

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

**Project Specific Services**

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project Name                   | <b>ERI SR 2/LOR SR 611 CO Insp</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PID                            | <b>124324</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Construction Project Number    | <b>TBD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Project Description            | <b>Inspection services on two major bridge reconstruction projects:<br/>PID 92016 ERI-2-19.04 – Rehabilitate bridges ERI-2-19.040 L&amp;R, including patching and sealing of the bridge decks and railings, replacement of the expansion joint seals, encasement of the exposed pier piles, patching of prestressed concrete beams and continuity diaphragms, and patching of substructure units. Minor associated roadway work including resurfacing and guardrail replacement.<br/>PID 116946 LOR-611-3.44 – Rehabilitation of the Henderson Lofton Memorial Bridge over the Black River within the City of Lorain. Includes structure painting, expansion joint repairs, drain armor repairs, deck overlay, gusset plate retrofits, misc. structure repairs, minor approach roadway work and minor fencing repairs.</b> |
| Work Description               | <b>Consultant to provide Construction Inspection services, including inspection of structural steel painting, structure repair, and various other items, and CPM Schedule review assistance for the duration of two major bridge reconstruction projects, PID 92016 ERI-2-19.04 and PID 116946 LOR-611-3.44.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Scope of Services Meeting Date | <b>TBD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**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:

| <b>ODOT Prequalification Category</b> | <b>Approximate Number Required</b> |
|---------------------------------------|------------------------------------|
| Project Inspector 1                   |                                    |
| Project Inspector 2                   |                                    |
| Structures Inspector                  | 2 - 3                              |
| Coatings Inspector                    | 2 - 3                              |
| Traffic Signal & Lighting Inspector   |                                    |
| Soils & Aggregate Inspector           |                                    |
| <b>Non-Prequalified Personnel</b>     | <b>Approximate Number Required</b> |
| Documentation Clerk                   |                                    |
| CPM Schedule Reviewer                 | 1                                  |

Section 101 of the Manual of Procedures defines the term Engineer, and Section 105.01 further defines the Authority/Responsibilities of the Engineer. In the administration of all construction contracts, a Department employee will act as the Engineer and remain in responsible charge of administration of the construction contract. The District Construction Engineer will appoint a Department employee as Project Engineer who will provide day-to-day administration of the construction project.

The services may include:

- A. The performance of inspection and materials management duties as described in 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.

The Department will perform all off-site material testing unless the Consultant is notified in writing by the District Construction Engineer.

- B. 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.

### **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 work 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.