

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

CONSTRUCTION ENGINEERING, INSPECTION, MATERIALS TESTING, AND PROJECT CLOSE-OUT

FOR

US-95 COMPANIED BRIDGES/TURNBAY PROJECTS

Key No. 19526, US-95 JCT SH-6 Turnbay

Key No. 19653, US-95 WIR Bridge

Key No. 19195, US-95 Deep Creek Bridge

October 5, 2021

REQUEST FOR PROPOSALS

Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- CE&I Federal-aid Project Log
- Scope of Work

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 (1A)
- ❖ Federal Per Diem Policy
- ❖ Certification Regarding Debarment, Suspension, and Other Responsibility Matters form

<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) is seeking qualified and experienced respondents from interested firms to submit a proposal to provide construction engineering, inspection, sampling and testing services for US-95 companioned bridges/turnbay projects in Latah County.

GENERAL TERMS

This Request for Proposals (RFP) does not commit ITD 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 Services 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 ITD that any contract will actually be entered into by ITD, 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 proposal, each respondent agrees that any finding by ITD of any fact in dispute as to this proposal 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 working for the Department area required to register on the Bidder's List with the Office of Civil Rights. If your firm has not registered, go to the following website for instructions:
<https://itd.dbesystem.com/>. Please make sure your subconsultants are also registered. For further information regarding this requirement, call the ITD EEO Office at (208) 334-8884.

DBE PARTICIPATION:

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 10% 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 more information regarding ITD's DBE Program, please contact Ester Ceja at (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 ITD Overhead Rate Policy. The Overhead Rate Policy can be viewed at the following web site:
<http://apps.itd.idaho.gov/apps/ocr/index.aspx>.

PROPRIETARY MATERIAL

ITD assumes 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 on the Consultant Services web page at <http://itd.idaho.gov/business/?target=consultant-agreements>.

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 fifteen 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 request for proposal shall be directed to Andrea Aliev at ITD via email at Andrea.Aliev@itd.idaho.gov.

All project specific questions shall be directed by e-mail to Marvin Ramirez at Marvin.Ramirez@itd.idaho.gov. No questions will be accepted by telephone. All questions will be responded to by e-mail, within two days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to Mr. Ramirez with a request to be included on an electronic mailing list. Firms on the mailing list will receive copies of the response to all project questions submitted. No firms will be identified in the responses. No project specific questions will be accepted after October 19, 2021.

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. MDT on October 26, 2021. 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

FORMAT:

- Required File Format: pdf
- Maximum length of the submittal shall be five (5) pages.
- Cover pages are discouraged. If they are included, they will be counted in the proposal page total.
- The introductory letter is limited to one (1) page.
- Except as otherwise noted, pages shall be 8 ½ x 11 inches, with minimum of ½” margins and a minimum font size of 11.

- The following items do not count in the proposal page total.
 - Introductory letter
 - Certification Regarding Debarment
 - The 5-Year ITD CE&I Project Log

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Andrea Aliev
Contracts Officer
Consultant Services
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant, identify the Project Manager, and list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet ITD's quality and schedule expectations. The Consultant shall include his/her acceptance of the terms and provisions of the Sample Agreement located at <http://apps.itd.idaho.gov/apps/ocr/index.aspx>, 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 Inspector, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD. 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. The weights listed will be applied to the scoring for each criteria.

CRITERIA 1 - PROJECT MANAGER

(Weight 4) *(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 should be included if available. List all CE&I experience on the 5-year CE&I Federal-aid Project Log included in this solicitation.
- List current IQP qualifications pertinent to this project.
- Provide Idaho registration (registration is required at the time of submittal) as a professional engineer.
- List all projects that the Project Manager is currently managing and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.

CRITERIA 2 - LEAD INSPECTOR ONSITE

(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 construction project.
- Include Idaho professional registration (if applicable).
- List all projects that the Lead Inspector is currently working on and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.

CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT

(Weight 3) *(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 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.
- List all projects that the key personnel are currently assigned to and the percent of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.

CRITERIA 4 – COMMUNICATION

(Weight 2) *(Complete for Consultant and each Subconsultant)*

Describe your procedures for maintaining adequate and timely communications to project staff, ITD and interested stakeholders.

**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 – SOFTWARE EXPERIENCE
(Weight 4)**

Describe the Consultant's experience with Site Manager, AASHTOWare Project and ProjectWise. Include what projects you have used them on as well as the roles and responsibilities you have had with this software. Be specific about who on your proposed team has experience and what experience they have.

