

## SCOPE OF SERVICES

Jobs J4I1597C, J4I3124B, J4I3126  
Route I-70/I435  
Jackson County

The Consultant shall provide qualified personnel to assist the Commission with the inspection, testing and administration of Jobs J4I1597C, J4I3124B, J4I3126 in Jackson County. Jobs J4I1597C, J4I3124B, J4I3126 –interchange work at I435 and I-70. Consultant services shall be in accordance with the standard practices of the Commission as conveyed to the Consultant by the Commission.

1. The Consultant's Representative shall supervise all the activities of all personnel furnished by the Consultant. The Consultant's Representative will be report and be directly responsible to the Engineer.

2. An inspector shall be present on site whenever work is being performed by the contractor, except during periods of extended delay or stoppage unless otherwise directed by the Engineer. The Consultant shall endeavor to maintain continuity of personnel on the inspection staff to minimize disruption of the Consultant's services. The Consultant shall provide inspectors that are qualified to perform the services and provide complete documentation of the time spent by each inspector performing the services.

3. Consultant inspection staff shall be Advanced Work Zone Certified and demonstrate good knowledge of proper traffic control implementation and flagger operations. Expected to also drive the work zones and perform Work Zone Inspections and fill out applicable inspection forms.

4. Consultant staff shall perform on site Quality Assurance material testing and be properly certified through MoDOT's Technician Certification Program. QA testing frequency per MoDOT's ITP.

5. Inspectors shall perform duties to comply with MoDOT's Engineering Policy Guide, Standard Specifications for Highway Construction, MoDOT standards, the Manual on Uniform Traffic Control Devices and other related contract materials. During the performance of these services, the Consultant shall comply with applicable federal, state and local laws, rules, regulations and ordinances of the U.S. Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), the Missouri Department of Natural Resources (MDNR), and other regulatory authorities with jurisdiction over the project.

6. Provide appropriate PPE for Consultant staff to be worn at all times while working within Commission Rights of Way includes Class 3 Vest, hardhat, safety shoes and safety eyewear.

7. Attend Preconstruction Meetings and various contractor and MoDOT internal meetings throughout the course of the construction work.

8. Prepare and document all material reporting, daily work reports and all other project related correspondence for review and approval by the Engineer.

9. Manage construction records using MoDOT's preferred contract administration software.
10. Provide and maintain communication devices to keep in contact with Contractor and Engineer.
11. Provide and maintain all necessary computer equipment necessary for completion of the work. Consultant staff must have active email address for correspondence with Engineer.
12. Provide and maintain vehicle for Consultant staff equipped with revolving warning light meeting MoDOT specifications.
13. Enforce contract requirements and specifications with the contractors to ensure quality workmanship and timely completion of the work. When Consultant inspector determines the Contractor's work is deviating from the contract requirements, the Consultant shall direct the Contractor to take corrective action. If differences in the interpretation of the contract requirements or specifications arise with the Contractor, the Consultant shall refer the matter to the Engineer immediately.
14. Conduct wage rate interviews, Commercial Useful Function reviews, bulletin board inspections, traffic control inspections, etc. as required by the project and directed by the Engineer.
15. If applicable, Consultant staff will be required to attend MoDOT's Consent Decree training and perform weekly and post rain event erosion control inspections according to MoDOT's SWPPP. Consultant will enter reports into MoDOT's consent decree database and ensure contractor adheres to the Consent decree requirements.
16. Consultant shall document Contractor work progress, and weather delays. At Engineers request, the Consultant shall provide verbal or written reports to the engineer regarding Contractor's performance, progress and compliance with contract documents.
17. Schedule and cancel work zone law enforcement. Keep track of law enforcement hours worked in the work zone.
18. Notify TMC when lane closures are in place and removed from roadway
19. Perform surveying activities as needed, including Class C and Class 3 In Rock calculations.
20. Assist inspector in preparing the pay estimate, including field measuring quantities and providing those to the Engineer