

`EXHIBIT "A"

CONSTRUCTION ENGINEERING AND INSPECTION (HYBRID)

SCOPE OF SERVICES

FOR

INSPECTION STAFF

Project Description:

Continuing Services Construction Engineering and Inspection

Financial Project ID(s):

VARIOUS

Federal Project No.:

VARIOUS

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“HYBRID” SCOPE OF SERVICES
CONSTRUCTION ENGINEERING AND INSPECTION

1.0 PURPOSE:

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required on various construction projects in District Three listed below. The services to be provided under this agreement will be provided on an as needed basis using Task Work Orders issued by the Department. Each Task Work Order will define the project on which the services will be provided and the date the services are authorized to begin.

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: Various

Descriptions: Various

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

The intent of this contract is to provide appropriate staffing for inspection services throughout District Three with a focus on staffing to serve projects managed out of the Midway and Panama City Construction offices. It is the Department’s primary intent issue Task Work Orders managed by these two offices. However, at the Department’s discretion, Task Work Orders may be authorized on any project developing in District Three.

Services provided by the Consultant shall comply with Department manuals, procedures, and memorandums. Such Department manuals, procedures, and memorandums are found at the State Construction Office’s website.

On a single Construction 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 U.S. 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 construction work sites, as well as other locations to perform the duties and responsibilities under this agreement. Other projects developing within the geographical area of District Three may be added at the Department’s discretion. Ensure performance of the staff assigned to the contract.

Remove or discipline staff as requested by the Department to ensure a satisfactory and professionally run program.

3.0 LENGTH OF SERVICE:

The services for each Construction Contract shall begin upon issuance of a Task Work Order and written notification to proceed by the Department.

While no personnel shall be assigned until written notification by the Department has been issued, the Consultant shall be ready to assign personnel within two weeks of notification.

4.0 DEFINITIONS:

- A. 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.
- B. Contractor: The individual, firm, or company contracting with the Department for performance of work or furnishing of materials.
- C. Construction 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.
- D. Construction Project Manager: The Department employee assigned to manage this Construction Inspection Contract and represent the Department during the performance of the services covered under this Agreement.
- E. Construction Training/Qualification Program (CTQP): The Department program for training and qualifying technicians in Aggregates, Asphalt, Concrete, Earthwork, and Final Estimates Administration. Program information is available at CTQP website.
- F. Consultant: The Consulting firm (if applicable) under contract with the Department for administration of Construction Inspection Contract services.
- G. CEI Consultant Engineer: The employee assigned by the Consultant (if applicable) to be in charge of providing Construction Inspection Contract administration services for the Consultant Inspection Contract.
- H. CEI Resident Compliance Specialist: The employee assigned by the Consultant to oversee project specific compliance functions.
- I. District Construction Engineer: The administrative head of the District's Construction Offices.

- J. District Contract Compliance Manager: The administrative head of the District Contract Compliance Office.
- K. District Consultant CEI Manager: The Department employee assigned to administer the Consultant Construction Engineering and Inspection (CCEI) Program in the District.
- L. District Director of Transportation Operations: The Director of Construction, Maintenance, Traffic Operations, Materials, and Safety.
- M. District Final Estimates Manager: The administrative head of the District Final Estimates Office.
- N. District Professional Services Administrator: The Administrative Head of the Professional Services Office.
- O. District Secretary: The Chief Executive Officer in each of the Department's eight (8) Districts.
- P. Districtwide Contract Compliance Specialist Consultant: The consultant hired under a separate agreement with the Department to ensure contractors on multiple contracts are in compliance with the requirements of the Federal Highway Administration and USDOL.
- Q. Engineer of Record: The Engineer noted on the Construction plans as the responsible person for the design and preparation of the plans.
- R. Operations Engineer: The Engineer assigned to a particular County or area to administer Construction and Maintenance Contracts for the Department.
- S. Project Engineer/Project Administrator: Department employee(s) assigned to construction projects that utilize the services provided through this Construction Inspection Contract. The Construction Project Manager may also fill the role as a Project Engineer/Project Administrator for assigned projects.
- T. Public Information Office: The Department's office assigned to manage the Public Information Program.
- U. Resident Engineer: The Engineer assigned to a particular County or area to administer Construction Contracts for the Department.

