

**THE IDAHO TRANSPORTATION  
DEPARTMENT**

**THE LOCAL HIGHWAY TECHNICAL  
ASSISTANCE COUNCIL**

**And**

**NEZ PERCE COUNTY**

**REQUEST FOR PROPOSALS**

**FOR**

**Cherrylane Bridge, Nez Perce County  
Project No. A022(638)  
Key No. 22638**

**9/15/2020**

# REQUEST FOR PROPOSALS

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- Evaluation Criteria
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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 County of Nez Perce are seeking qualified and experienced respondents from interested firms to submit a proposal for providing construction engineering, inspection, and materials testing (CEI) services for the Cherrylane Bridge project in Nez Perce County.

## **GENERAL TERMS**

This Request for Proposals (RFP) does not commit the ITD, the LHTAC, or the County of Nez Perce 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 County of Nez Perce that any contract will actually be entered into by the ITD, the LHTAC, or the County of Nez Perce, 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 County of Nez Perce 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 Ester Ceja (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 County of Nez Perce 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 15 days, commencing on the submission date shown below, to evaluate the submitted proposals. The department intends to notify the successful and unsuccessful Consultants as soon as practicable after the evaluations have been completed, and after approval has been given on the Evaluation Committee's recommendations.

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

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

## **CONTACT INFORMATION**

All questions concerning the procedures of this solicitation shall be directed to Andrea Aliev at (208) 334-8456, or [andrea.aliev@itd.idaho.gov](mailto:andrea.aliev@itd.idaho.gov).

All project specific questions shall be directed via email only to Megan Kautz, P.E., at [mkautz@lhtac.org](mailto:mkautz@lhtac.org) and shall have the following at the beginning of the subject line in the email:  
**KEY NO. 22638 RFP.**

No questions will be accepted by telephone. All questions will be responded to by e-mail, within two days of receipt of the question. No questions will be accepted after 9/30/2020.

## 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 10/7/2020. Proposals must be submitted via e-mail with the project name and the consultant's name clearly indicated in the subject line. Late proposals will not be considered.

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

### FORMAT:

- Required File Format: pdf
- Maximum length of the submittal shall be seven (7) pages.
- Cover pages are encouraged. If they are included, they will not 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.

- Cover Page
- 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:

Andrea Aliev  
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 County of Nez Perce'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 County of Nez Perce. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

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

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

*(Complete for Lead Consultant Project Manager Only)*

- Identify the Project Manager who will be responsible for the quality, timeliness and delivery of the consultant's work, and for ensuring that adequate personnel and other resources are available for this project.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. CE&I experience in working on state and local Federal-aid 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.
- 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 as a percentage.

### **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).
- List project duties that will be handled by the Lead Inspector. Will the Lead Inspector complete relevant project paperwork and software entries while on site; list the extent of these duties.
- 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 as a percentage.

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

*(Complete for Consultant and each Subconsultant)*

- Identify the following key personnel to be assigned to the project:
  - Additional Inspector/Alternate Inspector
  - Document controller/Records Inspector
  - Materials Testing Coordinator/Manager
  - Lead Materials Technician
  
- The first individual listed for each role will be considered in scoring. Additional personnel will be excluded from 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 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 5 – PROJECT MANAGEMENT PLAN (Weight 3)**

- Describe the Consultant's project management strategy. This should include, but not be limited to:
  - The number and type of field staff expected. How much involvement/time



is expected from each member of field staff for the duration of the work. (Involvement/time should be expressed as a percentage of the whole project duration.).

- Administrative personnel anticipated and their level of involvement.
- Proposed Project Managers anticipated level of involvement including specific project duties.
- Overall strategy to meet the project Scope of Work.
- Strategy to maintain staffing continuity in light of project duration.
- Any anticipated staffing concerns/considerations.
- Additional project observations.



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

**FOR**

**CHERRYLANE BRIDGE  
PROJECT NO. A022(638)  
KEY NO. 22638**

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 and Nez Perce County, for construction of the Cherrylane Bridge project located in Nez Perce County. **XXXXXX** (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.

**ITEMS TO BE PROVIDED BY LHTAC:**

- Aid in the maintenance of access to ITD computer systems and project files, where applicable, such as AASHTOWare Project Construction (web version) and the authorizing of ProjectWise project folders.
- Headquarters Lab testing as identified in the QA Manual.

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 County, 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 per the April 2018 QA Manual. 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 County, 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) and DBE interviews (ITD 1701) and notify contractors on incorrect classification, pay scales, etc.
- iii. Maintain records in compliance with Title VI requirements.
- iv. Labor compliance will be performed for prime contractor and up to five (5) subcontractors.

- 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 important 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 prepare the project in AASHTOWare Project Construction.
- ii. Address periodic review comments.
- iii. Maintain all correspondence documents electronically in ProjectWise.
- iv. Post contract bid item testing and certification documentation to ProjectWise.
- v. Post QASP testing results- CONSULTANT will post Quality Assurance Special Provision test reports into a CONSULTANT provided ITD QASP calculation spreadsheet. The QASP spreadsheet will generate Pay Factor and F&T results for transmittal to contractors.
- vi. Post AASHTOWare Project Construction Entries – CONSULTANT will enter AASHTOWare Project Construction 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

Project Construction 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 for and presented to the LHTAC Resident Engineer that identify the quantity to be paid and how the quantity was measured or determined.

