

**THE IDAHO TRANSPORTATION  
DEPARTMENT**

**THE LOCAL HIGHWAY TECHNICAL  
ASSISTANCE COUNCIL**

**And**

**CITY OF COEUR D'ALENE**

**REQUEST FOR PROPOSALS**

**FOR**

**N. GOVERNMENT WAY; HANLEY AVE TO PRAIRIE AVE  
PROJECT NO. A012(308)  
KEY NO. 12308**

**October 31, 2017**

# REQUEST FOR PROPOSALS

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**The following items are not included in this package, but can be located at the following web sites:**

<http://itd.idaho.gov/business/?target=consultant-agreements>

- ❖ General Information and Requirements
- ❖ Sample Agreement and Consultant Agreement Specifications (CE&I)
- ❖ Federal Per Diem Policy

<http://apps.itd.idaho.gov/apps/manuals/manualsonline.html>

- ❖ ITD Quality Assurance Manual
- ❖ ITD Contract Administration Manual

# **GENERAL INFORMATION**

## **PROPOSAL**

The Idaho Transportation Department (ITD), the Local Highway Technical Assistance Council (LHTAC), and the City of Coeur d'Alene (CITY) are seeking qualified and experienced respondents from interested firms to submit a proposal for providing construction engineering, inspection, and materials testing (CEI) services for the N. Government Way; Hanley Ave to Prairie Ave project in Coeur d'Alene, Idaho.

## **GENERAL TERMS**

This Request for Proposals (RFP) does not commit the ITD, the LHTAC, or the CITY to enter into an agreement or to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.

## **REVISIONS TO RFP**

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

## **RESERVATION OF RIGHTS BY ITD**

The issuance of this RFP does not constitute an assurance by the ITD, the LHTAC, or the CITY that any contract will actually be entered into by the ITD, the LHTAC, or the CITY, and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Proposals
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFP, and cancel this request with or without the substitution of another RFP
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this solicitation, each respondent agrees that any finding by the ITD, the LHTAC, or the CITY of any fact in dispute as to this solicitation or the responses thereto shall be final and conclusive, except as provided herein.

## **CONFLICT OF INTEREST**

By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

## **EEO REQUIREMENTS**

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice. Respondent further agrees to comply with all Federal, State, and Local equal employment opportunity requirements and the requirements of the ITD EEO Special Provisions, accessible at the following web site: <http://apps.itd.idaho.gov/apps/ocr/index.aspx>.

All firms who seek to work for the Idaho Transportation Department are required to be registered on ITD's Bidders List. If your firm is not registered, go to the following web site for instructions: <http://apps.itd.idaho.gov/apps/ocr/index.aspx>. Your subconsultants are also required to be registered. For further information regarding this requirement, call the ITD EEO Office at (208) 334-4442.

## **DBE PARTICIPATION:**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 7.6% utilization, ITD respectfully requests and encourages responder to consider utilizing subcontractors and suppliers listed on our DBE Directory located at: <https://itd.dbesystem.com>. For this project, it has been determined that there is no DBE availability. For more information regarding ITD's DBE Program, please contact Elizabeth "Liz" Healas at [Elizabeth.Healas@itd.idaho.gov](mailto:Elizabeth.Healas@itd.idaho.gov) or (208) 334-8567.

## **FINANCIAL REQUIREMENTS**

Prior to negotiating an agreement, the selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the most recent version of the AASHTO Audit Guide. More information can be found at the following web site: <http://itd.idaho.gov/business/?target=consultant-agreements>.

## **PROPRIETARY MATERIAL**

The ITD, the LHTAC, and the CITY assume no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

## **CERTIFICATION REGARDING DEBARMENT**

All proposals must contain a signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form for the prime and each subconsultant. The certification form is located at the end of this document.

## **PROPOSAL EVALUATION AND SELECTION**

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this RFP and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the proposal or disqualification of the proposal.

It is the intent of the department to take approximately 15 days, commencing on the submission date shown below, to evaluate the submitted proposals. The department intends to notify the successful and unsuccessful Consultants as soon as practicable after the evaluations have been completed, and after approval has been given on the Evaluation Committee's recommendations.

