

EXHIBIT "A"

MAINTENANCE ENGINEERING AND INSPECTION

SCOPE OF SERVICES

FOR

DISTRICT MAINTENANCE AREA WIDE SUPPORT - CONTINUING

Financial Project ID(s): 411602-1-72-08

Federal Project No.: N/A

Revised: 08/06/19
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SCOPE OF SERVICES
MAINTENANCE ENGINEERING AND INSPECTION

1.0 PURPOSE:

This scope of services describes and defines the services required for Maintenance Engineering and Inspection (MEI) area wide support to District Maintenance, Structures Maintenance, and all Operation Centers within District Seven. The services to be provided under this agreement will be provided on an as-needed basis using a Task Work Order issued by the Department.

2.0 SCOPE:

Provide 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: 411602-1-72-07

Descriptions: To be assigned per individual Task Work Orders

County(s): Hillsborough, Pinellas, Pasco, Hernando, and Citrus

District Maintenance Office
11201 North McKinley Drive
Tampa, FL 33612

Tampa Operations Center
2822 Leslie Road
Tampa, FL 33619

Brooksville Operations Center
16411 Springhill Drive
Brooksville, FL 34604

Pinellas Operations Center
5211 Ulmerton Road
Clearwater, FL. 33760

District Structures & Facilities
2916 Leslie Road
Tampa, FL 33619

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 Departments website.

On a single Maintenance 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.

Consultant staff will be required to travel and shall have and maintain a valid State of Florida Driver's License. The license for each Consultant staff member must be submitted to the Department prior to beginning any of the services under this agreement. The license will be reviewed by the Department on an annual basis.

Consultant staff will be required to travel to Maintenance work sites, as well as other locations to perform the duties and responsibilities under this agreement. Other projects developing within the District may be added at the Department's discretion. Ensure performance of the staff assigned to the contract. Remove or discipline staff as requested by the Department to ensure a satisfactory and professionally run program.

3.0 LENGTH OF SERVICE:

The services for each Maintenance Contract shall begin upon issuance of a Task Work Order by the Department's Procurement Services Manager.

While no personnel shall be assigned until the Task Work Order has been issued by the Department, the Consultant shall be ready to assign personnel within two (2) weeks of notification.

4.0 DEFINITIONS:

- A. 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.
- B. Contractor: The individual, firm, or company contracting with the Department for performance of work or furnishing of materials.
- C. Maintenance 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.
- D. Maintenance Project Manager: The Department employee assigned to manage the Maintenance Inspection Contract and represent the Department during the performance of the services covered under this Agreement.

- E. Construction Training Qualification Program (CTQP): The Department program for training and qualifying technicians in Aggregates, Asphalt, Concrete, Earthwork, and Final Estimates Administration. Program information is available at CTQP website.
- F. Consultant: The Consulting firm (if applicable) under contract to the Department for administration of Contract Inspection services.
- G. Consultant Engineer: The employee assigned by the Consultant (if applicable) to be in charge of providing Contract administration services for the Consultant Inspection Contract.
- H. District Maintenance Engineer: The administrative head of the District's Maintenance Offices.
- I. Operations Engineer: The Engineer assigned to a particular County or area to administer Maintenance and Construction Contracts for the Department.
- J. Resident Compliance Specialist: The employee assigned by the Department to oversee project specific compliance functions.
- K. District Procurement Services Manager: The administrative head of the Professional Services Office.

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

- A. The Department, on an as needed basis, will furnish the following Maintenance Contract documents for each project. These documents may be provided in either paper or electronic format.
 - 1. Maintenance Plans
 - 2. Specification Package
 - 3. Copy of the Executed Maintenance Contract
 - 4. Utility Agency's Approved Material List (if applicable)
- 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 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 the 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:

Provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under this Agreement.

Provide each inspection staff with a laptop computer running SiteManager application through Citrix connection using a mobile broadband connection at the jobsite.

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. Field office 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:

Supply survey, inspection, and testing equipment essential to perform services under this Agreement; such equipment includes non-consumable and non-expendable items.

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.

Handling of nuclear density gauges shall be in compliance with their license.

Retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment shall be maintained and in operational condition at all times.

6.5 Licensing for Equipment Operations:

Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by the Department, 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 Maintenance Project Manager or designee in the local Operations Center will be in Responsible Charge and will receive inspection reports and other correspondence from assigned Consultant inspection staff related to its responsibilities under this Agreement.

Submit all administrative items relating to Invoice Approval, Personnel Approval, and User IDs to the Maintenance Project Manager for review and approval.

8.0 PERFORMANCE OF THE CONSULTANT:

During the term of this Agreement the Department will review the Consultant operations to determine compliance with this Agreement. Cooperate and assist Department representatives in conducting the reviews. If deficiencies are indicated, remedial action shall be implemented immediately. Department recommendations and Consultant responses/actions are to be properly documented by the Consultant. 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.
- B. Immediately replace personnel whose performance has been determined by the Consultant and/or the Department to be inadequate.

- 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 OF THE CONSULTANT:

The Consultant may be authorized to perform the following Maintenance Engineering and Inspection services.

