

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

**Construction Inspection Services as Requested**

Project Name	<b>VAR-D11-CY 2025/2026 Construction Inspection</b>
PID	<b>122056</b>
Scope of Services Meeting Date	<b>10/23/2024</b>
Work Description	<b>Inspection and documentation of work performed by the Department's Contractors</b>

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

<b>ODOT Prequalification Category</b>	<b>Approximate Number Required</b>
Project Inspector 1	
Project Inspector 2	2
Structures Inspector	
Coatings Inspector	2
Traffic Signal & Lighting Inspector	
Soils & Aggregate Inspector	
<b>Non-Prequalified Personnel</b>	<b>Approximate Number Required</b>
Documentation Clerk	
Other (Describe)	

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.

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 ODOT'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 Constriction Engineer.

- B. If requested in writing by the District Constriction 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.
- C. If included above or requested in writing by the District Constriction 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 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 Constriction 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 Constriction 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 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 Project as needed.