5.0 **ITEMS TO BE FURNISHED BY THE DEPARTMENT TO THE CONSULTANT:**

- A. The Department, on an as needed basis, will furnish the following Construction Contract documents for each project. These documents may be provided in either paper or electronic format.
 - 1. Construction Plans,

2. Specification Package,
 3. Copy of the Executed Construction Contract, and
 4. Utility Agency's Approved Material List (if 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.

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) 414-4050

<http://www.fdot.gov/construction/>

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 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 preconstruction conference. 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, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Equipment should be maintained and operational at all times.

Current technical specifications for office automation can be viewed at:
<http://www.fdot.gov/Construction/DesignBuild/ConsultantCEI/OfficeAutomation.shtm>

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.

6.4 Field Equipment:

Supply survey, inspection, and testing equipment essential to perform services under this Agreement; such equipment includes non-consumable and non-expendable items.

Hard hats 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 office equipment shall always be maintained and in operational condition.

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.

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

7.0 LIAISON RESPONSIBILITY OF THE CONSULTANT STAFF:

The Department's Construction Project Manager or Project Engineer/Project Administrator assigned to an individual project will be in Responsible Charge and will receive inspection reports and other correspondence for that project from assigned consultant inspection staff related to its responsibilities under this Agreement.

Inform the designated Department project personnel of any design defects, reported by the contractor or observed by the consultant.

Submit all administrative items relating to Invoice Approval, Personnel Approval, and User IDs to the Construction Project 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 and assist Department representatives in conducting the reviews. If deficiencies are indicated, remedial action shall be implemented 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.

9.0 REQUIREMENTS OF THE CONSULTANT:

9.1 General:

It shall be the responsibility of the Consultant staff to monitor and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract.

Observe the Contractor's work to determine the progress and quality of work. Identify discrepancies, report significant discrepancies to the Department, and direct the Contractor to correct such observed discrepancies.

Assigned inspectors are to inform the designated Department project personnel assigned to the project of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor.

9.2 On-site Inspection:

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

Perform underwater bridge construction inspections of bridges with permanently submerged structural members in compliance with CPAM Section 10.6, Underwater Bridge Construction Inspection.

9.3 Sampling and Testing:

Perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in the Department's Materials Sampling, Testing and Reporting Guide shall be met. In complying with the guide, provide daily observation of the Contractor's Quality Control activities and perform the sampling and testing of materials and completed work items for verification and acceptance.

The Department will perform inspection and sampling of materials and components at locations remote from the project site and the Department will perform testing of materials normally done in a laboratory remote from the project site.

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 Construction Contract.

Documentation reports on sampling and testing performed by the Consultant shall be submitted during the same week that the construction work is done.

Transport samples to be tested in a Department 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.

9.4 Engineering Services:

Assist in coordinating the Construction Contract inspection activities of all parties other than the Contractor involved in completing the construction 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 in accordance with CPAM. 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 Construction Project Manager for approval.
- (2) Schedule and attend a Final Estimate informational meeting with the District Construction Final Estimates Office. Provide appropriate staff to attend and participate in this meeting.
- (3) The Department will provide Public Information Services.

10.0 PERSONNEL:

10.1 General Requirements:

Provide prequalified personnel necessary to efficiently and effectively carry out its 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 unless approved in advance of the work.

10.2 Personnel Qualifications:

Provide competent personnel qualified by experience and education. Submit to the Construction Project Manager the names of personnel proposed for assignment to the project, 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 Construction Project 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 has 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 CPAM and 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. Visit the training page on the State Construction Office website for training dates.

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 Construction Engineer or designee will have the final approval authority on such exceptions.

CEI CONSULTANT ENGINEER - A Civil Engineering degree plus two (2) years of engineering experience in construction of major road or bridge structures.