9.1 Maintenance/Construction Support:

1. Provide administrative and technical support to the District as required to review and accept schedules that meet the procedure and specifications for all projects.
2. Provide Contract Administration/Management and technical support to the District as required for all projects. Duties performed shall include all aspects of each item and are not limited to the following:
 - Contract Writing
 - Modified Special Provisions (MSP)
 - Technical Special Provisions (TSP)
 - Supplemental Agreements
 - Pre-Work Meetings
 - Work Documents
 - Contract Payment Processing
 - Maintenance Management System
 - Contract Renewal
 - Supplemental Agreements
 - Herbicide Forms
 - Contractor Field Performance Report (CFPR)
 - Asset Maintenance Performance Report (AMPER)
 - Asset Maintenance Contract Management

- Routine Contract Management
 - Performance Maintenance Contracts
 - Maintenance Rating Program (MRP)
 - Equal Opportunity Office (EEO)
 - Inspection
3. Provide Permit Administration/Management and technical support to the District as required. Duties performed shall include all aspects of each item and are not limited to the following:
 - Engineering Reviews
 - Technical Reviews
 - Process Permit Applications, Construction Agreements, Community Aesthetic Feature Agreements (CAF's) Special Use, Temporary Road Closure, Landscaping, Florida Historical Plaques and Monuments, and House Moving Permits.
 - Train and Assist Permit Applicants
 - Perform Field Inspection of Permitted Sites
 - Conduct Pre-Construction Meetings
 - Coordinate Permit Amendments
 - One Stop Permitting Processing
 4. Perform maintainability, constructability and feasibility review of plans and specifications.
 5. Review and evaluate contract packages and recommend possible improvements.
 6. Prepare specification packages including technical special provisions as required by type of work.
 7. Ensure compliance of drawings and specifications and other data in reference to contract terms and conditions. This information may include permits regulation and coordination, maintenance methods, utilities, communication, and alternative methods.

8. Provide reports in conformance with District standard formats. Reports anticipated shall include but not be limited to the following:
 - Costs
 - Current Estimates
 - Schedules (Development of Contract Time to determine contract duration and review of contractor's schedules as directed by the District Maintenance Engineer or Designee)
 - Contract status (major change reports)
 - Progress (Field)
 - Progress payments
9. Coordinate utility relocation:
 - Pre-work conferences
 - Monitor relocations
 - Review/evaluate pay requests
 - Prepare utility conflict matrices
 - Inspect utility work performed by utilities/Contractors.
 - Inspect railroad work performed by railroad/Contractors.
10. Prepare contract scopes of services (including Fast Response), man-hour estimates, quantities, technical special provisions, specifications, critical path schedule preparation, requests for proposals, and other contract related documents. Scopes of services may include Consultant, Design Build and Others.
11. Review and respond to pre-bid questions.
12. Review contractor bid proposals and prepare a bid analysis report.
13. Conduct and/or participate in pre-bid conferences.
14. Update and prepare "As-Built" plans for projects.
15. Provide assistance in the review, preparation, acquisition, and administration of environmental permits.

16. Perform permitting inspection and review in coordination with the Department Environmental Permit Office.
17. Asset Maintenance contract administration.
18. Provide Documents for Public Information Requests
19. Maintenance coordination and inspection.
20. RCI data collection and input.

9.2 Maintenance Management Support:

1. Review inspection documents relating to Contractor's performance and communicate with Contractors, if necessary, regarding non-conformance to plan specifications, workmanship, etc.
2. Analyze contract change requests and recommend appropriate action.
3. Review and analyze claims and disputes, prepare critical path schedules, and provide quality recommendations that reflect fair and equitable resolution.
4. Evaluate contracts including the need to take action in accordance with authority delegated to the Engineer as defined in the Department's Standard Specifications for Road and Bridge Maintenance.
5. Monitor and provide technical support to the Consultant for the project Maintenance Quality Control/Quality Assurance program with regard to:
 - Conformance
 - Reliability
 - AcceptanceRejection of work that requires:
 - Rework
 - Repair
 - Replacement
 - Re-verification
 - Document quality control

- Material Testing Surveillance
6. Administer a Quarterly Quality Assessment Program to review and evaluate Consultant performance, to insure it is in accordance with Department procedures, specifications and rules. Review and evaluate Contractor's performance in accordance with Department procedures, specifications, and rules as necessary and as directed by the District Maintenance Engineer.
 7. By request to the Consultant, verify that the Maintenance Contractor has procured all necessary Construction permits, material allocations, and other permits and approvals required in connection with the project.
 8. When requested, assist the Consultant in coordinating utility relocation activities with the utility company.
 9. Serve as liaison between the Department, Consultant, Contractors, and interested public and private agencies to promote cooperation during the Maintenance/Construction process.
 10. Furnish qualified Maintenance/Construction staff to monitor activities and to review and recommend for purposes of payment to Contractors that the work represented in invoices to the Department was performed in compliance with the plan and specifications and approved change orders. This independent review is solely for the above stated purposes and in no way is to be construed as replacing, superseding, or supplementing the Consultant.
 11. Administer the activities of the Consultant in their work as to their compliance with their agreements with the Department. If non-compliance is observed, recommend for the Department corrective actions. If requested, implement corrective actions.
 12. Review the reports of the Consultant as to the approval of mill and shop inspection and testing.
 13. Review and recommend for approval supplemental agreements prepared by the Consultant for submission to the Department, including documentation as to the necessity for such changes and extra work and substantiation for the costs thereof.
 14. In the event of the need to revise contract drawings, obtain the revised originals from the Design Engineer and on behalf of the Department, issue new prints of the revised drawings to all parties in accordance with the current approved distribution policy.
 15. Prepare monthly progress reports applicable to all phases of the Maintenance/Construction operation, and such special reports as may be

