

EXHIBIT "A"

MAINTENANCE ENGINEERING AND INSPECTION
SCOPE OF SERVICES
FOR
DISTRICT THREE MAINTENANCE SUPPORT

Financial Project ID(s):

423781-1-72-67

Federal Project No.: N/A

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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 and all Operation Centers within District Three. 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: 423781-1-72-67

Descriptions: To be assigned per individual Task Work Orders

County(s): Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Liberty, Gulf, Franklin, Gadsden, Leon, Wakulla and Jefferson

District Maintenance Office

1074 Highway 90 East

Chipley, FL 32428

Milton Operations Center

6025 Old Bagdad Highway

Milton, FL 32583

Ponce de Leon Operations Center

1723 Sunrise Circle

Ponce de Leon, FL 32455

Marianna Operations Center

2956 State Correctional Road

Marianna, FL 32448

Midway Operations Center

17 Commerce Blvd

Midway, FL 32343

Provide personnel meeting the requirements set forth in section 10.0 Personnel in appropriate numbers at the proper times to ensure that the responsibilities assigned under this Agreement are effectively carried out.

In order for the Consultant to schedule its activities, the Department will endeavor to provide the Consultant at least three (3) calendar days advance notice of the date a specific maintenance or permit activity is scheduled to begin and where Maintenance Engineering and Inspection services are required. The Consultant shall maintain close coordination with the Department and each Contractor/Permittee in order to minimize rescheduling of the Consultant's activities due to delays or changes in scheduling of the Contractor's/Permittee's activities.

The Consultant shall exercise their independent professional judgment in performing their obligations and responsibilities under this Agreement.

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. The consultant shall ensure performance of the staff assigned to the contract and remove or discipline staff as requested by the Department to ensure a satisfactory and professionally run program.

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 State Maintenance Office's website.

[FDOT Office of Maintenance - Home](#)

3.0 LENGTH OF SERVICE:

Services to be provided by the Consultant under this agreement will be initiated and completed as directed by the District Maintenance Engineer or designee for each Task Work Order authorized under this agreement. Individual project tasks shall be completed within sixty (60) months from the execution date of this agreement. The Task Work Order will define the project on which the services will be provided and the time of completion shall be stated in the scope for that particular task. The Department will provide sufficient information to the Consultant for each Task Work Order. The Consultant will provide a written estimate for each task based on the rates established in Exhibit “B”, Method of Compensation. Subsequent to negotiations and approval of the work effort, the Department will issue a Task Work Order. The Task Work Order shall be signed by the Department’s Director of Transportation Operations. No work will be commenced by the Consultant until a Task Work Order is issued.

While no personnel shall be assigned until issuance of a Task Work Order by the Department, the Consultant shall be ready to assign personnel within two (2) weeks of notification of the executed agreement.

4.0 DEFINITIONS:

- A. District Secretary: The Chief Executive Officer in each of the Department’s eight (8) Districts.
- B. District Director of Transportation Operations: The Director of Construction, Maintenance, Traffic Operations, Materials, and Safety.
- C. District Maintenance Engineer: The administrative head of the District’s Maintenance Offices.
- E. District Landscape Project Manager: The Department employee assigned to administer the Landscape Program in the District.
- F. Operations Engineer: The Engineer assigned to a particular County or area to administer Maintenance and Construction Contracts for the Department.
- G. Maintenance Program Engineer: The Engineer assigned to a particular County or area to administer Maintenance Contracts for the Department.
- H. Maintenance Contract Manager: The District Department employee assigned to manage and administer the Maintenance Engineering and Inspection Contract, and represent the Department during the performance of the services covered under this Agreement.

- I. Maintenance Permits Manager: The Department Employee assigned to a particular County or area to review and approve permits for the Department.
- J. District Professional Services Administrator: The Administrative Head of the Professional Services Office.
- K. Public Information Office: The Department's office assigned to manage the Public Information Program.
- L. Engineer of Record: The Engineer noted on the plans as the responsible person for the design and preparation of the plans.
- M. Consultant: The Consulting firm under contract to the Department for administration of Maintenance Engineering and Inspection services.
- N. 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.
- O. Contractor/Permittee: The individual, agency, firm, or company contracting with the Department for performance of work or furnishing of materials.
- P. 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.
- Q. Construction Training Qualification Program (CTQP): The Department program for training and qualifying technicians in Aggregates, Asphalt, Concrete, Earth-work, and Final Estimates Administration. Program information is available at CTQP website.
- R. Consultant: The Consulting firm (if applicable) under contract to the Department for administration of Contract Inspection services.
- S. Consultant Engineer: The employee assigned by the Consultant (if applicable) to be in charge of providing Contract administration services for the Consultant Inspection Contract.
- T. Resident Compliance Specialist: The employee assigned by the Department to oversee project specific compliance functions.

