

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR PROPOSALS

FOR

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

FOR

AHT'WY PLAZA INTERCHANGE

**PROJECT NO. A230(090)
KEY NO. 23090**

November 3, 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
- ❖ Consultant DBE Commitment form (ITD-2398)

<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 AHT'WY PLAZA INTERCHANGE project in Nez Perce County.

GENERAL TERMS

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

REVISIONS TO RFP

All addenda to this solicitation will be posted on the Consultant Services web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY ITD

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

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

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

CONFLICT OF INTEREST

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

EEO REQUIREMENTS

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

All firms working for the Department area required to register on the Bidder's List with the Office of Civil Rights. If your firm has not registered, go to the following website for instructions:
<https://itd.dbesystem.com/>. Please make sure your subconsultants are also registered. For further information regarding this requirement, call the ITD EEO Office at (208) 334-8884.

FINANCIAL REQUIREMENTS

Prior to negotiating an agreement, the selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the ITD Overhead Rate Policy. The Overhead Rate Policy can be viewed at the following web site:
<http://apps.itd.idaho.gov/apps/ocr/index.aspx>.

PROPRIETARY MATERIAL

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

CERTIFICATION REGARDING DEBARMENT

All proposals must contain a signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form for the prime and each subconsultant.

The certification form is located on the Consultant Services web page at
<http://itd.idaho.gov/business/?target=consultant-agreements>.

PROPOSAL EVALUATION AND SELECTION

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

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

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

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

CONTACT INFORMATION

All questions concerning the procedures of this request for proposal shall be directed to Andrea Aliev at ITD via email at Andrea.Aliev@itd.idaho.gov.

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

Interested firms are encouraged to submit a contact e-mail address to Mr. Johnson 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 November 24, 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 December 1, 2021. Proposals must be submitted via e-mail with the project name and the consultant's name clearly indicated in the subject line. Late proposals will not be considered.

E-Mail Address for proposal submittal is: consultantadminunit@itd.idaho.gov

FORMAT:

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

- The following items do not count in the proposal page total.
 - Introductory letter
 - The 5-Year ITD CE&I Project Log
 - Certification Regarding Debarment
 - Consultant DBE Commitment form (ITD-2398) and accompanying confirmation from DBE firms

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.

DBE PARTICIPATION REQUIREMENTS

In an effort to achieve ITD's DBE Annual Participation Goal (APG) of 10% utilization, ITD requires responder to utilize certified subconsultants and suppliers listed on its DBE Directory located at: <https://itd.dbesystem.com/>. For this project, the Consultant must propose a minimum of 4% DBE utilization or demonstrate "Good Faith Effort" toward achieving that goal.

Use Consultant DBE Commitment form (ITD-2398) to show all DBE firms, their specific work task or services, and their utilization percentage. The ITD-2398 is located on the Consultant Services web page at <http://itd.idaho.gov/business/?target=consultant-agreements>.

If the proposal does not show a minimum DBE utilization of 4% or it is determined that it does not show a good faith effort toward achieving that goal, the proposal will be considered non-responsive and will not be accepted.

If the proposal is ranked number one, and the firm is awarded the project, the DBE commitment for the contract will be the total DBE percentage identified by the Consultant on the ITD-2398.

For more information regarding ITD's DBE Program, please contact ITD Office of Civil Rights at civilrights@itd.idaho.gov or call ITD DBE Coordinator Ester Ceja at (208) 334-8567.

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 CEIS&T experience in working on Federal-aid 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 CEIS&T experience in working on Federal-aid construction projects. List the CEIS&T 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 CEIS&T 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 3) *(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 4)

- 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 Sub-consultants if applicable.
- Describe the procedures you will use to ensure the project will be closed out in a timely and cost-effective manner.
- List Federal-aid construction projects your firm has closed out to ITD standards.

