

PID # **XXXXXX**  
DRAFT SCOPE OF SERVICES DATE: **XX-XX-XX**  
APPROVED DRAFT SCOPE OF SERVICES DATE: **XX-XX-XX**  
FINAL SCOPE OF SERVICES MEETING DATE: **XX-XX-XX**  
LOCATION: CANTON CITY ENGINEER OFFICES  
APPROVED FINAL SCOPE OF SERVICES DATE: **XX-XX-XX**

## CONSTRUCTION ENGINEERING, ADMINISTRATION, INSPECTION, & TESTING

### PROJECT IDENTIFICATION:

County Stark Route \_\_\_\_\_ Section \_\_\_\_  
Route Name: **TBD**  
Highway Function Classification: **TBD**  
Design Function Classification: **TBD**  
Maintenance Responsibility: City of Canton

**PURPOSE AND NEED:** Project(s) will consist of one or more of the following components. Roadway Widening and Improvements, Roadway Resurfacing, Concrete Curb/Sidewalk, Curb Ramps, Storm Sewer Adjustments, Storm and Sanitary Sewer Construction/ Reconstruction including trench excavation and backfill, Streetscape Enhancements such as Nostalgic Lighting, Brick Paver Intersections and Sidewalk Panels, New Nostalgic Traffic Control Devices with interconnect conduits and wiring on various streets in The City of Canton.

### PROJECT LIMITS:

From: Approx. : **TBD**  
From: Approx.: **TBD**  
Project Length: : **TBD**  
Work Length : **TBD** \_\_\_\_\_  
Lateral Limits : **TBD** \_\_\_\_\_

### CONSULTANTS SELECTED FOR TECHNICAL PROPOSAL:

**TBD**

### CONSULTANT SELECTED FOR PRICE PROPOSAL:

Consultant: : **TBD**  
Contracting Officer: : **TBD** .  
Contact Person: : **TBD**

### AGREEMENT BETWEEN CONSULTANT AND:

State \_\_\_ City X LPA X  
LPA Contracting Officer: Dan Moeglin, P.E., S.I., City Engineer  
Telephone Number: (330) 438-6903  
Contact Person: Dan Moeglin, P.E., S.I., Ph.: (330) 438-6903

**CONFLICT OF INTEREST:**

**The Company chosen to perform the construction engineering, administration, inspection and testing services can not bid on the project construction.**

**METHOD OF FINANCING (TYPE OF FUNDS):**

Construction: STP and Federal Stimulus

Design/Design Review: City of Canton

Construction Eng., Admin., Insp. & Testing: STP and Federal Stimulus

Right of Way: None

Estimated Construction Cost: **TBD**

**ODOT Ohio Department of Transportation) LOCAL-LET POLICY & PROCEDURES:**

The selected consultant is required to follow the policy and procedure of the latest edition of the Local Let Policy and Procedures Manual on file with ODOT. Consultant must also make himself familiar with the LPA Agreement between Canton and ODOT and meet the requirements of this document.

**CONSTRUCTABILITY REVIEWS REQUIRED:**

None.

**REVIEW SUBMISSIONS TO BE MADE TO FHWA (Federal Highway Administration):**

Yes \_\_\_\_\_ No X

**CONSTRUCTION SCHEDULE:**

Begin Construction: TBD End Construction: TBD

**COST ESTIMATES:**

During construction phase, prepare and maintain an extensive, detailed estimate for the project.

**VALUE ENGINEERING (VE):**

The CPE shall evaluate and recommend any findings to the City regarding any VE Proposal if the Construction Contract allows VE Proposals.

**GENERAL CONDITIONS AND CONSTRUCTION CONTRACT:**

The City of Canton intends to retain a Professional Engineer to perform duties as set forth herein in connection with the construction with each of several projects. This Professional Engineer is the Construction Project Engineer (CPE).

