

# **Description of Construction Inspection Services for the Department of Transportation and Drainage**

## **1. Background**

The City of Baton Rouge, Parish of East Baton Rouge (City-Parish) Department of Transportation and Drainage (DTD) seeks to contract with a Construction Services Firm to provide qualified construction field inspection services for City-Parish MOVEBR Program projects. The projects involve construction and/or rehabilitation of roadways, sidewalks, multi-use paths, bridges, drainage systems, public utilities, green infrastructure, landscaping, and lighting.

The MOVEBR Program Managers (Program) are CSRS for Capacity Projects and Stantec for Corridor & Enhancement Projects, both serving as agents for the City-Parish and construction administrator of program projects. As the agent, Program construction management staff will assign and direct the work of the contracted inspector(s). Individual inspectors are to be provided on a project-by-project basis, with assignment and duration determined by the Program. Inspectors will receive training in Program inspection procedures, use of the eBuilder information system, interpretation of contract documents, Program goals, and community and contractor relations. Initial training will be provided by the Program but will ultimately be the responsibility of the Construction Services Firm.

## **2. Scope of Services**

Resident Project Representative services shall include resident construction inspection and oversight services necessary to ensure construction activities are performed in conformance with contract documents and City-Parish standards (and/or LADOTD standards for State routes), is accurately documented, and is proceeding in accordance with the approved construction schedule. Inspection is required at all locations under construction at all times the contractor is working on compensable work items:

- to monitor and track construction progress;
- inspect and track eligible work and related pay items;
- observe that work is completed safely;
- verify work is performed in accordance with the plans and specifications;
- ensure work does not adversely affect adjacent areas or property;
- and to assist the City-Parish in dispute resolution or claims.

Specific duties and deliverables for the Resident Inspector (RI) include, but may not be limited to:

- Observe construction at all times the contractor is working on compensable work items and/or critical stages of construction.
- Inspect, measure, and track (eligible and ineligible) work completed for pay requests. Provide field measurements, working field drawings, and tracked quantities for approved eligible and ineligible work to City-Parish through Project Engineer to validate pay item quantities in contractor invoices.
- Inspect and document site conditions at the beginning and end of each workday including barricade locations and traffic safety measures.
- Prepare and submit timesheets monthly with invoice.
- Prepare daily field inspection reports (including photos), and upload into City-Parish eBuilder system via laptop or smart tablet device.
- Prepare and submit weekly work force reports monthly with invoice.
- Prepare and submit weather working day reports with monthly invoices.
- Photograph and/or document work progress and submit monthly with invoice. Photographs shall document the work prior, during, and after construction and shall be indexed including labels with, at minimum, containing the date taken, description of subject, location, and direction of each photograph. Photographs shall be taken at an angle and distance to adequately depict the intended item/area.
- Communicate with adjacent landowners pertaining to any issues that may arise due to construction and relaying to Project Engineer for resolution.
- Notify contractor and Project Engineer of non-conformance with the contract documents in a timely manner.
- Participate in monthly progress meetings with contractor, subs, utilities, PMT and DTD representatives.
- Anticipate project problems and suggest recommended solutions to the Project Engineer.
- Document and coordinate with Project Engineer & DTD for unforeseen items encountered during construction. Document and report on weather delays, no workdays, emergency delays, etc. Track and report in daily inspection report.
- Coordinate with and monitor work performed by material testing agency, utilities, and other on-site visitors as required. Track and report approved and cancelled testing services and/or failed tests to Project Engineer & DTD Construction Lead to validate testing consultant invoices.

- Prepare and update a set of “redline” construction plans with field notes, measurements, and modifications to depict the actual constructed conditions accurately to assist in the preparation of project as-built plans.
- Prepare memorandums or documentation required for plan changes/field changes and provide to Project Engineer to prepare plan change/field change forms.
- Verify contractor providing adequate traffic control and site safety procedures.
- Ensure work does not adversely affect utilities, adjacent areas and/or property, etc. Notify Project Engineer of any contractor responsible damages, and ensure contractor timely performs necessary repairs.
- Prepare and submit incident reports to Project Engineer.
- Assist in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.
- Attend and document preliminary and final walk-throughs.

The Construction Service Firm will employ a qualified resident field inspector and assign them to the Program for primarily day shift work with variable hours to coincide with construction contractor’s working hours. It should be noted however, construction may occur during daylight hours, nighttime hours, weekend hours, holidays, and/or any combination thereof. Work weeks may be in excess of or less than the standard 40-hour work week.

The Construction Service Firm will provide a safety program and safety training for their employees and is ultimately responsible for the health safety and environmental actions of their employees. The Construction Service Firm will also be responsible for identifying knowledge gaps and providing training for inspectors as needed to provide quality inspection support on a particular project(s).

