

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

General Inspection/Administration Services as Requested

Project Name	VAR-D08-Construction Inspection 26/27-1
PID	116586
Scope of Services Meeting Date	N/A
Work Description	Under supervision of an ODOT Project Engineer, provide assistance in the administration, inspection, documentation, schedule review, asphalt monitoring, and material acceptance of work performed by the contractor for District 8 construction projects.

I. GENERAL REQUIREMENTS

Provide services in accordance with the Department's Construction Administration Manual of Procedures, 2025 or latest revision, and as detailed within this document.

II. SCOPE OF WORK

Provide personnel on an as needed basis that meet the following prequalification categories. The following minimum number of individuals will be needed by the Department at any time during the duration of this contract.

ODOT Prequalification Category	Approximate Number Required
Project Inspector 1*	3
Project Inspector 2*	9
CE 1	2
CE2	2
Soils/Aggregate Insp/Testing	2
Coatings Inspector	3

Non-Prequalified Personnel	Approximate Number Required
Documentation Clerk/Material Controller	2
Other: Schedule Technician	1
Other: Asphalt Technician	2
Other: Smoothness Technician	1
Other: Construction Technician	1

*9 Project Inspector 2's is the minimum required. It is also acceptable to provide more Project Inspector 2's in addition to or in replacement of the 3 Project Inspectors 1's.

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.

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 Inspection 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 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	.
• Assignment of Quality Assurance testing and reporting per Supplemental Specification 878 dated April 4, 2021, and per Supplement 1121.	Consultant	To include testing and inspection for all earthwork activities including, but not limited to, embankment, subgrade stabilization, and pipe backfill. If the consultant requests, they may provide and maintain a nuclear gauge storage box for their use at the field office per C&MS Section 619.02. The location of the box shall be coordinated with the Project Engineer.
• Instruction of the inspection force in the requirements of the project and the items being constructed including: ◦ Addenda, proposal and supplemental	Consultant	

specifications, and equipment (e.g., concrete testing kit).		
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 diaries on SiteManager, review estimates, verify payrolls, and obtain approval of sampled materials.	Consultant/ODOT	ODOT's Engineer must approve all payments to the contractor.
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 progress schedule with Contractor's Superintendent.	Consultant/ODOT	Consultant duties on an as needed basis as detailed in section 'E' below. 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 diaries - Entry of project records into Sitemanager and or Sharepoint. Perform overall document management duties. - Prepare and distribute progress meeting minutes - 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.	Consultant	

○ Minutes from project progress meetings, including who attended, items discussed, and resolutions to problems. ○ Other pertinent documents. ○ Shop drawings, working drawings, and erection procedures.		
• Addressing and resolving job site problems in a timely manner.	Consultant/ODOT	Advise ODOT's Engineer of 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.
Section 105.02 Activity	Responsibility	Notes
• Registered Professional Engineer shall review all submittals and provide an official written response for each submittal to the Department per 105.02.	Consultant	Provide ODOT's Engineer with response per 105.02 for all submittals.

The Department will perform all off-site material testing unless the Consultant is notified in writing by the District Construction Engineer.

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, documentation 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.

In the event the Department requests a CE1 or CE2 for a project, the consultant's services may include those detailed in the 2023 C&MS section 105.01. A Department employee will act as the Engineer and remain in responsible charge of administration of the construction contract. The lists below delineate the authority of the CE1 or CE2 and defines the authority and decisions reserved for the Department. **It is desired that in the interest of continuity, the chosen individual for a Consultant Construction Engineer 1 or Construction Engineer 2 position on a specific project not change unless requested by the ODOT Project Engineer.**

CE1:

- Works under supervision of ODOT Project Engineer.
- Coordinates inspection of project work including, but not limited to the testing of materials and required documentation to ensure work performed by contractors complies with all state and federal specifications.
- Correlates and analyzes field data, reviews plans and records, supports and prepares change orders, assists with dispute resolution, estimates, conducting progress meetings, preparing meeting minutes and other related duties.
- Finalizes or assists with finalizing and closing out the project.
- Performs data entry into ODOT's SITE MANAGER/AWP system as directed by the Project Engineer.
- Inspects construction projects to ensure contractor compliance with specifications, plans, and/or proposals and subject to ACI Level I certification for concrete testing and successful completion of the ODOT Compaction Testing of Unbound Materials Test for soils testing. Construction Manager must have successfully passed the Department's Advanced Structures Test to inspect structures.

