EXHIBIT "A"

SCOPE OF SERVICES

FOR

DISTRICT WIDE CONSTRUCTION ENGINEERING AND INSPECTION

Financial Project ID: 404551-1-62-28

Federal Project No.: TBD

Revised: 11/26/18
11/15/18
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SCOPE OF SERVICES
CONSTRUCTION ENGINEERING AND INSPECTION

1.0 PURPOSE:

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for the District Wide Construction Engineering and Inspection (CEI) including but not limited to contract administration, inspection, and materials sampling and testing for the construction projects in the area known as District Seven.

2.0 SCOPE:

The Consultant shall be responsible for providing services as defined in this Scope of Services, the referenced Department manuals, and procedures.

The projects for which the services are required are:

- Financial Project IDs: 404551-1-62-28
- Descriptions: District Wide Construction Engineering and Inspection
- Counties: Hillsborough, Pinellas, Citrus, Pasco and Hernando

The Consultant shall exercise their independent professional judgment in performing their obligations and responsibilities under this Agreement. Pursuant to Section 4.1.4 of the Construction Project Administration Manual (CPAM), the authority of the Consultant’s lead person, such as the Senior Project Engineer, and the Consultant’s Project Administrator shall be identical to the Department’s Resident Engineer and Project Administrator respectively and shall be interpreted as such.

Services provided by the Consultant shall comply with Department manuals, procedures, and memorandums in effect as of the date of execution of the Agreement unless otherwise directed in writing by the Department. Such Department manuals, procedures, and memorandums are found at the State Construction Office’s website.

On a single Construction Contract, it is a conflict of interest for a professional firm to receive compensation from both the Department and the Contractor either directly or indirectly.

The Department, at its option, may elect to expand, reduce, or delete the extent of each work element described in this Scope of Services document, provided such action does not alter the intent of this Agreement.

The Department shall request Consultant Services on an as-needed basis. There is no guarantee that any or all of the services described in the Agreement will be assigned during the term of this agreement.
Furthermore, the Consultant is providing these services on a nonexclusive basis. The Department, at its option, may elect to have any of these services performed by other consultants or Department Staff.

3.0 **LENGTH OF SERVICE:**

The Consultant’s services for each Construction Contract shall begin upon issuance of a Task Work Order. The Task Work Order shall be signed by the Department’s District Construction Services Manager. No work shall begin until a Task Work Order has been issued.

This agreement shall remain in effect for a term of five (5) years, providing funding and written direction from the Department is in effect. This term is at the Department’s discretion.

4.0 **DEFINITIONS:**

A. **District Secretary:** The Chief Executive Officer in each of the Department's eight (8) Districts.

B. **District Director of Transportation Operations:** The Director of Construction, Maintenance, Traffic Operations, Materials, and Safety.

C. **District Construction Engineer:** The administrative head of the District’s Construction Offices.

D. **District Construction Services Manager:** The Department employee assigned to administer the Construction Engineering and Inspection Program in the District and represent the Department during the performance of the services covered under this Agreement.

E. **District Final Estimates Manager:** The administrative head of the District Final Estimates Office.

F. **District Contract Compliance Manager:** The administrative head of the District Contract Compliance Office.

G. **Operations Engineer:** The Engineer assigned to a particular County or area to administer Construction and Maintenance Contracts for the Department.

H. **Resident Engineer:** The Engineer assigned to a particular County or area to administer Construction Contracts for the Department.

I. **Procurement Services Manager:** The Administrative Head of the Professional Services Office.

J. **Public Information Office:** The Department’s office assigned to manage the Public Information Program.
K. **Engineer of Record**: The Engineer noted on the Construction plans as the responsible person for the design and preparation of the plans.

L. **Consultant**: The Consulting firm under contract to the Department for administration of Construction Engineering and Inspection services.

M. **Agreement**: The Professional Services Agreement between the Department and the Consultant setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of services, and the basis of payment.

N. **CEI Consultant Engineer or Project Manager**: The Consultant employee assigned to manage the Construction Engineering and Inspection Contract and represent the Consultant during the performance of the services covered under this Agreement.

O. **Consultant Senior Project Engineer**: The Engineer assigned by the Consultant to be in charge of providing Construction Contract administration for one or more Construction Projects. This person may supervise other Consultant employees and act as the lead Engineer for the Consultant.

P. **Consultant Project Administrator**: The employee assigned by the Consultant to be in charge of providing Construction Contract administration services for one or more Construction Projects.

Q. **Contractor**: The individual, firm, or company contracting with the Department for performance of work or furnishing of materials.

R. **Construction Contract**: The written agreement between the Department and the Contractor setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of labor and materials, and the basis of payment.

S. **Construction Training/Qualification Program (CTQP)**: The Department program for training and qualifying technicians in Aggregates, Concrete, Earthwork, and Asphalt. The University of Florida Transportation Research Center (TRC) administers this program. Program information is available at CTQP website.