required to keep the Department advised with respect to the progress of a project.

16. Review monthly billings from the Consultant and recommend for payment.
17. Monitor the Consultant preparation of record drawings to verify that record drawings are being maintained on a timely basis.
18. Provide qualified staff to District Maintenance Engineer and/or Operations Center Engineer on an as needed emergency basis.
19. Assist in the implementation and coordination of the District Safety Program. Perform other related safety tasks as directed by the District Maintenance Engineer.
20. Provide support as needed in an area-wide emergency such as hurricane or other catastrophic event.
21. Maintain and administer the Department's document control system.

9.3 Special/Technical:

1. Provide training and development modules for consultants and department staff in all facets of Maintenance contract administration, project management, latent defects, maintenance permits and warranty specifications. The following list is not all inclusive but should serve as a general guideline of the type of training that will be requested.
 - Contract maintenance work document (form 375-020-05 3/15) (Ref. 375-020-002-k Section 7)
 - Contract Payment Processing (Ref. 375-020-002-k Section 9)
 - Maintenance Management system (Ref. 375-020-002-k Section 10)
 - Renewals (Ref. 375-020-002-k Section 13)
 - Supplemental Agreements (form 700-010-45) (Ref. 375-020-002-k Section 14.1, 14.2, 14.4 & 14.5.2)
 - Herbicide (form 850-000-15)
 - Contractor field performance report (CFPR) (form 375-020-43) (Ref. 375-

020-002-k Section 11) & (Ref. 850-070-002)

- EDMS
 - Specs on the Web (Specification Package)
 - Prp-Ashtoware (Project and Proposal)
 - Contracts Administration and Management
 - Roadway Characteristics Inventory (RCI)
 - Maintenance Rating Program
 - Emergency Contracts
 - Inspector Training
 - Database Management & Inventory
 - Cost Analysis and Evaluation Training
 - 3D Plans and or Design Review
2. Perform minor design, Emergency M.O.T., architectural, structural, or landscape architecture studies as necessary and directed.
 3. Provide specialty geotechnical engineering services to establish pile driving criteria, determine pile casting lengths, perform PDA services, review special geotechnical anomalies, review out of tolerance foundation work, and review geotechnical plans, specifications, and issues during all phases of the project.
 4. Provide surveying equipment and personnel sufficient to provide any necessary services to complete surveys as directed, or to resolve survey issues.

Provide equipment and personnel sufficient to provide any necessary services to complete subsurface utility work as directed, or to resolve utility conflict issues.
 5. Provide equipment and personnel sufficient to provide any necessary services to complete soil or core boring work as directed, or to resolve subsurface issues.
 6. Administer the activities of surveying consultants in their work of providing surveys to the Department as to their compliance with their contracts with the Department and compliance with Department's policies and procedures.
 7. Assist in and/or develop and/or maintain data collection computer programs. Assist

in and/or develop and/or maintain web-based information or data collection site.

8. Provide surveying and Computer Aided Design (CAD) support for Geographic Information Systems (G.I.S.).
9. Administer the Minority Program for Maintenance/Construction contracts to monitor and ensure that the DBE/EEO/AA (Disadvantage Business Enterprises/Equal Employment Opportunity/Affirmative Action) are in compliance with policy and procedures. Provide environmental review and inspection on contracts to ensure reasonable compliance with all relevant State and local procedures and to conduct or assist with any other related tasks as directed by the Department.
10. Review MOT plans during all phases of design and construction as directed. Review contractor's MOT plan and provide recommendation to the Department as appropriate.
11. Provide support for the investigation, identification, and monitoring of the handling and disposal of hazardous waste.
12. Provide support for the investigation of structural deficiencies and make recommendations for repairs.

9.4 On-site Inspection:

Monitor the Contractor's on-site activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Contract to determine that the projects are constructed in reasonable conformity with such documents. Maintain detailed accurate records of the Contractor's daily operations and of significant events that affect the work. The Department will monitor off-site activities and fabrication unless otherwise stipulated by this Agreement.

Monitor and inspect Contractor's Work Zone Traffic Control Plan and review 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 procedures.

Perform underwater bridge Maintenance inspections of bridges with permanently submerged structural members in compliance with CPAM Section 10.6, Underwater Bridge Maintenance Inspection.

9.5 **Sampling and Testing:**

Perform sampling and testing of component materials and completed work in accordance with the Contract and Permit documents.

