

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

General Inspection/Administration Services as Requested

Project Name	D07-CE-FY27/28
PID	122348
Scope of Services Meeting Date	11/10/26
Work Description	Under supervision of an ODOT engineer, provide assistance in the administration, inspection, documentation, schedule review, asphalt monitoring, and material acceptance of work performed by the contractor for a variety of projects. The consultant will provide one asphalt level 2 technician for the test lab if requested. This contract is intended to cover construction seasons through calendar years 2027 and 2028.

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	2
Project Inspector 2	4
Structures Inspector	3
Coatings Inspector	0
Traffic Signal & Lighting Inspector	1
Soils & Aggregate Inspector	2
Construction Engineer Level 1	1
Construction Engineer Level 2	3
Non-Prequalified Personnel	Approximate Number Required
Documentation Clerk	0
Construction Technician 1	1
Construction Technician 2	1
Other – Asphalt Level 2 Technician (Test Lab)	1
Other – Schedule Technician	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: ○ Input daily work reports on AASHTOWare Construction and Materials Project,	Consultant/ODOT	ODOT's Engineer must approve all payments to the contractor.

review estimates, verify payrolls, and obtain approval of sampled materials.		
Determining the need for change orders within the scope of the contract and writing/entering change orders in AWP.	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	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.
- Maintaining project records: - Construction daily diary, CA-D-3 or 4. - Entry of project records into AWP. Perform overall document management duties. - 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	Consultant	

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 – **Documentation Clerk**

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 Project (e.g. prepares daily construction 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 – Documentation Clerk**

- 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. If included above or requested in writing by the District Construction Engineer, provide a schedule technician as follows.

1. **Job Duties – Schedule Technician**

Perform on an as-needed basis, the review and analysis of CPM baseline schedules, updates, revisions, recovery, and TIA's submitted by contractors. A full-time scheduler working on the project may be anticipated. Extent of involvement is anticipated to include review and analysis of baseline, update, revision, recovery and as needed with delay scenarios and delay mitigation efforts. Ultimately, involvement will be as determined by the ODOT Project Engineer. This may require attendance at project progress meetings as needed.

2. **Qualifications - Schedule Technician**

- a. Relevant college courses and/or technical training in CPM scheduling with at least eight years of experience in highway construction, as well as a minimum of five years of construction experience as a scheduler.
- b. Scheduler shall have developed, or directly managed, the CPM schedule on at least five major projects using PN107, totaling \$10 million dollars each in value, covering similar construction, and which were controlled throughout the duration of the project by use of a CPM construction schedule.
- c. The scheduler shall have demonstrated knowledge of forensic schedule analysis and be proficient in the use of Primavera P6, forensic schedule analysis software, and have a thorough understanding of PN107. The scheduler shall also possess experience in managing schedules on

design/build projects.

- F. If included above or requested in writing by the District Construction Engineer, provide an asphalt technician as follows.

1. Job Duties - **Asphalt Technician**

Performs inspection and testing services, as directed by the Department's Testing Engineer, to determine if the contractor meets compliance with contract requirements for asphalt concrete (AC) mixture production. Observes asphalt contractor quality control, testing methods and frequencies, including sampling and laboratory testing of AC mixtures on asphalt binder content, air voids, voids in mineral aggregate (VMA), Marshall stability/flow, and other tests required to be performed by the contractor QC, per ODOT contract documents. Conducts laboratory tests and other tests that may be required, either in the contractor's testing laboratory or Department's test lab. Records all inspection and test results on approved forms and charts and keeps up to date records during the performance of the work. Assignments may require a night work schedule.

2. Qualifications - **Asphalt Technician**

- 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. Shall have at least two years of experience in conducting asphalt laboratory tests according to ODOT standards, either in the contractor's testing laboratory or Department's test lab.
- d. Shall have at least five years of experience in highway construction and possess Minimum training/certification requirements – ODOT Level 2 Asphalt Technician.
- e. Shall have basic knowledge of the operation of the NCAT ignition oven. They should be familiar with the following ASTM/AASHTO standards:

AASHTO T209 - Maximum specific gravity of bituminous paving mixtures. (Rice test)

ASTM D2726 - Bulk specific gravity and density of compacted bituminous mixtures. (Marshall pills and cores)

ASTM D3203 - Percent air voids in compacted mixture.

AASHTO T27 - Sieve analysis for fine and coarse aggregates. (Gradation)

AASHTO T255 - Determining moisture content.

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.