

## SCOPE OF SERVICES

The contract contains significant roadway and bridge work, permanent and temporary signing, prestress fabrication. The services will be performed in accordance with the D/B contract documents. Copies of these documents will be made available through DOTD upon request. The DOTD will assign a project coordinator from its District 62 office to serve as a construction coordinator for the DOTD during project construction.

The selected Consultant/Team will provide the quality assurance services required to widen I-12 to six (6) lanes as well as construction and/or widening and modifications to the following structures:

- **O'Neal Lane Interchange (LA 3245):** Providing interior widening of the Interchange overpass structure.
- **Amite River Bridge:** A single or twin parallel bridge structure(s) to replace the existing four (4) bridge structures. Approximately 2,600 feet of main line bridge structure and the degrading of the existing embankment plug to approximately elevation 23.0. The proposed finished grade of the bridges may be raised to elevation 49.80; however, the bridges would have to vertically tie into the existing roadway elevation at the approaches.
- **4-H Road Overpass (LA 1032):** Providing interior widening of the overpass structure (if, applicable).
- **Range Ave. Interchange (LA 3002):** Providing interior widening of the Interchange overpass structure (if, applicable).
- **Pete's Highway (LA 16):** Providing median widening of I-12 (if applicable).
- **Juban Road Interchange (LA 1026):** Providing median widening of I-12 (if applicable).
- **Walker Interchange (LA 447):** Eastern limit of widening project.

### QA Services for Construction

**The following services to be performed by the Consultant will be under the direct supervision of the DOTD Coordinator**

Items of work will include as a minimum the following:

- 1) Maintain a daily log of QA activities. This should be a detailed account of personnel, locations, observations, comments, actions and any other information necessary to validate audit reports.
- 2) Provide audit reports for work to date for the Project Coordinator/Design Coordinator weekly or as requested by the Project Coordinator.
- 3) Maintain adequate records to initiate, substantiate, investigate, track, recommend remedial procedures and verify actions taken with regard to Change Orders and NCR's.

- 4) Monitor the Design-Builder's coordination with the Parish Engineers/Representatives for all relocations/adjustments of utility facilities for the construction of work site.
- 5) Monitor the collection, submission, and test results of sampled materials.
- 6) Inspect the contractor's construction operations sufficiently to ensure that all work is performed in accordance with the D/B plans and specifications.
- 7) Keep clear and concise records of the contractual operations of the D/B Team.
- 8) Audit the development and correctness of pay requests, partial and final.
- 9) The Consultant will be available for meetings/conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
- 10) The Consultant will be required to audit the Design-Builder's "As-Built" plans and final estimate.
- 11) The Consultant will monitor and document all construction claims, and disposition of claims.
- 12) Review the logic used within the Design-Builder's CPM schedule (including all updates/changes) and document any dispute of logic for use in possible future owner directed scope changes.
- 13) When material verification testing is required the DOTD District Laboratory will provide its normal services for testing (based on DOTD's Material Sampling Manuel).

**The following QC inspection services will be audited for fabrication at the Precast/Prestress Concrete Plant and coordinated with the Fabrication Engineer.**

- 1) Maintain a daily log of QA activities. This should be a detailed account of personnel, locations, observations, comments, actions and any other information necessary to validate audit reports.
- 2) Provide audit reports for work to date for the Fabrication Engineer weekly or as requested by the Project Coordinator.
- 3) Maintain adequate records to initiate, substantiate, investigate, track, recommend remedial procedures and verify actions taken with regard to Change Orders and NCR's.
- 4) Monitor handling and shipping of fabricated products to the construction of work site.
- 5) Monitor the collection, submission, and test results of sampled materials.
- 6) Inspect the contractor's fabrication operations sufficiently to ensure that all work is performed in accordance with the D/B plans and specifications.
- 7) Keep clear and concise records of the contractual operations of the D/B Team.
- 8) Audit the development and correctness of pay requests, partial and final.

9) The Consultant will be available for meetings/conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.

10) The Consultant will be required to audit the Design-Builder's "As-Built" shop drawings.

11) The Consultant will monitor and document all construction claims, and disposition of claims.

12) When material verification testing is required the DOTD District Laboratory will provide its normal services for testing (based on DOTD's Material Sampling Manuel).

### **QA Services for Design**

**The following services to be performed by the Consultant will be under the direct supervision of the DOTD Design Coordinator(s) to be announced after award.**

- 1) The QA Team shall provide support to the Bridge, Road and Geotechnical Design sections as needed throughout the duration of the D/B project.
- 2) Areas of assistance may include but are not limited to:
  - a. QA audits of the D/B QC design policies and procedures
  - b. Review of the D/B design and plan development.
  - c. Review of Change Order requests
  - d. Design reviews associated with construction policies or procedures

### **Public Information Support**

**The goals and requirements for the Public Information plan will include the following:**

- 1) **The Development and maintenance of a Project Website that will serve as a central repository for all project related news and information.**
- 2) **Proactively providing accurate and timely information to the Public on construction activities and possible traffic impacts.**
- 3) **Helping to identify, prevent, and/or resolve problems (real or perceived) that arise with all stakeholders.**
- 4) **Enhancing the Public image of LA DOTD and its consultants, contractors, etc. during this Project.**

### **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met by the Prime-Consultant at the time of submittal.

- 1) At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
- 2) At least one Principal or responsible member of the Prime-Consultant must be a Professional Civil Engineer Registered in the State of Louisiana.
- 3) The Prime-Consultant must employ one Professional Civil Engineer registered in the State of Louisiana with at least ten (10) years of experience in design and construction of roads and bridges, including major bridge structure and substructure, as the QA Project Manager

- 4) A QA personnel plan shall be submitted based upon the “Scope of Services Package Contract Documents”, with particular reference to sections 111,112,113. Upon receipt of the D/B team proposal the plan shall be updated.
- 5) The QA personnel plan shall provide the qualifications of all personnel for their designated work.
- 6) The staffing plan logic shall be developed based on expected production rates. This shall be updated after award based on the CPM of the awarded D/B Team.
- 7) The Consultant/Team shall meet the following requirements at the time of submittal:
  - a) One Professional Civil Engineer registered in the State of Louisiana with at least five (5) years of experience in construction of roads and bridges, including major bridge structure and substructure, as an Assistant QA Project Manager.
  - b) One Professional Civil Engineer registered in the State of Louisiana with at least five (5) years of experience in the design of roads as an Assistant QA Manager.
  - c) One Professional Civil Engineer registered in the State of Louisiana with at least five (5) years of experience in the design of bridges, including major bridge structure and substructure, as an Assistant QA Manager.
  - d) One Professional Civil Engineer registered in the State of Louisiana with at least five (5) years of Geotechnical experience in the design, installation and construction of roads and bridges, including major bridge structure and substructure as an Assistant QA Manager.
  - e) One Professional Engineer registered in the State of Louisiana with five (5) years experience in the design of or fabrication and repair of prestress components as an Assistant QA Manager.

**NOTE: Personnel for Item 7, can meet multiple requirements, and must be clearly shown in the 24-102.**