### 5.0 ITEMS TO BE FURNISHED BY THE DEPARTMENT TO CONSULTANT:

A. The Department, on as needed basis, will furnish the following Construction Contract documents for each project. These documents may be provided in either paper or electronic format.

1. Construction Plans,
2. Special Provisions,
3. Copy of the Executed Construction Contract, and
4. Utility Agency’s Approved Material List (if applicable),

5. All standard Department forms which are required to carry out services required under this Agreement.

B. The Department will allow connection to the FDOT Network by the Consultant through either dialup communications, authorized Virtual Private Network (VPN) or approved leased lines. Appropriate approvals must be received from the Department prior to their use.

C. The Department will furnish, install, and support the software packages for SiteManager.

6.0 ITEMS FURNISHED BY THE CONSULTANT:

6.1 Department Documents:

All applicable Department documents referenced herein shall be a condition of this Agreement. All Department documents, directives, procedures, and standard forms are available through the Department’s Internet website. Most items can be purchased through the following address. All others can be acquired through the District Office or on-line at Department’s website.

Florida Department of Transportation
Maps and Publication Sales
605 Suwannee Street, MS 12
Tallahassee, Florida 32399-0450
Telephone No. (850) 488-9220

6.2 Office Automation:

The Consultant shall provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under this Agreement.

The Consultant shall provide each inspection staff member with a laptop computer (or tablet) running SiteManager application and MAC through a Citrix connection using a mobile broadband connection at the jobsite.

All informational, contractual and other business required for a construction project will be through a system of paperless electronic means where possible. When the specifications require a written submission of documentation, such documents must be submitted electronically. All documents requiring a signature must be executed electronically by both parties in accordance with Chapter 668, Florida Statutes, and have the same force and effect as a written signature. The Department may provide a web-based collaboration site to facilitate the electronic document exchange. All persons that normally sign paper documents, and will be using the site, must acquire digital signature certificates.
The Consultant shall be prepared (if requested) to provide a flatbed color scanner and scanner software capable of interfacing with the Department’s Electronic Document Management system (EDMS).

The Consultant will furnish computer services/software needed for project scheduling, documentation, and control (Primavera/Suretrak, etc.).

All computer coding shall be input by Consultant personnel using equipment furnished by them.

Ownership and possession of computer equipment and related software, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. All equipment should be maintained and operational at all times.

6.3 Vehicles:

Vehicles will be equipped with appropriate safety equipment and must be able to effectively carry out requirements of this Agreement. Vehicles shall have the name and phone number of the consulting firm visibly displayed on both sides of the vehicle.

6.4 Field Equipment:

The Consultant shall supply survey, inspection and testing equipment, essential to carry out the work under this Agreement. Such equipment includes those consumable and expendable items, which are normally needed for a CEI project and are essential to carry out the work under this Agreement.

Hard hats shall have the name of the consulting firm visibly displayed.

Equipment described herein and expendable materials under this Agreement will remain the property of the Consultant and shall be removed at completion of the work.

The Consultant’s handling of nuclear density gauges shall be in compliance with their license.

The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. All equipment shall be maintained and in operational condition at all times.

6.5 Licensing for Equipment Operations:

The Consultant will be responsible for obtaining proper licenses for equipment and personnel operating equipment when licenses are required. The Consultant shall make the license and supporting documents available to the Department for verification, upon request.
Radioactive Materials License for use of Surface Moisture Density Gauges shall be obtained through the State of Florida Department of Health.

7.0 **LIAISON RESPONSIBILITY OF THE CONSULTANT STAFF:**

The Department’s Resident Engineer/Project Administrator in responsible charge of a specific task work order will be kept informed of all significant activities, decisions, correspondence, reports, and other communications related to its responsibilities under this Agreement. The Consultant will submit all administrative requests for User IDs to the Resident Engineer/Project Administrator or designee.

Agreement administrative duties relating to Invoice Approval Requests, Personnel Approval Requests, Time Extension Requests, and Supplemental Amendment Requests shall be submitted to, and approved by the District Construction Services Manager.

8.0 **PERFORMANCE OF THE CONSULTANT:**

During the term of this Agreement and all supplements thereof, the Department will review various phases of Consultant operations, such as construction inspection, materials sampling and testing, and administrative activities, to determine compliance with this Agreement. The Consultant shall cooperate and assist Department representatives in conducting the reviews. If deficiencies are indicated, the Consultant shall implement remedial action immediately upon the approval of the Construction Project Manager. Department recommendations and Consultant responses/actions are to be properly documented by the Senior Project Engineer or Consultant Project Manager. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies. Remedial actions and required response times may include but are not necessarily limited to the following:

A. Further subdivide assigned inspection responsibilities, reassign inspection personnel, or assign additional inspection personnel, within one week of notification.

B. Replace personnel whose performance has been determined by the Department to be inadequate. Personnel whose performance has been determined to be unsatisfactory shall be removed immediately.

C. Immediately increase the frequency of monitoring and inspection activities in phases of work that are the Consultant's responsibility.