As part of the selection process, the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

If your firm is selected and approved, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

## **CONTACT INFORMATION**

All questions concerning the procedures of this solicitation shall be directed to Holly McClure at (208) 334-8486, or [holly.mcclure@itd.idaho.gov](mailto:holly.mcclure@itd.idaho.gov) .

All project specific questions shall be directed via email only to Odo Grandi, PE at [ograndi@lhtac.org](mailto:ograndi@lhtac.org) and shall have the following at the beginning of the subject line in the email: **KEY NO. 12308 RFP.**

No questions will be accepted by telephone. All questions will be responded to by e-mail, within two days of receipt of the question. No questions will be accepted after November 15, 2017.

## **PREPARATION INSTRUCTIONS**

**Proposals must conform to the following instructions. Any non-conforming proposal will be rejected.**

Proposals must be received by ITD by 4:00 p.m. MST on Tuesday, November 21, 2017. Proposals must be submitted via e-mail with the project name and the consultant's name clearly indicated in the subject line. Late proposals will not be considered.

E-Mail Address for proposal submittal is: [consultantadminunit@itd.idaho.gov](mailto:consultantadminunit@itd.idaho.gov)

### **FORMAT:**

- Required File Format: pdf
- Maximum length of the submittal shall be eight (8) pages.
- Cover pages are discouraged. If included, they will be counted in the proposal page total.
- The introductory letter is limited to one (1) page. The letter does not count in the proposal page total.
- The 5-Year ITD/LHTAC CE&I Project Log does not count in the proposal page total.
- The Certification Regarding Debarment does not count in the proposal page total.
- Except as otherwise noted, pages shall be 8 ½ x 11 inches, with minimum of ½" margins and a minimum font size of 11.

### **INTRODUCTORY LETTER**

The introductory letter should be addressed to:

Holly McClure  
Consultant Services  
Idaho Transportation Department  
P.O. Box 7129  
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, identify the Project Manager, list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet the ITD's, the LHTAC's, and the CITY's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://itd.idaho.gov/business/?target=consultant-agreements>, and indicate willingness to execute said agreement.

## **PROPOSAL**

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Manager and Lead On-Site Inspector, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the ITD, the LHTAC, or the CITY. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

The following criteria will be considered in the evaluation and selection, and apply only to the Consultant, except where specifically requested for the Consultant and each Subconsultant.

- **CRITERIA 1 – PROJECT MANAGER (Weight 3)**

*(Complete for Lead Consultant Project Manager Only)*

- Identify the Project Manager who will be responsible for the quality, timeliness and delivery of the consultant's work, and for ensuring that adequate personnel and other resources are available for this project.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. CE&I experience in working on state and local Federal-aid roadway construction projects within the past five (5) years should be included if available. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- Include Idaho registration (registration is required at the time of submittal) as a professional engineer.

- **CRITERIA 2 – LEAD ON-SITE INSPECTOR (Weight 4)**

*(Complete for the Lead Inspector only)*

- Identify the Lead Inspector to be assigned to the project and describe the duties and qualifications (WAQTC & IQP) on this project. The Lead Inspector must be **on-site** for no less than 70% of the time worked by the Contractor.
- List the CE&I experience and role that this individual has had on state and local Federal-aid roadway construction projects. List that experience on the 5-year CE&I Project Log included in this solicitation. Include the estimated percentage of time spent on each completed Federal-aid Roadway construction project.
- Include Idaho professional registration (if applicable).

- **CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT (Weight 2)**  
*(Complete for Consultant and each Subconsultant)*
  - Identify the key personnel to be assigned to the project. Describe each person’s role, duties and qualifications (WAQTC & IQP) on this project. Include their office and lab location.
  - Key Personnel should have direct applicable CEI experience in working on state and local Federal-aid roadway construction projects within the last five (5) years. List that experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
  - Include Idaho professional registration (if applicable) for each person identified.
  