5-Year CE&I Federal-aid Project Log

<i>Project Information</i>						<i>Assigned Staff</i>		
<i>Project Key Number</i>	<i>ITD Dist.</i>	<i>Project Name</i>	<i>Project Type*</i>	<i>Date Completed</i>	<i>Const. Amt.</i>	<i>Project Manager</i>	<i>Lead Inspector</i>	<i>Other</i>

*Project Type: i.e. Bridge or Roadway

SCOPE OF WORK

CONSTRUCTION ENGINEERING, INSPECTION, SAMPLING & TESTING (CEIS&T) SERVICES

Key No. 19526, US-95 JCT SH-6 Turnbay

Key No. 19653, US-95 WIR Bridge

**Key No. 19195, US-95 Deep Creek Bridge
(Federal Aid)**

This scope of work is to provide Construction Engineering, Inspection, Sampling & Testing (CEIS&T) services to include contract administration, inspection, materials sampling, materials testing, project office documentation, and project closeout under the direction of the Idaho Transportation Department (ITD) District 2 (D2) Project Manager, for construction of the following companioned Federal Aid projects: US-95, JCT SH-6 Turnbay, US-95, WIR Bridge, and US-95, Deep Creek Bridge.

The CONSULTANT will provide ITD with experienced administration, inspection, and sampling/testing personnel, including Subconsultants if necessary, capable of and devoted to the successful accomplishment of work to be performed under this construction contract. The CONSULTANT shall assure the requirements of the construction contract are met through knowledge of the contract and active and timely inspection and testing of all the work. The CONSULTANT shall provide daily diaries and perform all materials testing. The CONSULTANT shall perform all record keeping (including all electronic files), quantity tracking and assure items incorporated into the work have the documentation required. The CONSULTANT shall maintain project files in ProjectWise, and maintain MAP electronic files. Use of AASHTOWare Project is required and significant experience with it is necessary. This includes project initiation, Daily Work Reports (DWRs), pay estimates, adjustments and change orders. ITD expects the Consultant to represent ITD professionally and to function proactively and effectively to assure a timely and quality completion of these construction companioned projects. ITD expects the Consultant will communicate effectively, proactively, and professionally with ITD, the Contractor, stakeholders, utility companies, and the general public.

ITD anticipates needing the following: A Project Manager, a Lead Inspector, and sampler/tester personnel for materials sampling and testing. The Consultant staff is required to have the Western Alliance for Quality Transportation Construction (WAQTC) and the Inspection Qualification Program (IQP) certifications. ITD intends to provide an inspector to integrate and assist with the Consultant for inspection of the project. It is anticipated that this ITD inspector will receive informal on-the-job training and mentoring from the Consultant's Lead Inspector. This ITD inspector will also play the point of contact role in the field, between the Consultant and ITD.

The primary point of contact with ITD shall be the ITD D2 Project Manager. The CONSULTANT will maintain active and open communication with the Contractor and ITD personnel.

The Consultant will develop a communication plan to address timely communication to the District.

Safety is expected of all Consultant personnel and must comply with local, state, and federal safety standards including ITD, Occupational Safety and Health Administration (OSHA), and industry standards. For example, Class III reflective vests, hardhats, earplugs, safety glasses, and vehicles equipped with amber flashing lights.

The Consultant is responsible for understanding and complying with the ITD Quality Assurance (QA) Manual Section 100.01 – CONFLICT OF INTEREST in order to avoid a conflict of interest or an appearance of a conflict of interest. The Consultant (including Subconsultants) are ineligible for this proposal if the Consultant is providing professional services to the awarded construction Contractor.