D. Increase the scope and frequency of training of the Consultant personnel.

9.0 **REQUIREMENTS:**

9.1 **General:**

It shall be the responsibility of the Consultant to administer, monitor, and inspect a Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.
The Consultant shall observe the Contractor’s work to determine the progress and quality of work. Identify discrepancies, report significant discrepancies to the Department, and direct the Contractor to correct such observed discrepancies.

Pursuant to Section 337.11(9), Florida Statutes, the Consultant is hereby designated by the Secretary of the Department to negotiate and approve Supplemental Agreements within the thresholds established in the CPAM. However, the Consultant must seek input from the Resident Engineer/Project Administrator. All such Supplemental Agreements must be determined to be in accordance with Florida law by the Department prior to approval by the Consultant. For any Supplemental Agreement, which exceeds the thresholds, the Consultant shall prepare the Supplemental Agreement as a recommendation to the Department, which the Department may accept, modify or reject upon review. The Consultant shall consult with the Resident Engineer/Project Administrator, as it deems necessary and shall direct all issues, which exceed its delegated authority to the Resident Engineer/Project Administrator for Department action or direction.

The Consultant shall advise the Resident Engineer/Project Administrator of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor. Work provided by the Consultant shall not relieve the Contractor of responsibility for the satisfactory performance of the Construction Contract.

9.2 **On-site Inspection:**

The Consultant shall monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. The Consultant shall keep detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

Consultant shall be responsible for monitoring and inspection of Contractor’s Work Zone Traffic Control Plan and review of modifications to the Work Zone Traffic Control Plan, including Alternate Work Zone Traffic Control Plan, in accordance with the Department’s procedures. Consultant employees performing such services shall be qualified in accordance with the Department’s procedure.

9.3 **Sampling and Testing:**

The Consultant shall perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in the Department's Materials Sampling, Testing and Reporting Guide shall be met. In complying with the aforementioned guide, the Consultant shall provide daily surveillance of the Contractor's Quality Control activities at the project site and perform the sampling and testing of materials and completed work items that are normally done in the vicinity of the project for verification and acceptance.
The Department will perform inspection and sampling of materials and components at locations remote from the vicinity of the project and the Department will perform testing of materials normally done in a laboratory remote from the project site.

The Consultant shall be specifically responsible for job control samples determining the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

The Department will monitor the effectiveness of the Consultant’s testing procedures through surveillance and obtaining and testing independent assurance samples.

Sampling, testing and laboratory methods shall be as required by the Department’s Standard Specifications, Supplemental Specifications or as modified by the Special Provisions of the Construction Contract.

Documentation reports on sampling and testing performed by the Consultant shall be submitted to responsible parties during the same week that the construction work is done.

The Consultant shall be responsible for transporting samples to be tested in a Department laboratory to the appropriate laboratory or appropriate local FDOT facility.

The Consultant will input verification testing information and data into the Department’s database. Designated Consultant personnel will be provided written instructions from the Department for performing this task.

9.4 Engineering Services:

The Consultant shall coordinate the Construction Contract administration activities of all parties’ other than the Contractor involved in completing the construction project. Notwithstanding the above, the Consultant is not liable to the Department for failure of such parties to follow written direction issued by the Consultant.

Services include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract, maintaining complete, accurate records of all activities and events relating to the project, and properly documenting all significant project changes. The Consultant shall perform the following services:

(1) Attend a pre-service meeting for the Agreement in accordance with CPAM. The Consultant shall provide appropriate staff to attend and participate in the pre-service meeting.

The Consultant shall record a complete and concise record of the proceedings of the pre-service meeting and distribute copies of this
summary to the participants and other interested parties within seven (7) days. The Consultant shall submit Action Request packages for Personnel Approval for immediate staff needs and a copy/computer file of the final negotiated staffing to the District Construction Services Manager, either at this meeting or within seven (7) days.

(2) Provide personnel proficient in the use of computers and scanner operation to input construction documents into an EDMS. This will require familiarity with the documents and guidelines, posted on the Department’s website for EDMS. Duties will include scanning, attributing and retrieving documents that are to be archived electronically.

(3) If requested, the Consultant shall schedule and conduct a meeting with the District Construction Environmental Liaison within ten (10) days after execution of this Agreement and another meeting at least forty five (45) calendar days prior to project final acceptance. The purpose of the meetings is to discuss the required documentation, including as-builts, necessary for permit(s) compliance.

(4) Verify that the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the NPDES General Permit, provide at least one inspector who has successfully completed the "Florida Storm water, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors". The Consultant’s inspector will be familiar with the requirements set forth in the FEDERAL REGISTER, Vol. 57, No. 187, Friday, September 5, 1992, pages 4412 to 4435 "Final NPDES General Permits for Storm water Discharges from Construction Sites" and guidelines developed by Department.

(5) Analyze problems that arise on a project and proposals submitted by the Contractor, work to resolve such issues, and process the necessary paperwork.

