

**THE IDAHO TRANSPORTATION
DEPARTMENT**

**THE LOCAL HIGHWAY TECHNICAL
ASSISTANCE COUNCIL**

And

THE CITY OF MOSCOW

REQUEST FOR PROPOSALS

FOR

**“A” STREET, MOSCOW, STAGE 2
PROJECT NO. A022(160)
KEY NO. 22160**

September 4, 2019

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
- ❖ 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), the Local Highway Technical Assistance Council (LHTAC), and the City of Moscow (City) are seeking qualified and experienced respondents from interested firms to submit a proposal for providing construction engineering, inspection, and materials testing (CE&I) services for the “A” Street Moscow, Stage 2 project in Moscow, 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 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 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) 334-8884.

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 Elizabeth "Liz" Healas at 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 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 30 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 .

All project specific questions shall be directed by e-mail to Megan Kautz at MKautz@lhtac.org . 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 Ms. Kautz 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 September 18, 2019.

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 September 25, 2019. 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 six (6) 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/LHTAC CE&I Project Log does not count in the proposal page total.

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 and describe what specific duties and activities will be performed during the 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 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.
- Provide IQP Qualifications pertinent to this project and as required by the ITD Contract Administration Manual.
- Provide Idaho registration (registration is required at the time of submittal) as a professional engineer.
- Describe availability to the project as a percentage. Commitments should include but are not limited to: time spent performing design, construction engineering or inspection, and marketing. 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 project(s) will be impacted and the impact resolved.

CRITERIA 2 – LEAD ON-SITE INSPECTOR (Weight 5)

(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).

- Describe availability to the project. Commitments should include but are not limited to: time spent performing design, construction engineering or inspection, and marketing. 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 project(s) will be impacted and the impact resolved.

CRITERIA 3 – KEY PERSONNEL ASSIGNED TO THE PROJECT (Weight 2)

- Identify the following key personnel to be assigned to the project:
 - Additional Inspector
 - Document controller/records inspector
 - Materials testing coordinator/manager
 - Lead materials technician

Additional personnel will be excluded from scoring consideration.

- 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.
- Describe availability to the project as a percentage. Commitments should include but are not limited to: time spent performing design, construction engineering or inspection, and marketing. 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 project(s) will be impacted and the impact resolved.

CRITERIA 4 - 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 Subconsultant’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 5 – SOFTWARE EXPERIENCE (Weight 2)

- Describe the Consultant’s experience with AASHTOWare Construction, ProjectWise, and any other applicable software. 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.

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

PROJECT NO.: A022(160)

KEY NO.: 22160

DATE: SEPTEMBER, 2019

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 “A” Street, Moscow, Stage 2 project located in Moscow, Idaho. CONSULTANT (CONSULTANT) will provide the LHTAC with experienced management, construction administration, inspection personnel, and experienced materials sampling & testing inspection personnel. As applicable, these roles may be filled by sub-consultant firms. 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; as well as 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 prior to the start of construction.
 - 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. Coordinate and perform one (1) conference with the City of Moscow, the LHTAC, the Contractor, Utilities, and other applicable parties.
 - ii. Prepare and distribute one (1) set of pre-con 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 using ITD 2002 and ITD 2016 forms and notify contractors on incorrect classification, pay scales, etc.
 - ii. Conduct labor interviews (ITD 2014), complete CUF interviews (ITD 1701) for all DBE firms, and notify contractors on incorrect classification, pay scales, etc.
 - iii. 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 posted to ProjectWise and maintained on a weekly basis. Electronic copies of importance or requested information will be readily available to the LHTAC Resident Engineer on ProjectWise. 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 review and verify the project in AASHTOWare Project.
 - ii. Address periodic review comments.
 - iii. Maintain all correspondence documents electronically in ProjectWise. Do not submit hard copy correspondence to the LHTAC.
 - iv. Post contract bid item testing and certification documentation to ProjectWise. CONSULTANT will post material test reports within 24 hours of receiving documentation.
 - v. Post QASP testing results- CONSULTANT will post Quality Assurance Special Provision test reports into the ITD QASP spreadsheet for calculation of incentives including bonus/deduct. The QASP spreadsheet will generate Pay Factor and F&T results for transmittal to contractors.
 - vi. Post AASHTOWare Entries – CONSULTANT will enter AASHTOWare entries for the project pay estimates from field diaries and pay item documents. Check pay item quantities against MTR's to assure quantities posted have appropriate certifications and test reports. AASHTOWare Daily Work Reports (DWR's) will only identify a chargeable or non-chargeable day.
- 1.6 Progress Estimate Preparation – For each scheduled progress estimate, Pay Item Reports (ITD 2780) will be prepared and presented to the LHTAC Resident Engineer that identifies the quantity to be paid and how the quantity was measured or determined. Each pay item report should include payment justification in the form of certifications, diaries, survey etc.

Performance Assumptions:

- i. Prepare monthly pay estimate packages.
- ii. ITD 2242 Time Accounting form will be provided monthly.

- 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 Pre-Pour and Pre-Pave Meetings – CONSULTANT will facilitate a pre-pour and pre-pave meeting with the Contractor.

Performance Assumptions:

- i. Coordinate and perform one (1) pre-pour and one (1) pre-pave meeting with testing firms, the LHTAC, and the Contractor.
 - ii. Prepare and distribute one (1) pre-pour and one (1) pre-pave agenda and minutes.
- 1.9 Progress Meetings – Weekly/Periodic progress meetings will be held on site or at an otherwise Engineer approved location.