- **CRITERIA 4 – CURRENT WORKLOAD FOR THE FIRM (Weight 2)**  
*(Complete for Consultant and each Subconsultant)*
  - Describe the current workload for the firm (*list both federal aid and non-federal aid projects*) and any possible conflicts in staffing that would impact the administration of this project. The workload description should include an estimated percent availability and indicate the current and upcoming time commitments for each individual listed in the proposal with an estimated completion date for each commitment. Commitments should include, but are not limited to, time spent performing project design, inspection, marketing, CE&I and general administrative duties.
  
- **CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT (Weight 3)**
  - Describe the Consultant’s procedures for scope change control, schedule and cost control and quality control. This should include a description of the Consultant’s control measures regarding the Sub consultant’s project related work and the ability to close-out the project in a timely and cost effective manner.
  - List construction projects that have been closed out to Federal-aid standards in the last five (5) years.
  
- **CRITERIA 6 – PUBLIC RELATIONS (Weight 3)**
  - The project will have a significant impact on a highly utilized roadway corridor in the area during construction. Describe the Consultant’s proposed plan to communicate and facilitate project information with the impacted public (motorist, pedestrians, cyclists, business owners, etc).



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS**

By signing this document, the Consultant certifies to the best of their knowledge and belief that except as noted on an attached Exception, the company:

- a. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NOTE:** Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

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COMPANY NAME

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Signature of Responsible Party

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Date



**SCOPE OF SERVICES FOR  
CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING (CEI&S) SERVICES**

PROJECT NAME: XXXXXXXX

PROJECT NO.: XXXXXXXX

KEY NO.: XXXXXX

DATE: XXXX, 20XX

This scope of work is to provide Construction Engineering, Inspection & Sampling (CEI&S) Services to include contract administration, inspection, materials sampling, and project office documentation under the general direction of the assigned Local Highway Technical Assistance Council (LHTAC) Resident Engineer, for construction of the XXXXXXXXXX located in XXXXXXXX, Idaho. XXXXXXXXXX (CONSULTANT) will provide the LHTAC with experienced administration, inspection/sampling personnel. Through this contract, CONSULTANT will inspect and document to ITD standards, the activities associated with the project to the level necessary to administer the contract.

The following tasks represent the individual services that are to be provided by CONSULTANT under this agreement:

**PRIMARY TASKS:**

1. **Construction Administration** – CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the project to ensure the project is accepted by the LHTAC, the ITD and the Federal Highway Administration (FHWA). The following sub-tasks represent a partial list of those activities necessary to administer the contract.
  - 1.1 Submittal Log & Minimum Testing Requirements (MTR's) – CONSULTANT will develop a list of required submittals for the project prior to start of construction and will also track and maintain a log of shop drawings and submittals, and encourage reviewers to complete their review in a timely manner. Deficiencies will be promptly reported. CONSULTANT will also develop the MTR list for the project prior to start of construction. This information will be used to track the materials testing required on the project and coordination of the testing lab responsible for processing of samples and reporting results.

Performance Assumptions:

    - i. Minimum Testing Requirements (MTR's) will be prepared for review and approval of the LHTAC Resident Engineer.
  - 1.2 Pre-construction Conference – CONSULTANT will facilitate the Pre-construction Conference including forms and exhibits provided by or coordinated with the LHTAC.

Performance Assumptions:

    - i. Coordination of meeting with Local Sponsor, the LHTAC, Utilities, and other applicable parties.
    - ii. Prepare and distribute meeting minutes.
  - 1.3 Labor Compliance – The Contractor's and Sub-contractor's certified payroll wage rates will be verified, documented, and tracked for format, classification, pay scale, timely submissions, and concurrence with field reviews.

Performance Assumptions:

- i. Maintain filing system for certified payrolls and EEO compliance reports. Conduct labor interviews and notify contractors on incorrect classification, pay scales, etc.
- ii. Maintain records in compliance with Title VI requirements.

- 1.4 Civil Rights Compliance – Consultant and Contractor personnel will be monitored for civil rights compliance. The LHTAC Resident Engineer will be notified of instances of non-compliance.

Performance Assumptions:

- i. Inspect Project Board for required Civil Rights and EEO Compliance Postings.