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 (if applicable)
 - 2. Special Provisions/Specifications Package/Other Contract Documents
 - 3. Permit
 - 4. Copy of the Executed Maintenance Contract or Work Document
 - 5. Utility Agency's Approved Material List (if applicable)
 - 6. Utility Accommodation Manual
 - 7. MRP Period Evaluation Data (if applicable)
 - 8. Data related to various E-Maintenance Initiatives (as 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 [or any subsequent application](#).
- D. The Department will furnish any sampling containers (i.e., molds, sacks, cartons, etc.) required to carry out inspection services.
- E. All test report forms, report forms, and all other forms necessary for project documentation will be furnished by the Department.
- F. Field office space (at the assigned Operations Center) required to perform services authorized under this Agreement.

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 (or tablet) running SiteManager or any subsequent 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.

All informational, contractual and other business required for this project will be through a system of paperless electronic means. When the specifications require a written submission of documentation, such documents must be submitted electronically.

All documents requiring a signature must be executed electronically by both parties in accordance with Chapter 668, Florida Statutes, and have the same force and effect as a written signature. The Department will provide a web-based collaboration site to facilitate the electronic document exchange. All persons requiring access to the collaboration site shall be identified during the pre-service meeting. All persons that normally sign paper documents, and will be using the site, must acquire digital signature certificates.

Ownership and possession of computer equipment and related software, provided by the Consultant, shall remain with the Consultant at all times. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment shall 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. Vehicles are considered as incidental expense to the personnel assigned to this contract and there will be no additional compensation.

6.4 Field Equipment:

Supply any necessary: survey, inspection, and testing equipment essential in order to carry out the work under this Agreement. Such equipment includes those non-consumable and non-expendable items.

Hard hats and safety vests 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 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.

Obtain Radioactive Materials License for use of Surface Moisture Density Gauges through the State of Florida Department of Health.

7.0 LIAISON RESPONSIBILITY OF THE CONSULTANT STAFF:

The Department's Maintenance Contract 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. As applicable the designee in the local Operations Center will be responsible for signing timesheets for those consultant staff assigned to that respective Operations Center.

Keep the Maintenance Contract Manager informed of all significant activities, decisions, correspondence, reports, and other communications related to the assigned projects.

Submit all administrative items relating to Invoice Approval, Personnel Approval, and User IDs to the Maintenance Contract 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 with and assist Department representatives in conducting the reviews. If deficiencies are indicated, implement remedial action 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.

The Consultant shall maintain and submit upon request reports, product or documentation supporting the progress or completion of each work assignment. This may include daily work reports, activity logs, inventory reports, or timesheets authorized by supervising Department personnel.

9.0 ENGINEERING SERVICE REQUIREMENTS OF THE CONSULTANT:

The Consultant may be authorized to perform, but not limited to, the following Maintenance Engineering and Inspection services.

Assist in coordinating the Maintenance Engineering Inspection activities of all parties other than the Contractor involved in completing the Maintenance 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 Contract Manager for approval.
- (2) The Consultant shall record a complete and concise record of the proceedings of the pre-service meeting and distribute copies of this summary to the participants and other interested parties within seven (7) days.
- (3) Produce reports, verify quantity calculations, field measure for payment purposes as needed to prevent delays in Contractor operations and ensure prompt processing of such information in order for the Department to make timely payment to the Contractor.
- (4) Review Invoices for accuracy as compared to the information in the Daily Inspection Report.
- (5) The Department will provide Public Information Services.
- (6) The Consultant shall have a digital camera for photographic documentation of noteworthy incidents or events to cover the following areas:
 - (a). Pre-construction photographs
 - (b). Normal and exceptional progress of work

- (c). Critical path activities
- (d). Accidents showing damage
- (e). Unsafe working conditions
- (f). Unusual construction techniques
- (g). Damaged equipment or materials
- (h). Any activity, which may result in claims

9.1 General Maintenance Support:

1. Provide maintainability, constructability and biddability review of plans and specifications.
2. Review and evaluate Maintenance contract packages and recommend possible improvements to strengthen documents as a management tool.
3. Review terms and conditions of special provisions and standard specifications and recommend additions, deletions, and changes to meet Maintenance standards.
4. 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 Maintenance methods.
5. Provide a Maintenance report in conformance with District standard formats. Reports anticipated shall include but not be limited to the following:
 - 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)
 - Daily Inspection Report
 - Engineer's Weekly Summary Report
6. Coordinate utility permits:
 - Pre-work conferences
 - Monitor installations
7. Prepare contract scopes of services (including Fast Response), man-hour estimates, quantities, technical special provisions, specifications, requests for proposals, and other contract related documents. Scopes of services may include Consultant, Design Build and Others.
8. Review and prepare responses to pre-bid questions.

