

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

General Inspection/Administration Services as Requested

Project Name	D05 INS CY2027/2028 LPA
PID	123035
Scope of Services Meeting Date	November 10, 2026
Work Description	Districtwide construction inspection, engineering and administration on a task order basis (IDIQ). The projects to be inspected will be locally sponsored ODOT Let/Administered. The duration of the contract will be 24 months from the date of the authorization to proceed. One (1) Project Inspector 2, one (1) Structures Inspector, one (1) Traffic Signal & Lighting Inspector, one (1) Soils & Aggregates Inspector, and one (1) Construction Engineer Level 2 are needed. In addition, one (1) Asphalt Monitor is needed.

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 personnel on an as needed basis that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required
Project Inspector 1	-
Project Inspector 2	1
Structures Inspector	1
Coatings Inspector	-
Traffic Signal & Lighting Inspector	1
Soils & Aggregate Inspector	1
Construction Engineer Level 1	-
Construction Engineer Level 2	1
Non-Prequalified Personnel	Approximate Number Required
Documentation Clerk	-
Other (Asphalt Monitor (Project Inspector with Asphalt Level 2 Certification and at least 2 years of experience as Asphalt Inspector - QC/QA asphalt mix testing and plant monitoring))	1

For each specific project assignment, the Department will advise the Consultant in writing concerning the specific personnel and equipment requirements, and the beginning date of the services.

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. 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. For specific projects, 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
• Assignment of the inspection duties at the project level.	Consultant	
• Instruction of the inspection force in the requirements of the project and the items being constructed including: ○ Addenda, proposal and supplemental specifications, and equipment (e.g., concrete testing kit).	Consultant	
• 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.
• Timely payment for work performed by performing the following activities:	Consultant/ODOT	ODOT's Engineer must approve all payments to the contractor.

○ Input daily work reports on AASHTOWare Construction and Materials Project, review estimates, verify payrolls, and obtain approval of sampled materials.		
● 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.
● Monitoring the project and discussing progress schedule with Contractor's Superintendent.	Consultant/ODOT	ODOT's Engineer must approve all changes in the progress schedule impacting critical milestones, completion dates, and critical path on the project.
● Maintaining project records: ○ 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.	Consultant	

○ Shop drawings, working drawings, and erection procedures.		
• Addressing and resolving job site problems in a timely manner.	Consultant/ODOT	Advise ODOT's Engineer of significant issues.
• 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.
• 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.
• 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 for a specific project, 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 and travel between sites.

- 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 AASHTOWare Construction and Materials Project (e.g. prepares daily work reports diaries 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.

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 a project (or projects) 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 either a State Project Number or a State Job Number.

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 locations for Consultant personnel shall be the particular project site to which they are assigned or a point thirty (30) miles from the Consultant personnel's home, whichever is less. Consultant personnel who reside outside of the District to which they are assigned shall start the above mileage figures at the District line rather than the Consultant personnel's home. Consultant personnel travel time from the report-in location to and from the project site shall be counted as hours worked. Travel time to retrieve or return samples or equipment is billable.

Reimbursement of Non-Salary Direct Travel Costs

Consultants that provide leased or company owned vehicles shall be compensated on a daily rate basis. No additional reimbursement for travel to and from the job site will be provided for Consultant vehicles requested and compensated at a fixed daily rate. If company owned vehicles are provided, the Consultant's indirect cost pool shall be credited for the daily rate reimbursement.

When Consultant personnel are authorized to drive their personal vehicles from the report-in location to a project site, the Department will compensate the Consultant in conformance with the Consultant's normal reimbursement mileage but not in excess of the State Travel reimbursement limits. The

Consultant shall provide verification of Consultant personnel's starting location of travel to provide assurance that compensation is being provided with respect to proper report-in locations.

Vehicle usage must be by written authorization from the District Construction Engineer or his designee.

The District Construction Engineer or designee may waive in writing the restrictions on compensation for travel outside District lines.

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.