

**Ohio Department of Transportation
Construction Inspection Program
Scope of Services**

I. Scope of Work

The scope of work for Quality assurance inspection of Supplement 1091, certified light pole and light tower suppliers, Supplement 1092, certified highway sign suppliers, Supplement 1093, certified sign support suppliers, and Supplement 1094, certified signal supports and strain pole suppliers includes quality assurance inspection and documentation of the work performed by the Department's certified supplier in conformance to the specification requirements and the supplier's submitted quality control plan. The inspection and documentation services will be performed in accordance with the Department's Office of Materials Management's quality assurance checklist, the requirements of Supplements 1091, 1092, 1093 and 1094 and the procedures, directive and other requirements found in the Department's most recent "Construction and Materials Specifications." The services to be provided will be at the direction of the Department's Structural Steel Manager or their representative; travel to certified supplier plants to perform quality assurance inspections at the plants, monitoring the fabrication and construction work, the plant's quality control and acceptance testing being performed by the certified plant. Travel will be as required to various plants as directed by the Structural Steel Manager. The final documentation and reporting will be to document and advise the Structural Welding and Metals Engineer of the certified plant's performance relative to the requirements of their approved quality control plan, the requirements of Supplements 1091, 1092, 1093, and 1094, the Construction and Materials Specifications and any plan specific items, etc. if applicable.

The consultant shall maintain a project cost accounting system that will segregate costs for individual task order and/or inspected plants.

The services will include:

- A. Biannual (twice yearly) quality assurance inspections performed at each certified supplier plant.
- B. Documentation in a written report form, detailing for each quality assurance inspection, the work performed, and issues found with conclusion of the certified company's conformance, or non-conformance to their responsibilities.

- C. The recording of all pertinent information related to the prosecution and progress of plant's work, quality control and testing of the product and components and furthermore, to provide measurements and recommendations for compliance and or non-compliance of either partial or completed work.
- D. The maintenance of records and documentation of the Work by the methods deemed appropriate of as determined by the Department. The maintenance of a diary to document daily work and all pertinent activities at a plant and the quality assurance check lists.
- E. The Consultant shall provide adequate transportation for the inspector to travel to and from the plants.
- F. The Consultant shall supply required safety equipment including, but not limited to; hardhats, steel toed shoes, eye protection, ear protection, respiratory filters or devices, safety lights for vehicles, and other equipment required to comply to both the Department and the certified plant's safety requirements.

II. Compliance with Health and Safety Requirements

The Consultant shall be responsible for compliance with the applicable health and safety requirements including OSHA requirements (CFR 29-1926), and medical testing required by OSHA and ODOT rules and regulations.

The Consultant shall provide, at a minimum, the same level of safety equipment as required for ODOT inspectors. Consultant inspectors shall be subject to compliance inspections by ODOT personnel.

Safety equipment and medical testing provided by the Consultant, in accordance with this requirement, will be compensated under the direct cost provisions of the Agreement.

III. Invoicing

The Consultant shall electronically submit a copy of a standard ODOT furnished invoice to the Structural Welding and Metals Engineer, on a monthly basis.

The final invoice for the Agreement shall be submitted to the Structural Steel Manager of the Office of Materials Management of designee no later than the time frame specified in the agreement. Costs shall be broken down and summarized for each separate plant visit, as directed by the Structural Steel Manager.

IV. Consultant Staff Requirements

A. Consultant's Performance

The Consultant shall assign only qualified personnel to the project who will properly perform the assigned work. Any employee on the Consultant's staff who, in the determination of the Office of Materials Management Structural Steel Manager, or their representative, does not perform the work in the proper manner shall be removed by the Consultant.

Should the Consultant fail to remove the employee or employees as required or fail to provide suitable and sufficient personnel for proper performance of the work, the Office of Materials Management Structural Steel Manager will withhold payment of invoices submitted by the Consultant until corrective measures are taken. If the Consultant fails to comply, then the State may notify the Consultant in writing that the Agreement is terminated in accordance with Section 2.41 of the "Specifications for Consulting Services" – 2016 edition.

B. Job Duties – Quality Assurance Inspector

Perform biannual Quality Assurance inspection serviced on light pole and light tower fabricators, highway sign fabricators, sign support fabricators and signal support and strain pole fabricators supplier's plants that are listed as certified by the Department. Inspections will be randomly scheduled on a biannual basis by the Consultant. The Consultant shall document and notify the Structural Steel Manager, or their designated representative, of the Consultant's proposed schedule on a monthly basis. These services are to determine if the certified plants are in compliance with their quality control plans, Department specification, material controls during their production, and final material and inspection requirements. Perform any other related quality assurance duties that may be required by the Structural Steel Manager or their designated representative.

The Consultant shall document and notify the Structural Steel Manager, or their designated representative, when deficiencies are observed. The deficiencies will also be reported to the plant management but correction by the plant will not change any report. The Consultant shall not perform any action which would require the certified plant to deviate from the plans, specification and/or proposal without written approval from the Department.

C. Minimum requirements for Quality Assurance Inspector

Documentation that Consultant personnel meet the minimum requirements shall be submitted to the Structural Steel Manager.

1. The inspector shall be an AWS Certified Welding Inspector (CWI) qualified and certified in accordance with the provisions of AWS QC1.

The Structural Steel Manager may accept alternative certifications to the above required if they determine them to be equivalent.

V. Report-In Locations and Travel Regulations

The report in locations for Consultant Inspectors shall be the particular plant(s) being audited or OMM at 1600 West Broad Street, Columbus Ohio, when directed by the Structural Steel Manager, or a point thirty (30) miles from the consultant Inspector's home, whichever is less. Consultant Inspector travel time from the report in location to and from the project site shall be counted as hours worked.

Reimbursement of Non-Salary Direct Travel Costs

Consultants that are provided leased or company owned vehicles also 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 reimbursement rate.

When company employees are authorized to drive their own vehicles from the report in location to the project site, the Department will compensate the Consultant in conformance with the current Office of Budget and Management Travel Policy.

Vehicle usage must be by written authorization from the Structural Steel Manager.

The Consultant shall provide the necessary vehicle insurance as stated in Section 2.25 Insurance and Indemnity of the "Specifications for Consulting Services – 2016 edition." The insurance shall include full coverage on any State-owned vehicle the Consultant may be required to operate or occupy.

VI. Services by the Department

- A. The Structural Steel Manager, or their designated representative, will be in responsible charge and direct control of the Quality Assurance reviews.
- B. The Structural Steel Manager, or their designated representative, will make available to the Consultant, the necessary plans, specifications, proposals and any other documentation as required.

The Structural Steel Manager, or their designated representative, will provide the Consultant with the necessary inspection report forms needed for computation, reporting and record keeping in accordance with the prescribed practice. The Structural Steel Manager may accept alternative forms to the above required if they determine them to be equivalent.