The Department will perform inspection and sampling of materials and components at locations remote from the project site and the Department will perform testing of materials normally done in a laboratory remote from the project site.

Determine 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 observation and independent assurance testing.

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 Contract.

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

Transport samples to be tested in a Department laboratory to the appropriate laboratory or appropriate local FDOT facility.

Input verification testing information and data into the Department's database using written instructions provided by the Department.

9.6 **Engineering Services:**

Assist in coordinating the Maintenance Engineering inspection activities of all parties other than the Contractor involved in completing the project.

Services shall include maintaining the required level of observation of Contractor activities. Maintain complete, accurate records of all activities and events relating to the project and properly document all project changes. The following services shall be performed:

- (1) Attend a pre-service meeting for the Agreement. Provide appropriate staff to attend and participate in the pre-service meeting. At the time of this meeting submit the FDOT Computer Security Access Request for use of FDOT Data Center Facilities and access to the Department's computer systems to the Maintenance Project Manager for approval.
- (2) Schedule and attend a Final Estimate informational meeting with the District Construction Final Estimates Office, if applicable. Provide

appropriate staff to attend and participate in this meeting.

- (3) The Department will provide Public Information Services.

10.0 PERSONNEL:

10.1 General Requirements:

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

Unless otherwise agreed to by the Department, the Department will only compensate straight overtime or premium overtime for inspector positions.

10.2 Personnel Qualifications:

Provide competent personnel qualified by experience and education. Within five working days of Department task assignment notification, submit in writing to the Maintenance Project Manager the names of (a minimum of three) personnel proposed for the task assignment, 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 Maintenance Project 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 the Department. Staff that have been removed shall be replaced by the Consultant within one week of Department notification.

Before an assigned project begins, all project staff shall have a working knowledge of the current maintenance procedures and CPAM. All project staff 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.

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 Maintenance Engineer or designee will have the final approval authority on such exceptions.

CADD/COMPUTER TECHNICIAN (GIS Support) – A High School diploma and three (3) years of FDOT GIS/CADD experience.

CEI ASSISTANT PROJECT ADMINISTRATOR/PROJECT ENGINEER –

A Civil Engineering degree plus one (1) year of engineering experience in Construction of major road or bridge structures, or for non-degreed personnel six (6) years of engineering experience, two (2) years of which involved Maintenance/Construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures.

QUALIFICATIONS:

FDOT Intermediate MOT
CTQP Final Estimates Level II

High school diploma plus six (6) years of responsible and related engineering experience, four (4) years of which involved Maintenance Contract Administration. The Maintenance Contract Manager must have strong supervisory skills and must have been directly responsible for multiple maintenance contracts. This position manages the day to day operations of the Contracts Department within an Operations Center. This position ensures that Department policies and procedures are followed and that contracts are managed in accordance with the contract documents. Position will be required to direct staff resources to effectively perform all contracts assigned to the Operations Center. Position is responsible for overseeing and development of scopes of services, preparing specification packages and Detailed Cost Estimates. Must be familiar with the Department's Procedures covering the project related duties as stated above and expected to exercise initiative and independent judgment when planning work details and resolving problems. Position is expected to be proficient in the computer programs necessary to perform these duties. Directs and assigns specific tasks to inspectors and assists in all phases of the Maintenance project. Will be responsible for the progress and final estimates throughout the duration of the Maintenance project.

QUALIFICATIONS:

CTQP Concrete Field Technician Level I
CTQP Asphalt Roadway Level I
CTQP Asphalt Roadway Level II
CTQP Earthwork Inspection Level I
CTQP Earthwork Inspection Level II
IMSA Traffic Signal Technician Level I
FDOT Advanced MOT
CTQP Final Estimates Level I
CTQP Final Estimates Level II
Maintenance Contract Preparation CBT

CERTIFICATIONS:

OSHA 10 hour Construction (OSHA10)

When used for Maintenance Permits the following criteria applies: High school diploma plus six (6) years of responsible and related engineering experience, four (4) years of which involved Maintenance Permit Administration. The Maintenance Permits Manager must have strong supervisory skills and must have been directly responsible for multiple maintenance permits. This position manages the day to day operations of the Permits Department within an Operations Center. This position ensures that Department policies and procedures are followed and that permits are managed in accordance with the permit requirements. Position will be required to direct staff resources to effectively perform all phases of the permits assigned to the Operations Center. Position is responsible for overseeing and development of plans and the performance of construction reviews, pre-work conference, scope meetings, plans review meetings, construction reviews and walk-throughs. Must be familiar with the Department's Procedures covering the project related duties as stated above and expected to exercise initiative and independent judgment when planning work details and resolving problems. Position is expected to be proficient in the computer programs necessary to perform these duties. Directs and assigns specific tasks to inspectors and assists in all phases of the permits project.

