

# **IDAHO TRANSPORTATION DEPARTMENT**

**REQUEST FOR PROPOSALS**

**FOR**

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

**FOR**

**SH-13, Mt Idaho Rd to Top of Harpster Grade  
KEY NO. 20436**

*February 2, 2021*

# 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 (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 the project on SH-13, Mt Idaho Rd to Top of Harpster Grade, Idaho 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 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) 334-8884.

## **DBE PARTICIPATION**

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 8.3% 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 ITD Office of Civil Rights at [civilrights@itd.idaho.gov](mailto:civilrights@itd.idaho.gov) or call ITD DBE Coordinator Elizabeth Healas 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](mailto:Andrea.Aliev@itd.idaho.gov).

All project specific questions shall be directed by e-mail to Joe Schacher at [Joe.Schacher@itd.idaho.gov](mailto:Joe.Schacher@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 questions.

Interested firms are encouraged to submit a contact e-mail address to Mr. Schacher 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 February 16, 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. MST on February 23, 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](mailto:consultantadminunit@itd.idaho.gov)

## **FORMAT:**

- Required File Format: pdf
- Maximum length of the proposal 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 the projects.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of the projects.
- The Project Manager should list proof of direct applicable CEI&S experience in working on construction projects. Include the roles and responsibilities on each of the listed projects.
- Include Idaho registration (registration is required at the time of submittal) as a professional engineer.
- Describe availability to the project. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Project Manager is currently assigned to other projects, note how the other projects will be impacted and the impact resolved.

**CRITERIA 2 - LEAD INSPECTOR ONSITE**  
**(Weight 4)**      *(Complete for the Lead Inspector only)*

- Identify the Lead Inspector to be assigned onsite and describe their duties on the projects.
- Provide his/her qualifications (WAQTC & IQP).
- Lead Inspector should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects. List the CEI&S experience and role that this individual had on the projects.
- Include Idaho professional registration (if applicable).
- Describe availability to the projects. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If the Lead Inspector is currently assigned to other projects, note how the other projects will be impacted and the impact resolved.

**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 projects and describe each person's role, duties and office location.
- List each person's qualifications (WAQTC & IQP) and include Idaho professional registration (if applicable).
- Key Personnel should list proof of direct applicable CEI&S experience in working on Federal-aid construction projects.
- Describe availability to the projects. Scoring consideration will be made on staff known to be assigned to other ITD and local agency projects.
- If staff members are currently assigned to other projects, note how the other projects will be impacted and the impact resolved

**CRITERIA 4 – COMMUNICATION & PUBLIC OUTREACH**  
**(Weight 2)**      *(Complete for Consultant and each Subconsultant)*

- Describe your procedures for maintaining adequate and timely communications to project staff, ITD, City and other local agency officials, and interested stakeholders.
- Describe your strategy for keeping the public informed of project progress and major traffic control changes that will impact road users.
- Describe how you will help facilitate effective communication and coordination with contractors working on nearby projects.



**CRITERIA 5 - PROJECT CONTROL & CLOSE-OUT  
(Weight 3)**

- Describe the Consultant's procedures for scope change control, schedule and cost control and quality control specific to this project. This should include a description of the Consultant's control measures regarding Subconsultants if applicable.
- Describe the procedures you will use to ensure the project will be closed out in a timely and cost-effective manner.
- List construction projects your firm has closed out to ITD standards.

**CRITERIA 6 – SOFTWARE EXPERIENCE  
(Weight 3)**

Describe the Consultant's experience with AASHTO Construction/Site Manager, Materials Acceptance Program (MAP) 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

### Key No. 20436, SH-13, Mt Idaho Rd to Top of Harpster Grade(State-Aid)

This scope of work is to provide all Construction Engineering, Inspection, Sampling & Testing (CEIS&T) Services to include contract administration, inspection, materials sampling, material testing and project office documentation under the general direction of the District 2 Design/Construction B Engineer (D/C-2), for construction of the above named project.

The CONSULTANT will provide the D/C-2 Engineer 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 shall maintain MAP electronic files. Use of AASHTO Construction/Site Manager is required and significant experience with it is necessary. This includes project initiation, daily work reports, pay estimates, adjustments and change orders.

The primary point of contact with ITD shall be the D/C-2 Engineer. The CONSULTANT will maintain active and open communication with the Contractor and the D/C-2 Engineer and make efficient and economical use of Consultant staff.

It is anticipated that this contract will span from April 2021 to November 2021.

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

The following tasks represent the individual services that will 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 this project to ensure the project is accepted by ITD. 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) – The D/C-2 Engineer will develop the MTR list and a QASP test tracking spreadsheet for the project prior to start of construction. CONSULTANT will take the MTR list and 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. This information will be used to track the materials testing required on the project 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 D/C-2 Engineer, who will participate in the conference at the D2 Office.
- 1.3. Labor Compliance (Federal Aid Projects) – 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 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 – CONSULTANT and Contractor personnel will be monitored for civil rights compliance. The D/C-2 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 on the ITD Projectwise server. Copies of important or requested information will be emailed to the D/C-2 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 and update files weekly or as directed by the D/C-2 Engineer.
- ii. Address periodic review comments.
- iii. Maintain all correspondence documents electronically.
- 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 AASHTOware/Site Manager Entries – 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 D/C-2 Engineer that contains the quantities and justification for each bid item payment.

