

**OHIO DEPARTMENT OF TRANSPORTATION
TRAFFIC SIGNAL, HIGHWAY LIGHTING, AND INTELLIGENT TRANSPORTATION
SYSTEMS (I.T.S.) INSPECTION & INVENTORY
SCOPE OF SERVICES (8-17-2026)**

Inspection and Inventory Services as Requested

Project Name	D08-TSINSP-FY2027/FY2028/FY2029
PID	109975
Scope of Services Meeting Date	TBD
Work Description	For District's Highway Lighting, Traffic Signal, I.T.S, and other electrical device installations, the services performed shall consist of the following: 1. Inspection of the construction work performed by the Department's Contractor. The services to be provided will be to advise the Project Engineer/Supervisor if the materials are in compliance with the specified requirements and that the installation is performed in compliance with the State's contract requirements. 2. Annual device inspection utilizing ODOT's collector applications. This work may also include basic preventative maintenance work identified during the inspection by the consultant. 3. Asset inventory collection using ODOT's collector applications. 4. Location of ODOT's subsurface utilities for Ohio Utilities Protection Services (OUPS) requests.

I. DISTRICT INVENTORY

For existing inventory information from ODOT Collector Applications, see the spreadsheets named "ODOT District 8 Traffic Signal and ITS Device Inventory PID 109975" and "ODOT District 8 Highway Lighting Inventory PID 109975." In addition, ODOT's Transportation Information Mapping System (TIMS) website also contains this information: <https://tims.dot.state.oh.us/tims/map/sid/P0rLrx>. The information shown in these resources is continually subject to change and shall not be considered complete nor current.

II. GENERAL REQUIREMENTS

Provide services in accordance with the Department's Construction Administration Manual of Procedures, 2025 or latest revision, Traffic Engineering Manual, and Highway Lighting and ITS Inventory Manuals.

III. SCOPE OF WORK

The scope of work includes the inspection, inventory, and location of the following installations and their components:

1. Highway Lighting.
2. Traffic Signals including Overhead Intersection Flashers, Ramp Meters, Fire Station Traffic Signals, Pedestrian Hybrid Beacons (PHB), and Intersection Railroad Flashers.
3. ITS including CCTV Camera Installations, Dynamic Message Signs (DMS), Destination Dynamic Message Signs (DDMS), Automated Traffic Recorder (ATR), Queue Warning System (QWS), Variable Speed Limit Signs (VSL), Truck Parking Information Signs (TPIS), and Wrong Way Detection Systems
4. Other Electrical Devices including Rectangular Rapid Flashing Beacons, Flashing Sign (STOP, YIELD, and Warning), and School Speed Limit Sign Flasher Assemblies.

Device components including but not limited to: Luminaires, Supports, Foundations, Cabling, Conduit/Raceways, Junction and Pull Boxes, Cabinets, Controllers, Uninterruptable Power Supplies, Power Services, Solar Power Equipment, Signal Heads, Pushbuttons, Detection, CCTV Cameras, Networking and Communications (Modem, Ethernet Radio, and Fiber Optic Cable), Dynamic Signs, Traffic Recorders and Sensors, and Advance Signs with Flashing LED borders or Beacons.

IV. PROJECT MANAGEMENT

The following conditions are anticipated to ensure adequate service coverage throughout the duration of this contract:

1. Construction inspection services shall take priority over maintenance services.
2. Maintenance services shall be performed secondary to construction inspections, subject to available schedule and funding.
3. Highway lighting maintenance inspections are anticipated to constitute a minor portion of this contract, as these services are typically performed under a separate ODOT contract.
4. OUPS locating services are similarly anticipated to constitute a minor portion of this contract, as these services are typically performed under separate ODOT contracts or by ODOT staff, and may only be required to supplement ODOT staff workload.
5. All ITS and other electrical devices should be inspected once during the contract period, subject to available schedule and funding.
6. It is anticipated that 25% of the traffic signal inventory will be inspected annually, subject to available schedule and funding. The quantity and specific signals selected for inspection each year shall be determined during the contract period.

V. PERSONNEL REQUIREMENTS

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

ODOT Prequalification Category	Approximate Number Required
Traffic Signal and Lighting Inspector*	2 (MINIMUM)

* In addition to the prequalification requirement as a Traffic Signal and Lighting Inspector, personnel shall meet the following requirements:

1. 3 years construction or maintenance experience with the asset being inspected by the inspector.
2. Certification through ODOT's Traffic Academy for ITS Design and Operations is preferred but not required for personnel inspecting ITS infrastructure.
3. Certification as a ACI Concrete Field Testing Technician – Grade I.
4. Capable of performing the following duties: Verifies plan quantities and calculations with as bid plans, prepares and maintains project records and reports (e.g. daily diary, inspection reports, pay item quantities, contractors' construction methods, material testing & inspection), and performs other miscellaneous duties as assigned by the Project Engineer and defined in C&MS 105.09. Notifies the Contractor of non-conforming work. Performs electronic data entry into ODOT's systems or local documentation equivalent as directed by the Project Engineer or LPA person in responsible charge (as defined in the LPA participation requirements chapter of the Locally Administered Transportation Projects (LATP) Manual of Procedures). With ODOT construction staff now required to document the project electronically, it is required that all consultant staff document the project work electronically. The consultant staff shall come equipped with the necessary electronic devices to document the project work. The consultant staff shall use the following applications: Mobile Inspector, SharePoint, GoFormz, AASHTOware (AWP), and Asset Collector Applications. The consultant staff will be responsible for obtaining the needed access to each application prior to beginning project assignment.

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

Section 101 of the Construction Administration Manual of Procedures defines the term Engineer, and CMS 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 Administrator or Traffic Engineer will appoint a Department employee as Project Engineer/Supervisor who will provide day-to-day administration of the construction project.