CRITERIA 6 – SOFTWARE EXPERIENCE
(Weight 2)

Describe the Consultant’s experience with AASHTOWare Construction Module, 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

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

**Project Type: i.e. Bridge or Roadway*

SCOPE OF WORK

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

Key No. 23090, US-95/US-12, Aht'Wy Plaza Interchange (Federal Aid)

This scope of work is to provide Construction Engineering, Inspection, Sampling and Testing (CEIS&T) services to augment ITD staffing to protect the best interest of ITD and the project. The scope of these services include, but are not limited to, construction contract administration, inspection, materials sampling and testing, concrete and asphalt plant inspection and testing, girder fabrication inspection and testing, construction surveying, project documentation, and project closeout under the direction of ITD. ITD expects the Consultant to represent ITD professionally and to function proactively and effectively as an extension of the District 2 (D2) Design/Construction group while providing the CEIS&T services required assuring timely and quality completion of this construction project. ITD expects the Consultant will communicate effectively, proactively, and professionally with ITD, the Contractor, stakeholders, and the public.

The Consultant will provide the D2 D/C-B Engineer with experienced administration, inspection, sampling and testing personnel, including sub-consultants 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, timely inspection and testing of all work. The Consultant shall provide daily diaries and perform all materials testing. The Consultant staff is required, as necessary, to have WAQTC and IQP certifications. The Consultant shall perform all record keeping (including all electronic files), quantity tracking and assure items incorporated into the work have the required documentation. The Consultant shall maintain project files in ProjectWise and shall maintain MTR electronic files. Use of AASHTOWare Construction Module is required and significant experience with it is necessary. This includes project activation, daily work reports, pay estimates, adjustments and change orders. It can be expected that Consultant resources change throughout the project due to the Contractor's schedule. At the sole discretion of ITD, Consultant resources may be increased, decreased, or changed from this agreement to meet the needs of ITD and the project.

The primary point of contact with ITD shall be the D2 D/C-B Engineer or assigned representative. The D/C-B Engineer will assist in project management and act as a liaison for all communication between the Consultant and ITD. The Consultant will maintain active, open communication with the Contractor and D/C-B Engineer and make efficient, economical use of Consultant staff.

It is anticipated that this contract will span from December 2021 to December 2023.

The Consultant will develop a communication plan to address timely communication to the District, public and stakeholders.

Safety is expected of all Consultant personnel and must comply with local, state, and federal safety standards including ITD, OSHA, and industry standards.

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

PRIMARY TASKS

The scope of services for this project include, but are not limited to:

1. **Construction Administration** – The Consultant will provide qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of this project to ensure the project be 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 Consultant will develop a list of required submittals prior to start of construction. The submittal log will track and maintain a log of shop drawings and submittals, as well as encourage reviewers to complete reviews in a timely manner. Deficiencies will be promptly reported. The Consultant will also develop the MTR list prior to start of construction per the QA manual. 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-B 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 – The Consultant and Contractor personnel will be monitored for civil rights compliance. The D/C-B 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 e-mailed to the D/C-B 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-B Engineer.
- ii. Address periodic review comments.
- iii. Maintain all correspondence documents electronically in ProjectWise.
- iv. Post contract bid item testing and certification documentation to ProjectWise. Contract items will not be paid without their corresponding test or certification posted to ProjectWise.
- v. Post Testing information to QASP- The Consultant will Post Quality Assurance Special Provision test reports into the ITD QASP program for calculation of bonus/deduct. Generate Pay Factor and PWL results for transmittal to contractors.
- vi. Post AASHTOWare 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 MTR's 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-B Engineer that contains the quantities and justification for each bid item payment.

Performance Assumptions:

- i. Prepare monthly pay estimate packages.
- ii. Record quantities for pay on ITD-2780 forms and submit to the D/C-B 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 Consultant.
- ii. Contractor Source Approval Requests will be reviewed and Approved through the D/C-B Engineer.
- iii. Contractor Hot Mix Asphalt designs and Concrete Mix Designs will be reviewed and approved through the D/C-B Engineer.
- iv. Consultant will check items found on the ITD Qualified Products List prior to the material being incorporated into the project.
- v. QASP - The Consultant will input testing results into ITD supplied spreadsheet daily. The Consultant will develop a communication plan to ensure prompt communication of results to the District and the Contractor.

- 1.8. Contract Changes / Change Orders – Requests received from the Contractor for time extensions, contract changes, and extra work will be reviewed and analyzed in coordination with the D/C-B Engineer. Consultant will prepare, as requested, and analyze change orders for review and processing by the D/C-B Engineer.

Performance Assumptions:

- i. Consultant, with the assistance of the D/C-B Engineer and in coordination with other assigned ITD personnel as required by the ITD Contract Administration Manual, will

aid in the preparation of the ITD-2317, ITD-0400 and all other documents necessary to complete the change order process.