(6) Monitor, inspect and document utility construction for conformance with Utility Agency’s Water and Sewer Standards and the Utility Agency’s Approved Materials List. Facilitate coordination and communication between Utility Agency’s representatives, Department’s staff and contractors in execution of the work. Identify potential utility conflicts and assist in the resolution of utility issues.

(7) Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Contractor operations and to facilitate prompt processing of such information in order for the Department to make timely payment to the Contractor.
(8) Review Claims submitted by a Contractor and determine entitlement. Prepare position papers and make presentations before a Dispute Review Board in connection with any District 7 projects.

(9) Each Consultant Inspector shall have a digital camera for photographic documentation of pre-construction state and of noteworthy incidents or events during construction.

These photographs will be filed and maintained on the Consultant’s computer. Copies of photographs will be electronically transferred to the Department’s Construction Resident Engineer or Project Administrator at an interval determined by the Department’s Resident Engineer.

**Construction Management Support**

(10) Review construction inspection documents relating to Contractors’ performance and communicate with Contractors, if necessary, regarding non-conformance to plan specifications, workmanship, etc.

(11) Analyze contract change requests during construction and recommend appropriate action.

(12) Review and analyze claims and disputes and provide quality recommendations that reflect fair and equitable resolution.

(13) Evaluate construction contracts including the need to act in accordance with authority delegated to the Engineer as defined in the Department’s Standard Specifications for Road and Bridge Construction.

(14) Monitor and provide technical support to the construction quality control/quality assurance program regarding conformance, reliability, acceptance, rejection requiring rework, repair, replacement, document quality control, material testing surveillance and training.

(15) Provide a Scheduling Engineer who will monitor each project’s schedule and coordinate and participate in the review of the schedule submittal (initial, monthly updates and revisions) with the Project Administrator and/or the District Office.
Each review will ensure the schedule:
   i. Complies with contract provisions
   ii. Clearly shows a critical path
   iii. Shows proper sequences and durations
   iv. Provides adequate review time for submittals
   v. Provides logical Relationships between activities
   vi. Groups activities by MOT phasing
   vii. Shows interfaces with other contract documents
   viii. Indicates time allotted for utility relocation work
   ix. Includes Milestones
   x. Provides cost loaded activities
   xi. Shows the project completed within contract time

Provide a written report of the findings of each review to the Project Administrator for dissemination to the Contractor.

Review and analyze the schedule for potential claims and disputes and provide quality recommendations that reflect fair and equitable resolution if a dispute arises.

9.5 Diving Services:

Diving Services may be required in this agreement. The diving services will include photographic and/or video documentation of conditions in support of structures evaluation and design. The Consultant will provide the boat support for diving services. Governing Provisions for this work will be in accordance with:

“Underwater Inspection of Bridges, FHWA-DP-80-1, US Department of Transportation/Federal Highway Administration”

“Bridge Underwater Operations Manual, Volume 5, State of Florida Department of Transportation”

10.0 PERSONNEL:

10.1 General Requirements:

The Consultant shall staff the project with the qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement. Method of compensation for personnel assigned to this project is outlined in Exhibit “B.”

Unless otherwise agreed by the Department, the Department will not compensate straight overtime or premium overtime for the positions of
Senior Project Engineer, Project Manager, Project Administrator, Contract Support Specialist, and Associate Contract Support Specialist. Further, unless otherwise agreed to by the Department, the Department will not compensate straight overtime or premium overtime for other personnel classifications unless approved in advance of the work.

10.2 Personnel Qualifications:

The Consultant shall utilize only competent personnel, qualified by experience, and education. The Consultant shall submit in writing to the District Construction Services Manager the names of personnel proposed for assignment to the project, including a detailed resume for each containing at a minimum salary, education, and experience. The Consultant Action Request form for personnel approval shall be submitted to the District Construction Services Manager at least two weeks prior to the date an individual is to report to work.

Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from Department. Staff that has been removed shall be replaced by the Consultant within one week of Department notification.

Before the project begins, all project staff shall have a working knowledge of the current CPAM and must possess all the necessary qualifications/certifications for fulfilling the duties of the position they hold. Cross training of the Consultant’s project staff is highly recommended to achieve a knowledgeable and versatile project inspection team but shall not be at any additional cost to the Department and should occur as workload permits. Visit the training page on the State Construction Office website for training dates.

Minimum qualifications for the Consultant personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis. The District Construction Engineer or designee will have the final approval authority on such exceptions.

Complex Category Two (CC2) Bridge Structures: Bridge structures that are complex and require advanced designs and construction engineering inspection. Following structures are classified as CC2 bridge structures:

- Concrete Post-Tensioned Segmental Box Girder (CPTS)
- Concrete Post-Tensioned Continuous Beam (CPTCB)
- Movable Bridges (MB)

**CEI SENIOR PROJECT ENGINEER** - A Civil Engineer degree and be registered in the State of Florida as a Professional Engineer (or if registered in another state, the ability to obtain registration in the State of Florida within six months) and six (6) years of engineering experience [(two (2) years of which are in major road or bridge construction)] or [(five (5) of which are in major bridge construction) - for Complex Bridge Projects], or for non-degreed personnel the
aforementioned registration and ten (10) years of engineering experience (two (2) years of which are in major road or bridge construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs for conformance with Department standards. Also must have the following:

Qualification:
FDOT Advanced MOT
Pass the CTQP examination covering the training video “Grouting of Bridge Post-Tensioning Tendons” (If applicable)
Attend the CTQP Quality Control Manager course and pass the examination.

