

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

General Inspection/Administration Services as Requested

Project Name	D04 Construction Inspection FY's 26-27
PID	112265 & 112266
Scope of Services Meeting Date	
Work Description	General Construction Inspection

I. GENERAL REQUIREMENTS

Provide services in accordance with the Department's Construction Administration Manual of Procedures, 2025 or latest revision.

II. SCOPE OF WORK

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

[\[Edit the table below to note personnel categories required\]](#)

ODOT Prequalification Category	Approximate Number Required
Project Inspector 1	3
Project Inspector 2	4
Structures Inspector	1
Coatings Inspector	2
Traffic Signal & Lighting Inspector	
Soils & Aggregate Inspector	1
Construction Engineer Level 1	1
Construction Engineer Level 2	
Non-Prequalified Personnel	Approximate Number Required
Documentation Clerk	1
Other (District 4 Test Lab)	2
Construction Technician 1	1

For each specific project assignment, the Department will advise the Consultant in writing regarding the specific personnel and equipment requirements, as well as the commencement date of the services.

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. In the administration of all construction contracts, a Department employee will act as the Engineer and remain in responsible charge of the administration of the construction contract. For specific projects, 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
• Assignment of the inspection duties at the project level.	Consultant	
• Instruction of the inspection force in the requirements of the project and the items being constructed including: ○ Addenda, proposal and supplemental specifications, and equipment (e.g., concrete testing kit).	Consultant	
• 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.
• Timely payment for work performed by performing the following activities: ○ Input daily work reports on AASHTOWare Construction and Materials Project, review estimates, verify payrolls, and obtain	Consultant/ODOT	ODOT's Engineer must approve all payments to the contractor.

approval of sampled materials.		
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.
Monitoring the project and discussing the 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.
- Maintaining project records: - 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 those who attended, items discussed, and resolutions to problems. - Other pertinent documents. - Shop drawings, working drawings, and erection procedures.	Consultant	
Addressing and resolving job	Consultant/ODOT	Advise ODOT's Engineer of

site problems in a timely manner.		significant issues.
Providing the Contractor with specific information regarding the usage of contingency quantities or "as directed" items.	Consultant/ODOT	Advise ODOT's Engineer of significant issues with existing items of work or new items of work.
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.
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 for a specific project, 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.

- The requirements below pertain to consultants requested specifically to work in the District 4 Test Lab. It is anticipated that (2) individuals will be requested.

The consultant hired in the lab will primarily be responsible for testing in the asphalt section. Shift work should be expected to match the production of materials to meet contract schedules, noting that the large volume projects typically work nights. The possible applicant(s) should have completed Level 1 & 2 Asphalt Concrete School and have basic knowledge of the operation of the NCAT ignition oven. They should also be familiar with the following ASTM/AASHTO standards:

AASHTO T209 – Maximum specific gravity of bituminous paving mixtures. (Rice test)

ASTM D2726 – Bulk specific gravity and density of compacted bituminous mixtures. (Marshall pills and cores)

ASTM D3203 – Percent air voids in compacted mixture.

AASHTO T27 – Sieve analysis for fine and coarse aggregates. (Gradation)

The consultant may be called upon to perform tests in the soils section of the lab and therefore should possess the Level 1&2 Aggregate certification and be acquainted with these ASTM/AASHTO standards:

AASHTO T240 – Reducing samples of aggregate to testing size.

AASHTO T11 – Washing material finer than the #200 sieve.

AASHTO T27 – Sieve analysis for fine and Coarse Aggregates.

AASHTO T19 – Unit wt. and voids in aggregate.

ASTM D5821 – Determining the percentage of fracture particles in coarse aggregate.

- 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 and travel between sites.
- D. 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 phone, 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 AASHTOWare Construction and Materials Project (e.g. prepares daily work reports 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.

E. If included above or requested in writing by the District Construction Administrator, provide a Project Inspector Intern.

Minimum Experience and Education

- 1. Construction Technician I
High School Diploma or high school equivalency (HiSET, TASC, or GED) and the ability to read, write, and communicate in English and do basic math computation for length, area and volume. No project technical/field experience required.
- 2. Construction Technician II.
 - a. Must meet the requirements of Construction Technician I and have a minimum of 800 hours of involvement in activities related to the inspection and testing of highway construction. Of the 800 hours, the experience must be comprised of:
 - i. A minimum of 400 hours must be full-time experience inspecting or assisting in the inspection of capital highway construction project(s).
 - ii. A maximum of 400 hours may be full-time experience in closely related construction field work that must involve materials testing, surveying, inspection, and/or management of pavement, structure, or geotechnical work.

OR

- b. At a minimum, be enrolled in an Associate Degree program or higher Civil Engineering Technology, Construction Engineering Technology, Construction Management, or in an ODOT recognized Construction Inspection Workforce Program.

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 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. [ODOT project staff will be keeping bi-weekly timesheets to reflect consultant staff hours. It is expected that our project staff review and agree on the hours and equipment for each period with the consultant inspector. These timesheets are then forwarded to the District Office for use in reviewing consultant invoices. The preference is that the consultant inspector provide a copy of this timesheet to their office staff for use in preparing each invoice, in hopes of reducing discrepancies during invoice review. Further, it would expedite review and processing of invoices if the consultant could attach the applicable timesheets to each invoice. A quarterly update identifying spending rates and overall remaining balances shall be generated and shared with the District Program Manager for review and tracking purposes throughout the length of the contract.](#)

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."

It is requested that all consultant provided inspection and management staff, including test lab staff, be equipped with a cellular phone and an electronic device (tablet or laptop). This device shall have the ability to use Microsoft Word and Excel and be compatible with and able to use the Mobile Inspector App, SharePoint, Citrix Workspace System and able to remotely access the internet via a wireless connection. It should be understood that for any project sold after January first, 2018, the use of GoFormz (electronic documentation) for quality control documentation is required.

It is intended for the consultant to request (re)activation for access to Mobile Inspector, GoFormz, AWP, etc. 1 - 2 weeks prior to the start of work date such that they will be ready to begin using electronic documentation at the start of work. Communication is critical to not delay this process and may require the inspector/lab technician to monitor and respond to email, text, or phone during the reactivation process

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 his 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 as needed.