Performance Assumptions:

- i. Prepare bi-weekly pay estimate packages.
- ii. Record quantities for pay on ITD-2780 forms and submit to the D/C-2 Engineer.

- 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.

Performance Assumptions:

- i. Minimum Testing Requirements (MTR's) will be prepared by the D/C-2 Engineer and will be provided to the CONSULTANT.
- ii. Contractor Source Approval Requests will be reviewed and Approved through the D/C-2 Engineer.
- iii. Contractor Hot Mix Asphalt designs and Concrete Mix Designs will be reviewed and approved through the D/C-2 Engineer.
- iv. CONSULTANT will check items found on the ITD Qualified Products List prior to the material being incorporated into the project.
- v. QASP v1.1-The CONSULTANT will input testing results into ITD supplied spreadsheet and report F&t test result 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 D/C-2 Engineer. CONSULTANT will prepare, as requested, and analyze Change Orders for review and processing by the D/C-2 Engineer.

Performance Assumptions:

- i. CONSULTANT will consult with the D/C-2 Engineer and in coordination with other assigned ITD personnel, as required by the ITD Contract Administration 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.
- ii. CONSULTANT will assist the D/C-2 Engineer in preparing for any litigation or other action that may arise.
- 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.

- 1.9. Pre-operational Meetings – CONSULTANT will facilitate pre-operational meetings with the Contractor and coordinate with D/C-2 Engineer including preparation and distribution of 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.

Performance Assumptions:

- i. Attend weekly/periodic progress meetings and prepare minutes for distribution and review.
- 1.11. Monthly Invoicing – Monthly invoices of CONSULTANT labor and expenses will be electronically submitted to the D/C-2 Engineer for review and processing.
- 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 D/C-2 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 check that activity dates are correctly recorded for accuracy.
  - iii. Subcontracts – CONSULTANT will review and present subcontracts for approval by the D/C-2 Engineer.
  - iv. 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 D/C-2 Engineer prior to final disposition.
  - v. Contractor Staging Area Requests and Waste Site Approval Requests will be reviewed and approved through the D/C-2 Engineer.
  - vi. Shop Drawings - Consultant will transmit shop drawings for their review and approval. Consultant will notify D/C-2 Engineer when these are transmitted.
- 1.13. Public Relations – CONSULTANT will respond to and coordinate all public inquiries and/or concerns with the Contractor and the D/C-2 Engineer for appropriate action. Records of contacts and responses will be maintained.

Performance Assumptions:

- i. Public Information – Consultant will prepare minutes of meetings or informational announcements as required by the D/C-2 Engineer for distribution, and provide updated traffic information for 511 input by ITD.
  - ii. Business / Owner Contacts – CONSULTANT will document any public or private contacts regarding the project and notify the D/C-2 Engineer if necessary.
  - iii. Outside Agencies – CONSULTANT will contact and coordinate with outside agencies as necessary and required by the D/C-2 Engineer.
  - iv. Contractors – CONSULTANT act as a liaison between Contractors working on the contract.
2. **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 and regular pay estimates in AASHTOware Construction Module.
3. **Survey Control** – CONSULTANT will provide staff to verify quantities and check surveys for accuracy and compliance with the plans and specifications.

4. **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 ITD, WAQTC, and IQP requirements. 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 contract.

4.1. 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 D/C-2 Engineer. Certificates of inspections, tests, and approvals required by the contract documents will be received and reviewed.

Performance Assumptions:

i. Daily Work Reports(DWR)/Diaries – CONSULTANT will prepare diaries (DWR’s) on the AASHTOware Construction Module system or at the least ITD-0025 form and electronically submit them to the D/C-2 Engineer. Any pay items shall include backup data to adequately describe the measurement, certification, testing, and quantity being paid for.

4.2. 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.

4.3. 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.

4.4. 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.

4.5. 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.

5. **Materials Sampling & Testing** - CONSULTANT will provide materials sampling & testing services as required by ITD specifications, the construction contract and the D/C-2 Engineer on the required ITD forms. The CONSULTANT shall provide an on-site office. All other testing and sampling equipment will be provided by the CONSULTANT unless already provided in the construction contract.

5.1. Quality Assurance and Verification Sampling & Testing – Sampling & Testing will be performed according to ITD Quality Assurance requirements and the D/C-2 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 D/C-2 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.

Performance Assumptions:

- i. An onsite Soils/Aggregate Lab trailer will be necessary for acceptance density testing of aggregate, embankment, subgrade and backfill materials

5.2. 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 CONSULTANT will be documented and submitted to the Engineer for inclusion in the Materials MAP program and QC/QA statistical analysis program for penalty / bonus calculations.

5.3. Schedule for Sampling – The D/C-2 Engineer and District 2 IA 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.

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, 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 D/C-2 Engineer for review and acceptance.

6.1. Review Documents – 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.

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

7. **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 D/C-2 Engineer or assigned representative.

8. **Project Schedule** - The scope of work for this project will run in accordance with the contractor's construction schedule. It is anticipated that the CONSULTANT will be engaged in CEIS&T services from April 2021 through April 2022 and as needed until project closeout.