Construction Projects
<p>KN 19526 – US-95, JCT SH-6 Turnbay (Federal Aid) <i>Work includes the addition of a left-hand turn lane for northbound US-95 traffic at SH-6. Important Approximate Quantities: 9,992.00 CY Excavation, 17,856.00 CY Granular Borrow, 12,192.00 TON Granular Subbase, and 3,683.00 TON Superpave HMA Pav Incl Asph&Add CL SP-3</i></p>
<p>KN 19653 – US-95, WIR Bridge (Federal Aid) <i>Work includes the replacement of the old WIR Bridge with an upgraded and wider new bridge. The proposed replacement bridge will be a single span, two-lane structure with a center turn lane and shoulders. Important items include Excavation, Granular Subbase, Granular Borrow, ¾” Aggregate Type B for Base, Signs, Guardrails, Approaches, Superpave HMA, Retaining Wall Welded Wire, Conc CL 40 AF Sch No. 2, and Prestressed WF Girder 42” Depth. Important Approximate Quantities: 10,454.00 CY Granular Borrow, 208.80 CY Conc CL 40 AF Sch No. 2, 572.00 FT Prestressed WF Girder 42” Depth, and 11,420.60 SF Retaining Wall Welded Wire.</i></p>
<p>KN 19195 – US-95, Deep Creek Bridge (Federal Aid) <i>Work includes the replacement of the old Deep Creek Bridge with an upgraded and wider new bridge, and the addition of a right-hand turn lane (southbound) and a left-hand turn lane (northbound) for US-95 traffic at Kennedy Ford Road. Important items include Excavation, Granular Borrow, Granular Subbase, ¾” Aggregate Type B for Base, Approaches, Guardrails, Signs, Superpave HMA, Retaining Wall Welded Wire, and Prestressed Slab (48” Width x 26” Depth). Important Approximate Quantities: 11,648.00 TON Granular Subbase, 7,303.00 TON ¾” Aggr TY B for Base, 4,059.00 TON Superpave HMA Pav Incl Asph&Add CL SP-3, 5,465.00 SF Retaining Wall Welded Wire, and 520.70 FT Prestr Slab (48” Width x 26” Depth).</i></p>

These companioned projects have already been submitted for PS&E and are tentatively scheduled to be advertised this fall of 2021. ROW has all been purchased, except for three parcels. ITD currently has a Conditional ROW Certification.

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

PRIMARY TASKS

1. **Construction Administration:** The CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of these companioned projects to ensure these projects are accepted by ITD, and FHWA. The following sub-tasks represent a partial list of those activities necessary to administer the contract.

- 1.1. Submittal Log & Minimum Testing Requirements (MTRs) – The ITD D2 Project Manager will develop the MTR list and a Quality Assurance Special Provision (QASP) test tracking spreadsheet for the projects prior to start of construction. The CONSULTANT will take the MTR list and develop a list of required submittals for the projects 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. This information will be used to track the materials testing required on the projects and for coordination with the testing lab responsible for processing samples and reporting results.
- 1.2. Pre-construction Conference – The CONSULTANT will facilitate the Pre-construction Conference including agenda, minutes, forms and exhibits coordinating with ITD D2 Project Manager, who will participate in the conference at the D2 office. The CONSULTANT Project Manager and Lead Inspector will attend.
- 1.3. Labor Compliance (Federal Aid Companioned Projects) – The Contractor’s and Subcontractor’s certified payroll wage rates will be verified, documented, and tracked by the CONSULTANT.

Performance Assumptions:

- i. Maintain filing system for labor interviews and notify contractors on incorrect classification, pay scales, etc.
- ii. Maintain records in compliance with Title VI requirements.
- iii. Timely report any discrepancies to ITD.

- 1.4. Civil Rights Compliance – The CONSULTANT and Contractor personnel will be monitored for civil rights compliance. The ITD D2 Project Manager will be notified of instances of non-compliance.

Performance Assumptions:

- i. Inspect Project Board for required Civil Rights and Equal Employment Opportunity (EEO) compliance postings.

- 1.5. Filing & Records Verification – Project files will be maintained on the ITD ProjectWise server. Copies of important or requested information will be emailed to the ITD D2 Project Manager and posted on ProjectWise. An on-going process of periodic checks of the files will occur during the construction 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 and update files weekly at a minimum or as directed by the ITD D2 Project Manager.
- ii. Address periodic review comments.
- iii. Maintain all correspondence documents electronically. Do not submit hard copy correspondence to ITD.
- iv. Post testing results to the MAP – The CONSULTANT will record project material test reports in the ITD Materials Acceptance Program within 24 hours of receiving results.
- v. Post testing information to the MSR – Keep current material summary reports for verification of pay estimate quantities.
- vi. Post testing information to QASP – Post QA 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 AASHTOWare entries – The CONSULTANT will enter AASHTOWare Construction Module 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 ITD D2 Project Manager 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. Record quantities for pay on ITD-2780 forms, file them in ProjectWise, and submit electronic copies to the ITD D2 Project Manager.
- iii. 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 projects. No materials will be accepted for payment until the certifications are received and reviewed for acceptance.