The Construction Service Firm shall furnish their personnel, materials, equipment, and transportation required to perform the work. These materials and equipment will remain the property of the Construction Service Firm and shall retain responsibility for risk of loss or damage to said materials and equipment during performance of the work.

Transportation to and from the work site is the responsibility of the employee or the firm. Construction Service Firm personnel shall have appropriate vehicles (equipped with flashing amber beacon), proper personal protection safety equipment, cellular phones, email, computers or tablets, and miscellaneous equipment and supplies (printers, calculators, measuring devices, levels, manuals, office supplies, safety equipment, inspection equipment, etc.) required to perform the work. A Field Office may be provided by DTD on certain projects. If

one is not provided, resident inspector shall be expected to work out of vehicle on site.

Back-up Construction Service Firm resources should be available in case of loss of staff, sickness, or vacations or as required for the project.

The City-Parish retains the right to reject any employee of the selected firm(s) assigned to fulfill this contract who fails or has failed to perform assigned duties satisfactorily, who violates any federal, state or local regulation, or for any other reason is considered unacceptable in the judgment of the City-Parish and/or its representatives.

### **3. Minimum Firm and Personnel Qualifications**

The following requirements must be clearly demonstrated in the proposal response and maintained by the selected firms:

#### **FIRM**

- The construction services firm must have a business license in the State of Louisiana for a minimum of 1 year with experience in construction inspection of municipal construction, including drainage, civil, structural, electrical, bridge and roadway construction and pavement restoration in South Louisiana.
- Firm shall demonstrate experience managing construction inspection services.

#### **PERSONNEL**

The City-Parish requires Resident Inspector staff with the following qualifications:

- High school diploma with either 2 years of post-high school construction related training, 3 years of related experience, or 1 year of LADOTD construction inspector experience.
- Computer skills including Microsoft Office software including MS Word, MS Excel, and MS Outlook (for email) and digital camera downloading software
- Ability to read and comprehend civil engineering drawings and specifications, and utilize this knowledge and documentation to ensure that the inspected work is in compliance with the drawings and specifications.
- Ability to work independently and as part of team
- Ability to document observations in a thorough manner on a daily basis, in compliance with a list of reporting guidelines

- Communication skills both oral and written in English
- Calm under stress or when encountering other's aggressive behavior
- \*Certification as a Traffic Control Technician (TCT) provided by ATSSA
- \*Current OSHA 10 Hour Training for the Construction Industry
- Specific projects may also require LADOTD Inspector Certification

*\*Note – Personnel without this certification or training shall have 3 months from the date of firm's signing of a contract to obtain the necessary certification/training provided all other requirements for position are met. TCT certification course is available through the Louisiana Associated General Contractors (LAGC) office through its partnership with ATSSA.*

The City-Parish requires one (1) Inspection Services Project Manager with the following qualifications:

- Minimum 5 years of Project Management experience
- Minimum 5 years of field services experience, including the supervision of construction inspectors.
- Highly preferred minimum 2 years of experience as a construction inspector
- Ability to serve as liaison between the Program and the selected construction services firm
- Proven ability to manage quality assurance and perform quality control processes relative to construction management (payment, measurement, etc.)

#### **4. Insurance Requirements**

The Construction Services Firm shall procure and maintain during the life of this contract, such insurance policies, including those set forth below, that will protect itself and the City-Parish from all claims for bodily injuries, death or property damage which may arise under this contract; whether the acts were made by the Construction Services Firm or by any subcontractor or anyone employed by them directly or indirectly. Insurance companies listed on certificates must have industry rating of A-, Class VI, according to Best's Key Rating Guide. The following insurance policies are required:

- Commercial General Liability on an occurrence basis as follows:
  - General Aggregate \$2,000,000
  - Products-Comp/Op Agg \$2,000,000
  - Personal & Adv Injury \$1,000,000
  - Each Occurrence \$1,000,000

- Fire Damage (any one fire)      \$50,000
  - Medical Exp                              \$5,000
- Business Auto Policy
  - Any Auto; or Owned, Non-Owned & Hired:
    - Combined Single Limit      \$1,000,000
- Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.
- The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.
- Waiver of subrogation in favor of the City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.
- Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.
- The Certificate Holder should be shown as: City of Baton Rouge and Parish of East Baton Rouge, Attn: Purchasing Division, Post Office 1471, Baton Rouge, Louisiana 70821

**5. Compensation and Additional Requirements**

Resident Inspection services are compensated on an hourly basis not to exceed total contract purchase order amount. Since inspection services are to be billed on an hourly not to exceed basis the inspector shall provide adequate daily inspection reports, detailed timesheets, and any other supporting documentation requested by the City-Parish as required for verification of the rendered services. Inspector shall report to the Program Project Engineer and submit daily time log on a weekly basis.