- 1.5 Filing & Records Verification – Project files will be maintained at the project office in XXXXX, Idaho. Copies of important or requested information will be forwarded to the LHTAC Resident Engineer. An on-going process of periodic checks of the files will occur during the project to ensure that all records are being accurately kept and the filing system is up to date.

Performance Assumptions:

- i. Maintain project filing system electronically using ProjectWise.
- ii. Address periodic review comments.
- iii. Maintain all correspondence documents electronically. Do not submit hard copy correspondence to the LHTAC.
- iv. Post Testing results to MAPS – CONSULTANT will record project material test reports in the ITD Materials Acceptance Program within 24 hours of receiving results.
- v. Post testing information to MSR- The office assistant will keep current material summary reports for verification of pay estimate quantities.
- vi. Post Testing information to QASP- The office assistant will Post Quality Assurance Special Provision test reports into the ITD QASP program for calculation of bonus/deduct. Generate Pay Factor and F&T results for transmittal to contractors.
- vii. Post Site Manager Entries – CONSULTANT will enter Site Manager entries for the project pay estimates from field diaries and pay item documents. Check pay item quantities against material summary reports to assure quantities posted have appropriate certifications and test reports.

- 1.6 Progress Estimate Preparation – For each scheduled progress estimate, documentation will be prepared for and presented to the LHTAC Resident Engineer that contains the quantities and justification for each bid item payment with a summary sheet showing the amounts to be paid.

Performance Assumptions:

- i. Prepare bi-weekly or monthly pay estimate packages.
  - ii. ITD 2242 Time Accounting form will be provided monthly with pay estimate development.
- 1.7 Materials Certifications – Certifications, as required by bid item, will be requested for all materials incorporated into the project. No materials will be accepted for payment until the certifications are received and reviewed for acceptance.
- 1.8 Contract Changes – Requests received from the Contractor for time extensions, contract changes, and extra work will be reviewed and analyzed in coordination with the LHTAC Resident Engineer.
- 1.9 Pre-paving Meeting – CONSULTANT will facilitate a pre-paving meeting with the Contractor.

Performance Assumptions:

- i. Coordinate meeting with testing firms, the LHTAC, and Contractor.
  - ii. Prepare and distribute meeting agenda and minutes.
- 1.10 Weekly Progress Meetings – Weekly/Periodic progress meetings will be held on site or at an otherwise Engineer approved location.

Performance Assumptions:

- i. Both the CONSULTANT Project Manager and Lead Inspector will attend weekly/periodic progress meetings and prepare minutes for distribution and review.
- 1.11 Monthly Invoicing – Monthly invoices of CONSULTANT labor will be submitted to the LHTAC Resident Engineer for review and processing each month. Each invoice package will contain approved timesheets for all labor expended and appropriate backup for all direct costs. CONSULTANT will formally notify the Agreement Administrator upon reaching 85% of the expended contract amount.
- 1.12 Subcontracts – CONSULTANT will review and present subcontracts for approval by the LHTAC.
- 1.13 Change Orders – CONSULTANT will prepare and analyze Change Orders for review and processing by the LHTAC Resident Engineer. Once all necessary documentation has been received by the CONSULTANT, Change Order preparation time through signature by the LHTAC assigned authority must not exceed three (3) calendar weeks.

Performance Assumptions:

- i. CONSULTANT will consult with the LHTAC Resident Engineer and in coordination with other assigned LHTAC and ITD personnel, as required by the ITD Contract Administration Manual, and prepare the ITD-2317 and 400 as well as all other documents necessary to complete the change order process.

- ii. CONSULTANT will assist the LHTAC Resident Engineer in preparing for any litigation or other action that may arise. The claim package will be prepared in accordance with Memo No. 28 of the ITD Contract Administration Manual on all claims of the LHTAC, the ITD and the Contractor relating to the acceptability of the Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Contractor's work.
- iii. For pending claims concerning extra work or work beyond the original scope, CONSULTANT will maintain accurate force account records showing actual cost of such work.