Certifications:
None

A Master's Degree in Engineering may be substituted for one (1) year engineering experience.

CEI CONSULTANT ENGINEER or PROJECT MANAGER – 5+ years’ experience in construction contract management.

SCHEDULER / CLAIMS ANALYST – The same qualifications identified for a CEI Senior Project Engineer, CEI Project Manager or a CEI Project Administrator will apply to this classification. In addition, the personnel should have prior experience in Scheduling using Primavera and/or Claims Analysis of construction issues.

CEI PROJECT ADMINISTRATOR – A Civil Engineering degree plus two (2) years of engineering experience in construction of major road or bridge structures, or for non-degreed personnel eight (8) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures.

For CC2 bridge structures, be a registered professional engineer in the State of Florida (or if registered in another state, have the ability to obtain registration in Florida within six (6) months) and have a Civil Engineering degree plus five (5) years, or be non-registered with eight (8) years, of general bridge construction experience of which two (2) years for registered project administrators, or four (4) years for non-registered project administrators, must have been with the type of CC2 bridge construction project for which CEI services are being provided by this scope. Additionally, a minimum of twelve (12) months of experience as the Project Administrator in primary control of the type of CC2 construction project for which CEI services are being provided by this scope. To be in primary control, a Project Administrator must have supervised two or more inspectors as
well as two or more support staff (Office Manager, Compliance Officer, and Secretary) and must have been directly responsible for all CEI services assigned.

CPTS years of experience must have included a minimum of twelve (12) months experience in each of the following areas: (1) casting yard operations and related surveying; (2) segment erection and related surveying, post-tensioning (PT) of tendons and grouting of prestressing steel.

CPTCB years of experience must include monitoring of the following: girder erection, safe use of girder erection cranes, and stabilization of girders after erection, false work for temporary girder support, and PT and grouting operations.

MB years of experience must have been in MB mechanical and/or electrical construction.

Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration. Must have the following:

Qualifications:
FDOT Intermediate MOT
Pass the CTQP examination covering the training video “Grouting of Bridge Post-tensioning Tendons” (If applicable)
CTQP Final Estimates Level II

Certifications:
SSPC course: C-3 Supervisor/Competent Person Training for Deleading of Industrial Structures (If applicable)

Other:
Attend CTQP Quality Control Manager Course and pass the examination.

A Master's Degree in Engineering may be substituted for one (1) year of engineering experience

CEI CONTRACT SUPPORT SPECIALIST - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., CQR/LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.) or a Civil Engineering. Should exercise independent judgment in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the Department’s Procedures covering the project related duties as stated above and be proficient in the computer programs necessary to perform these duties. Shall become proficient in Multi-Line and Engineering Menu.

Qualifications:
CTQP Final Estimates Level II
CEI ASSOCIATE CONTRACT SUPPORT SPECIALIST - High school graduate or equivalent plus three (3) years of secretarial and/or clerical experience including two (2) years experience in construction office management having performed project related duties (i.e., CQR, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.). Ability to type at a rate of 35 correct, words per minute. Experienced in the use of standard word processing software. Should exercise independent initiative to help relieve the supervisor of clerical detail. Assists the Project Administrator in office related duties (i.e., CQR, progress, and final estimates, EEO compliance, Processing Construction Contract changes, etc.) Project specific. Work under the general supervision of the Senior Project Engineer and staff. Note: This position will not be used if a Contract Support Specialist is utilized.

CEI SENIOR INSPECTOR/SENIOR ENGINEER INTERN - High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures.

For CC2 bridge structures, be a high school graduate or equivalent and have five (5) years of general bridge construction experience of which two (2) years must have been with the type of CC2 bridge construction project for which CEI services are being provided by this scope. Additionally, a minimum of twelve (12) months of experience as the Senior Inspector in primary control of the type CC2 construction project for which CEI services are being provided by this scope. To be in primary control, a Senior Inspector must have supervised two or more inspectors and must have been directly responsible for all inspection requirements related to the construction operations assigned.

CPTS years of experience must have included a minimum of twelve (12) months of inspection experience in one or both of the following depending on which area the inspector is being approved for: (1) casting yard inspection; (2) erection inspection. In addition, two (2) years of geometry-control surveying experience is required for inspectors that perform or monitor geometry control surveying in a casting yard.

CPTCB years of experience must include monitoring and inspection of the following: girder erection, safe use of girder erection cranes, girder stabilization after erection, false work for temporary girder support, and PT and grouting operations.