Per the contract requirements, the Construction Services Firm needs to submit adequate documentation to support the effort expended and specific construction progress tracking information during each invoice period. Invoices shall be submitted monthly throughout the construction period. Resident inspection services shall commence upon written authorization (Notice to Proceed) from DTD. All submitted invoices should include a cover letter report explaining the project progress, and a list of all included supporting

documentation, which at a minimum should include any documentation or deliverables as described above provided during the invoice period.

Other requirements and deliverables as stated in the Professional Services Agreement shall be required at the applicable point of progress or completion. Any of the items listed above that are conducted during a billing period should accompany any submitted invoice for Resident Inspection services.

Compensation to the Construction Services Firm for all work to be performed under this contract shall be paid for at the agreed to hourly rates for the individual classes of personnel required to perform these services. These agreed to rates will be all inclusive as to personnel charges, including profit. The base profit percentage is 12% for construction support/inspection and other field services. The base profit is subject to the Profit Adjustment Factor, relative to the firm's audited overhead rate (refer to the MOVEBR Consultant Services Manual). Inspection and field personnel provided under this contract shall be compensated at firm's field overhead rate.

Personnel classifications established for this work include:

- Project Manager – person serving as office manager for construction inspection staff, providing management and contract administration for inspection services and liaison between Construction Services Firm and PMT/DTD.
- Lead Inspector - A person certified by Louisiana DOTD in at least three inspection areas who can demonstrate relevant experience supervising the activities of construction Inspectors and/or other sub-professional.
- Certified Inspector - A person certified by the Louisiana DOTD in the inspection of specific construction materials and/or activities.
- Inspector - A person who inspects specific construction materials and/or activities.

The number and type of classification required for the work will be determined on a project-by-project basis by DTD and the PMT.

As part of negotiations, the Construction Services Firm shall submit to the PMT proposed billable rates per requested classification along with employee labor rates and company audited overhead rates (home office and field rates). The firm shall provide justification for requested overhead rate in the form of a LADOTD audited or Certified Public Accountant audited overhead rate determination letter. If the firm does not have an audited field overhead rate, the LADOTD currently published statewide average field overhead rate shall be used.

Anticipated workload for Resident Inspectors will be 8 to 10hrs/day or 40 to 50hrs/week. The Inspection Services Project Manager hours should be limited to no more than approximately 10% of the weekly Resident Inspection hours. It should be noted however, work weeks may be in excess of or less than the standard 40-hour work week and hours are not guaranteed. Inspection services are required while the contractor is working. If contractor operations are substantially reduced or suspended, the Construction Services Firm will reduce or suspend its work appropriately.

**Overtime:** Overtime (OT) premium will not be applicable to the Inspection Services Project Manager. Hours worked by an individual inspector over the standard 40 hours within a normal work week (Sunday – Saturday) will be compensated at the OT billable rate, which will be 1.25 multiplied by the normal approved negotiated billable rate. The Construction Services Firm shall coordinate the need for overtime hours and obtain authorization from the Project Engineer prior to performing overtime work on the project. If the situation develops where advance authorization cannot be obtained, inform the Project Engineer of the need for the overtime as soon as practical after the fact.

**Mileage Allowance:** Additionally, each company will be compensated with a daily jobsite mileage allowance, reimbursed at the Standard IRS Mileage Reimbursement rate, based on travel of 3 miles per work hour for each RI provided to the City-Parish under this contract. This mileage reimbursement rate is not intended to limit the actual vehicle reimbursement payments made to the Construction Services Firm's individual employees.

Each field employee provided to the City-Parish under this contract shall be provided with the following, which will not be directly reimbursed by the City/Parish:

- Smart Tablet with Internet Data Service
- Scales: Engineer and Architectural
- DPW 1997 Standard Specifications for Public Works Construction (Blue Book)
- Laminated Photo Identification Badges with individual's name and company name
- Vehicle Signs (2) with company name and logo (may be magnetic)
- Minimum Personal Protective Equipment
  - Safety Vest – safety yellow with "INSPECTOR" stenciled on back
  - Hard Hat – white with Firm logo and inspector's name
  - Eye Protection
  - Ear Protection
  - Gloves
  - Steel toed boots
- Inspection tool kit, including:
  - Measuring devices (25 ft. tape, 100 ft. tape, and wheel)
  - 4 ft. digital level (capable of measuring slope)



- 10 ft. straight edge
- String line
- Shovel
- Manhole hook
- Flashlight
- Digital Camera (camera on Tablet or smart phone is acceptable)
- Calculator

Each employee provided to the City-Parish under this contract shall be, at a minimum, provided with the following by the Program Manager:

- Standard forms to be used and filled out
- Project specific Plans and Specifications (Special Provisions)
- Project specific submittals and RFIs