For CC2 bridge structures, a Civil Engineering degree and registered in the State of Florida as a professional engineer (or if registered in another state, have the ability to obtain registration in Florida within six (6) months) plus five (5) years general bridge construction experience, two (2) years of which must have been with the type of CC2 bridge construction project for which CEI services are being provided by this scope. Additionally, a minimum of one (1) year of experience as the Project Administrator/Project Engineer in primary control of the type of CC2 construction project for which CEI services are being provided by this scope. Post-tensioning experience is not required for precast prestressed concrete flat slab superstructures but successful completion of an FDOT accredited grouting and post-tensioning course is required. To be in primary control, a Project Administrator/Project Engineer must have supervised two or more inspectors as well as two or more support staff (Office Manager, Resident Compliance Specialist, and Secretary) and must have been directly responsible for all CEI services assigned.

CPTS years of experience must have included a minimum of twelve (12) months experience in each of the following areas: (1) casting yard operations and related surveying; (2) segment erection and related surveying, post-tensioning (PT) of tendons and grouting of prestressing steel.

CPTCB years of experience must include monitoring of the following: girder erection, safe use of girder erection cranes, stabilization of girders after

erection, false work for temporary girder support, and PT and grouting operations.

PTS years of experience must include monitoring of the following: installation of PT ducts and related hardware and post-tensioning and grouting of strands or be the level of experience that meets the criteria for CPTS or CPTCB bridges.

MB years of experience must have been in MB mechanical and/or electrical construction.

The CEI Consultant Engineer will perform Quality Assurance reviews and monitor the performance of the assigned inspectors on a semi-annual basis of all project records prepared by CEI inspection staff assigned to projects. Prepare a report of the Quality Assurance Review for approval of the Construction Project Manager. Review should address inspector compliance with Department specifications, procedures, and accuracy of data being collected. Must have the following:

QUALIFICATIONS:

CTQP Final Estimates Level II

CERTIFICATIONS:

FDOT Advanced MOT

OTHER:

Attend CTQP Quality Control Manager Course and pass the examination.

Attend a FDOT accredited post-tensioning training course and pass the examination (for post-tensioned CC2 projects)

Attend a FDOT accredited grouting training course and pass the examination (for post-tensioned CC2 projects)

Complete the Critical Structures Construction Issues, Self Study Course, and submit the mandatory Certification of Course Completion form (for structures projects)

A Master's Degree in Engineering may be substituted for one (1) year of engineering experience.

CEI SENIOR INSPECTOR– 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 as required by the scope of work for the project:

QUALIFICATIONS:

CTQP Concrete Field Technician Level I

CTQP Concrete Field Inspector Level II (Bridges)

CTQP Asphalt Roadway Level I

CTQP Asphalt Roadway Level II CTQP Earthwork Construction Inspection Level I
CTQP Earthwork Construction Inspection Level II
CTQP Pile Driving Inspection
CTQP Drilled Shaft Inspection (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
IMSA Traffic Signal Inspector Level I
CTQP Final Estimates Level I

CERTIFICATIONS:

Nuclear Radiation Safety
FDOT Intermediate MOT

OTHER:

Complete the Critical Structures Construction Issues, Self Study Course, and submit the mandatory Certification of Course Completion form (for structures projects)

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Construction Project Manager.

CEI 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, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications and certifications within one year, plus demonstrated knowledge in the following:

Must have the following as required by the scope of work of the project:

QUALIFICATIONS:

CTQP Concrete Field Inspector Level I
CTQP Asphalt Roadway Level I
CTQP Earthwork Construction Inspection Level I
CTQP Pile Driving Inspection
CTQP Drilled Shaft Inspection (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:

FDOT Intermediate MOT

Nuclear Radiation Safety

IMSA Traffic Signal Inspector Level I

Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors

OTHER:

Complete the Critical Structures Construction Issues, Self Study Course, and submit the mandatory Certification of Course Completion form (for structures projects)

Responsible for performing assignments assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress.