**CONSTRUCTION ENGINEER'S BASIC SERVICES**

The services of the CPE shall consist of coordinating all aspects of the construction of the project for the City of Canton, in accordance with the plans and specifications and the LPA Federal Local Let Project Agreement. Further, the CPE complies with all directives issued by the ODOT Construction Manager and the City of Canton Construction Manager. The City of Canton Project Manager has authority over all decisions regarding design issues. The Construction Management Phase will commence with a written "Notice to Proceed" upon execution of this Contract and

Terminate issuance of the Final Certificates for Payment for the Project by the City. The physical construction phase will commence thereafter with a "Notice to Proceed" to the Contractor when directed by the City. The CPE will be the City's authorized representative during the construction phase to coordinate, monitor and administer the work of the Contractor and shall advise and consult with the City regarding all aspects of the Project. The CPE will have the authority to act on behalf of the City consistent with the terms and conditions set forth in this agreement. The ODOT Construction Monitor and the CPE's contact is the City of Canton Engineering Construction Manager.

**PRE-CONSTRUCTION MEETING:**

CPE is to schedule, notify, conduct, record, and distribute minutes for the pre-construction meeting.

**PROJECT DOCUMENT CONTROL SYSTEM:**

The CPE shall develop and implement a system to document, track, monitor, evaluate and resolve all related issues including, but not limited to, scheduling, field construction, and engineering design problems, community and public concerns, contractor submission and claims, and revisions directed by Canton.

**CPM (Critical Path Method) SCHEDULING:**

Monitor the project with respect to the contractor's CPM schedule in conjunction with the contract documents, schedules prepared by the contractor and interfacing with adjacent construction activities, and any related work performed by others in the same area. The contractor will update project schedules monthly. The CPE shall review, comment, conduct meetings, make recommendations, actively define, and pursue the resolution of schedule problems for the entire project.

**MANAGING CONSTRUCTION:**

Coordinate and monitor the contractor's work, so as to provide uninterrupted and diligent prosecution of the work, and completion of the contract in accordance with contract completion dates and the original contract bid amount as adjusted by approved change orders. Maintain, at all times, competent, qualified, full time management, inspection, and testing staff. Assure that all applicable ODOT, City of Canton, SSWCD (Stark Soils and Water Conservation District), and FHWA requirements are satisfied.

**CONSTRUCTION PROGRESS MEETINGS:**

Prepare agenda, conduct, and record/distribute minutes of regular monthly on-site progress meetings, weekly on-site coordination meetings, and special meetings as required.

**MONTHLY CONSTRUCTION STATUS REPORT:**

Prepare and distribute a monthly construction report to summarize the current status, progress, schedule, and costs of the overall project. Submit the report format to Canton for approval prior to use.

**CONTRACTOR SUBMISSIONS:**

In accordance with Standard Documents and Procedures, review and approve mix designs, material sources and certifications, demolition procedures including vault abandonment and construction plans for basement/vaults to remain, asphalt paving procedures, shop drawings and catalog cuts, and all other items which are submitted by the contractor. Insure Contractor design submittals drawings contain a State of Ohio Professional Engineer stamp, as required. Establish and maintain a system of document control and tracking during construction for all submittals. Complete all reviews in a timely manner in order to eliminate any potential contractor claims for delays and additional costs.

**CONSTRUCTION INSPECTION:**

Provide a complete and continuous on-site competent and qualified full-time field organization to assure that the construction performed according to the requirements of the contract documents. Prepare agenda, conduct, and record/distribute minutes, if appropriate, for pre-placement meetings prior to the start of major material placements. Witness or perform the required shop and field tests, including compaction, in accordance with Standard Documents and Procedures as required by Canton, ODNR, ODOT, and FHWA. Assist in negotiating and recommending costs for any additional work. Maintain project diaries and daily inspection reports. Each report includes noting contractor's equipment, manpower, construction activities, location(s) of work and pay quantities providing calculations, as needed. Document each reference in a separate file. All measurements, visual inspections, accepted load ticket, and any other method of quantity verification is contained in each appropriate file or a reference to the materials file that contains such record. Diaries and inspection reports shall also note weather conditions, any project or vehicular accidents and visitors. Maintain a file system for all job correspondence, material delivery tickets, shop drawings, and related paper work in accordance current filing procedures. Follow formal Materials Management Procedure policy developed by the City. Prepare and approve estimates, change orders and all associated final documents, including final estimate and change orders, in order to close out the project. The City of Canton's pre-approval shall be required for all Change Orders per the Canton Engineering Change Order Policy on file. Canton reserves the right to revise the approval requirements for Change Orders. Conduct semi-final and final inspections with the contractor, Canton and other interested parties. The CPE will reject any work that does not conform to the requirements of the Contract Documents. The CPE may authorize minor variations in the work. This only includes work that does not involve an adjustment in the contract price or the contract time and which are consistent with the overall intent of the Contract Documents. Except for minor variations as stated herein, the CPE is not authorized to change, revoke, alter, enlarge, relax, or release any requirements of the Contract Documents or to approve or accept any portion of the work not performed in accordance with the Contract Documents. The CPE does not control the means and methods for the construction of the Project. Therefore, the CPE is not responsible for the Contractor's means and methods for the construction of the Project.

