

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

Project Specific Services

Project Name	HAM-75-7.85 CEINSP/Cons Admin
PID	121447
Construction Project Number	TBD
Project Description	Phase 8D of the Mill Creek Expressway. Reconstruction and widening of I-75 from SR 562 to Regina Greater Way. Reconstruction of SR 562 from I 75 to the Paddock Avenue interchange.
Work Description	Under supervision of an ODOT Project Engineer, provide assistance in the administration, scheduling, inspection, testing, and documentation of work performed by the contractor.
SBE Goal	5%

I. GENERAL REQUIREMENTS

Provide services in accordance with the Department's Construction Administration Manual of Procedures, 2023 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification and non-prequalified categories: Minimum personnel required.

121447 Staffing

ODOT Prequalification Category	Approximate Number Required
Project Inspector 1	1
Project Inspector 2	1
Structures Inspector	1
Coatings Inspector	1
Soils/Aggregate Inspector	1
Construction Engineer Level 2	1

Non-Prequalified Personnel	Approximate Number Required
Documentation Clerk / Material Controller	1
Schedule Technician	1

The Consultant, under supervision of the ODOT Project Engineer, shall provide assistance in the administration and inspection of the construction contract and advise the ODOT Project Engineer on the activities during the construction period as to assure that the project is constructed in reasonable conformity with the plans, specifications, and contract provisions.

Note that District 8 staff will handle Public Information / Public Relations duties as related to these projects.

The services may include:

A. Engineering and Supervisory Duties

CE2:

- Works under the immediate supervision of an ODOT Area Engineer
- Manages a construction project or a portion of a construction project ensuring construction work performed will achieve plan and specification intent.
- Coordinates inspection of project sites, oversees testing of materials and documents
- Works to ensure work performed by contractors complies with all state and federal specifications.
- Correlates and analyzes field data, reviews plans and records, initiates change orders, prepares time extensions, submits estimates and all other forms necessary to complete a construction project.
- Assists with dispute resolution, estimates, conducting progress meetings, preparing meeting minutes and other related duties
- Finalizes or assists with finalizing and closing out the project.
- Interprets contract provisions, plan requirements and reviews project records.
- Calculates final pay quantities. Performs other duties as requested.
- Performs data entry into ODOT's SITE MANAGER/AWP system or local documentation equivalent as directed by the Project Engineer

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 Inspection Manual of Procedures, and in accordance with the 2019 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 table below delineates the authority of the Consultant Project Engineer 2 and defines the authority and decisions reserved for the Department. **Given the approximate duration of the project, it is desired that in the interest of continuity, the chosen individual for Consultant Construction Engineer 2 position not change unless requested by the ODOT Project Engineer.**

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"> • Assignment of Quality Assurance testing and reporting per Supplemental Specification 878 dated January 17, 2020, and per Supplement 1121. 	Consultant	To include testing and inspection for all earthwork activities including, but not limited to, embankment, subgrade stabilization, and pipe backfill. If the consultant requests, they may provide and maintain a nuclear gauge storage box for their use at the field office per C&MS Section 619.02. The location of the box shall be coordinated with the Project Engineer.
<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), and any Special Inspections and SCADA testing/inspection for the 	Consultant	

pumphouse and equipment.		
<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: <ul style="list-style-type: none"> Input daily diaries on AWP, review estimates, verify payrolls, and obtain approval of sampled materials. 	Consultant/ODOT	ODOT's Engineer must approve all payments to the contractor.
<ul style="list-style-type: none"> Determining the need for change orders within the scope of the contract. 	Consultant/ODOT	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.
<ul style="list-style-type: none"> Monitoring the project and discussing progress schedule with Contractor's Superintendent. 	Consultant/ODOT	Consultant duties on an as needed basis as detailed in section 'E' below. ODOT's Engineer must approve all changes in the progress schedule impacting critical milestones, completion dates, and critical path on the project.
<ul style="list-style-type: none"> Maintaining project records: <ul style="list-style-type: none"> Construction daily diaries Entry of project records into AWP and or Sharepoint. Perform overall document management duties. Prepare and distribute progress meeting minutes Work performed. Contractor's equipment, materials, and 	Consultant	

<p>significant events of the day.</p> <ul style="list-style-type: none"> ○ 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 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.
Section 105.02 Activity	Responsibility	Notes
<ul style="list-style-type: none"> ● Registered Professional Engineer shall review all submittals and provide an official written response for each submittal to the Department per 105.02. 	Consultant	Provide ODOT's Engineer with response per 105.02 for all submittals.

- B. The performance of inspection and materials management duties as described in the Department's Construction Inspection 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. Provide a Documentation Clerk/ Material Controller as follows.
1. Job Duties - Documentation Clerk / Material Controller
 - a. 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 AWP (e.g. prepares daily construction diaries by compiling information from the inspector's reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Prepare and distribute progress meeting minutes. Performs other miscellaneous duties as assigned by the Project Engineer.
 - b. Provides support services on-site to project personnel for acceptance of project materials prior to incorporation into project.
 - c. Performs routine materials testing for acceptance, verification, quality assurance as required by project contract documents.
 - d. Performs as needed sampling of various project materials.

- e. Maintains project material records (e.g. input & update data into Site Manager, samples, materials, material codes, data screen, bills of materials)
- f. Performs monitoring of suppliers, contractors & producers quality control procedures and assures performance results are within project requirements.

2. Qualifications - Documentation Clerk / Material Controller

- a. High school diploma or GED.
 - 1. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.
 - 2. Two (2) years training and experience in ODOT office practices and procedures, including use of Microsoft Word, Excel spreadsheets, AWP and Sharepoint.
 - 3. At least four years of experience in highway construction as well as a minimum of two years of construction experience in Material Control (or similar position) on similar types of construction projects. Work performed will be at the general direction of the ODOT Project Engineer.