MB years of experience must have included the inspection of MB mechanical components for machinery inspectors and MB electrical components/systems for electrical inspectors.

Must have the following:

Qualifications:
CTQP Concrete Field Inspector Level I
CTQP Concrete Transportation Construction Inspector (CTCI) Level II (all bridges)
CTQP Asphalt Roadway Level I (If applicable)
CTQP Asphalt Roadway Level II (If applicable)
CTQP Earthwork Construction Inspection Level I
CTQP Earthwork Construction Inspection Level II
CTQP Pile Driving Inspection (If applicable)
CTQP Drilled Shaft Inspection (If applicable – required for inspection of all drilled shafts including miscellaneous structures such as Sign structures, Lighting structures, and Traffic Signal structures)
CTQP Grouting Technician Level I (If applicable)
CTQP Post-Tensioning Technician Level I (If applicable)
FDOT Intermediate MOT
CTQP Final Estimates Level I

Certifications:
Nuclear Radiation Safety
SSPC course: C-3 Supervisor/Competent Person Training for Deleading of Industrial Structures (If applicable)

or a Civil Engineering degree and one (1) year of road & bridge CEI experience with the ability to earn additional required qualifications within one year. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Administrator.

CEI INSPECTOR/ENGINEER INTERN - High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, plus the following:

Qualifications:
CTQP Concrete Field Inspector Level I
CTQP Asphalt Roadway Level I (If applicable)
CTQP Earthwork Construction Inspection Level I
CTQP Pile Driving Inspection (If applicable)
CTQP Drilled Shaft Inspection (If applicable – required for inspection of all drilled shafts including miscellaneous structures such as Sign structures, Lighting structures, and Traffic Signal structures)
CTQP Final Estimates Level I

Certifications:
Nuclear Radiation Safety
Or a Civil Engineering degree with the ability to earn additional required qualifications within one year. (Note: Engineer Intern classification requires E.I.T. certificate.)

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress. Civil Engineering graduates must obtain certifications within the first year of working as an inspector or Engineer Intern. Exceptions will be permitted on a case-by-case basis so long as qualifications and certifications are appropriate for specific inspection duties.

**CEI LANDSCAPE INSPECTOR** - High School Graduate or equivalent plus five (5) years of commercial or roadway landscape construction experience or F.D.L.C. Certification plus two (2) years of commercial or roadway landscape construction experience or a degree in a related field plus three (3) years of commercial or roadway landscape construction experience. The individual must be skilled at plant identification, classification, and grades and standards for nursery plants as established by the manual “Grades and Standards for Nursery Plants” by the Florida Department of Agriculture and Consumer Services. The individual must be knowledgeable of current industry standards for landscape installation, including plans reading and irrigation system construction. The individual must have the ability to read and interpret contract documents. The individual will receive general supervision from the Senior Inspector who reviews work while in progress.

**CEI INSPECTORS AIDE** - High School graduate or equivalent and able to perform basic mathematical calculation and follow simple technical instructions. Duties are to assist higher-level inspectors.

**CEI SENIOR ITS INSPECTOR** - High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in ITS construction inspection, plus the following:

**Qualifications:**

- Fiber Installation Inspection and OTDR Fiber Testing
- DMS Operation and Testing
- Controller Operation and Testing
- CCTV Installation, Operation and Testing
- Familiarity with Existing Communication Equipment and Switches

**Certifications:**

- IMSA Level II or a Civil Engineering degree and one (1) year of ITS CEI experience.

Responsible for performing highly complex technical assignments in field surveying and construction layout, making and checking engineering computations, inspecting construction work and conducting field tests and is
responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Administrator.

**CEI ITS INSPECTOR** - High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in ITS construction inspection, plus the following:

**Qualifications:**

- Fiber Installation Inspection and OTDR Fiber Testing
- DMS Operation and Testing
- Controller Operation and Testing
- CCTV Installation, Operation and Testing
- Familiarity with Existing Communication Equipment and Switches

**Certifications:**

None

or a Civil Engineering degree.

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress. Civil Engineering graduates must obtain certifications within the first year of working as an inspector or Engineer Intern. Exceptions will be permitted on a case-by-case basis so long as qualifications and certifications are appropriate for specific inspection duties.

**CEI SECRETARY/CLERK TYPIST** - High school graduate or equivalent with two (2) years of secretarial and/or clerical experience. Ability to type at a rate of 35 correct words per minute. Experienced in the use of standard work processing software. Should exercise independent initiative to help relieve the supervisor of clerical detail. Works under general supervision of the Project Engineer and their staff.

10.3 **Staffing:**

Once authorized, the Consultant shall establish and maintain an appropriate staff through the duration of construction and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the Department has received a regular acceptance letter.

Construction engineering and inspection forces will be required of the Consultant at all times while the Contractor is working. If Contractor operations are
substantially reduced or suspended, the Consultant will reduce its staff appropriately.