1.14 Contract Submittal Review – Contract submittals will be reviewed as necessary. It is understood that some interpretations and clarifications will be directed to the LHTAC Resident Engineer.

Performance Assumptions:

- i. Traffic Control Plans – Traffic Control Plans will be reviewed for compliance with MUTCD and ITD specifications.
- ii. CPM Review – The contractor's CPM will be reviewed to ensure that activity dates are correctly recorded for accuracy.
- iii. Interpretations and Clarifications – It is expected that CONSULTANT will perform routine interpretations and clarifications on the project. Sensitive decisions and interpretations or those that effect Erosion and Environmental permitting will be reviewed by the LHTAC Resident Engineer prior to final disposition.
- iv. Shop Drawings - Consultant will transmit shop drawings for their review and approval. Consultant will notify LHTAC when these are transmitted.
- v. Contractor source approval requests, staging area requests, and waste site approval requests will be reviewed and approved through coordination with the LHTAC with the LHTAC Resident Engineer.
- vi. Contractor Hot Mix Asphalt designs will be processed and approved through coordination with the LHTAC Resident Engineer and ITD's Pavement Engineer per the QA Manual requirements.
- vii. CONSULTANT will check items found on the ITD Qualified Products List prior to the material being incorporated into the project.

1.15 Public Relations – CONSULTANT will respond to and coordinate all public inquiries and/or concerns with the Contractor and the LHTAC Resident Engineer for appropriate action. Records of contacts and responses will be maintained.

2. **Survey Control** – CONSULTANT will check and verify Contractor surveys for accuracy and compliance with the plans and specifications. This work will be conducted by inspection staff. . If it is determined, by the CONSULTANT and LHTAC' Resident Engineer that the CONSULTANT'S surveyor is needed to conduct a verification, additional compensation may be needed.

3. **Project Inspection** – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spreadsheet with qualifications and certifications will be prepared and maintained to ensure full compliance with the ITD, WAQTC, and IQP requirements.
- 3.1 Inspector Diaries – Daily reports on ITD forms will be prepared to record the Contractor’s hours on the site, weather conditions, data relative to questions of change orders, filed orders, or changed conditions, site visitors, daily activities, labor compliance, civil rights compliance, decisions, observations in general, and specific observations in more detail as the case of observing test procedures. Project files will be maintained and copies will be sent to ITD on a weekly basis. Certificates of inspections, tests, and approvals required by the Contract Documents will be received and reviewed.
  - 3.2 Identify and Recommend Corrections – Any omissions, substitutions, defects and deficiencies in the work of the Contractor will be identified and documented with recommendations reported to the Engineer.
  - 3.3 Pay Quantity Collection – Pay quantities and quantity measurements will be checked for accuracy and prepared for processing for payment to the Contractor.
  - 3.4 Environmental & Erosion Control Monitoring –  
Performance Assumptions:
    - i. For SWPPP projects - The CONSULTANT will provide a certified NPDES inspector, which has at a minimum the WPCM qualification, who will ensure compliance with all permits and storm water plans.
    - ii. For ESCP projects – The CONSULTANT will provide a certified inspector, which has at a minimum the SEEP qualifications, who will ensure compliance with all permits and storm water plans.
    - iii. Weekly monitoring reports will be prepared and filed in the project office. In the event of a CGP violation, a non-compliance report (ITD Form 2790) will be coordinated within 24 hours of the violation with the Contractor and LHTAC staff. Formal notification if personnel are changed or expiration of the needed certifications occurs will be required.
    - iv. This scope includes two inspections per week (one regular and one storm event driven). The scope includes one hour per inspection. Attendance at the weekly meeting is not included by the environmental inspector. A daily diary will not be prepared by the environmental inspector for site visits, only the ITD 2708 or 2802 inspection record. Daily diaries will be completed by the assigned project inspector.
  - 3.5 Asphalt and Fuel Price Adjustment Calculations - Asphalt and Fuel Price adjustment will be calculated monthly. Record of each month’s calculation must be included in the project files.
4. **Materials Sampling & Testing** – CONSULTANT will provide materials sampling & testing services as required by ITD specifications and the LHTAC Resident Engineer. The following items represent the major sub-tasks required for administering this portion of the agreement.