**CORRESPONDENCE:**

Prepare and sign all construction correspondence. Distribute all correspondences along with appropriate copies. Require return message acknowledgment for all E-Mail Correspondence from recipients, and maintain a hard copy file of such correspondence. Maintain a log of FAX correspondence sent with receipt verified. Correspondence and Communications between the

CPE and the Contractors with regard to quality review do not bind the CPE or the City in releasing the Contractor from the fulfillment of any of the terms of the Contract.

**LABOR COMPLIANCE:**

The CPE shall be responsible but not limited to the following duties:

- Review and monitor the contractor’s payrolls, monthly utilization reports, and other submittals for compliance with the prevailing wages and E.E.O. requirements in the Contract Documents.
- Conduct site interviews as required.
- Assist in the resolution of any labor disputes that may arise.
- Provide a monthly report of all reviews and any action taken.
- Monitor, update, and post Federal Wage Rates.

**DBE MONITORING:**

The CPE shall be responsible but not limited to the following duties:

- Review Contractor’s DBE participation in accordance with ODOT procedures, on a monthly basis, and to assure utilization of commitments noted at the time of bid.
- Conduct commercially useful function interviews as required by ODOT to insure DBE compliance.
- Track the DBE dollar amounts earned and percentage totals for each month and overall.

**SAFETY/INSURANCE/BOND:**

The CPE shall be responsible but not limited to the following duties:

- Compliance with applicable health and safety requirements including OSHA requirements (CFR 29-1926), and medical testing required by OSHA, Canton and ODOT rules and regulations. Review and monitor the Contractor’s comprehensive project safety/insurance program and its compliance with OSHA, Canton, and ODOT guidelines.
- Take immediate action if an imminent danger or unsafe situation exists.

The CPE shall not be responsible for the Contractor’s implementation or compliance with the Safety Program, nor shall the CPE be responsible for the adequacy or completeness of the Contractor’s Safety Program but shall deem as unsafe and requiring immediate action any circumstance that does not provide, as a minimum, the same level of safety equipment and safety and health requirements as required by Canton and ODOT.

Inspectors will be subject to compliance by Canton personnel.

The CPE shall monitor the contractor and subcontractor(s) for compliance with the contractor’s insurance and bond provisions in the contract document.

**UTILITY COORDINATION:**

The CPE shall review, monitor, and when necessary assist the contractor in coordinating all utility relocations and PUC orders required by contract documents and when necessary assist contractor in coordinating all utility activities with project schedules and require utility attendance at construction progress meeting(s), as appropriate, to assure fulfillment of utility relocation schedules.

**DEMOLITIONS:**

Provide construction inspection services for demolitions of all properties affected by the project. Additionally, if required, assist in preparing demolition contract specifications, purchase orders and estimates. Conduct appropriate job meetings to define construction/demolition limits.

**ENVIRONMENTAL MONITORING:**

Resolve noise complaints from the public and/or noise violations from the contractor. Coordinate and review any revisions to the Storm Water Pollution Prevention Plans with the appropriate environmental agencies. Attend all site inspections by environmental and state agencies and direct contractor to correct any problems in an expeditious manner. Daily, or as needed, inspect all contractor operations and note any deficiencies in the Storm Water Pollution Prevention Plan to the contractor. Monitor contractor's compliance with earth disturbance permits and resolve any air or water quality problems that may arise. Review and resolve all complaints such as due to vibration, noise, dust, site conditions, and lighting/night operations. Monitor all NEPA document environmental aspects including hazardous materials and cooperate fully with any environmental and state agencies.

