

## SCOPE OF SERVICES

### STAGE 5: CONSTRUCTION

#### Part III: Construction Inspection (CE&I)

The Consultant/Team will provide construction contract administration and construction engineering and inspection services for an On-System Vertical Lift Bridge Replacement project, including approach roadways, located in Lafourche Parish. These services will be performed in accordance with DOTD's Standards and Procedures (see References). Copies of these documents will be made available through DOTD upon request. The DOTD will assign a project engineer from its District 02 Office to serve as a construction coordinator for the DOTD during project construction. The services to be performed will be under the direct supervision of the DOTD.

PROJECT NOS.	STRUCTURE TYPE	STRUCTURE NUMBER
064-05-0085, 407-90-0016, 829-11-0013 & 829-20-0015	Vertical Lift Bridge, Associated Approaches, and Roadway Modifications	N/A

The Project's location, name, and estimated letting date are as follows:

PROJECT NO.	LOCATION/NAME	ESTIMATED LETTING DATE
064-05-0085, 407-90-0016, 829-11-0013 & 829-20-0015	Bayou Lafourche at Larose, LA	March 2009

The various tasks to be performed by the Consultant under this contract for Stage 5, Part III, are described more specifically as follows:

1. Coordinate with DOTD District personnel to schedule and attend the Pre-construction Meeting. Consultant will be required to conduct the meeting.
2. Maintain all construction field records; make daily entries in the project diary to indicate the Consultant's personnel and Contractor's personnel present on the job site, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control, and the charging of contract time.
3. Coordinate with **DOTD District 02 Utility Section** for all relocations/adjustments of utility facilities for the construction of work site.

4. Provide all necessary personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual.
5. Submit all sampled materials to be tested by DOTD District 02 Testing Laboratory, in accordance with the stipulated Sampling Manual.
6. Inspect the contractor's construction operations (daily) to ensure that all work is performed in accordance with the specified plans and specifications.
7. Keep clear and concise records of the contractual operations, **prepare daily work reports**, prepare monthly pay estimates, and make monthly progress reports in conformance with DOTD requirements. Inspection of construction will not include shop and mill inspections and their approval.
8. Prepare final estimate packages, including Form 2059 – “Summary of Test Results” in conformance with DOTD requirements.
9. **Form drawings will be handled as directed in the Project Specifications.**
10. Review all form work drawings and submit to DOTD for further handling, review, and distribution.
11. All construction activities will be coordinated between the Consultant, the Owner, the FHWA and an assigned representative of the DOTD. All work standards, methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of the DOTD. All partial and final construction estimates, and other information must be submitted on forms approved by the DOTD.
12. **The Consultant will perform all documentation, as prescribed by the Department, on the Department's construction software, SiteManager. The Consultant will provide computer hardware, i.e., computers, printers, internet connections, etc. deemed necessary to efficiently conduct the inspections services.**
13. **The Consultant may be required to conduct non-reimbursable training sessions for his personnel to receive instructions into the use of SiteManager (approximately four hours). DOTD will provide qualified instructors for this training.**
13. The Consultant will be available for conferences, visits to jobsites, and/or inspections by DOTD authorized representatives.
14. **The DOTD Electrical and Mechanical Bridge Design Section will be notified of the pre-construction meeting and at the following project benchmarks: the completion of the Assembly Period, 20% complete, 40% complete, 60% complete, 80% complete, 95% complete, and prior to the final inspection.**
15. The Consultant will be required to submit “As-Built” plans with the final estimate. “As-Built” plans are to reflect all changes made from the original plans. All changes to the plans are to be made using a 746-1/2 Tuscan red pencil.
16. When it is stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
17. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel.

