

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

Project Specific Services

Project Name	LAW-7-2.17 Phase 2
PID	75923
Construction Project Number	2X-XXXX
Project Description	The subject project is to construct one lane in each direction of the proposed Chesapeake Bypass (state Route 7) from the interchange of state Route 7 and state Route 527 eastward to a new interchange with state Route 775. Project length is 6.1 miles, has 10 bridges, retaining walls, noise walls, storm sewer, culverts, traffic control, lighting, and approx. 5 million CY excavation.
Work Description	Environmental Control Monitoring (ECM) and inspection services on asphalt, earthwork, concrete, bridges, structures, drainage, and lighting. Provide engineering work to review submittals, RFIs, and CPM Schedule.
Scope of Services Meeting Date	10/24/24

I. GENERAL REQUIREMENTS

Provide services in accordance with the Department's Construction Administration Manual of Procedures, 2023 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	
Structures Inspector	2
Coatings Inspector	
Traffic Signal & Lighting Inspector	
Soils & Aggregate Inspector	1
Construction Engineer Level 1	
Construction Engineer Level 2	1
Non-Prequalified Personnel	Approximate Number Required
Documentation Clerk	
Other (Local Construction Tech/Intern)	1 (part-time/if funds allow)

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. A Department employee will act as the Engineer and remain in responsible charge of administration of the construction contract. 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
<ul style="list-style-type: none"> • Assignment of the inspection duties at the project level. 	Consultant	
<ul style="list-style-type: none"> • Instruction of the inspection force in the requirements of the project and the items being constructed including: <ul style="list-style-type: none"> ○ Addenda, proposal and supplemental specifications, special provisions, and equipment (e.g., concrete testing kit). 	Consultant	
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Timely payment for work performed by performing the following activities: <ul style="list-style-type: none"> ○ Input daily diaries on AWP, review estimates, verify payrolls, and obtain approval of 	Consultant/ODOT	ODOT's Engineer must approve all payments to the contractor.

sampled materials.		
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Maintaining project records: <ul style="list-style-type: none"> 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. Shop drawings, working drawings, and erection procedures. 	Consultant	
<ul style="list-style-type: none"> Addressing and resolving job site problems in a timely manner. 	Consultant/ODOT	Advise ODOT's Engineer of significant issues.
<ul style="list-style-type: none"> Providing the Contractor with 	Consultant/ODOT	Advise ODOT's Engineer of

specific information regarding the usage of contingency quantities or "as directed" items.		significant issues with existing items of work or new items of work.
<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> 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, 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.

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 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 more than forty (40) hours 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 AWP as needed.



**Department of
Transportation**
transportation.ohio.gov

Mike DeWine, *Governor*
Jon Husted, *Lt. Governor*
Jack Marchbanks, Ph.D., *Director*

Scope of Services Environmental Commitment Monitoring

Re: LAW-7-2.17 Environmental Commitment Monitoring
PID: 75923
Agreement Number: XXXXX
LAW-7-2.17 Phase 2 Construction Inspection (PID 75923)

Project Identification

The subject project is estimated to begin construction on January 27, 2025. This project is the third phase of the LAW-7-2.17 State Route 7 relocation project. This project will construct 6.11 miles of the eastbound lanes of State Route 7 between State Route 527 and State Route 775. This project also includes a partial grade separated interchange at State Route 527 and a full interchange at State Route 775. Also included with this project is the construction of a roundabout at the intersection of State Route 7 and State Route 243. This improvement included the relocation of 1.98 miles of state routes, county and township roads as well as the addition of 1.28 miles of ramps and drives. A total of ten bridges will be constructed which includes traffic overpasses and stream crossings. Work will include new storm sewers, culverts, noise and retaining walls, traffic control, pavement markings, and lighting.

Services Requested

- Environmental Commitment Monitoring:

ODOT is requesting that the consultant develop and implement an environmental commitment monitoring plan to ensure compliance during construction. An environmental commitment onsite monitoring report template is provided in Appendix A of this document. Environmental commitment monitoring will be on-site and continue until project completion or until all major commitments have been satisfied. These inspections will require in-person site visits and inspection of the project when access is difficult due to terrain and unimproved conditions requiring walking and hiking within the construction site to view certain locations. In-person monitoring is anticipated to occur more frequently for the first year of construction, and once the temporary waterway crossings are complete, an average of six to twelve times per year lasting through project completion. The frequency of on-site inspections will vary depending on project needs and specific requests of the Department. If cameras are placed on site, they may be reviewed more frequently than on-site inspections.

