

EXHIBIT I
SCOPE OF SERVICES
Job J1S3392
Routes 5, 6, N, Y and VV, Sullivan County

The Consultant shall provide qualified personnel to assist the Commission with construction inspection, materials testing, construction surveying/staking and administration of the project J1S3392 in Sullivan County. This project includes roadway and bridge improvements around the proposed East Locust Creek Reservoir near Milan.

The work is governed by Job Special Provisions, General Special Provisions, the Missouri Standard Specifications for Highway Construction – 2022, and the Missouri Standard Plans for Highway Construction – 2022, including their revisions. Inspectors shall perform duties to comply with the above documents as well as MoDOT's Engineering Policy Guide, the Manual on Uniform Traffic Control Devices and other related contract materials. During the performance of these services, the Consultant shall coordinate and 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), Natural Resources Conservation Service (NRCS), and other regulatory authorities with jurisdiction over the project.

Consultant services shall be in accordance with the standard practices of the Commission as conveyed to the Consultant by the Commission:

1. The Consultant shall provide full-time staff to assist the Commission throughout the construction phase of the project. 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 maintain continuity of personnel on the inspection staff to minimize disruption of the Consultant's services. The Consultant shall determine the inspection staff necessary to perform the services, ensure that all inspectors are fully qualified to perform the services and provide the Engineer with complete documentation of the time spent by each inspector performing the services. The Consultant inspectors shall perform the following:
 - (A) Monitor and document the Contractor's work performance, progress and compliance with the contract requirements for all roadway and bridge work. In order to record the work being performed and documentation of specific activities, the Consultant shall enter and manage construction records using AASHTOWare Projects software in accordance with established MoDOT Quick Reference Guidelines. Regular progress payment estimates will be generated by the Consultant with supplemental documentation to validate payments made. The Consultant shall maintain all reports, correspondence and other pertinent records and such records are to be stored in a SharePoint location provided by MoDOT.
 - (B) Consultant shall monitor the work to adhere as closely as possible to the contract quantities. All field measurements and change orders will be compiled

by the Consultant and submitted to the Engineer as the need arises. Change orders shall be issued and approved by all parties before an increase in quantities is permitted in the field.

- (C) Consultant shall compile, review and upload all project correspondence, completed forms, reports and documentation to eProjects (MoDOT's internal SharePoint site) for the Engineer's use and approval, if necessary, with advisement for such approval or disapproval. Consultant shall ensure Contractor uploads a complete set of all required submittals to MoDOT's external SharePoint site.
- (D) Perform Quality Assurance material testing and be properly certified through MoDOT's Technician Certification Program to perform all of the necessary testing required on the project. This includes testing of materials for all on-site work, including nuclear density testing, and at all on-site and off-site aggregate, asphalt and concrete production facilities. The Consultant shall provide all necessary testing equipment.
- (E) Enforce contract requirements and specifications with the Contractor's personnel. When the inspector determines the Contractor's work has deviated from the contract requirements, the Consultant shall direct the Contractor to take corrective action and, if differences in interpretation of the contract requirements and/or specifications arise with the Contractor, refer the matter to the Engineer immediately. All deviations shall be documented using either a Non-Conformance Report or Order Record as the situation dictates.
- (F) Perform any necessary QA construction staking and/or surveying as determined by the Engineer and defined in the Missouri Standard Specifications Section 627. All staking and/or surveying is intended to be a Quality Assurance check of the contractor's data, as needed or directed by the Engineer. Typical duties include, but are not limited to, verifying layout and elevations of structures, verifying profile, layout, slope stakes and paving grades for pavement improvements, determining quantities for any disputed and/or unsuitable materials and determining final quantities for pay items as necessary.
- (G) Provide a qualified Stormwater Inspector, through MoDOT's Land Disturbance Training program, to properly review the site and all disturbed areas and perform all weekly and post rain event inspections according to MoDOT's SWPPP (Storm Water Pollution Prevention Plan) and as defined in MoDOT's state operating permit and EPG Section 806.5. The Consultant will be responsible for performing inspections in the field, entering inspections into MoDOT's Stormwater Database, updating the erosion and sediment control site plans as changes are made in the field and ensuring that the Contractor adheres to all Land Disturbance Permit and SWPPP requirements.
- (H) Conduct wage rate interviews, Commercial Useful Function (CUF) reviews, bulletin board inspections, traffic control inspections, etc. as required by the project and directed by the Engineer.
- (I) Consultant shall be proficient with all American with Disabilities Act (ADA) regulations, guidelines and requirements and shall ensure that all ADA facilities

on the project are constructed in accordance with all Federal regulations and all MoDOT specifications and guidelines. Consultant is expected to submit to the Engineer, upon completion of the project, a completed ADA Checklist as found on MoDOT's website.

- (J) Liaison with the Contractor as needed to discuss matters such as scheduling, contract requirements and work procedures. Liaison with adjacent landowners, along with the contractor, to facilitate construction activities.
- (K) Coordinate, attend and moderate/facilitate discussions at all meetings, as needed, between the Engineer, Contractor or other third parties. This will include the preparation of agendas and meeting scheduling. Consultant will oversee the pre-construction conference and pre-activity meetings.
- (L) Provide appropriate Personal Protective Equipment (PPE) for Consultant staff to be worn at all times while working within the Commission Right of Way in accordance with Missouri Standard Specification 107.4.1.
- (M) Provide and maintain communication devices to keep in contact with Contractor and Engineer. Provide and maintain all necessary computer equipment necessary for completion of the work. Consultant staff must have active email address for correspondence with Engineer. Provide and maintain vehicle for Consultant staff equipped with warning lights meeting MoDOT specifications.
- (N) The Consultant staff will abide by all MoDOT policies while performing services under this agreement, including but not limited to; seatbelt use, zero cell phone use while operating a vehicle and compliance with all MoDOT safety policies relative to the use of PPE.
- (O) Consultant inspection staff shall be Advanced Work Zone certified and demonstrate good knowledge of proper traffic control implementation and flagger operations. Consultant is expected to be available 24/7 for emergency call out, if needed.
- (P) Oversee completion of the project punch list and complete Final Inspection of the project. Consultant shall compile and submit to the Engineer all as-built final documents, submitted by the Contractor, and shall complete as-built final plans in accordance with the guidance in MoDOT's Engineering Policy Guide. These final documents shall include but are not limited to: final change order, as-built final plans, Contractor submittals, documentation of in-place quantities (ticket totals and field measurements) and material certifications.
- (Q) Any other duties associated with QA inspection as designated by the Engineer.

EXHIBIT II
SERVICES PROVIDED BY THE COMMISSION

1. The Commission will supply all necessary sets of plans, special provisions, contract documents, forms and checklists as deemed necessary.
2. Resolve and decide all differences in interpretation of the contract requirements between the Consultant's inspectors and the Contractor.
3. Commission shall make the final determination as to the Contractor's Compliance with all contract requirements.
4. Suspend the Contractor's work, if deemed necessary.
5. Review and approve all Contractors' submittals.
6. Liaison with adjacent landowners, when circumstances require, private parties, elected officials and businesses interested in the project.
7. Liaison with all government entities for agreements, permits, etc. needed to accommodate the project.
8. Liaison with all utility companies for agreements, permits, adjustments, etc. needed to accommodate the project.