9. Review contractor bid proposals and prepare a bid analysis report.
10. Conduct and/or participate in pre-bid conferences.
11. Conduct and/or participate in pre-work conferences.
12. Provide assistance in the review, preparation, acquisition, and administration of environmental permits.
13. Perform permitting inspection and review in coordination with the Department Environmental Permit Office.
14. Permits coordination and inspection.
15. Maintenance coordination and inspection , as required by procedure, of guardrail, signs, etc.
16. RCI data collection and input.
17. Prepare and/or conduct various training modules and associated handouts as determined necessary to meet maintenance training needs.
18. MRP data collection.

9.2 Maintenance Contract Manager Support:

1. Review and evaluate the Contractor's performance in accordance with Department procedures, specifications, and rules as necessary and as directed by the District Maintenance Engineer.
2. Review inspection documents relating to Contractor's performance and communicate with Contractors, if necessary, regarding non-conformance to plan specifications, workmanship, etc.
3. Analyze contract change requests and recommend appropriate action.
4. Review and analyze claims and disputes and provide quality recommendations that reflect fair and equitable resolution.
5. Monitor the project activities and provide technical support to the Department for the 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. Verify that the Maintenance Contractor has procured all necessary Maintenance permits, material allocations, and other permits and approvals required in connection with the Maintenance project.
 7. Prepare supplemental agreements for submission to the Department, including documentation as to the necessity for such changes and extra work and substantiation for the costs thereof.
 8. In the event of the need to revise contract drawings, obtain the revised originals from the Designer of Record or designated Department staff, issue new prints of the revised drawings to all parties in accordance with the current approved distribution policy.
 9. Provide qualified staff to District Maintenance Engineer and/or Operations Center Engineer on an as needed emergency basis.
 10. Assist in the implementation and coordination of the District Safety Program. Perform other related safety tasks as directed by the District Maintenance Engineer.
 11. Provide support as needed in an area-wide emergency such as hurricane or other catastrophic event.

9.3 Special/Technical:

1. Provide training and development modules for consultants and Department staff in all facets of contract administration, project management, latent defects, maintenance permits, maintenance/construction inspection and warranty specifications.
2. Assist in and/or develop and/or maintain Maintenance Procedures and Manuals. Assist in and/or develop and/or maintain web-based information or data collection. Such as developing a Maintenance Basis of Estimates with pay item definitions, Maintenance Project Administration Manual, Technical Special Provision and Modified Special Provision.
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.
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. 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.
7. Provide support for the investigation of structural deficiencies and make recommendations for repairs.

9.4 On-site Inspection:

Monitor the Contractor's on-site Maintenance or Permit activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Maintenance 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.

9.5 Sampling and Testing:

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

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 Maintenance 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 or Independent Testing 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.

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 not compensate straight overtime or premium overtime for any positions.

10.2 Personnel Qualifications:

Provide competent personnel qualified by experience and education. Submit in writing to the Maintenance Contract Manager the names of personnel proposed for assignment to the contract, 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 Contract 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.

PROJECT MANAGER (CEI Consultant Engineer): Civil Engineering Degree plus 2 years of engineering experience in construction of major road and bridge, or for non-degree personnel 8 years of engineering experience. Acts as primary point of contact with the Department's Maintenance Contract Manager (or his/her designee) on overall activities of the contract; ensures contract compliance; manages budget; executes special projects and performs QA/QC on all collateral materials. Responsible for entire staff assignment to this

contract to include staff supervision and work production. Works with Department's Maintenance Contract Manager on streamlining processes and developing cost effective methods of doing business. Qualifications include the ability to communicate effectively in English (verbally and in writing); direct assigned activities; plans and organizes the work of subordinate and staff members; reviews policies, methods, practices and procedures; and review programs for conformance with Department standards. Also, must have the following:

QUALIFICATIONS:

- FDOT Advanced MOT
- Knowledge of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
- Knowledge of American Disability Act (ADA) requirements.
- Knowledge of FDOT Standard Plans.
- Knowledge of Florida Administration Code (FAC), including but not limited to 14-96, 14-97, and 14-86.
- Skill in dealing and working with internal and external customers in a tactful and courteous manner.
- Skilled in reading and interpreting plans, specifications, design standards and manuals.
- Ability to plan, organize and coordinate work assignments of subordinates and ensure proper completion of work assignments.
- Ability to solve problems related to road and bridge maintenance.
- Ability to coordinate in emergency situations.
- Ability to identify maintenance reports and documents, review documentation for completeness and compile reports. This may include use of various Department systems including EDMS and OSP.