Performance Assumptions:

- i. Attend and conduct weekly/periodic progress meetings and prepare minutes for distribution and review.
- 1.10 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. The CONSULTANT will formally notify the Agreement Administrator upon reaching 85% of the expended contract amount.
 - 1.11 Subcontracts – CONSULTANT will review and present subcontracts for approval by the LHTAC.
 - 1.12 Change Orders – CONSULTANT will prepare and analyze Change Orders for review and processing by the LHTAC Resident Engineer.

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 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. This work will be considered additional work and will be further scoped and negotiated on an as needed/requested basis.
- 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. This work will be considered additional work and will be further scoped and negotiated on an as needed/ requested basis.

- 1.13 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 or Design 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. Submittals – Consultant will review submittals for material to be incorporated into the project per the specifications.
 - 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 LHTAC Resident Engineer prior to final disposition.
 - v. Shop Drawings – The Consultant will provide a licensed structural engineer to perform shop drawing reviews and approvals. Consultant will notify LHTAC when each shop drawing has been approved.
 - vi. Contractor Source Approval Requests, Staging Area Requests, and Waste Site Approval Requests will be reviewed and approved through coordination with the LHTAC Resident Engineer.
 - vii. Concrete mix designs will be reviewed and processed through coordination with the LHTAC Resident Engineer and per the QA Manual requirements.
 - viii. Asphalt mix designs will be reviewed and approved by ITD Materials Engineers.
 - ix. CONSULTANT will check items found on the ITD Qualified Products List prior to the material being incorporated into the project.
 - x. If required, CONSULTANT will coordinate with the LHTAC and Contractor to select and maintain a Dispute Review Board per subsection 105.19 requirements. This work will be considered additional work and will be further scoped and negotiated on an as needed/requested basis.
- 1.14 Local Stakeholder Correspondence – 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.

Performance Assumptions:

- i. Attend one (1) pre-construction public meeting with the Contractor, City officials, and local residents and businesspeople.

- ii. Attend weekly meetings during construction with the Contractor, City officials, and local residents and businesspeople.
2. **Survey Verification** – CONSULTANT will check and verify Contractor surveys for accuracy and compliance with the plans and specifications. This work will be conducted by the CONSULTANT’S inspection staff. If it is determined by the CONSULTANT and the LHTAC Resident Engineer that the CONSULTANT’S surveyor is needed for verification, additional compensation may be negotiated.
 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 **Inspection and Inspector Diaries** – Daily reports on ITD approved forms or software will be used to prepare and record the Contractor’s hours on the site, weather conditions, data relative to questions or identified change orders, changed conditions, daily activities, equipment, labor compliance, civil rights compliance, decisions, observations in general, and specific observations in more detail as the case of observing test procedures. Project files and daily diaries will be maintained, and copies will be uploaded to ProjectWise 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** – 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. CONSULTANT will participate in joint inspections with the Contractor’s WPCM for compliance with the SWPPP.

Performance Assumptions:

- i. This scope includes one inspection per week with one additional inspection every other month for storm driven events. The scope includes one (1) 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. Development of the ITD 2786 or ITD 2802 will be the responsibility of the Contractor. Daily diaries will be completed by the assigned project inspector.
 - ii. Weekly Monitoring reports will be prepared and filed in the project office. Formal notification if personnel are changed or expiration of the needed certifications occurs will be required.
- 3.5 **Fuel Price Adjustment Calculations** - Fuel Price adjustments will be calculated and paid monthly. Record of each month’s calculation will be included in the project files.

- 3.6 Asphalt Price Adjustment Calculations - Asphalt Price adjustments will be calculated and paid as applicable for month's where paving has occurred. Record of each month's calculation will be included in the project files.
- 3.7 Surface Smoothness Adjustment Calculations – Surface Smoothness will be based on straightedge requirements.
4. **Materials Sampling & Testing** – CONSULTANT will provide (or coordinate through SUBCONSULTANT) materials sampling and 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. The CONSULTANT will not be required to provide, coordinate, schedule, or review IA testing for this project.
- 4.2 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 LHTAC provided ITD QASP spreadsheet for statistical analysis and for penalty / bonus calculations.
- 4.3 Schedule for Sampling – The LHTAC Resident Engineer 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.
- 4.4 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.

Performance Assumptions:

- i. This scope includes the completion of the material sampling and testing at the rates and frequencies identified in Attachment A.
6. **Record Drawings & Project Close-Out** – CONSULTANT will track changes and deviations from the plans and throughout the duration of the project. At project close-out, all records will be finalized, and quantity calculations verified. The final package of records will be available

on ProjectWise. CONSULTANT will submit a Materials Summary Review spreadsheet to the LHTAC Resident Engineer for review and acceptance. This summary must include the contract item number, form of acceptance, Pass/Fail/Other, Test Date, Personnel name entering and checking data, Quantity Represented, Comments as applicable.

Performance Assumptions:

- 5.1 Verify 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 CONSULTANT will participate in one (1) inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of the LHTAC Resident Engineer and the Contractor, to determine if the work is Substantially Complete. If there are no objections, CONSULTANT will deliver a certificate of substantial completion to the LHTAC Resident Engineer and the Contractor.
 - 5.4 CONSULTANT will participate in one (1) final inspection, to include representatives from 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 Full and final project documentation in ProjectWise must be completed no later than 30 days after the project work completion date.
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 their 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 January, 2020 through the end of February, 2021.
 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.