



105 West Capitol Avenue
P.O. Box 270
Jefferson City, Missouri 65102

Missouri Department of Transportation
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

November 25, 2019

Dear Consultant:

The Missouri Highways and Transportation Commission is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list.


If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than **three** pages. This letter should include a statement to indicate your firm's understanding of the project. It should also include any other information which might help us in the selection process, including key personnel you would assign to the project and the backgrounds of those individuals, and any sub-consultants you would propose to use, and an indication of your firm's approach to promoting and developing a diverse workforce. MoDOT is committed to reflecting the diversity of the communities we serve and we expect our partners to do the same. We will utilize the consultant information already on file so we will not need a lengthy submittal of other general company information. In addition, please attach one page with detailed information on similar projects that your key personnel have worked on. Indicate the role your key personnel played in the projects and include reference contact information.

DBE firms must be certified by the Missouri Department of Transportation in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any projects they feel can be managed by their firm. We also encourage both DBE firms and non-DBE firms to consider joining MoDOT's Mentor/Protégé program whenever possible as part of a MoDOT project.

MoDOT will evaluate firms based on: Project Understanding & Innovation, Past Performance, Qualifications of Personnel Assigned, General Experience of Firm, Familiarity/Capability, Accessibility of Firm & Staff. Firm's not providing a response on approach to workforce diversity will be considered non-responsive to this solicitation. Firm's that are not current on all of the required prequalification categories found in [MoDOT's Approved Consultant Prequalification List](#) at the date of the solicitation expiration will be considered non-responsive.

We request all letters be received by 3:00 pm, December 13, 2019 at the appropriate office.

Sincerely,



Travis Koestner, P.E.
State Design Engineer

Attachment

DISTRICT OFFICES

District KC

Name – David Silvester, P.E., District Engineer
Missouri Department of Transportation
600 NE Colbern Rd.
Lee's Summit, MO 64086

Contact

Thankam Mathew
816-607-2204
Thankam.mathew@modot.mo.gov
Email responses are encouraged

District KC

Jackson, Johnson ,Clay and Platte , Various	
Job No:	J4I3125/J4I3127, J4P3260/J4P3249
Location:	I 70/29, MO 291
Proposed Improvement:	Pavement Resurfacing
Length:	J4I3125/J4I3127= 7 mi/0.7 mi J4P3260/J4P3249= 6 mi./11 mi.
Approximate Construction Cost:	J4I3125/J4I3127= \$ 8,951,000/1,186,000 J4P3260/J4P3249=\$ 3,338,000/7,295,000
DBE Goal (if applicable)	0
Consultant Services Required:	Construction and Materials Testing & Inspection See Attachment- Scope of Services
Other Comments:	Interviews or presentation will not be required for the consultant selection. Tentative Date of Consultant Selection-Dec 20 2019

Rating Criteria w/Weighted Values

Project Understanding & Innovation	25 Points Max
Past Performance	25 Points Max
Qualifications of Personnel Assigned	20 Points Max
General Experience of Firm	10 Points Max
Familiarity/Capability	10 Points Max
Accessibility of Firm & Staff	<u>10 Points Max</u>
	100 Points Max Total

I. Purpose

- A. The Consultant shall provide construction inspection and materials testing, and other services as described within this Exhibit for the project designated as Job No. J4I3125/J4I3127 and J4P3260/J4P3249, the project limits are described within the contract.
- B. The Consultant shall provide bituminous plant inspection and materials testing for quality assurance for Job No: J4I3125/J4I3127 and J4P3260/J4P3249 the project limits are described within the contract.
- C. The Consultant shall provide support services as requested throughout the following phases of the Project:
 - Construction
- D. The Consultant shall provide PROJECT related services as described herein.
 - The consultant shall provide to MoDOT qualified inspection services to supplement MoDOT's staff on the inspection of the above referenced project.
 - The services provided shall include Quality Assurance (QA) verifications on all items of installed work and QA tests as outlined in the attached Contractor Quality Control Job Special Provision (JSP) at frequencies no less than as defined in the Inspection Testing Plan (ITP) available on the website.
 - Any testing performed by the consultant can only be performed by personnel certified for the tests being conducted through MoDOT's technician certification program and must carry current credentials validating their certification
 - The consultant's inspector shall be present on the jobsite daily to capture necessary diary information for progress monitoring. For periods of work between critical installations and at certain hold points, the inspection time spent on the project (while daily) can be minimal if approved by the RE.
 - On a daily basis, the inspector shall provide/perform:
 - A daily work report entered into AASHTOWare Project documenting all construction activities on the project
 - Any QA tests required by the ITP for the work being performed
 - All test results shall be recorded in AASHTOWare Project in the proper format as defined by the Sampling Checklist and Materials Summary
 - A work zone traffic control review of all TCDs associated to the project to ensure compliance with the plans and MUTCD. All reviews will be maintained and available for review upon request by the RE

