. INVOICING

The Consultant shall submit an invoice each month. The Department's standard invoice form shall be used.

V. CONSULTANT STAFF REQUIREMENTS

The Consultant shall assign only qualified personnel to the project. The Consultant shall remove any employee who, in the determination of the District Construction Engineer, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (CMS), construction contract specific requirements and Department policies and procedures.

Should the Consultant fail to remove the employee or employees as required or fail to furnish suitable and sufficient personnel for proper performance of the work, the District Construction Engineer may withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, then the State may make a finding to that effect and so notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.41 of the "Specifications for Consulting Services, 2016 Edition."

VI. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

The report-in location for Consultant personnel shall be the project field office or a location at the project site designated by the Department. No compensation will be provided by the Department for commuting to and from the report-in location. Travel time to retrieve or return samples or equipment is billable. Consultants that provide leased or company owned vehicles for use on site shall be compensated on a daily rate basis. If company owned vehicles are provided, the Consultant's indirect cost pool shall be credited for the daily rate reimbursement.

VII. SERVICES BY DEPARTMENT

- A. The Department will make available to the Consultant the necessary plans, specifications, copy of the proposal and other documents as required.
- B. The Department will provide the Consultant with the necessary daily diary and inspection report forms needed for computation, reporting, record keeping and field testing in accordance with the prescribed practice. The Department will provide access to AASHTOWare as needed.