18. The Contractor will perform construction layout, and the Consultant will perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with the requirement of LAPELS.
19. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the DOTD, prior to the performance of stipulated work.
20. Plan changes throughout the life of the project will also have to be written by the Consultant and approved through the DOTD's process.
21. The Consultant will monitor and document all construction claims, and provide recommendations on disposition of claims.
22. The Consultant will manage the RFI (Request for Information) process as defined on the DOTD internet site, <http://www.dotd.la.gov/construction/rfi/>.
23. The Consultant will prepare reports in accordance with the American Recovery and Reinvestment Act of 2009 as defined on the DOTD internet site, <http://www.dotd.la.gov/arra/>.

### **SERVICES TO BE PERFORMED BY DOTD**

The DOTD will furnish without charge, the following services and data:

1. Laboratory testing of materials. DOTD District 02 Testing Laboratory will perform laboratory tests in conjunction with special testing performed at the DOTD Central Laboratory in Baton Rouge, Louisiana, using samples procured, and submitted by the Consultant.
2. DOTD will provide project plans and contract proposals.
3. DOTD Construction/Structural Fabrication Engineer will perform all shop and fabrication inspection.
4. DOTD will provide SiteManager instructor and technical support.
5. DOTD will provide sampling plan for the project.

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with this Contract will be made based on the DOTD established billable rates below, with a maximum limitation of **\$3,286,151**. The maximum limitation may be adjusted as follows: for each day the contract time is reduced by the construction letting procedure, less than 960 calendar days, the maximum limitation may be reduced up to \$3000.00 per calendar day.

The following rates may be adjusted on a yearly basis based on the latest DOTD escalation rate; however the maximum compensation will not increase.

<b>Principal</b>	<b>\$194</b>
<b>Engineer</b>	<b>\$125</b>
<b>Senior Technician</b>	<b>\$77</b>
<b>Technician</b>	<b>\$77</b>
<b>Inspector</b>	<b>\$54</b>
<b>Clerical</b>	<b>\$46</b>

Each project will be invoiced separately. All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.state.la.us/osp/travel/travelOffice.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

### **CONTRACT TIME**

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice to Proceed (NTP) from the DOTD, and will be in effect for the duration of a maximum of **1020 calendar days**. The actual maximum duration may be adjusted based upon the results of the construction letting procedure and the contract time awarded by contract (60 calendar days for project close out + calendar days awarded by contract)

### **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. The Prime Consultant must employ on a full-time basis, one Professional Civil Engineer, registered in the State of Louisiana, with at least five years of experience in responsible charge of managing road and bridge construction projects and a corresponding support staff.
3. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), one Professional Civil Engineer, registered in the State of Louisiana, with at least five years of experience in the use of Critical Path Scheduling and Primavera software for the review and monitoring of the Contractor's schedule. (This person may meet multiple requirements set forth above.)
4. In addition to the above requirements, the Prime-Consultant must employ on a full-time basis, or through the use of a Sub-Consultant(s), a minimum of one DOTD Certified Inspector, with a minimum of five years experience in Road and Bridge Construction with at least five years experience with movable bridge construction inspection. All Inspectors may only inspect activities in which they hold an active DOTD certification (certifications required with submittal of qualifications). The major activities listed below will require a DOTD certified inspector:
  - a. Embankment and Base Course
  - b. Asphalt paving
  - c. Structural Concrete
  - d. Asphaltic concrete plant inspection and testing

**OTHER REQUIRED INSPECTOR CLASSIFICATIONS WITH  
CERTIFICATION AND WORK EXPERIENCE REQUIREMENTS:**

- a. Electrical Inspector Certification: NECA-IBEW Journeyman Electrician or equivalent training, experience and certification with work experience in government/industrial/commercial construction. Residential Construction and Inspection experience is not acceptable for this Project.
  
- b. Mechanical Inspector Certification: Journeyman Millwright or equivalent training, experience and certification with work experience in government/industrial/commercial construction. Residential Construction and Inspection experience is not acceptable for this project.

**NOTE:** All field inspectors must have completed the Work Zone Traffic Control Technician and Flagger course. All field senior technicians and engineers must have completed the Traffic Control Supervisor course.