CE2:

- Works under the immediate supervision of an ODOT Area Engineer
- Manages a construction project or a portion of a construction project ensuring construction work performed will achieve plan and specification intent.
- Coordinates inspection of project sites, oversees testing of materials and documents
- Works to ensure work performed by contractors complies with all state and federal specifications.
- Correlates and analyzes field data, reviews plans and records, initiates change orders, prepares time extensions, submits estimates and all other forms necessary to complete a construction project.
- Assists with dispute resolution, estimates, conducting progress meetings, preparing meeting minutes and other related duties
- Finalizes or assists with finalizing and closing out the project.
- Interprets contract provisions, plan requirements and reviews project records.
- Calculates final pay quantities. Performs other duties as requested.
- Performs data entry into ODOT's SITE MANAGER/AWP system or local documentation equivalent as directed by the Project 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 and travel between sites.
- D. If included above or requested in writing by the District Construction Engineer, provide a combined documentation clerk/materials controller as follows.
1. Job Duties - **Documentation Clerk/ Materials Controller**
 - a. 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 inspector's 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.
 - b. Provides support services on-site to project personnel for acceptance of project materials prior to incorporation into project.
 - c. Performs routine materials testing for acceptance, verification, quality assurance as required by project contract documents.
 - d. Performs as needed sampling of various project materials.
 - e. Maintains project material records (e.g. input & update data into Site Manager, samples, materials, material codes, data screen, bills of materials)
 - f. Performs monitoring of suppliers, contractors & producers quality control procedures and assures performance results are within project requirements.
 2. Qualifications - **Documentation Clerk/ Materials Controller**
 - 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 experience in ODOT office practices and procedures, including use of Microsoft Word, Excel spreadsheets, Site Manager, and Sharepoint.
- d. At least four years of experience in highway construction as well as a minimum of two years of construction experience in Material Control (or similar position) on similar types of construction projects. Work performed will be at the general direction of the ODOT Project Engineer.

E. If included above or requested in writing by the District Construction Engineer, provide a schedule technician as follows.

1. Job Duties – **Schedule Technician**

Perform on an as needed basis the review and analysis of CPM baseline schedules, updates, revisions, recovery and TIA's submitted by contractors. A full-time scheduler working on the project may be anticipated. Extent of involvement is anticipated to include review and analysis of baseline, update, revision, recovery and as needed with delay scenarios and delay mitigation efforts. Ultimately, involvement will be as determined by the ODOT Project Engineer. This may require attendance at project progress meetings as needed.

2. Qualifications - **Schedule Technician**

- a. Relevant college courses and/or technical training in CPM scheduling with at least eight years of experience in highway construction as well as a minimum of five years of construction experience as a scheduler.
- b. Scheduler shall have developed or directly managed the CPM schedule on at least five major projects using PN107, totaling \$10 million dollars each in value covering similar construction and which were controlled throughout the duration of the project by use of a CPM construction schedule.
- c. The scheduler shall have demonstrated knowledge of forensic schedule analysis and be proficient in the use of Primavera P6, forensic schedule analysis software, and have a thorough understanding of PN107. The scheduler shall also possess experience in managing schedules on design/build projects.

F. If included above or requested in writing by the District Construction Engineer, provide an asphalt technician as follows.

1. Job Duties - **Asphalt Technician**

Performs inspection and testing services, as directed by the Department's Testing

Engineer, to determine if the contractor meets compliance with contract requirements for asphalt concrete (AC) mixture production. Observes asphalt contractor quality control, testing methods and frequencies, including sampling and laboratory testing of AC mixtures on asphalt binder content, air voids, voids in mineral aggregate (VMA), Marshall stability/flow, and other tests required to be performed by the contractor QC per ODOT contract documents. Conducts laboratory tests and other tests that may be required, either in the contractor's testing laboratory or Department's test lab. Records all inspection and test results on approved forms and charts and keeps up to date records during the performance of the work. Assignments will require a night work schedule.