QUALIFICATIONS:

CTQP Concrete Field Technician Level I
 CTQP Asphalt Roadway Level I
 CTQP Asphalt Roadway Level II
 CTQP Earthwork Inspection Level I
 CTQP Earthwork Inspection Level II
 IMSA Traffic Signal Technician Level I
 FDOT Advanced MOT
 CTQP Final Estimates Level I
 CTQP Final Estimates Level II

CERTIFICATIONS:

OSHA 10 hour Construction (OSHA10)

CEI ASSOCIATE CONTRACT SUPPORT SPECIALIST - A High School diploma and three (3) years of clerical experience in construction office management with two (2) years of road & bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., LIMS, progress and final estimates, EEO compliance, processing construction contract changes, etc.) or a Civil Engineering Degree. 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 ASPHALT PLANT INSPECTOR- High School Graduate or equivalent plus one (1) year experience in the surveillance and inspection of hot mix asphalt plant operations.

QUALIFICATIONS:

CTQP Asphalt Plant Level I

CTQP Asphalt Plant Level II

CEI BRIDGE INSPECTOR (Painting/ Lead Abatement/ Structural Steel Repair):

CERTIFICATIONS:

NACE Level I or BCI Level I

SSPC C-3 Lead Paint Removal

AWS Certified Welding Inspector (CWI) familiar with ANSI/AASHTO/AWS Bridge Welding Code

CEI BRIDGE PROJECT ADMINISTRATOR (Painting/ Lead Abatement/ Structural Steel Repair):

CERTIFICATIONS:

NACE Level III Certified or BCI Level II Certified

SSPC C-3 Lead Paint Removal

AWS Certified Welding Inspector (CWI) familiar with ANSI/AASHTO/AWS Bridge Welding Code

CEI BRIDGE SENIOR INSPECTOR (Painting/ Lead Abatement/ Structural Steel Repair):

CERTIFICATIONS:

NACE Level III Certified or BCI Level II Certified

SSPC C-3 Lead Paint Removal

AWS Certified Welding Inspector (CWI) familiar with ANSI/AASHTO/AWS Bridge Welding Code

CEI BUILDING INSPECTOR/ ELECTRICAL- High School Graduate plus five (5) years of experience as a building inspector or general contractor. Experience shall be actual field experience as a qualified building inspector or job superintendent. Inspector must be fully knowledgeable of all local and State building codes and ordinances.

CEI CONTRACT SUPPORT SPECIALIST - High school diploma plus four (4) years of road and bridge structures (CEI) experience having performed project related duties (i.e., LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.). 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.

CEI ENVIRONMENTAL SPECIALIST- A Bachelor's Degree in Environmental Science and three (3) years of professional experience and general background and knowledge in wetlands ecology, environmental permitting, wildlife surveys, wetland assessment, mitigation and management, management and erosion control practices, and/or hazardous waste and oil spill remediation, site restoration, environmental audits, contamination assessments, soil and groundwater remediation, and underground storage tank services as appropriate for the project. For project work involving management and erosion control practices, the individual shall be a qualified FDEP Stormwater Management Inspection.

QUALIFICATIONS:

NPDES FDEP Qualified

CERTIFICATIONS:

FDEP Stormwater, Erosion, & Sedimentation Control Inspector

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

Must have the following as required by the scope of work of the project:

QUALIFICATIONS:

CTQP Concrete Field Inspector Level I

CTQP Asphalt Roadway Level I

CTQP Earthwork Inspection Level I

CTQP Pile Driving Inspection

CTQP Drilled Shaft Inspection (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)

IMSA Traffic Signal Technician Level I

CTQP Final Estimates Level I

FDOT Intermediate MOT

CERTIFICATIONS:

Nuclear Radiation Safety

Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors

OTHER:

Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects).

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 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.

QUALIFICATIONS:

CTQP Concrete Field Inspector Level I

CTQP Asphalt Roadway Level I

FDOT Intermediate MOT

CEI INSTRUMENT PERSON - High school graduate plus three (3) years of experience in construction surveying one (1) year of which shall have been as instrument-man. Responsible for performing assignments in assisting Party Chief in the performance of their duties. Receives general supervision from Party Chief who reviews work while in progress.

CEI ITS INSPECTOR - High School Graduate or equivalent plus two (2) years of experience in construction inspection, one (1) year of which shall have been in ITS construction inspection,

QUALIFICATIONS:

Fiber Installation Inspection and OTDR Fiber Testing

DMR Operation and Testing

Controller Operation and Testing

CCTC 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 LANDSCAPE INSPECTOR - High School Graduate plus five (5) years of roadway landscape construction experience, two (2) of which must be FDOT. Position must have Florida Nursery Growers and Landscape Association (FNGLA) Certified Landscape Contractor Certification. The individual must be skilled at plant classifications, plant identification, and be able to interpret and apply the current 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 Florida Department of Transportation standards for landscape installation Specification 580, including the ability to read, understand and interpret landscape, irrigation and roadway construction documents. Must have the following:

QUALIFICATIONS:

FDOT Intermediate MOT

CERTIFICATIONS:

Qualified Stormwater Management Inspector

CEI PROJECT ADMINISTRATOR/CEI PROJECT ENGINEER - A Civil Engineering degree plus two (2) years of engineering experience in Construction of major road and bridge structures, or for non-degreed personnel eight (8) years of engineering experience. If registered Professional Engineer, uses Project Engineer title. If non-registered, uses Project Administrator title.