The construction services may include:

1. The performance of inspection, inventory, 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 services to be provided will be to monitor the traffic signal, highway lighting or ITS work, to advise the Project Engineer/Supervisor if the materials are in compliance with specified requirements and to advise if the installation is performed in compliance with the State's contract requirement and include the following duties:
 - a. The determination and documentation of the quality and quantity of materials and work items.
 - b. The recording of all pertinent information related to the prosecution and progress of work and, furthermore, to provide measurements and recommendations for acceptance for payment of completed work.
 - c. The maintenance of records and documentation of the work by the methods deemed appropriate or as determined by the Department and the use of an electronic diary to document work and all pertinent activities on the project.
 - d. The recording of all pertinent inventory information related to a new electrical device utilizing ODOT's collector application. For new construction, collection requirements shall follow Supplemental Specification 809.16 and 17 and the ITS and Highway Lighting Collector Application manuals. The use of a GPS device per V.3.h to improve location accuracy shall be required by the Department.
 - e. All work shall be completed within the time frame specified by the Department. Time frames may be necessary to not delay the contractor's progress, the project finalization schedule, or annual inspection deadlines.

The maintenance services may include:

1. Inspection, evaluation, and documentation of existing traffic signals, highway lighting, ITS, and other electrical device installations as requested by the Engineer as part of ODOT's maintenance program. In addition to completing inspections with ODOT's Collector Applications, provide biweekly or monthly summaries of identified issues and needed repairs for the Department's use to track future repair work.
2. During the annual inspections, perform basic preventative maintenance work such as install duct seal, change filters, clean cabinets, replace locks, uncover foundations and anchor bolts. Electrical repair work is not expected as part of this contract.
3. All work shall be completed within the time frame specified by the Department.

OUPS Locating Services may include:

1. Within 48 hours of receiving an Ohio Utilities Protection Service (OUPS) markings request from the Department, the Consultant shall mark existing cable locations at existing traffic signals, highway lighting, and ITS installations. This will include the location of all associated underground wiring and fiber optic cables.
2. While locating existing utilities, the consultant also shall use the ODOT collector applications to collect or update the inventory of the facilities being marked for OUPS. The use of a GPS device per V.3.h to improve location accuracy shall be required by the Department.
3. If requested in writing by the District Construction Administrator or Traffic Operations Engineer, the Consultant shall furnish:
 - a. Personnel Protective Equipment (P.P.E.) appropriate for the electrical rating of each installation.
 - b. If necessary, traffic control per the Ohio Manual of Uniform Traffic Control Devices and ODOT standards to safely perform field work.
 - c. The type and number of vehicles, either cars or trucks, for use on-site and travel between sites.
 - d. Bucket trucks suitable for aerial inspections of traffic signals, ITS devices, and highway lighting.
 - e. Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C143.
 - f. Standard testing equipment for electrical tests specified in the Construction & Materials Specifications book.
 - g. iPad or Tablets with cellular service to utilize ODOT's collector applications in the field.
 - h. GPS devices capable of location accuracy of 3 inches or less to pair with the iPad or Tablets to precisely locate assets in ODOT's collector applications.
 - i. Necessary equipment to locate and mark underground cable locations.

VI. COMPENSATION

- A. The Department shall make payment based on actual hours worked by the Consultant's employees, excluding sick leave, personal leave, and vacation.

Payment for holidays will not be made unless the Consultant is required to work; in such case, the holiday will be considered a regular workday 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.

VII. INVOICING

The Consultant shall submit an invoice each month. The Department's standard invoice form shall be used. All costs shall be identified by inspection type, asset type, and any project identification numbers, such as Construction Inspection-Highway Lighting-PID XXXXX or Annual Inspection-ITS-Ramp Meters-LOCATION OR DEV#, or OUPS Locate-Traffic Signals-LOCATION OR DEV#.

VIII. 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 Administrator or Traffic Operations Engineer, does not perform the work in accordance with the Manual of Procedures, the Construction and Materials Specifications (C&MS), construction contract specific requirements, Inventory Manuals, 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 Administrator or Traffic Operations 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."

The Consultant shall advise the Department of any updated personnel testing/prequalifications.

IX. REPORT-IN LOCATIONS AND TRAVEL REGULATIONS

The report-in locations for Consultant personnel shall be the 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.

For Consultant personnel traveling more than one hundred (100) miles to the report in location, the mileage/travel expense vs. lodging shall be compared to determine the most cost-effective approach for the project. This approach should be discussed and agreed to between the Department and the consultant prior to execution of the agreement.

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 Administrator or designee.

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

X. 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 diary and inspection report forms needed for computation, reporting, record keeping and field testing in accordance with the prescribed practice.
- C. The Department will provide access to all required ODOT's software applications and training, if requested by the Consultant.
- D. The Department will provide training and support on the proper installation requirements.
- E. The Department will provide materials and supplies to perform preventative maintenance work.

Agreement between Consultant and State

Consultant Selected

Consultant:

Contracting Officer:

Consultant Project Manager:

Phone:

E-mail Address:

ODOT Project Manager: Marc Grake

Phone : 513-933-6607

E-mail Address: Marc.Grake@dot.ohio.gov

Due Date for Cost Proposal: N/A

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 inspectors/project managers, an overhead rate justification, cost of money and multiplier. Submit electronically to Lindsey.Pflum@dot.ohio.gov and Lee.Matthes@dot.ohio.gov.

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

The total amount of this agreement shall not exceed \$500,000.

*****NOTE***** Make sure you comply with the most recent Travel Regulations with regards to mileage, meals, and lodging, if applicable to this project.