**MAINTENANCE AND PROTECTION OF TRAFFIC:**

The CPE shall coordinate and resolve all traffic related issues regarding automobiles, trucks, railroads, pedestrian, and bicyclists in conjunction with Canton and ODOT Project Requirements. Insure Contractor provides proper drive access through the Project Corridor. The CPE shall assist in the resolution and implementation of all revised traffic strategies in accordance with the O.M.U.T.C.D. and review and evaluate any traffic revisions proposed by the contractor. The CPE shall coordinate any traffic revisions that may interfere with other unrelated projects that impact the contracted project. The CPE shall review, maintain, and revise MOT plan when any changes occur.

**SURVEY:**

Provide a survey crew at the end of the project to verify survey monument has been properly set.

**AS-BUILTS:**

In the field office, maintain a set of continuously updated redlined as-built drawings. Monitor the contractor's continuously updated redlined as-built drawings. Upon project completion, reduce both sets of as-builts to one comprehensive annotated set. Assure the Contractor incorporates final notations and changes into CADD drawings. CPE reviews the CADD Drawing to assure final drawing is in accordance with Canton requirements.

**CONTRACTOR CLAIMS:**

Provide claims avoidance evaluations, time impact analysis and support for claim mitigation or evaluation. Monitor claim impacts on CPM schedule and implement CPM revisions in addition to liquidated damages and loss of revenue impact. Provide all necessary assistance to Canton to resolve all claims expeditiously and according to Claims Management Policy on file with the City.

**COMMUNITY RELATIONS:**

The CPE shall assist Canton in coordination and participation in community relations, including personal contacts and attendance at community meetings as needed. The CPE shall assist Canton

in coordinating resolutions of community issues in conjunction with commitments determined by the contract plans, NEPA document and community complaints. The CPE shall Assist Canton in the preparation of news releases to the public as needed. The CPE shall advertise, arrange, coordinate, and conduct a Pre-Construction Public Information Meeting for the local residents and businesses. The CPE shall develop, produce, and distribute informational sheets at least three times during construction.

**MEDIA EVENTS:**

N/A

**CANTON ASSISTANCE:**

The CPE shall provide advice, make recommendations, draft and prepare correspondence, as needed, that meets the threshold for Canton Administration or Canton Engineer's signature on specific design, construction, utility, roadway, environmental or community related problems during construction.

**INTERACTION:**

The CPE, as directed, shall establish and coordinate necessary interaction among the project design consultant, contractors, traveling public, public, and private agencies, utility companies, local government, and business representatives, Canton, ODOT, and FHWA.

**PERMITS:**

The CPE shall assist Canton and/or the Contractor in the procurement of any additional permits that may be required for the construction of the project.

**COMMUNICATIONS:**

The CPE shall provide cellular phones, as needed, to maintain communications in the field during inspection. Canton Engineering can provide radio communication with its office if needed.

**PHOTO DOCUMENTATION:**

The CPE shall ensure that the contractor takes preconstruction color photographs, video of existing conditions, post-construction video, and photographs of the completed project as required by the Contract Documents Supplemental Specifications. The CPE shall provide color progress photographs on a monthly basis sufficient to document the status of the project together with additional photographs as needed for major construction operations or claim. Submit these digital (min 7 mega pixel) photographs along with a disc containing digital copies of the photos. At the end of the project, submit a CD containing all project photographs. The CPE shall have 35 mm and digital cameras, film, video recorder with audio and tapes available for use at any time during construction. The CPE shall maintain a photo log and file detailing dates, locations, topic view, contractor name, and federal project number, PID and City's GP number.

**GEOTECHNICAL:**

The CPE shall provide Canton with expertise, advice and recommend solutions to all geotechnical problems arising from inspections of excavation, backfill, embankment, retaining wall construction and other site conditions and related geotechnical issues encountered.

**MATERIAL ACCEPTANCE TESTING:**

The CPE shall, as needed, perform site, offsite, plant and laboratory testing and inspection of materials incorporated in the project including, although not limited to, soils, aggregate, bituminous and cement concrete materials and pre-cast concrete items in a timely manner. Verify this work is in accordance with Contract Documents, Supplemental Specifications and ODOT Standard Documents and Procedures section. Site, offsite and plant testing and inspection would include performing testing services or witnessing the tests as the contractor performs them. The Construction Engineering Administration, Inspection and Testing Consultant and/or the Contractor will perform acceptance testing. The City has a Materials Management Procedure on file for review.

