

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

Project Specific Services

Project Name	RIC-13-11.01 CI
PID	113325
Construction Project Number	243004
Project Description	Major rehabilitation of SR-13 from S.L.M. 11.01 (Hanley Rd) to 14.40 (0.02 miles south of East Raleigh Ave.) including full depth pavement replacement (using both full depth removal and rubblize and roll) with new underdrains, guardrail replacement, culvert repairs, bridge repair, signing and pavement markings, minor grading, and maintenance of traffic.
Work Description	Consultant to provide Construction Inspection services and CPM Schedule review assistance for the duration of the construction project.
Scope of Services Meeting Date	TBD

I. GENERAL REQUIREMENTS

Provide services in accordance with the Department's Construction Administration Manual of Procedures, 2017 or latest revision.

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required
Project Inspector 1	1
Project Inspector 2	1
Structures Inspector	
Coatings Inspector	
Traffic Signal & Lighting Inspector	
Soils & Aggregate Inspector	1
Non-Prequalified Personnel	Approximate Number Required
Project Inspector Intern	
CPM Schedule Review	1 Part Time

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.
- C. 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 SiteManager (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

- 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 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.

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 SiteManager as needed.