For CC2 bridge structures, a Civil Engineering degree and registered in the State of Florida as a professional engineer (or if registered in another state, have the ability to obtain registration in Florida within six (6) months) plus five (5) years general bridge Maintenance/Construction experience, two (2) years of which must have been with the type of CC2 bridge Maintenance/Construction project for which CEI services are being provided by this scope **or** for non-degreed and/or non-registered personnel eight (8) years of general bridge Maintenance/Construction experience, (4) years of which must have been with the type of CC2 bridge

Maintenance/Construction project for which CEI services are being provided by this scope. Additionally, a minimum of one (1) year of experience as the Project Administrator in primary control of the type of CC2 Maintenance/Construction project for which CEI services are being provided by this scope. As an exception, only one (1) year of PTS bridge experience will be required for registered project administrators and two (2) years of PTS bridge experience for non-registered project administrators. Post-tensioning experience is not required for precast prestressed concrete flat slab superstructures but successful completion of an FDOT accredited grouting and post-tensioning course is required. 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, stabilization of girders after erection, false work for temporary girder support, and PT and grouting operations.

PTS years of experience must include monitoring of the following: installation of PT ducts and related hardware and post-tensioning and grouting of strands or be the level of experience that meets the criteria for CPTS or CPTCB bridges.

MB years of experience must have been in MB mechanical and/or electrical Maintenance/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 Maintenance project. Will be responsible for the progress and final estimates throughout the Maintenance project duration.

QUALIFICATIONS:

FDOT Advanced MOT

CTQP Final Estimates Level II

CERTIFICATIONS:

None

OTHER:

Attend CTQP Quality Control Manager Course and pass the examination.

Attend a FDOT accredited post-tensioning training course and pass the examination (for post-tensioned CC2 projects)

Attend a FDOT accredited grouting training course and pass the examination (for post-tensioned CC2 projects)

Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects)

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

OFFICE MANAGER/EEO/RCS – High School Diploma with three (3) years of clerical experience.

CEI ROD-MAN/CHAIN PERSON - High school graduate with some survey experience or training preferred. Receives supervision from and assists Party Chief who reviews work while in progress.

CEI SECRETARY/CLERK TYPIST- High school graduate or equivalent plus 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 word processing software. Should exercise independent initiative to help relieve the supervisor of clerical detail.

CEI SENIOR INSPECTOR/SENIOR ENGINEER INTERN – High school graduate plus four (4) years of experience in construction inspection, or Civil Engineering degree and one (1) year of road & bridge CEI experience. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

For CC2 bridge structures, be a high school graduate or equivalent and have five (5) years of general bridge Maintenance/Construction experience of which two (2) years must have been with the type of CC2 bridge Maintenance/Construction project for which CEI services are being provided by this scope. As an exception, only one (1) year of PTS bridge experience will be required. Additionally, a minimum of twelve (12) months of experience as the Senior Inspector in primary control of the type CC2 Maintenance/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 Maintenance/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.

PTS years of experience must include monitoring of the following: installation of PT ducts and related hardware and post-tensioning and grouting of strands or be the level of experience that meets the criteria for CPTS or CPTCB bridges.

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 as required by the scope of work for the project:

QUALIFICATIONS:

CTQP Concrete Field Technician Level I

CTQP Concrete Field Inspector Level II (Bridges)

CTQP Asphalt Roadway Level I

CTQP Asphalt Roadway Level II

CTQP Earthwork Inspection Level I

CTQP Earthwork Inspection Level II

CTQP Pile Driving Inspection

CTQP Drilled Shaft Inspection (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

CTQP Post-Tensioning Technician Level I

IMSA Traffic Signal Technician Level I

FDOT Intermediate MOT

CTQP Final Estimates Level I

CERTIFICATIONS:

Nuclear Radiation Safety

OTHER:

Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects).

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 SENIOR INSPECTOR BUILDING STRUCTURES- High School Graduate plus eight (8) years of experience in construction inspection with four (4) years of experience in performing highly complex technical assignments in field surveying and construction layout, making and checking engineering computations, inspecting construction work and conducting fields tests. Senior Building Structures Inspector must be fully knowledgeable of all aspects of the building Construction to include masonry work and familiarization with the local and State building codes and ordinances. Work is performed under the general supervision of the Project Engineer.

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. Must have the following:

QUALIFICATIONS:

Fiber Installation Inspection and OTDR Fiber Testing
DMR Operation and Testing
Controller Operation and Testing
CCTC 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 fields surveying and Maintenance/Construction layout, making and checking engineering computations, inspecting Maintenance/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 SENIOR PROJECT ENGINEER - A Civil Engineering degree and 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 Maintenance/Construction)] or [(five (5) of which are in major bridge Maintenance/Construction) - for Complex Bridge Projects with the exception of PTS projects which require two (2) years of major bridge Maintenance/Construction], 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 Maintenance/Construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized Maintenance 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:

QUALIFICATIONS:

FDOT Advanced MOT

Attend the CTQP Quality Control Manager course and pass the examination.