E. Provide a Schedule Technician as follows.

1. Job Duties - Schedule Technician

Performs CPM schedule review and analyze CPM baseline schedule and subsequent updates submitted by contractors. A full-time scheduler working on the project is anticipated. Extent of involvement is anticipated to include review and analysis of baseline and subsequent monthly updates, and as needed with delay scenarios. Perform field review of all work. Ultimately, involvement will be as determined by the ODOT Project Engineer. This may require attendance at all project progress meetings.

Prepare a report to address the following items at a minimum:

- a. Comments on the contractor's adherence to ODOT schedule specification requirements.
- b. Overview of the project status. This should include comments on the progress of the work and the ability to complete the project by the original contract completion date.
- c. Analysis of completed and uncompleted activities including critical path work. Changes or revisions to items such as float, constraints, calendars, activities,

durations or logic.

- d. Recommend and help implement procedures the Department might take to mitigate and resolve a dispute before it results in a claim filed against the Department.
- e. Develop and maintain their own documentation files and perform an independent review of project files and data relevant to a dispute.

2. Qualifications – Schedule Technician

- a. At least two years' experience in highway construction as well as a minimum of five years of construction experience as a scheduler (or similar position) on similar types of construction projects. Work performed will be at the general direction of the ODOT Project Engineer.

E. Documentation of Time

All Consultant personnel shall submit a weekly timesheet to the ODOT Project Engineer. This timesheet shall show Consultant hours worked on the project that week and must be signed by the Engineer. The project shall be identified by State Project Number or Project Identification Number (PID).

- a. The Department's standard consultant weekly timesheet shall be used.
- b. Hours that are not documented in this manner will not be reimbursed.
- c. The Consultant shall provide a paper or digital copy of the signed timesheet to the Engineer by the last day of each work week.
- d. Overtime hours must be preapproved by the Engineer.
 - i. Written justification shall be provided for each occurrence of Consultant time charged over 8 hours in a day.

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. All costs shall be identified to a PID and State Project Number. Only costs incurred as part of this contract shall be reflected on the invoice. Consultant costs must be charged to specific projects, not to the PID of this contract.

Standard Department time sheets shall be presented on a weekly or biweekly basis to the Engineer and shall be signed by both parties. These time sheets shall be included with the invoice for each individual on the invoice.

Each invoice shall include a summary of hours worked by category for that billing period. For instance, CE1: 92 hrs, Project Inspector: 120 hrs, Document Clerk/Material Controller: 65hrs. The hours to date on the contract shall also be provided for each category on each invoice.

The Consultant shall state in each invoice if any subconsultant costs for that time period are not included.

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 2.43 of the "Specifications for Consulting Services, 2016 Edition."

With ODOT Field staff now being required to create and store project documentation electronically, all consultant provided inspection and management staff shall be equipped with electronic devices that allow utilization of Department provided standard electronic forms. Further, the consultant team should provide devices sufficient to allow access to ODOT on line forms, and electronic submission of such forms through e-mail or access provided to ODOT's Sharepoint site. It is expected that the consultant team be proficient in the use of AWP, Mobile Inspector, GoFormz, and Sharepoint, with emphasis being placed on the Consultant being responsible for overall electronic project documentation control. The desired end product when the project is complete is that all project documentation be stored electronically in ODOT's Sharepoint system.

Once authorized, the Consultant shall establish and maintain an appropriate staff, as requested by the ODOT Project Engineer. It is anticipated that construction will begin end of 2026, and it is estimated to end by October 1, 2030. It should be understood that a full staff may not be required at all times during the duration of the contract nor through finalization of the project. The Department will advise the Consultant of staffing needs based on the availability of Department personnel, but it is the Department's intent to maintain the presence of one (1) ODOT Project Engineer to whom the Consultant's Project Engineer and staff will report to. The Consultant's Project Engineer will be responsible for directing the Consultant Inspection and staff for day to day duties. As the Contractor operations on the contract diminish (inclusive of seasonal slowdowns), the Consultant shall appropriately reduce the personnel it has assigned to the project.

The consultant shall submit proof of current CUF training for contract personnel prior to assigning them to a project.

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. All consultant project personnel should have access to an alternate work area provided by the consultant for performing administrative tasks such as materials documentation and correspondence. 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. Compensation for vehicles used on the project site is limited to vehicles used by the Construction Engineer Level 2, Project Inspectors, Structures Inspector, Coating Inspector, and Soils/Aggregates Inspector. Vehicle use by any other position is not compensable. Vehicle use for commuting is not compensable.

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. If needed, 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 AWP as needed.

- C. **Consultant Selected**

Consultant:

Contracting Officer:

Consultant Project Manager:

Phone #
E-mail Address:

ODOT Project Manager:

Sam Beyer
Phone # (513) 208-5860
E-mail Address: sam.beyer@dot.ohio.gov

Due Date for Cost Proposal: TBD Consultant to provide overhead rates, cost of money information and rates of inspectors/project managers.

The cost proposal shall consist of a cover letter, including a statement of understanding of the scope of work, the names and hourly rates of the people performing services, and an overhead rate justification. Submit electronically to lee.matthes@dot.ohio.gov

Submit as follows: Lindsey Pflum: one (1) copy
Lee Matthes: one (1) copy

The total amount of this agreement will be \$4,000,000.00. Consultant services shall be permitted to begin on October 1, 2026, at the discretion of the District Construction Engineer.