- On a semi-monthly basis, the inspector may be required to run an AASHTOWare Project estimate and submit to the RE for review.
- As needed, develop change orders to document overruns/underruns on the project to ensure prompt payment to the contractor.
- Expected allocation of resources are as follows:
 - Staffing of above referenced project from March, 2020 to November 2020. Services may be extended by an amendment to the contract amount.
 - The consultant should expect to dedicate 4 individuals for the duration of the projects except for intervals of time that the weather will not allow the work to continue or the contractor chooses not to staff the project in question. The Consultant inspector shall be available for both day and night hours, weekend and weekends, and holiday not recognized by the Contractor.
 - The consultant inspector shall supply for strictly their own use; a pickup truck with acceptable yellow warning lights installed, cell phone with data capabilities including email, a laptop computer capable of accessing a wireless network, wireless connection capability, industry approved steel toe boots, hard hat, eye protection, hearing protection and both day and night reflective clothing meeting the requirements of Class 3. The consultant inspector will abide by all MoDOT policies while performing services under this contract, including but not limited to; seatbelt use, zero cell phone use while operating a vehicle, compliance with all MoDOT safety policy relative to the use of personal protective equipment (PPE).

II. Quality Assurance Personnel Duties and Responsibilities

- A. Quality assurance testers – Quality assurance Testers will perform testing and sampling during construction as outlined in the Inspection & Test Plan (ITP) and Work Plan (attached). The QA sampling and testing will be performed by QA Testers certified through the MoDOT Technician Certification Program or a certification program preapproved by MoDOT. The QA Testers report directly to the Quality Assurance Inspector (QAI). **The QA tester can be the QAI.**
- B. The Consultant's representative (QA Material inspector) shall report to the Assistant District Construction and Materials Engineer or his (her) assigned representative for material testing for quality assurance. QA Construction Inspector shall report directly to the MoDOT's Resident Engineer or his (her) assigned representative. At a minimum, the qualified inspector shall be certified by MoDOT's technician certification program in the following categories; Aggregate Technician, Bituminous Technician, Super pave QC/QA, concrete field and concrete strength
- C. QA Tester responsibilities:
 - Perform required tests and document test in accordance with contract documents

- Conduct material sampling and testing in conformance with the appropriate methods and frequencies
- Ensure all measuring and test equipment is properly maintained and calibrated
- Promptly communicate nonconforming material to RE and production staff

D. **Quality Assurance Inspectors (QAI)** – Quality Assurance Inspectors will have a thorough understanding of the contract requirements and will perform inspections during construction to ensure the quality of the work meets or exceeds contract specifications. The QA Inspector will be knowledgeable of the work he/she is inspecting and will be able to recognize conforming and nonconforming work and material.

E. **QA Inspector responsibilities:**

- Perform required inspections and complete checklists in accordance with contract documents and found at the following link - http://www.modot.org/business/contractor_resources/Quality_Management/
- Ensure inspection observations are included on Daily Inspection Report (DWR)
- Ensure material is conforming to the contract requirements before being incorporated into the work
- Promptly communicate nonconformance material and work to RE /ADCME
- Wage rate inspections are required at a maximum of 1 every week per job. QAI needs to discuss required frequency on each job with the RE prior to work to ensure accuracy.
- CUF (commercially useful function) reviews on all DBE Subs, minimum 1/sub/job. These must be submitted to CPOA (Construction Project Office Assistant) within 24 hours of completion

F. **Pre-Activity Meeting**

- Pre-Activity Meetings are necessary to discuss details of the Work Plan and schedule. Pre-Activity Meetings will be held 24-hours prior to the start of each new project activity or change in work crew. The Superintendent/Job Foreman of the activity will lead the meeting and others present at the meeting will be the QA Inspection and Testing Staff, and MoDOT.

G. **Inspection and Testing**

- Inspection and testing are performed during all phases of the work from start to completion to ensure the work and testable material (asphalt, concrete, aggregate, etc.) meets or exceeds the contract requirements. Consultant will perform inspection and testing of the work and material as specified in the Inspection and Testing Plan and MoDOT-provided checklists. All results will be documented in AASHTOWare Project.