2. Qualifications - **Asphalt Technician**

- 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. Shall have at least two years of experience in conducting asphalt laboratory tests according to ODOT standards, either in the contractor's testing laboratory or Department's test lab.
- e. Shall have at least five years of experience in highway construction and possess Minimum training/certification requirements – ODOT Level 2 Asphalt.

F. If included above or requested in writing by the District Construction Engineer, provide an smoothness technician as follows.

1. Job Duties - **Smoothness Technician**

Perform on an as needed basis the review and analysis of PN 420 and 555 grinding plans and post grind results. A full-time smoothness expert working on the project may be anticipated. Provide recommendations and guidance to District 8 staff on acceptance of the grinding and post grind results. Ultimately, involvement will be as determined by the ODOT Project Engineer. This may require attendance at project progress meetings and field visits as needed.

2. Qualifications - **Smoothness Technician**

- a. Relevant college courses and/or technical training in Proval software. A minimum of 3 years utilizing the software and reviewing/analyzing smoothness plans

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 fulltime 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 40hour 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 a PID and State Project Number. Only costs incurred as part of this contract shall be reflected on the invoice. Consultant costs must be charged to specific projects, not to the PID of this contract.

Standard Department time sheets shall be presented on a weekly or biweekly basis to the Engineer and shall be signed by both parties. These time sheets shall be included with the invoice for each individual on the invoice. The use of EIMS is an

Each invoice shall include a summary of hours worked by category for that billing period. For instance, CE1: 92 hrs, Project Inspector: 120 hrs, Document Clerk/Material Controller: 65hrs. The hours to date on the contract shall also be provided for each category on each invoice.

The Consultant shall state in each invoice if any subconsultant costs for that time period are not included.

Travel time to retrieve or return samples or equipment is billable.

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."

The consultant shall submit proof of current CUF training for contract personnel prior to assigning them to a project.

The Consultant shall advise the Department of any updated personnel testing/prequalifications.

With ODOT construction staff now required to document the project electronically, it is required that all consultant staff document the project work electronically. The consultant staff shall come equipped with the necessary electronic devices to document the project work. The consultant staff shall use the following applications: Mobile Inspector, Sharepoint, GoFormz, and AASHTOware. The consultant staff will be responsible for obtaining the needed access to each application prior to beginning project assignment.

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 location thirty (30) miles from the Consultant personnel's home (residence), whichever is less. Consultant personnel travel time from the report-in location to and from the project site may be counted as hours worked on the project and may be billed accordingly. Travel time to retrieve or return samples or equipment is billable.

For Consultant personnel traveling more than one hundred (100) miles to report in location the mileage/travel expense vs. lodging shall be compared to determine the most cost-effective approach for the project. This approach should be discussed and agreed to between the Department and the consultant prior to execution of the agreement

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 in accordance with the company's established, consistent cost allocation procedures, as required by Part 31 of the Federal Acquisition Regulation (FAR), related Cost Accounting Standards (CAS), and recommendations set forth in the AASHTO Uniform Audit & Accounting Guide.

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.

VII. SERVICES BY THE 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 if needed for computation, reporting, record keeping and field testing in accordance with the prescribed practice. The Department will provide access to SiteManager as needed.

VIII. MONTHLY ACCOUNTING REPORT

Throughout the life of the contract, the consultant will be required to provide an accounting of costs incurred for each month toward the District 8 contract. Only costs incurred as part of this contract shall be reflected on this report. Each month's report shall be due on the fifth of the following month.

Consultant Selected

Consultant:
Contracting Officer:

Consultant Project Manager:

ODOT Project Manager: Sam Beyer
Phone # (513) 933-6602
E-mail Address: Sam.Beyer@dot.ohio.gov

Due Date for Cost Proposal: N/A Consultant to provide overhead rates, cost of money information and rates of inspectors/project managers.

The cost proposal shall consist of a cover letter, including a statement of understanding of the scope of work, the names and hourly rates of the people performing services, and an overhead rate justification. Submit electronically to lee.matthes@dot.ohio.gov

Submit as follows: Lindsey Pflum: one (1) copy
Lee Matthes: one (1) copy

The total amount of this agreement shall not exceed \$3,000,000.00.