Performance Assumptions:

- i. Minimum Testing Requirements (MTRs) will be prepared by the ITD D2 Project Manager and will be provided to the CONSULTANT.
- ii. Contractor Source Approval Requests will be reviewed and approved by ITD.
- iii. Contractor Hot Mix Asphalt designs and Concrete Mix designs will be reviewed and approved by ITD with the Consultant's recommendations.
- iv. The CONSULTANT will check items found on the ITD Qualified Products List (QPL) prior to the material being incorporated into the projects.
- v. QASP – The CONSULTANT will input testing results into the ITD supplied spreadsheet daily. The Consultant will develop a communication plan to ensure prompt communication of results to the District and the Contractor.

1.8. Contract Changes/Change Orders – Requests received from the Contractor for time extensions, contract changes, and extra work will be reviewed and analyzed in coordination with the ITD D2 Project Manager. The CONSULTANT will prepare, as requested, and analyze Change Orders for review and processing by the ITD D2 Project Manager.

Performance Assumptions:

- i. The CONSULTANT will consult with the ITD D2 Project Manager and in coordination with other assigned ITD personnel, as required by the ITD Contract Administration (CA) Manual, and aid in the preparation of the ITD-2317 and ITD-0400 as well as all other documents necessary to complete the change order process. For estimating purposes, this scope includes the preparation of up to twenty change orders.
- ii. The CONSULTANT will assist the ITD D2 Project Manager in preparing for any litigation or other action that may arise.
- iii. For pending claims concerning extra work or work beyond the original scope, the CONSULTANT will maintain accurate force account records showing actual cost of such work.

1.9. Pre-operational Meetings – The CONSULTANT will facilitate pre-operational meetings with the Contractor and coordinate with the ITD D2 Project Manager.

Performance Assumptions:

- i. Prepare and distribute meeting agenda and minutes.

1.10. Weekly Progress Meetings – Weekly/periodic progress meetings will be held at a location to be determined prior to start of work. The CONSULTANT will prepare agenda, minutes, coordinate with the ITD D2 Project Manager, and attend weekly progress meetings.

1.11. Monthly Invoicing – Monthly invoices of CONSULTANT labor and expenses will be electronically submitted to the ITD D2 Project Manager for review and processing each month.

1.12. Contract Submittal Review – Contract submittals will be reviewed as necessary. It is understood that some interpretations and clarifications will be directed to the ITD D2 Project Manager.

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 check that activity dates are correctly recorded for accuracy.
- iii. Subcontracts – The CONSULTANT will review and present subcontracts for approval by the ITD D2 Resident Engineer (RE).
- iv. Interpretation and Clarifications – It is expected that the 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 ITD D2 Project Manager prior to final disposition.
- v. Contractor Staging Area Requests and Waste Site Approval Requests will be reviewed and approved through the ITD D2 Project Manager.
- vi. For critical bridge work item submittals the CONSULTANT shall communicate and consult with the ITD D2 Project Manager and ITD Subject Matter Experts (e.g. HQ Bridge) prior approval.
- vii. Shop Drawings – The Consultant will transmit shop drawings for their review and approval. The Consultant will notify the ITD D2 Project Manager when these are transmitted.

2. **Public Relations:** The CONSULTANT will respond to and coordinate all public inquiries and/or concerns with the Contractor and the ITD D2 Project Manager for appropriate action. Records of contacts and responses will be maintained.

Performance Assumptions:

- i. Public Information – The CONSULTANT will prepare minutes of meetings or informational announcements as required by the ITD D2 Project Manager for distribution. The CONSULTANT will draft project updates for posting to 511 site to inform stakeholders and travelers about upcoming construction activities.
- ii. The CONSULTANT will conduct weekly public meetings at a determined location near/close to the project site (e.g. Potlatch City Hall). All meeting minutes shall be filed in ProjectWise.