**RIGHT-OF-WAY:**

Assist Canton in the resolution of right-of-way problems arising from the construction of the project.

**SATELLITE OFFICE REQUIREMENTS:**

The CPE shall provide all clerical and secretarial services necessary to type all correspondence, minutes, reports, etc., file paperwork, answer phones, distribute mail, copy materials, including blue prints, maintain supplies, and maintain, coordinate and arrange meetings as required either at the home or satellite office.

**PROJECT OFFICE REQUIREMENTS AND LOCATION:**

The Contractor shall provide, for sole use by the Construction Engineering, Administration, Inspection, and Testing Consultant, a fully equipped office (ODOT Type “C”) near the project corridor. The office area, at minimum, shall be able to accommodate a conference room, a means of displaying construction plans for all project documentation and room for field engineering equipment that may be required to perform the necessary work items. The office will have sufficient parking to accommodate normal office operations. The office must also be ADA accessible. The CPE shall provide for its use on-site state-of-the-art computer systems relating to scheduling, documentation, and contract administration. The satellite office work is not on a continuous basis for special duties.

**PROJECT STAFF INCLUDING SUBCONSULTANTS:**

Provide the necessary qualified, experienced manpower, meeting the Standard Documents and Procedures section and ODOT requirements, for efficient construction engineering, administration, inspection, and testing including, although not limited to, full time staff, support staff, field inspection staff, and material inspections and testing staff. Some of the above staff will be capable of performing multiple duties. Assign only qualified personnel to the project who shall properly perform the assigned work. Consultant will remove any employee, who, in the determination of Canton, does not perform the work in the proper manner.

**QUALITY ASSURANCE/QUALITY CONTROL PROGRAM:**

Implement a QA/QC Plan that would ensure all field-testing and inspection work performed according to ODOT Standard Documents & Procedures. Current specifications govern the work to be completed. The QA/QC Plan and guidelines addresses and defines all parties’ inspection

and reporting responsibilities. Provide this plan to all field staff on the project for reference. The Consultant QA/QC Plan adheres to the City's Materials Management Process, and ODOT Construction and Materials Specifications, and the ODOT Construction Inspection Manual of Procedures.

**APPLICABLE STANDARD DOCUMENTS and PROCEDURES:**

The Construction Engineering, Administration, Inspection and Testing services will be performed in accordance with the following applicable Ohio Department of Transportation (ODOT) current construction year(s) (or as noted) references.

- A. Construction and Materials Specifications - January 2008
- B. Manual of Procedures for Flexible Pavement Construction.
- C. Manual of Procedures for Concrete.
- D. Manual of Procedures of Rigid Pavement.
- E. Manual of Procedure of Construction Vol. 1 & Vol. 2.
- F. Manual and Procedures for Pipe Construction.
- G. Construction Project Documentation.
- H. Handbook for Sediment and Erosion Control.
- I. Handbook for the Removal of Regulated Waste.
- J. Manual of Traffic Control for Construction and Maintenance Operations.
- K. Sampling and Testing Manual for Construction.
- L. Handbook of Procedures for Contractor Certification of Lighting, Signing and Traffic Signal Working Drawings.
- M. City of Canton Supplemental Specifications and Standard Drawings

**COMPLETION TIME:** 12 Months from Authorization to Proceed Anticipated Authorization to Proceed is June 2009 and Construction Engineering, Administration, inspection and testing services completion is July 1, 2010. Consultant progress schedule shall reflect these dates.

**TYPE OF AGREEMENT:**

Cost plus Fixed Fee \_\_\_\_\_ Lump Sum \_\_\_\_\_ Other \_\_\_\_\_

**FEE PROPOSAL:**

The Fee shall be as described in Section 2.5, Compensation of the Agreement for Construction Administration Services and shall be based on a Direct Cost times an approved multiplier methodology. The CPE shall provide a Detailed Breakdown of proposed hours, personnel categories, labor rates, overhead, and profit percentages. ODOT standard format for this information is acceptable. Technical and Fee Proposals for any additional sub-consultants provided in the requested format.

**SERVICES BY CANTON:**

Make available all necessary plans and specifications, and other accessible documents as required.