Performance Assumptions:

- i. Prepare monthly pay estimate packages.
- ii. Prepare monthly project budget projections.
- 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 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 meeting with testing firms, the LHTAC, the County, and the Contractor.
- ii. Prepare and distribute one (1) pre-pour agenda and minutes.
- iii. Coordinate and perform one (1) pre-pave meeting with testing firms, the LHTAC, the County, and the Contractor.
- iv. Prepare and distribute 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 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. 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 the County, 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 and the County 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. CONSULTANT will check items found on the ITD Qualified Products List prior to the material being incorporated into the project.
- iv. Interpretations and Clarifications – It is expected that CONSULTANT will perform routine interpretations and clarifications on the project.
- v. Shop Drawings - Consultant will review shop drawings for general contract conformance and then transmit to the Engineer of Record for a structural review and approval. Consultant will notify LHTAC when these are transmitted.

1.14 Asphalt mix designs will be reviewed and approved by LHTAC/ITD Materials Engineers/CONSULTANT.

- i. CONSULTANT will check items found on the ITD Qualified Products List prior to the material being incorporated into the project.

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

2. **Survey Control** – CONSULTANT will spot 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.

3. **Project Inspection** – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spreadsheet with qualifications and certifications will be prepared and maintained to ensure full compliance with the ITD, WAQTC, and IQP requirements.

3.1 Inspector Diaries – Daily reports on ITD approved forms will be prepared to record the Contractor’s hours on the site, weather conditions, data relative to questions or identified change orders, changed conditions, 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 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 inspector to observe compliance with permits and approved Pollution Prevention Plan (PPP). CONSULTANT will participate in joint inspections with the Contractor’s WPCM for compliance with the PPP.

Performance Assumptions:

- i. This scope includes one inspection per week with two additional inspections per project. 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.

- 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 reviewed based on Schedule I requirements.

4. **Materials Sampling & Testing** – CONSULTANT will provide and/or coordinate materials sampling and testing services through CONSULTANT or SUBCONSULTANT 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 approved 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.
- 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 the CE&I agreement package.

## **5. Precast Girder Inspection & Testing**

- 5.1 On-Site Inspection – CONSULTANT will observe the Fabricator’s work to determine if the work appears in substantial conformance with the contract documents. The CONSULTANT will perform required inspection services in accordance with LHTAC procedures, policies, and directives. If the fabrication facilities are not local (beyond 45 miles from the project), additional resources and compensation may be necessary. On-site Inspection – CONSULTANT will conduct routine on-site visits of the Fabricator’s facility to observe work in progress. CONSULTANT will report work progress on a daily and weekly basis to the project staff using form ITD 0025. The frequency of observations will be as directed by LHTAC. General observations will be limited to the following items:

Performance Assumptions:

- i. Plant Inspections – Site visits to the Contractor’s ready-mix concrete facility will be conducted at the start of the project and equipment will be reviewed for general compliance with the Contract Specifications Subsection 502.03.
  - ii. Form/concrete clearances.
  - iii. Reinforcement layout and ties.
  - iv. Tensioning operations
- 5.2 Materials Testing – CONSULTANT will provide and coordinate materials sampling and testing services as required by ITD specifications and the LHTAC Resident Engineer.
- 5.3 Reporting – The CONSULTANT will prepare daily reports on LHTAC forms recording observations in general, and specific observations in more detail (as in the case of observing test procedures); and send copies to project staff. Project photos will be



included with daily reports when appropriate.

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 in conformance with the current ITD ProjectWise process or an Engineer approved equal format to the LHTAC 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:

- 6.1 Verify that all necessary documents have been received for submission of contractor's affidavit of payment.
- 6.2 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.
- 6.3 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 County, 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.
- 6.4 CONSULTANT will participate in one (1) final inspection, to include representatives from the County and the LHTAC, to determine if the completed work by the contractor is acceptable so that CONSULTANT and the LHTAC may recommend in writing, final payment to the Contractor. CONSULTANT will also provide a notice that the work is acceptable to the best of their knowledge, information and belief based on the extent of the services provided under this agreement.
- 6.5 Review and approve record plans developed by the contract Surveyor showing appropriate record information based on project annotated documents and observations. One electronic, stamped, approved copy will be included in the final project documentation.
- 6.6 Full and final project documentation in ProjectWise must be completed no later than 30 days after the project work completion dated. All documentation identified as "punchlist" items which have been requested and diligently pursued, but not received due to Contractor lack of response are not subject to this timeframe and will be turned over to the LHTAC close out staff.

**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.

**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 April 2020 through October 1, 2021.

**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 and the County of such issues and any fee and/or schedule impact prior to implementing revised activities.