- iii. Business/Owner Contacts – The CONSULTANT will document any public or private contacts regarding the projects and notify the ITD D2 Project Manager if necessary.
 - iv. Outside Agencies – The CONSULTANT will contact and coordinate with outside agencies as necessary and required by the ITD D2 Project Manager.
 - v. Contractors - The CONSULTANT act as liaison between Contractors working on the contract.
 - vi. Final PI Report – The CONSULTANT will compile and distribute a post-project PI report to the ITD D2 Project Manager within one month of project completion. The report will include an overview of all the public information activities throughout the project.
3. **Project Management:** Project management will be fully conducted by the CONSULTANT from project activation through close-out. This includes all office support for ProjectWise filing, labor compliance and subcontract reviews, submittal and schedule reviews, analyze and prepare change orders, QC/QA analysis, Materials Summary Report (MSR) and regular pay estimates in AASHTOWare Construction Module.
4. **Survey Control:** The CONSULTANT will provide staff to verify quantities and check surveys for accuracy and compliance with the plans and specifications.
5. **Project Inspection:** Inspection will be performed by the CONSULTANT with qualified and certified inspection staff. A spreadsheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements. This spreadsheet will be submitted to ITD for approval one (1) month prior to scheduling project inspection personnel. The CONSULTANT will keep daily field diaries and monitor contractor activities. Pay quantity collection as required by the contract along with the required documentation shall also be performed. The CONSULTANT will also be required to monitor environmental and erosion control activities as required by the contract.
- 5.1. Inspection of Work – 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 electronically for ITD as directed by the ITD D2 Project Manager. Certificates of inspections, tests, and approvals required by the contract documents will be received and reviewed.

Performance Assumptions:

- i. DWRs/Diaries – The CONSULTANT will prepare DWRs and diaries on the AASHTOWare Construction Module System or at the least ITD-0025 form and electronically submit them to the ITD D2 Project Manager. Any pay items shall include backup data to adequately describe the measurement, certification, testing, and quantity being paid for.
- 5.2. 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 ITD D2 Project Manager.
- 5.3. Pay Quantity Collection – Pay quantities and quantity measurements will be checked for accuracy and prepared for processing for payment to the Contractor. Contractor surveyed quantities will be spot checked for reasonableness.

- 5.4. Environmental & Erosion Control Monitoring – An NPDES certified inspector will document compliance with permits and storm water plans through observation and recommended maintenance or correction. 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 the ITD D2 Project Manager.
- 5.5. 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.
6. **Material Sampling & Testing:** The CONSULTANT will provide materials sampling & testing services as required by ITD specifications, the construction contract and the ITD D2 Project Manager on the required ITD forms. The CONSULTANT shall provide an on-site office. The Consultant is allowed to use Contractor-provided field laboratory trailer. All other testing and sampling equipment will be provided by the CONSULTANT. Plant inspection and testing at off-site manufacturing facilities for asphalt, and structural concrete are included in inspection. Facility locations may require extensive travel.
- 6.1. Quality Assurance and Verification Sampling & Testing – Sampling & Testing will be performed according to ITD Quality Assurance requirements and the ITD D2 Project Manager, including verification sampling. Sampling of component materials and completed work items will be performed to verify that the materials and workmanship incorporated in the projects are in substantial conformity with the plans, specifications, and contract special provisions. The CONSULTANT will meet the minimum sampling frequencies per the MTR’s as presented by minimum testing frequencies. The CONSULTANT will provide daily monitoring of the Contractor’s Quality Control activities at the project site.
- 6.2. 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 the CONSULTANT will be documented and submitted to the ITD D2 Project Manager for inclusion in the Materials MAP Program and QC/QA statistical analysis program for penalty/bonus calculations.
- 6.3. Schedule for Sampling – The ITD D2 Project Manager and District 2 IA will be informed of the project sampling and testing schedule. All documentation reports of sampling and testing will be completed and submitted the same week the work is done or as otherwise directed.
7. **Record Drawings & Project Close-Out:** The CONSULTANT will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of the project, these marked drawings will become 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 ITD D2 Project Manager for review and acceptance.
- 7.1. Review Documents – The Consultant will verify that all necessary documents have been received for submission of contractor’s affidavit of payment. 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.

- 7.2. Participate in Final Inspection – The Consultant and representatives from ITD, will perform a final inspection to determine if the completed work by the contractor is acceptable so that the CONSULTANT and ITD may recommend in writing, final payment to the Contractor.

8. **Key Understandings:** It is required 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 ITD D2 Project Manager or assigned representative.

9. **Project Schedule:** The scope of work for these companioned projects will run in accordance with the contractor’s construction schedule. It is anticipated that the contract will span from April 2022 to November 2022. The contract requires the Contractor to complete all work by November 1, 2022. It is anticipated that the CONSULTANT will be engaged in CEIS&T services from the date of consultant NTP to project closeout.