CERTIFICATIONS:

None

OTHER:

Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects).

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

CEI SURVEY PARTY CHIEF - High School graduate plus four years of experience in construction surveying (including two (2) years as Party Chief). Experienced in field engineering and construction layout, making and checking survey computations and supervising a survey party. Work is performed under general supervision of Project Administrator.

CEI SYSTEMS TECHNICIAN- High School Graduate plus five (5) years of experience in Electronic Systems and/or Traffic Engineering technician level work, detailed experience and training in the use of Otter's and other equipment related to fiber optic communication testing. Requires certification of this training or equivalent training.

CEI UTILITY COORDINATOR- High School Graduate or equivalent and shall have a minimum of four (4) years of experience performing utility coordination in accordance with Department's Standards, policies, procedures and agreements.

CERTIFIED BRIDGE INSPECTOR- FHWA bridge inspection course graduate and have a valid Florida Certified Bridge Inspection Certificate. Position must be experienced in all phases of Topside and Underwater inspections.

CONTRACT COORDINATOR (Maintenance Contracts) – High school diploma plus four (4) years of responsible and related engineering experience, two (2) years of which involved Maintenance Contract Administration. The Maintenance Contract Coordinator must have supervised two or more inspectors and must have been directly responsible for multiple maintenance contracts. This position receives general instructions regarding assignments and is expected to exercise initiative and independent judgment when planning work details to resolve

problems. Position is responsible for developing scopes of services, preparing specification packages and Detailed Cost Estimates. 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. Directs and assigns specific tasks to inspectors and assists in all phases of the Maintenance project. Will be responsible for the progress and final estimates throughout the Maintenance project duration. Must have the following:

QUALIFICATIONS:

CTQP Concrete Field Technician Level I
 CTQP Asphalt Roadway Level I
 CTQP Asphalt Roadway Level II
 CTQP Earthwork Inspection Level I
 CTQP Earthwork Inspection Level II
 IMSA Traffic Signal Technician Level I
 FDOT Advanced MOT
 CTQP Final Estimates Level I
 CTQP Final Estimates Level II
 Maintenance Contract Preparation CBT

CERTIFICATIONS:

OSHA 10 hour Construction (OSHA10)

When used for Maintenance Permits the following criteria applies: High school diploma plus four (4) years of responsible and related engineering experience, two (2) years of which involved Maintenance Permits Administration. Assist supervisor to coordinate plans and construction review processes, attend and represent the unit in construction pre-work conference, scope meetings, plans review meetings, construction reviews and walk-throughs. Ensure Utility Permits comply with Department procedures, process and administer proper documentation, resolve conflicts and deficiencies, and conduct field inspections of permitted sites to ensure work is done safely and in accordance with the permit requirements. Must have the following:

QUALIFICATIONS:

CTQP Concrete Field Technician Level I
 CTQP Asphalt Roadway Level I
 CTQP Asphalt Roadway Level II
 CTQP Earthwork Inspection Level I
 CTQP Earthwork Inspection Level II
 IMSA Traffic Signal Technician Level I
 FDOT Advanced MOT
 CTQP Final Estimates Level I
 CTQP Final Estimates Level II

CERTIFICATIONS:

OSHA 10 hour Construction (OSHA10)

CEI GEOTECHNICAL ENGINEER (Category I Bridge Pile Foundations)-

Registered in the State of Florida as a Professional Engineer plus five (4) years of experience as a Geotechnical Engineer in responsible charge of geotechnical work, including at least two Category I bridges with pile foundations. Experienced in performing. Analyzing and interpreting the results of: non-destructive testing of pile foundations, dynamic and static load testing, the Pile Driving Analyzer (PDA), CAPWAP and WEAP as appropriate.

CEI GEOTECHNICAL ENGINEER (Category I Bridge Drilled Shaft Foundations)-

Registered in the State of Florida as a Professional Engineer plus five (5) years of experience as a Geotechnical Engineer in responsible charge of geotechnical work, including at least two Category I bridges with drilled shaft foundations. Experienced in performing, analyzing and interpreting the results of: the Shaft Inspection Device, non-destructive tests of drilled shaft foundations and load tests as appropriate.

CEI GEOTECHNICAL ENGINEER (Category II Bridge Pile Foundations)-

Registered in the State of Florida as a Professional Engineer plus five (5) years of experience as a Geotechnical Engineer in responsible charge of geotechnical work, including at least one Category II bridge with pile foundations. Experienced in performing, analyzing and interpreting the results of: non-destructive testing of pile foundations, dynamic and static load testing, the Pile Driving Analyzer (PDA), CAPWAP and WEAP as appropriate.

CEI GEOTECHNICAL ENGINEER (Category II Bridge Drilled Shaft Foundations):

Registration in the State of Florida Board as a Professional Engineer plus five (5) years of experience as a Geotechnical Engineer in responsible charge of geotechnical work, including at least one Category II bridge with drilled shaft foundations. Experienced in performing, analyzing and interpreting the results of: the Shaft Inspection Device, non-destructive tests of drilled shaft foundations and load tests as appropriate.