CEI 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. Must obtain FDOT Intermediate MOT within the first six months of the assignment.

CEI ASPHALT PLANT INSPECTOR- High School Graduate or equivalent plus one (1) years' experience in the surveillance and inspection of hot mix asphalt plant operations or 80 hours working under an approved and qualified asphalt plant inspector at the asphalt plant and have the following:

QUALIFICATIONS:

CTQP Asphalt Plant Level I

CTQP Asphalt Plant Level II

CEI BRIDGE SENIOR INSPECTOR (PAINTING/ LEAD ABATEMENT/ STRUCTURAL STEEL REPAIR):

CERTIFICATIONS:

NACE Level III Certified or SSPC BCI Level II Certified

SSPC C-3 Lead Paint Removal

AWS Certified Welding Inspector (CWI) familiar with

ANSI/AASHTO/AWS Bridge Welding Code

CEI BRIDGE INSPECTOR (PAINTING/ LEAD ABATEMENT/ STRUCTURAL STEEL REPAIR):

CERTIFICATIONS:

NACE Level I or SSPC BCI Level I

SSPC C-3 Lead Paint Removal

AWS Certified Welding Inspector (CWI) familiar with

ANSI/AASHTO/AWS Bridge Welding Code

CEI GEOTECHNICAL TECHNICIAN for Pile Foundations- Qualified CTQP Pile Driving Inspector, knowledgeable in pile installation in conjunction

with dynamic load tests with a minimum of three (3) years of experience on at least two (2) Department bridge projects: for projects with Embedded Data Collectors (EDCs), certified EDC monitoring equipment operator.

CEI GEOTECHNICAL TECHNICIAN for Drilled Shaft Foundations-

Qualified CTQP Drilled Shaft Inspector, knowledgeable in drilled shaft installation with a minimum of three (3) years of experience on at least two (2) Department bridge projects.

CEI SENIOR ITS INSPECTOR- High School graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in ITS construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) and one (1) year of ITS CEI experience, plus demonstrated knowledge in the following:

QUALIFICATIONS:

Fiber Installation Inspection and OTDR Fiber Testing
DMR Operation and Testing
Controller Operation and Testing
CCTV Installation, Operation and Testing
Familiarity with Existing Communication Equipment and Switches
MVDS Operations and Testing

CERTIFICATIONS:

IMSA Fiber Optics for ITS Level II Field (or equivalent)

Responsible for inspecting construction work; monitoring ITS and electrical installation techniques to ensure conformance with the plans, specifications, National Electrical code and other applicable manuals. Responsible for escalating any deficiencies to the Project Administrator.

CEI ITS INSPECTOR- High School Graduate or equivalent plus two (2) years of experience in construction inspection, one (1) year of which shall have been in ITS construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications within one year, plus demonstrated knowledge in the following:

QUALIFICATIONS:

Fiber Installation Inspection and OTDR Fiber Testing
DMS Operation and Testing
Controller Operation and Testing
CCTV Installation, Operation and Testing
Familiarity with Existing Communication Equipment and Switches
MVDS Operations and Testing

CERTIFICATIONS:

IMSA Fiber Optics for ITS Level I (or equivalent)

Responsible for inspecting the construction work; monitoring the correct ITS and electrical installation techniques to ensure conformance with the plans, specification, National Electrical Code and other applicable manuals. Responsible for escalating to the Senior Inspector or Project Administrator (as applicable) any deficiencies.

CEI SYSTEMS TECHNICIAN- High School Graduate plus five (5) years of experience in Electronic Systems and/or Traffic Engineering technician level work, detailed experience and training in the use of Otter's and other equipment related to fiber optic communication testing. Requires certification of this training or equivalent training.