If the suspension of Contractor operations requires the removal of Consultant forces from the project, the Consultant will be allowed ten (10) days maximum to demobilize, relocate, or terminate such forces.

11.0 QUALITY ASSURANCE (QA) PROGRAM:

11.1 Quality Reviews:

The Consultant shall conduct semi-annual reviews to make certain his own organization follows the requirements cited in the Scope of Services. Quality Reviews shall be conducted to evaluate the adequacy of materials, processes, documentation, procedures, training, guidance, and staffing included in the execution of this Agreement. Quality Reviews shall also be developed and performed to achieve compliance with specific QA provisions contained in this Agreement. The semi-annual reviews shall be submitted to the District Construction Services Manager in written form no later than one (1) month after the review.

11.2 QA Plan:

Within thirty (30) days after receiving award of an Agreement, the Consultant shall furnish a QA Plan to the District Construction Services Manager. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant’s organization for providing services pursuant to this Agreement. Unless specifically waived, no payment shall be made until the Department approves the Consultant QA Plan.

Significant changes to the work requirements may require the Consultant to revise the QA Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

A. Organization:

A description is required of the Consultant QA Organization and its functional relationship to the part of the organization performing the work under the Agreement. The authority, responsibilities and autonomy of the QA organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.

B. Quality Reviews:

The Consultant QA shall detail the methods used to monitor and achieve organization compliance with Agreement requirements for services and products.
C. Quality Records:
The Consultant will outline the types of records, which will be generated and maintained during the execution of his QA program.

D. Control of Sub-consultants and Vendors:
The Consultant will detail the methods used to control sub-consultants and vendor quality.

E. Quality Assurance Certification:
An officer of the Consultant firm shall certify that the inspection and documentation was done in accordance with FDOT specifications, plans, standard indexes, and Department procedures.

11.3 Quality Records:
The Consultant shall maintain adequate records of the quality assurance actions performed by his organization (including subcontractors and vendors) in providing services and products under this Agreement. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. These records shall be available to the Department, upon request, during the Agreement term. All records shall be kept within the Consultant Project Manager’s primary office and shall be subject to audit review.

12.0 CERTIFICATION OF FINAL ESTIMATES:

12.1 Final Estimate and As-Built Plans Submittal:
Assist the Department Personnel in the preparation and documentation of records in compliance with the Agreement, Statewide Quality Control (QC) Plan, or Consultant’s approved QC Plan and the Department’s Procedures.

The Consultant Inspection staff shall be responsible for assisting the Department personnel in making any revisions to the Certified Final Estimate at no additional cost to the Department.

12.2 Certification:
Consultant personnel assisting in the preparation of the Certified Final Estimate Package shall be CTQP Final Estimates Level II.

13.0 AGREEMENT MANAGEMENT:

13.1 General:
(1) The CEI Consultant will be compensated by charging up to a maximum of twelve (12) billable hours for initial contract activities on the first
invoice issued against the Agreement, on the first task work order. Thereafter, one hour per month may be charged against each active task work order (identified as those tasks where personnel hours are billed in a particular month) up to a maximum of eight (8) billable hours per month.

(2) With each monthly invoice submittal, the CEI Consultant Engineer / Project Manager will provide a reviewed and approved Status Report for each Task Work Order. This report will provide the CEI Consultant Engineer's / Project Manager’s accounting of an estimate of the Task Work Order completion date, and an estimate of the Consultant funds expiration date per Task Work Order schedule for the prime Consultant and for each sub-consultant.

(3) When the Consultant identifies a condition that will require an Amendment Request (AR) to the Agreement, the CEI Consultant Engineer / Project Manager will communicate the need to the District Construction Services Manager for an approval in concept. Once received, the Consultant shall prepare and submit the AR, and all accompanying documentation to the District Construction Services Manager for approval and further processing. The Consultant shall submit ARs to allow the Department 4 weeks to process, approve, and execute the AR. The content and format of the AR and accompanying documentation shall be in accordance with the instructions and format to be provided by the Department.

(4) The CEI Consultant Engineer / Project Manager for the project shall be responsible for performing follow-up activities to determine the status of each AR submitted to the Department.

14.0 SUBCONSULTANT SERVICES:

Upon written approval by the District Construction Services Manager and the Department, and prior to performance of work, the Consultant may subcontract for materials testing or specialized professional services.

15.0 OTHER SERVICES:

Upon written authorization by the District Construction Engineer or designee, the Consultant will perform additional services relating to a project not otherwise identified in this Agreement. The following items are not included as part of this Agreement, but may be required by the Department to supplement the Consultant services under this Agreement.

A. Assist in preparing for arbitration hearings or litigation that occurs during the Agreement time.

B. Provide qualified engineering witnesses and exhibits for any litigation or hearings relating to the Agreement.
C. Provide on- and off-site inspection services in addition to those provided for in this Agreement.