CONTRACT SUPPORT SPECIALIST - A High School diploma or equivalent and four (4) years of road & bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., Using Department Manuals and Procedures, Processing Maintenance/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

ASSOCIATE CONTRACT SUPPORT SPECIALIST - High school graduate or equivalent plus three (3) years of secretarial and/or clerical experience including two (2) years' experience in construction office management having performed project related duties (i.e., CQR, 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 assist with office related duties (i.e., Updating Maintenance Manuals and Procedures, Processing Maintenance Contract changes, etc.) Project specific. Work under the general supervision of the Senior Project Engineer and staff. Note: This position will not be used if a Contract Support Specialist is utilized.

SENIOR INSPECTOR/SENIOR ENGINEER INTERN – High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection. Must have the following:

QUALIFICATIONS:

FDOT Advanced MOT

CTQP Concrete Field Inspector Level I

CTQP Asphalt Roadway Level I (If applicable)

CTQP Asphalt Roadway Level II (If applicable)

CTQP Earthwork Construction Inspection Level I

CTQP Earthwork Construction Inspection Level II

Must have the following depending on assignment:

CTQP Concrete Transportation Construction Inspector (CTCI) Level II (all bridges)

CTQP Pile Driving Inspection

CTQP Drilled Shaft Inspection (If applicable – 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

CTQP Final Estimates Level I

FNGLA Florida Nursery Growers and Landscape Association (FNGLA)

FCLT Florida Certified Landscape Technician

Possess current licensure from the Department of Agriculture and Consumer Affairs in the following three categories pertaining to herbicide: core curriculum, right of way, and aquatics

CERTIFICATIONS:

Nuclear Radiation Safety

Or a Civil Engineering degree and one (1) year of road & bridge CEI experience with the ability to earn additional required qualifications within one year. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

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

QUALIFICATIONS:

FDOT Advanced MOT

CTQP Concrete Field Inspector Level I

CTQP Asphalt Roadway Level I

CTQP Earthwork Construction Inspection Level I

Must have the following depending on assignment:

CTQP Pile Driving Inspection (If applicable)

CTQP Drilled Shaft Inspection (If applicable— required for inspection of all drilled shafts including miscellaneous structures such as Sign structures, Lighting structures, and Traffic Signal structures)

CTQP Final Estimates Level I

CERTIFICATIONS:

Nuclear Radiation Safety

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 may be permitted on a case-by-case basis so long as qualifications and certifications are appropriate for specific inspection duties.

PERMIT COORDINATOR (ENGINEERING TECHNICIAN): High school graduate, or equivalent, with (0-4) years of roadway construction and/or maintenance technical experience. Qualifications include roadway plans review experience, utility design experience, ability to communicate effectively in English (verbally and in writing).

Also, must have the following:

- FDOT Advanced MOT
- Knowledge of FDOT Design Manual (FDM)
- Knowledge of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction.
- Knowledge of FDOT Standard Plans.
- Knowledge of American Disability Act (ADA) requirements.
- Knowledge of FAC including but not limited to 14-96, 14-97 and 14-86.
- Knowledge of Utility Accommodation Manual (UAM).
- Knowledge of Utility Procedure Manual (UPM).
- Skilled at drafting professional correspondence.
- Ability to research and interpret state laws and regulation.
- Ability to perform lane closure analysis calculations
- Ability to understand and communicate work required by a permit project.
- Ability to perform complex mathematical calculations and complete maintenance documents.
- Ability to work in all environmental extremes such as heat, cold, rain, etc.

ASPHALT PLANT INSPECTOR - High School graduate or equivalent plus one (1) year experience in the surveillance and inspection of hot mix asphalt plant operations and the following:

QUALIFICATIONS:

CTQP Asphalt Plant Level I

CTQP Asphalt Plant Level II

CTQP Final Estimates Level I

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.

