

SCOPE OF SERVICES

The Consultant shall provide qualified personnel to assist the Commission with the inspection, testing and administration of Jobs J4P3352, J4I3222 in Jackson County. **J4P3352:** Pavement resurfacing for a length of 5 miles of U.S. Route 50 in Jackson County from Interstate 470 to Route RA. **J4I3222:** Pavement rehabilitation and guardrail improvements for a length of nine (9) miles of Interstate 70 from Missouri Route 7 to Horseshoe Creek Bridge in Jackson County. 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. They are 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 according to MoDOT's Instruction to Proposals QA testing frequency.
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, AASHTOWARE.
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 KC Scout 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.
21. The scope of services shall include providing a MoDOT three (3) qualified inspectors to assist in bituminous plant inspection on various projects at various locations. At times this may require reporting to the MoDOT District Office in Lee's Summit. The Consultant's representative (inspector) shall report to the Assistant District Construction and Materials 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. The Consultant inspector shall be available for both day and night hours, weekday and weekends, and holidays not recognized by the Contractor. He/she should expect to work the majority of the hours during night shift hours, defined as 7:00 pm to 7:00 am as a general guide. He/she is expected to remain at the production facility while material is being produced unless specified otherwise by MoDOT.
22. Consultant inspectors shall perform these duties in a manner to comply with the Missouri Standard Specifications for Highway Construction, the Engineering Policy Guide, contract specific requirements and other related material. Access to required documents will be made available. During performance of these services the consultant inspector shall comply with applicable federal, state and local laws, rules, regulations and ordinances.

23. 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) and maintain social distancing for the prevention of COVID-19.
24. MoDOT will supply tools and equipment not mentioned above, necessary to complete required inspection duties in a safe and effective manner.
25. Inspection of the work conducted by the Consultant, whether notice of the results is provided to anyone or not provided to anyone, shall neither establish any duty on their part nor create any expectation of duty to anyone, including but not limited to third parties, regarding workplace safety. The Consultant shall not be responsible for the Contractor's means, methods, techniques, sequences or procedures of construction and testing, or the safety precautions and programs incident thereto, and the Consultant will not be responsible for the Contractor's performance of the work.
26. Testing of materials for Quality Assurance purposes. The consultant inspector shall follow the regulations set forth in Section 400 and Section 1015 of the Missouri Standard Specifications for Highway Construction, the guidelines set forth in Category 400 and applicable articles of Category 1000 of MoDOT's Engineering Policy Guide, and the directives found under "Quality Management" on MoDOT's website. All three of these references can be found at <http://www.modot.org/business>.
27. Consultant inspectors shall keep a daily record of activities related to this contract in a digital diary approved by MoDOT for this purpose. The diary will become part of the final project documentation and will remain in MoDOT's possession when the contract is complete. This diary stays with the Consultant inspector regardless where she/he is assigned and tracks work hours, locations, specific project information, test results, conversations, etc., any and all information and communications deemed pertinent to the process.
28. MoDOT will provide guidance and mentoring relative to daily expectations in the completion of inspection duties. Failure to comply with directives will be address through action outlined in paragraph #30.
29. 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.
30. Failure to comply with expectations outlined in this document is grounds for invalidating the contract. Efforts will be made first to correct negative performance. Verbal and written communication will document these efforts and the timeline to contract termination.