16.0 POST CONSTRUCTION CLAIMS REVIEW:

In the event the Contractor submits a claim for additional compensation and/or time after the Consultant has completed a task work order, the Consultant shall, upon execution by the Department and the Consultant of an Amendment to this Agreement providing for compensation for such services, analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim. Compensation for such services will be negotiated and effected through a Supplement to this Agreement.

17.0 CONTRADICTIONS:

In the event of a contradiction between the provisions of this Scope of Services and the Consultant’s proposal as made a part of their Agreement, the provisions of the Scope of Services shall apply.

18.0 THIRD PARTY BENEFICIARY:

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third-party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a claim, cause of action, lien or any other damages or any relief of any kind pursuant to the terms or provisions of this Agreement.

19.0 DEPARTMENT AUTHORITY:

The Department shall be the final authority in considering contract modification of the Contract for time, money or any other consideration except matters agreed to by the Contractor through contract changes negotiated by the Consultant, as authorized in Section 9.1 herein.
Instructions: Each Technical Review Committee (TRC) member shall independently complete this evaluation form for each shortlisted firm’s letter and include their signature and date of completion. Each TRC member must return the completed hardcopy evaluations to PSU in the Special TRC meeting. Each TRC member shall include comments specific to each firm on their evaluation for each scoring area and a summary comment for the firms. This form will be used to summarize each reviewer’s scores onto the Professional Services Selection Package 375-030-2A form prepared by Professional Services for the Technical Review Committee.

<table>
<thead>
<tr>
<th>SCORE</th>
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<tbody>
<tr>
<td>1. UNDERSTANDING THE SCOPE/CONTRACT APPROACH (0-40)</td>
</tr>
<tr>
<td>The Consultant firm shall demonstrate their understanding of the scope of services including any unique issues involved in the projects listed and their ability to meet the challenges.</td>
</tr>
<tr>
<td>• Assumptions (if any) should be clearly stated</td>
</tr>
<tr>
<td>• Present their approach to the Contract and Task Work Orders</td>
</tr>
<tr>
<td>• Discuss their proposed method for coordinating work and cost savings suggestions</td>
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<tr>
<td>• Discuss the process for initiating Task Work Orders, tracking and amending (if applicable) Task Work Orders once issued, and closing out Task Work Orders once completed.</td>
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<tr>
<td>2. PROPOSED PROJECT STAFFING (0-30)</td>
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<tr>
<td>The Consultant firm shall discuss the availability of qualified Inspectors/Technicians.</td>
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<tr>
<td>• Provide the name of the CEI Consultant Engineer and names and roles of key personnel.</td>
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<tr>
<td>• Explain the organization of its team and functional responsibility of each sub-consultant.</td>
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<tr>
<td>• Discuss the staffing quality and availability, experience on similar projects.</td>
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<tr>
<td>3. QUALITY ASSURANCE (0-10)</td>
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<tr>
<td>The Consultant shall demonstrate their implementation and commitment to a Quality Assurance Program that is specific to this FDOT Contract and key aspects of the firm’s QA program that are most important to its success.</td>
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<tr>
<td>• Present their project review and QA/QC approach. Include discussion on types of documents to be reviewed, frequency of reviews, official and unofficial reviews.</td>
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<tr>
<td>• Discuss Project QA/QC responsibilities.</td>
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<tr>
<td>4. COMMUNICATION (0-20)</td>
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<tr>
<td>The Consultant will illustrate their past history including, but not limited to, timely submittal of invoices, personnel action requests, response for fee proposals and committing requested personnel in a timely manner. Discuss the Department’s ability to communicate with the firm’s CEI Consultant Engineer and the commitment of that Engineer in responding to the Department.</td>
</tr>
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Total Score: __________

The following space should be used to summarize any major comments which the Technical Review Committee member considers relevant to the firm’s overall score

TRC Member: ___________________________ Date: ___________________________
(Print name and sign)
Name of Project: DW CEI
Financial Project No (s): 404551 1 62 28
Ad #: 19735
Name of Consultant: _____________________
Name of TRC: ____________ _____

UNDERSTANDING THE SCOPE/CONTRACT APPROACH (0-40)

PROPOSED PROJECT STAFFING (0-30)

QUALITY ASSURANCE (0-10)

COMMUNICATION (0-20)

COMMENTS
### Required Certifications and Forms

Form numbers:

<table>
<thead>
<tr>
<th>Form number</th>
<th>Description</th>
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<tbody>
<tr>
<td>375-030-30</td>
<td>Truth in Negotiations Certificate</td>
</tr>
<tr>
<td>375-030-60</td>
<td>Vendor Certification Regarding Scrutinized Companies Lists</td>
</tr>
<tr>
<td>375-030-32</td>
<td>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts</td>
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<tr>
<td>375-030-33</td>
<td>Certification for Disclosure of Lobbying Activities on Federal Aid Contracts</td>
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<tr>
<td>375-030-34</td>
<td>Disclosure of Lobbying Activities</td>
</tr>
<tr>
<td>375-030-83</td>
<td>Professional Services DBE or Small Business Commitment Form</td>
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