CEI GEOTECHNICAL TECHNICIAN (Pile Foundations) -

Qualified CTQP Pile Driving Inspector, knowledgeable in pile installation in conjunction with dynamic load tests with a minimum of three (3) years of experience on at least two (2) Department bridge projects: for projects with Embedded Data Collectors (EDCs), certified EDC monitoring equipment operator.

CEI GEOTECHNICAL TECHNICIAN (Drilled Shaft Foundations) -

Qualified CTQP Drilled Shaft Inspector, knowledgeable in drilled shaft installation with a minimum of three (3) years of experience on at least two (2) Department bridge projects.

INSPECTOR (Maintenance Contracts/Permits) - High School diploma or equivalent plus two (2) years of experience in Maintenance/Construction inspection. Able to perform basic mathematical calculation and follow technical instructions. Duties are to Verify and document the acceptability of the Contractor's work methods and work product as well as provide periodic field reviews of maintenance of traffic (MOT) setups. Coordinate with Contractors to correct deficiencies and perform independent assignments as directed by the Contract/Permits Manager.

QUALIFICATIONS:

FDOT Intermediate MOT or Advanced MOT for RCI

CERTIFICATIONS:

RCI Data Collection Methods BT-07-0020

CTQP Concrete Field Inspector Level I

CTQP Asphalt Roadway Level I

When used for Roadway Characteristics Inventory (RCI) the following criteria applies: High school diploma plus two (2) years of responsible and related engineering experience. Position is responsible for field collecting and inputting roadway characteristic data. Must have a working knowledge of proper methods for collecting and recording RCI data. Must have the following:

QUALIFICATIONS:

RCI Data Collection Methods BT-07-0020

FDOT Advanced MOT

LANDSCAPE ARCHITECT- Registered with five (5) years of experience, two of which involved Highway Landscaping Design and Maintenance.

QUALIFICATIONS:

FDOT Intermediate MOT

CERTIFICATIONS:

Qualified Stormwater Management Inspector

SECRETARY/CLERICAL - High school graduate or equivalent. Experienced in the use of standard word processing software. Position will file, scan documents (EDMS), and function as the Operations Center Receptionist. Work under general supervision of the Operations Center Engineer.

Senior Inspector– High school diploma plus four (4) years of responsible and related engineering experience, two (2) years of which involved Maintenance

Roadway Characteristics Inventory. Responsible for overseeing the day to day responsibilities of Roadway Characteristics Inventory (RCI) and the Maintenance Management System for the Operations Center. Must have a complete understanding of the methods and means of RCI data collection and MMS reporting procedures. Position will evaluate MMS data to determine the effectiveness and efficiency of operations. Must have the following:

QUALIFICATIONS:

RCI Data Collection Methods BT-07-0020
FDOT Advanced MOT

TECHNICIAN AID (EDMS Scanning) – High School diploma. Person will perform the duties of Capture/Index Operator.

10.3 Staffing:

Once authorized, the Consultant shall establish and maintain appropriate staffing throughout the duration of the Agreement.

11.0 CONTRACT MANAGEMENT:

11.1 General:

- (1) With each monthly invoice submittal, the Consultant will provide a Status Report for the Agreement. This report will provide the an accounting of the additional Agreement calendar days allowed to date, an estimate of the additional calendar days anticipated to be added to the original schedule time, an estimate of the Agreement completion date, and an estimate of the Consultant funds expiration date per the Agreement schedule for the prime Consultant and for each subconsultant. The Consultant will provide a printout from the Equal Opportunity Reporting System showing the previous month's payments made to subconsultants. Invoices not including this required information may be rejected.
- (2) When the Consultant identifies a condition that will require an amendment to the Agreement, the Consultant will communicate this need to the Maintenance Project Manager for acceptance. Upon acceptance, prepare and submit an Amendment Request (AR), and all accompanying documentation to the Maintenance Project Manager for approval and further processing. The AR is to be submitted at such time to allow the Department 12 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.

- (3) The Consultant is responsible for performing follow-up activities to determine the status of each Amendment Request submitted to the Department.

11.2 Invoicing Instructions:

Monthly invoices shall be submitted to the Department in a format and distribution schedule defined by the Department, no later than the 20th day of the following month.

If the monthly invoice cannot be submitted on time, notify the Department prior to the due date stating the reason for the delay and the planned submittal date. Once submitted, the MEI Consultant Engineer shall notify the Maintenance Project Manager via e-mail of the total delay in calendar days and the reason(s) for the delay(s).

All invoices shall be submitted to the Department in electronic and hard copy formats in accordance with District Maintenance and Consultant Invoice Transmittal System (CITS) procedures. The Maintenance Project Manager must receive hard copy documentation within three (3) workdays of electronic submittal or the electronic submittal will be rejected. (Saturday, Sunday, and Department holidays are not considered workdays).

All charges to the individual project will end no later than thirty (30) calendar days following final acceptance; or where all items of work are complete and conditional/partial acceptance is issued; unless authorized in writing by the Department.

A Final Invoice will be submitted to the Department no later than the 60th day following Final Acceptance of the individual project or as requested by the Department.

12.0 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.

13.0 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.