LANDSCAPE INSPECTOR – High School Graduate or equivalent plus five (5) years of commercial or roadway landscape construction experience or possess a Registered Landscape Architect License with 2 years roadway landscape construction experience. The individual must be skilled at plant identification, classification, and 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 industry standards for landscape installation, including plans reading and irrigation system construction. The individual must have the ability to read and interpret contract documents. The individual will receive general supervision from the Senior Inspector who reviews work while in progress.

QUALIFICATIONS:

FDOT Advanced MOT

CERTIFICATIONS:

Florida Nursery Growers and Landscape Association (FNGLA)

Florida Certified Landscape Technician (FCLT)

Qualified Stormwater Management Inspector

Possess current licensure from the Department of Agriculture and Consumer Affairs in the following three categories pertaining to herbicide: core curriculum, right of way, and aquatics.

SPECIALIST (Maintenance Management System/RCI Coordinator) – 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

SURVEY TECHNICIAN (Roadway Characteristics Inventory (RCI) – 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

TECHNICIAN (Maintenance Rating Program (MRP) – High school diploma plus two (2) years of responsible and related engineering experience. Position is responsible for providing information that should be used to schedule and prioritize routine maintenance activities and provide uniform maintenance conditions that meet established Departmental objectives per Procedure 850-065-002. Must have the following:

QUALIFICATIONS:

MRP Team Leader Qualified

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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 the Contracts Manager.

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.

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.

10.3 Staffing:

Once authorized, the Consultant will establish and maintain an appropriate staff through the duration of the Agreement. Responsible personnel, thoroughly familiar with all aspects of maintenance/construction processes and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the appropriate work document has been paid closed.

Maintenance engineering and inspection forces will be required of the Consultant at all times while the Contractor is working or at intervals prescribed by the Department's Maintenance Contract Manager. If Contractor operations are substantially reduced or suspended, the Consultant will reduce its staff appropriately.

10.4 Subconsultant Services

Upon written approval by the District Maintenance Engineer and the Department, and prior to performance of work, the Consultant may subcontract for engineering inspection services.

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 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 Contract Manager for acceptance. Upon acceptance, prepare and submit an Amendment Request (AR), and all accompanying documentation to the Maintenance Contract 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 QA Plan:

Within thirty (30) days after receiving award of an Agreement, the Consultant shall furnish a QA Plan to the Maintenance Contract Manager. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant's organization to assure conformance with the Agreement.

Unless specifically waived, no payment shall be made until the Department approves the Consultant QA Plan.

Significant changes to the work requirements may require the Consultant to revise the QA Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

A. Organization:

A description is required of the Consultant QA Organization and its functional relationship to the part of the organization performing the work under the Agreement. The authority, responsibilities and autonomy of the QA organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.

B. Quality Reviews:

The Consultant QA will detail the methods used to monitor and achieve compliance with Agreement requirements for services and products.

C. Quality Records:

The Consultant will outline the types of records, which will be generated and maintained during the execution of his QA program.

D. Control of Sub-consultants and Vendors:

The Consultant will detail the methods used to control sub-consultants and vendor quality.

E. Quality Assurance Certification:

An officer of the Consultant firm will certify that the inspection and documentation was done in accordance with FDOT specifications, plans, standard indexes, and Department procedures.

11.3 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 Contract 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 Contract 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.

14.0 POST CONSTRUCTION CLAIMS REVIEW:

In the event the Contractor submits a claim for additional compensation and/or time after the Consultant has completed this Agreement, the Consultant shall, at the written request from the Department, analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim. Compensation for such services will be negotiated and effected through a Supplement to this Agreement.

15.0 DEPARTMENT AUTHORITY:

The Department shall be the final authority in considering contract modification of the Contractor for time, money or any other consideration except matters agreed to by the Contractor through contract changes negotiated by the Consultant, as authorized in Section 9.1 herein.

16.0 PROJECT COST ACCOUNTING:

Although the Consultant is assigned work by Task Work Order and each Task Work Order is assigned in a single general financial project identification number for billing purposes,

the Consultant and its subconsultants shall have staff performing work on this contract charge their time to the nearest quarter hour to each specific project on which work is being performed. The Department shall provide the Consultant and its subconsultants the eleven digit project number assigned to each specific project in which the Department requires the Consultant to capture time and cost. At any given time, there may be several specific projects in which staff would be charging time. The Consultant shall provide the Department with each invoice the cost incurred for each specific project. Time expended by accounting personnel of the Consultant in preparation of invoices associated with this contract is an unallowable direct project cost.