The Department anticipates the environmental compliance monitoring will be performed by personnel

experienced and familiar with environmental commitments for areas such as NPDES permits, threatened and endangered species, waste regulations, regulated materials, Clean Water Act (404), OEPA Section 401 requirements, etc. The monitor will upload inspection documents to EnviroNet as directed by construction project staff and the District Environmental Coordinator. It is anticipated these requirements would not be fulfilled by construction inspection personnel.

Inspection of Supplemental Specification 832 and Storm Water Pollution Prevention Plans is not anticipated to be part of this monitoring requirement.

Environmental commitments can vary in resource type (ecological, waterway impacts, cultural, Section 4(f), etc.), and come from programmatic agreements, CMS items, and project specific requirements. Additional restrictions/commitments are in the Waterway Permits Conditions, the Section 404/401 conditions, and the plan notes. The environmental monitor(s) is(are) responsible for documenting compliance with all commitments, environmental-related CMS items, and any high priority BMPs listed in the NEPA document. Each of the inspections will be documented with a checklist, photos and brief report and then supplied to the Department on a periodic basis. A table will be developed summarizing the environmental commitments and documenting how and when they were satisfied.

For the first year, a monthly meeting with the Project Engineer will take place then taper to quarterly as the number of unmet commitments are satisfied and reduced. If the environmental monitor discovers non-compliance with any regulations and/or commitments, he/she shall promptly contact the District 9 Environmental Coordinator immediately.

The types of Environmental Commitments to be monitored may include:

1. Temporary Access Fills: Document temporary access fills are constructed and maintained per approved submitted plan. Monitoring features include size, location, duration installed, and appropriate fill material used; Spot check (QA) during construction to document functioning properly; Emphasize monitoring on Symmes Creek and Indian Guyan Creek crossings;
2. Bat Habitat - Rock Outcrop disturbance timeframe;
3. Tree Clearing activities;
4. Noise Restrictions (night time work);
5. Status of Contractor Spill Kits;
6. Natural Gas Well Abandonment;
7. Contractor Spill Reporting;
8. Aquatic resource demarcation -Special Provision
9. Avoidance and Minimization items
10. Little Paddy Creek area wetland impacts
11. Spot check (QA) higher priority BMP's
12. Contractor Burn Permit tracking;

Task Order Completion Time

Based on the nature of this scope of services, completion will coincide with the end of construction, which is currently estimated to be November 1, 2028, or until all major commitments have been satisfied.

Documents Furnished by the State

ODOT will provide access to the NEPA document, which includes the project location, plans depicting construction activities, Environmental Consultation Form, and environmental commitments and resources that must be avoided. Environmental commitments are listed in the NEPA document, agency coordination, plan notes, permit conditions, and CMS.



**Department of
Transportation**
transportation.ohio.gov

Mike DeWine, Governor
Jon Husted, Lt. Governor
Jack Marchbanks, Ph.D., Director

APPENDIX A:
SAMPLE REPORT FORM
Environmental Commitment Monitoring Report
LAW-7-2.17 (120720)

Observation Overview	
<u>Monitor:</u>	<u>Date of Observation:</u>
<u>Overall Observation Summary:</u>	

Ecological Commitments			
<i>Note: ecological measures will vary for each project. Update table as necessary.</i>			
Compliance Measure	Observed	Outcome	Photograph
SWH (all trees within the project area) are cleared between October 1 and March 31. No additional trees are cut between April 1 and September 30.	Yes	No issues observed or reported.	

No evidence observed of impacted Running Buffalo Clover.	Yes	No issues observed or reported.	
No evidence observed of harmed or disturbed Timber Rattlesnakes	Yes	No issues observed or reported.	
Instream Work Restrictions Dates	Observed	Outcome	Notes
Olentangy River (Restriction: November 11-July 30)	Yes	Issues observed; elevated to agencies; no official letter received	
Wilson Run/Stream 8 (Restriction: April 15 - June 30)	Yes	Potential issue; requires maintenance/resolution without elevation.	
Little Miami River (Restriction: November 1- July 30)	Yes	Issues observed; elevated to agencies; official letter received	

Waterway Permits Commitments			
Compliance Measure	Observed	Outcome	Photograph
No evidence of impacts/activities observed or reported outside of what is authorized in the waterway permit special provisions. All requirements within the waterway permit special provisions are completed.	Choose an item.	Choose an item.	
Waterway permit(s) located on site.	Choose an item.	Choose an item.	
Oil Spill Kits are stocked and located within 150 feet of instream work activities	Choose an item.	Choose an item.	