III. Inspection and Testing Plan (ITP)

- A. The Inspection and Testing Plan (ITP) outlines the acceptance criteria for contract items for this project along with the required tests, testing frequency, and the required QA documentation. The ITP is provided by MoDOT. Any changes to the specifications, testing procedures, or the testing frequencies from the standard ITP will be implemented via change order. In addition, a change order will be completed to add acceptance criteria for nonstandard contract items not included in the standard ITP.
- B. See link below for ITP:
- [http://www.modot.org/business/contractor_resources/Quality Management/](http://www.modot.org/business/contractor_resources/Quality_Management/)

IV. Daily Work Report (DWR)

- A. A Daily Inspection Report (DWR) will be completed on the project each day to document pertinent project activities. The report will include a detailed diary that describes the work performed as well as observations made by QA Inspection staff regarding quality assurance. The DWR will include other items such as weather conditions, location of work, installed quantities, tests performed, and a list of all subcontractors that performed work on that date. The DWR indicates the responsible and is completed in AASHTOWare.

V. Material Receiving

- A. Material Receiving is assurance that products and materials are identified from receipt and during all stages of production, delivery and installation. At receipt, the Consultant Inspection Staff will inspect general condition of material and determine if material is compliant based on the requirements specified in the ITP, Specifications, Job Special Provisions, Standard Drawings, or other pertinent contract documents. For products that require on-site inspection by MoDOT Materials staff, the RE will notify MoDOT staff promptly to schedule the inspection.
- B. Some materials are pre-qualified or pre-accepted for use on MoDOT projects. A list of these items is maintained by MoDOT and can be found on the MoDOT internet site. These lists include: Pre-Acceptance List (PAL), Approved Product List (APL), Bridge Pre-qualified Products List (BPPL), and the Qualified List (QL). Although pre-qualified or pre-accepted, appropriate documentation detailed in the Specifications will accompany these products for acceptance.
- C. All material delivered to the project, excluding testable material, will be inspected for appropriate dimensions, quantity, condition, markings, etc., and accompanied

with appropriate documentation.

VI. QUALITY DOCUMENTATION

- A. Project documentation (inspection checklists, daily work reports, test records, Materials Receiving Inspection Reports, etc.) referenced in this plan will be electronically stored and organized by the Consultants Inspection Staff in AASHTOWare Project.
- B. Project documentation will be electronically saved to AASHTOWare Project within 48-hours after the work shift ends.
- C. In addition, to the above, all project correspondence must be delivered to MoDOT electronically so it can be archived with the projects permanent records. Copies should be maintained by the consultant for access as needed. This includes, but is not limited to: delivery tickets, mix designs, mill test reports, certifications, test reports, contractor schedule, any letters associated to the contract, wage rate inspections, NCR's, and order records.
- D. Certified payrolls for contractor activity will be checked and maintained by MoDOT.

VII. CONTROL OF NON-CONFORMING WORK AND MATERIAL

- A. Non-conformance reporting will be used to identify and ensure that work, material, and/or processes (i.e. QC inspections, tests, documentation, etc.) that fail to satisfy the contract requirements are identified and promptly resolved. QA staff or production staff will identify non-conformances and the QAI will document using a Non-Conformance Report (NCR). MoDOT may also initiate an NCR.
- B. The NCR process is as follows:
 - 1. Non-conforming work and/or material are identified.
 - 2. NCR is issued on the provided standard form.
 - 3. QAI forwards copy of NCR to MoDOT with proposed resolution.
 - 4. MoDOT either approves or rejects the proposed resolution. A dialogue will ensue following any rejected proposals until an acceptable solution is identified.
 - 5. The MoDOT-approved resolution is executed.
 - 6. New inspection and/or test of previously identified non-conforming item is completed.
 - 7. QAI verifies previously identified non-conforming item is now compliant and requests final approval from MoDOT.
 - 8. MoDOT evaluates previously identified non-conforming item. If accepted, MoDOT signs NCR for closure.
- C. Consultant inspectors will communicate daily with the designated MoDOT representative and report failing tests results as soon as practically possible, as well as any action taken by the producer and the Consultant inspector. This communication can include verbal, electronic, hard copy or all of these. It is expected the Consultant

inspector will actively participate in "Quality Control" of the materials and not just be a tester and observer. This will require active and dynamic communications at times.

VIII. Initial Estimate of Costs and Meetings

- A. The Consultant is encouraged to develop an estimate of costs with the expectation that these contracts will be fully executed and Notice-to-Proceed given approximately March of 2020.