CEI SENIOR LANDSCAPE INSPECTOR- High School Graduate or equivalent plus eight (8) years of roadway or commercial landscape construction experience, or a bachelor's degree in Horticulture, Urban Forestry, Landscape Architecture plus three (3) years of roadway or commercial 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 Florida Department of Transportation methods for landscape and irrigation installation. The individual must have the ability to read and interpret contract documents. For standalone landscape projects, required certification and training includes FDOT Intermediate MOT, FDEP Stormwater Erosion and Sedimentation Control Inspector, and Florida Licensed Landscape Architect or Florida Nursery Growers and Landscape Association (FNGLA) Certified Landscape Contractor. Desired certification and training includes, International Society of Arboriculture (ISA) Certified Arborist, University of Florida Landscape Palm Management Training, and International Society of Arboriculture Advanced Pruning.

CEI LANDSCAPE INSPECTOR- High School Graduate or equivalent plus three (3) years of roadway or commercial landscape construction and/or maintenance experience, or Florida Nursery Growers and Landscape Association (FNGLA) Landscape Technician Certification; plus, one (1) year of roadway or commercial landscape construction and/or maintenance experience, or a degree in a related field; plus one (1) year of roadway landscape construction and/or maintenance 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 Florida Department of Transportation methods for landscape and irrigation installation. The individual must have the ability to read and interpret contract documents. The individual will receive general supervision from the Senior Landscape Inspector who reviews work while in progress. For standalone landscape projects, required certification and training includes FDOT

Intermediate MOT, and FDEP Stormwater Erosion and Sedimentation Control Inspector.

CEI COMMUNITY OUTREACH SPECIALIST- High School Graduate or equivalent and be knowledgeable in community outreach and/or advertising involving mass circulation or distribution of literature, mass advertising or other similar activities and performed such work for at least three (3) years.

CEI SENIOR INSPECTOR BUILDING STRUCTURES- High School Graduate plus eight (8) years of experience in construction inspection with four (4) years of experience in performing highly complex technical assignments in field surveying and construction layout, making and checking engineering computations, inspecting construction work and conducting fields tests. Senior Building Structures Inspector must be fully knowledgeable of all aspects of the building construction to include masonry work and familiarization with the local and State building codes and ordinances. Work is performed under the general supervision of the Project Engineer.

CEI BUILDING INSPECTOR/ ELECTRICAL- High School Graduate plus five (5) years' experience as a qualified building inspector or general contractor. Experience shall be actual field experience as a qualified building inspector or job superintendent. Inspector must be fully knowledgeable of all local and State building codes and ordinances.

CEI UTILITY COORDINATOR- High School Graduate or equivalent and be knowledgeable of Department's Standards, policies, procedures, and agreements and shall have a minimum of four (4) years of experience performing utility coordination in accordance with Department's Standards, policies, procedures and agreements.

10.3 Staffing:

Once authorized, the Consultant shall provide appropriate inspection staffing as authorized throughout the duration of construction and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the Department has received a regular acceptance letter.

Construction inspection forces will be required of the Consultant while the Contractor is working, subject to the oversight of the Consultant Engineer assigned responsibility for Quality Assurance reviews as described above.

11.0 AGREEMENT MANAGEMENT:

11.1 General:

- (1) With each monthly invoice submittal, the CEI Consultant Engineer will provide a Status Report for the Agreement. This report will provide the CEI Consultant Engineer's 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 CEI Consultant Engineer 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 CEI Consultant Engineer identifies a condition that will require an amendment to the Agreement, communicate this need to the Construction Project Manager for acceptance. Upon acceptance, prepare and submit an Amendment Request (AR), and all accompanying documentation to the Construction Project 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 CEI Consultant Engineer is responsible for performing follow-up activities to determine the status of each Amendment Request submitted to the Department.

12.0 OTHER SERVICES:

Upon written authorization by the District Construction Engineer or designee, the Consultant will perform additional services in connection with the project not otherwise identified in this Agreement. The following items are not included as part of this Agreement but may be required by the Department to supplement the Consultant services under this Agreement.

- A. Provide inspection services in addition to those provided for in this Agreement.
- B. Provide services determined necessary for the successful completion and closure of the Construction Contract.

13.0 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.

14.0 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.