Note: waterway permits measures will vary for each project. Update table as necessary. Certain projects may warrant combining the ecological and waterway permits tables.

Suitable materials are used for temporary and permanent fill.	Choose an item.	Choose an item.	Choose an item.	
All aquatic resources shown on the plans are demarcated in the field.	Choose an item.	Choose an item.	Choose an item.	
Monument is located upstream of the temporary fill with 1 foot above OHWM marked.	Choose an item.	Choose an item.	Choose an item.	
Sediment and erosion controls appear to be maintained (ex: not overwhelmed with sediment; sediment fence has not fallen down)	Choose an item.	Choose an item.	Choose an item.	

Cultural/Recreational Commitments				
Compliance Measure	Observed	Outcome	Photograph	Notes
Temporary construction fence is installed per plans. No works is observed or reported within the historic property boundary.	Choose an item.	Choose an item.		
Commemorative plaque design is included in the plans (design in plans is documentation commitment is met). The plaque is designed and installed per plan.	Choose an item.	Choose an item.		
No evidence storage is occurring within property boundary OR Contractor has written clearance from OWJ.	Choose an item.	Choose an item.		

Note: cultural and Section 4(f) measures will vary for each project. Update table as necessary.

Access to park is not restricted during construction, except during the specified times and activities. No evidence of restricted or unsafe access observed or reported.	Choose an item.	Choose an item.	Choose an item.	
--	-----------------	-----------------	-----------------	--

Miscellaneous Commitments				
<i>Note: miscellaneous measures will vary for each project. May include site-specific environmental commitments not covered under another section (ex: noise restrictions, MOT, notifications, etc.). Update table as necessary.</i>				
Compliance Measure	Observed	Outcome	Photograph	Notes
	Choose an item.	Choose an item.		
	Choose an item.	Choose an item.		
	Choose an item.	Choose an item.		
	Choose an item.	Choose an item.		

Environmental Protection CMS Items				
<i>Note: environmental CMS items may vary for each project. Update table as necessary.</i>				
Compliance Measure	Observed	Outcome	Photograph	Notes
104.04: Site is maintained in presentable condition.	Choose an item.	Choose an item.		

<p>105.14: Maintain the Post Construction Storm Water Best Management Practice (BMP) features.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>105.16: Borrow and Waste areas conform to 105.16.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>105.17: Construction and demolition debris is legally disposed</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>107.08: Conduct all Work on navigable waters so that it does not interfere with free navigation of the waterways and that it does not alter the existing navigable depths, except as allowed by permit issued by the U.S. Coast Guard. Obtain USACE permit as required.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>107.09: Written permission was obtained from the Chief of the Division of Wildlife, Ohio DNR according to ORC 1533.58 to perform in-stream blasting. Engineer was provided permit.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>107.10: Staging areas, materials and equipment storing areas, and borrow and waste areas are not located within designated environmental resources.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		

<p>107.19: Fuels, oils, bitumens, chemicals, sediments, or other harmful materials are not polluting aquatic resources; particulate and gaseous matter is not polluting the atmosphere.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>107.19: Spill response equipment is onsite for work next to an aquatic resource.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>107.19: Liquid wastes generated during work are appropriately contained, characterized, and disposed.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>107.19: Sediment from excavation within a stream is separated from the rest of the stream through a dike or other barrier.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>201.02: All trees, shrubs, and plants are removed or saved per the plans.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>257.03: Portland cement concrete grinding residue is removed; solid residue is removed before being blown into gutters or drainage facilities.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>514.07: For bridge painting, all rubbish, buckets, rags, or other discarded materials are collected, removed, and disposed, and the job site is left in a clean condition.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		

<p>514.13 D: Waste material generated by abrasive blasting is contained, collected, stored, evaluated, and properly disposed. An enclosure completely surrounds the abrasive blasting operations.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>514.13.D.1: Hazardous waste from abrasive blasting is properly stored and disposed of within 60 days after it is generated.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>514.17.F: Area is completely enclosed when using a spray application to avoid overspray damage to the ground, public/private property, vegetation, streams, lakes, etc.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>616: Dust control operations are performed per the time, location, and amount ordered by the PE.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>659: Areas of final grade are seeded and mulched in accordance with the plans and item 659.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		
<p>670 & 671: Slope, ditch, and vegetated swale erosion protection is furnished, placed, and maintained per the plans and item 671.</p>	<p>Choose an item.</p>	<p>Choose an item.</p>		