- ii. Consultant will assist the D/C-B 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 – The Consultant will facilitate pre-operational meetings with the Contractor and coordinate with D/C-B 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-B Engineer for review and processing. Bi-monthly budget updates of spent-to-date amounts will be submitted to the D/C-B Engineer.

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-B 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-B Engineer.
- iv. Interpretations and Clarifications – It is expected that the Consultant will perform routine interpretations and clarifications on the project. Sensitive decisions and interpretations or those that effect Erosion and Environmental permitting will be reviewed by the D/C-B Engineer prior to final disposition.
- v. Contractor Staging Area Requests and Waste Site Approval Requests will be reviewed and approved through the D/C-B Engineer.
- vi. Shop Drawings - Consultant will transmit shop drawings for their review and approval. Consultant will notify D/C-B Engineer when these are transmitted.

1.13. Public Relations –The Consultant will provide a public relations representative for the duration of the construction project. The public relations representative will respond to and coordinate all public inquiries and/or concerns with the Contractor and the D/C-B Engineer for appropriate action. Consultant will assist ITD PIO and D/C-B Engineer with any media inquiries. Records of contacts and responses will be maintained.

Performance Assumptions:

- i. Public Information – Consultant will prepare press releases before each phase of construction and share this information on ITD channels, including social media, the news website, and the project website. Consultant will prepare monthly email updates for the public. Consultant will prepare minutes of meetings, informational announcements and displays as required by the ITD PIO or D/C-B Engineer for distribution. Consultant will provide updated traffic information for 511 input by ITD D2.
- ii. Stakeholders / Owner Contacts – The Consultant will document any public or private contacts regarding the project and notify the D/C-B Engineer if necessary.
- iii. Outside Agencies – Consultant will contact and coordinate with outside agencies as necessary and required by the D/C-B Engineer.

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, analysis and preparation of change orders, QC/QA analysis, materials summary report and regular pay estimates in AASHTOWare Construction Module. The D/C-B Engineer will assist in project management when necessary at the discretion of the Department.
3. **Survey Control** – The Consultant will provide staff and equipment to verify quantities and check surveys for accuracy and compliance with the plans and specifications.
4. **Project Inspection** – Inspection will be performed by the Consultant with qualified and certified inspection staff. A spreadsheet with staff 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 the 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, 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-B Engineer. Certificates of inspections, tests, and approvals required by the contract documents will be received and reviewed.

Performance Assumptions:

- i. Daily Work Reports (DWR) – The Consultant will prepare DWR’s in the AASHTOWare Construction Module system including all work items installed and ready for payment. Any pay items shall include backup data adequately describing the measurement, certification, testing, and quantity being paid.
- ii. Daily Diaries – The Consultant will prepare daily diaries (ITD 0025) either electronically or by hand. Diaries will be delivered electronically to the D/C-B Engineer and filed appropriately in ProjectWise.

- 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 D/C-B 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 and delivered electronically to the D/C-B Engineer for review.
- 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** – The Consultant will provide materials sampling & testing services as required by ITD specifications, the construction contract and the D/C-B 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, Acceptance & Verification Sampling & Testing – Sampling & Testing will be performed according to ITD Quality Assurance requirements and the D/C-B Engineer, including acceptance and 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. The Consultant will meet the minimum sampling frequencies per the MTR’s as presented by the D/C-B Engineer and as required due to project phasing, or other factors which could affect minimum testing frequencies. The Consultant will provide daily monitoring of the Contractor’s Quality Control activities at the project site.

Performance Assumptions:

- i. The Contractor will provide a Class III field lab for aggregate, soils and Superpave SP3 and SP5 per the contract.
- ii. The Consultant will provide an onsite Concrete lab/trailer for concrete testing.

- 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 the Consultant will be documented and submitted to the D/C-B Engineer for inclusion in the Materials Acceptance Plan and QC/QA statistical analysis program for deduction / bonus calculations.
- 5.3. Schedule for Sampling – The D/C-B Engineer and District 2 IA will be informed of the project sampling and testing schedule. All documentation 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** – The Consultant will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of the project, these marked drawings will become the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the D/C-B 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.
 - 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. 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 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-B 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 November 2021 through November 2023 and as needed until project closeout.