

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

**Project Specific Services**

Project Name	<b>ATH-33-18.78</b>
PID	<b>119141</b>
Construction Project Number	TBD
Project Description	Provide Construction Engineering Administration and Construction Inspection Services as needed for two projects:  ATH-33-18.78, PID 119141 ATH/MEG-33-23.28/0.00, PID 119142  Assist Area Engineer with construction engineering and inspection for duration of the projects (Estimated project completion – 12/31/2028). Plan review and plan breakdown will begin upon authorization of this contract.
Work Description	Primary work categories include earthwork, pavement, structures, and construction engineering administration. One Construction Engineer 2 and one Project Inspector 2 will be needed. The projects may require additional Project Inspector 1 and 2 personnel. Other inspection personnel are outlined in the table to be provided as needed.
Scope of Services Meeting Date	<b>March 11, 2025</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 a project team including personnel that meet the following prequalification categories:

<b>ODOT Prequalification Category</b>	<b>Approximate Number Required</b>
Project Inspector 1	0-2
Project Inspector 2	1-4
Structures Inspector	0-1
Coatings Inspector	0-1
Traffic Signal & Lighting Inspector	0-1

Soils & Aggregate Inspector	0-2
Construction Engineer Level 1	-
Construction Engineer Level 2	1
<b>Non-Prequalified Personnel</b>	<b>Approximate Number Required</b>
Documentation Clerk	-
Construction Technician I and II	0-2
Other (Schedule Reviewer)	-

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.

<b>Section 105.01 Activity</b>	<b>Responsibility</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>Assignment of the inspection duties at the project level.</li> </ul>	Consultant	
<ul style="list-style-type: none"> <li>Instruction of the inspection force in the requirements of the project and the items being constructed including: <ul style="list-style-type: none"> <li>Addenda, proposal and supplemental specifications, and equipment (e.g., concrete testing kit).</li> </ul> </li> </ul>	Consultant	
<ul style="list-style-type: none"> <li>Review of materials to be incorporated in the work. This may involve rejection of</li> </ul>	Consultant	ODOT's Engineer must approve all non-spec material incorporated in the project.

materials.		
<ul style="list-style-type: none"> <li>• Timely payment for work performed by performing the following activities: <ul style="list-style-type: none"> <li>○ Input daily diaries on SiteManager, review estimates, verify payrolls, and obtain approval of sampled materials.</li> </ul> </li> </ul>	Consultant/ODOT	ODOT's Engineer must approve all payments to the contractor.
<ul style="list-style-type: none"> <li>• Determining the need for change orders within the scope of the contract.</li> </ul>	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"> <li>• Monitoring the project and discussing progress schedule with Contractor's Superintendent.</li> </ul>	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"> <li>• Maintaining project records: <ul style="list-style-type: none"> <li>○ Construction daily diary, <a href="#">CA-D-3</a> or <a href="#">4</a>.</li> <li>○ Work performed. Contractor's equipment, materials, and significant events of the day.</li> <li>○ Job correspondence.</li> <li>○ Letters from contractors, utility companies, and other public agencies, as well as any correspondence from District or internal agencies.</li> <li>○ Minutes from project progress meetings, including who attended, items discussed, and</li> </ul> </li> </ul>	Consultant	

<ul style="list-style-type: none"> <li>resolutions to problems.</li> <li>○ Other pertinent documents.</li> <li>○ Shop drawings, working drawings, and erection procedures.</li> </ul>		
<ul style="list-style-type: none"> <li>• Addressing and resolving job site problems in a timely manner.</li> </ul>	Consultant/ODOT	Advise ODOT's Engineer of significant issues.
<ul style="list-style-type: none"> <li>• Providing the Contractor with specific information regarding the usage of contingency quantities or "as directed" items.</li> </ul>	Consultant/ODOT	Advise ODOT's Engineer of significant issues with existing items of work or new items of work.
<ul style="list-style-type: none"> <li>• Reporting to District Construction Engineer any major change in conditions, traffic accidents, or status of project.</li> </ul>	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"> <li>• Determining final quantities, ensuring the Contractor completes the Punch List items, completing project files, and scheduling final inspection.</li> </ul>	Consultant/ODOT	ODOT's Engineer must approve final quantities, punch list completion and attend the final inspection.

The District Construction Engineer will appoint a Consultant Construction Engineer 2 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.
5. Electronic devices capable of running the Department's electronic inspection documentation forms.
6. Digital camera or other electronic device capable of taking digital photos.

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 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 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 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.

#### **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 ODOT construction management applications as needed.