- 4.1 Quality Assurance and Verification Sampling & Testing – Sampling & Testing will be performed according to ITD Quality Assurance requirements and the LHTAC Resident Engineer including verification sampling. Sampling of component materials and completed work items will be performed to verify that the materials and workmanship incorporated in the project are in substantial conformity with the plans, specifications, and contract special provisions. CONSULTANT will meet the minimum sampling frequencies per the MTR’s as presented by the LHTAC Resident Engineer and as required due to project phasing, or other factors which could affect minimum testing frequencies. CONSULTANT will provide daily monitoring of the Contractor’s Quality Control activities at the project site.
  - 4.1 Prepare and Transmit Test Results – The Contractor’s Quality Control Plan will be monitored pursuant to QC/QA Special Provisions. All sampling data generated by CONSULTANT will be documented and submitted to the Engineer for inclusion in the Materials MAP and QC/QA statistical analysis for penalty / bonus calculations.
  - 4.2 Schedule for Sampling – the LHTAC will be informed of the project sampling and testing schedule and all documentation reports of sampling and testing will be completed and submitted the same week the work is done or as otherwise directed.
  - 4.3 Acceptability of “or-equal” Products – CONSULTANT will evaluate and determine the acceptability of substitute or “or-equal” materials and equipment proposed by the Contractor. Recommendations will be made to the LHTAC Resident Engineer for change orders before allowing any substitutes.
6. **Record Drawings & Project Close-Out** – CONSULTANT will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of the project, marked drawings will be submitted to the LHTAC for preparation of the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the LHTAC Resident Engineer for review and acceptance.

Performance Assumptions:

- 5.1 Verify to that all necessary documents have been received for submission of contractor’s affidavit of payment.
- 5.2 Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment.
- 5.3 Promptly conduct an inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of the ITD, LHTAC Resident Engineer and the Contractor, to determine if the work is Substantially Complete. If there are no objections from the ITD, CONSULTANT will deliver a certificate of substantial completion to the LHTAC Resident Engineer and the Contractor.
- 5.4 Participate in a final inspection, to include representatives from the ITD and the LHTAC, to determine if the completed work by the contractor is acceptable so that CONSULTANT and the LHTAC may recommend in writing, final payment to the Contractor. CONSULTANT will



also provide a notice that the work is acceptable to the best of their knowledge, information and belief based on the extent of the services provided under this agreement.

- 5.5 Prepare and furnish the ITD record plans showing appropriate record information based on project annotated documents received from the Contractor. Two (2) sets of red marked plans depicting all changes to the original contract will be submitted to the LHTAC.
  - 5.6 CONSULTANT will deliver the hard copy project files to the LHTAC no later than 30 working days following project final acceptance.
7. **Key Understandings** - It is anticipated that each CONSULTANT personnel assigned to the project will be furnished with a vehicle, digital camera and cellular phone by CONSULTANT and all work will be under the supervision of the LHTAC Resident Engineer or his assigned representative.
  8. **Project Schedule** - CONSULTANT proposes to implement its services within the following schedule: The scope of work for this project will run in accordance with the contractor's construction schedule. It is anticipated that CONSULTANT will be engaged in CE&I services from XXXXX, 20XX through XXXXXX, 20XX.
  9. **Professional Service Fee** - CONSULTANT will invoice the LHTAC Resident Engineer for professional services described in this Scope of Work. CONSULTANT will invoice the LHTAC Resident Engineer for professional labor and reimbursable expenses based on the Cost Estimate and will bill only for the efforts actually expensed to complete the project in accordance with the provisions of the ITD Task Order for this work.

The fee estimate, level-of-effort projections, and schedule assumptions represent CONSULTANTS professional judgment. They are presented to allow a review of our approach. As we initiate activities, it may become apparent some modifications to this proposal are necessary due to changes in the Contractor's schedule. CONSULTANT will advise the LHTAC Resident Engineer of such issues and any fee and/or schedule impact prior to implementing revised activities.