Exhibit A - Scope of Work
Contract Administration, Construction Inspection, and Materials Testing

MnDOT State Project 8680-167 (I-94) in Wright County
From Wright County CSAH 75 at Monticello to Mn 241 (Mill and Overlay)

MnDOT State Project 7103-58 (TH 10) in Sherburne County
From 1.2 miles E of Mn 23 in St. Cloud to .2 miles W of Mn 24 (Mill and Overlay)

1.0 Purpose:

The Minnesota Department of Transportation (MnDOT) desires to obtain the services of a Contractor for contract administration, construction inspection, materials testing, traffic control compliance, project certification, and project finalization on State Projects 8680-167 (I-94) and 7103-58 (TH 10). These projects consist of mill and overlays on I-94 and TH 10 and are tied together for one construction contract. The tentative letting date is scheduled for October 24th, 2014. Construction operations are planned to begin on April 20th, 2015 and will end on approximately June 19th, 2015.

2.0 Scope:

The Contractor will provide contract administration, construction inspection, materials testing, traffic control compliance, project certification, and project finalization; all which will assure that the project is completed within reasonable conformity of the plans, specifications and contract provisions.

The Contractor will provide professional, technical, and administrative personnel meeting the requirements set forth in this scope of services in appropriate numbers at the proper times to ensure that the responsibilities assigned under this Contract are effectively carried out. All services will be performed in accordance with the established standard procedures and practices of MnDOT. Prior to furnishing any services, the Contractor will be familiar with MnDOT standard procedures and practices as set forth in the documents listed in Section 3.0 of this scope of services and with informal procedures and practices for construction, engineering and contract administration used by MnDOT. Contractor will maintain close coordination with MnDOT and each construction contractor in order to minimize rescheduling of the Contractor’s activities due to construction delays or changes in scheduling of the construction contractor’s activities.

Night construction operations are anticipated for work on the I-94 project. The Contractor will provide necessary staff during these hours.

For staffing purposes, the Contractor is made aware of the following requirements in the construction contract for the projects:

- The Construction Contractor has the option of starting construction operations on either SP 8680-167 (I-94) or SP 7103-58 (TH 10). Once construction operations have commenced, all work required under the construction contract for the respective roadway, except for final signing, and turf establishment, shall be completed prior to commencing work on the subsequent roadway.

Definitions:

Commissioner: The Commissioner of the Minnesota Department of Transportation, or the chief executive of the department or agency, constituted for administration of contract work within its jurisdiction.
Compliance Officer - Contractor personnel responsible for reviewing, monitoring, evaluating and acting upon documentation required for contract compliance.

Construction Contract Suspension: The unscheduled and unforeseen cessation of construction activity on a construction contract.

Construction Contractor: The individual, firm, or corporation contracting for and undertaking prosecution of the prescribed work; the party of the second part to the Contract, acting directly or through a duly authorized representative.

Construction Project Manager: MnDOT employee designated to be responsible and in direct control of the project covered by this Contract. MnDOT personnel are responsible for project decisions.

Contract: The written agreement between MnDOT and the Contractor setting forth their obligations, including, but not limited to, the performance of the work, the furnishing of labor and materials, the basis of payment, and other requirements contained in the Contract documents.

The Contract documents include the advertisement for bids, proposal, contract form, contract bond, these specifications, supplemental specifications, special provisions, general and detailed plans, notice to proceed, and orders and agreements that are required to complete the construction of the work in an acceptable manner, including authorized extensions, all of which constitute one instrument.

Contractor: The Consultant firm(s) retained by MnDOT to perform all construction, engineering and administrative functions as defined in this Contract.

Department: The Department of Transportation of the State of Minnesota, or the political subdivision, governmental body, board, commission, office, department, division, or agency constituted for administration of the Contract work within its jurisdiction.

District Engineer: The administrative head of the Department’s District or his designated representatives.

District Materials Engineer: The employee designated by the Department to administer the policies on materials sampling and testing in the Department’s District.

Engineer: The duly authorized engineering representative of the Contracting Authority, acting directly or through the designated representatives who have been delegated responsibility for engineering supervision of the construction, each acting within the delegated scope of duties and authority.

FHWA: The Federal Highway Administration, United States Department of Transportation, or its designated representative.

OSHA: Occupational Safety and Health Administration.

Project: The specific section of the highway, the location or the type of work together with all appurtenances and construction to be performed under the Contract.

3.0 Items to be obtained from MnDOT by the Contractor:
A. The most current printed documents and publications listed below are to be obtained by the Contractor prior to beginning work. Compliance with these guides, manuals, procedures, and directives will be a requirement of this contract. The Contractor will review this list and request all applicable documents from the appropriate office.

The following publications are available for purchase by the Contractor at MnDOT Manual Sales Office at (651)366-3017, or available on MnDOT’s website.

(a) MnDOT Standard Specification for Construction
(b) MnDOT Bituminous Manual
(c) MnDOT Concrete Manual
(d) MnDOT Contract Administration Manual
(e) MnDOT Grading and Base Manual
(g) MnDOT Standard Plates Manual
(h) MnDOT Survey and Mapping Manual
(i) MnDOT Technical Manual

The following publication is available form the MnDOT Construction and Contract Administration Office at (651) 366-4209:

(a) MnDOT Labor Compliance Manual

MnDOT Technical Memorandums are available on the MnDOT website – www.dot.state.mn.us/techsup.

MnDOT will furnish the Contractor those computer services normally provided to Engineers required to perform contract administration activities, including but not limited to, Field OPS (previously CAARS), the construction quantity documentation and payment program.

B. Contract documents to be furnished by the Construction Project Manager for each project are as follows:

- 2 sets Construction Plans – 11” x 17”
- 2 Proposals
- 1 electronic plan set in Microstation V8

C. MnDOT will furnish to Contractor a source to obtain all standard forms to be used in carrying out technical services under this Contract.

4.0 Items furnished by Contractor:

The Contractor will provide all testing equipment, photographic equipment, tapes, rules, disposable type molds for casting concrete test cylinders, sample cartons, sample bags, and other expendable type testing supplies and any other items necessary. Quantity and quality of the items are to meet the Construction Project Manager's approval.

Contractor will provide a sufficient number of clearly identifiable vehicles to maintain the necessary coverage of the project and to adequately transport personnel and equipment as deemed necessary by the Construction Project Manager. The vehicles will have the necessary safety features to be within the work zone and be able to safely carry concrete cylinders, density equipment, or any other equipment or materials as deemed necessary by the Construction Project Manager.
The Contractor will furnish and maintain cellular phones for all Contractor field personnel assigned to the project. A list of these phone numbers will be available to the Construction Project Manager and the construction contractor.

The Contractor will have available the following hardware and software:

A computer capable of running the Field Ops software

It will be Contractor’s responsibility to make certain that the hardware and software to be utilized is compatible with hardware and software being utilized by MnDOT. Contact Gus Wagner, Automation Unit Manager, 651-366-4237 if you have any questions regarding compatibility.

5.0 Liaison:

The Contractor will be fully responsible for carrying out all functions assigned to it by this Contract on the construction project. All activities and decisions of the Contractor relating to the project will be subject to review by the Construction Project Manager.

Contractor will provide coordination of all activities, correspondence, reports and other communications related to its responsibilities under this agreement.

Contractor will be advised of the official notice of award of the construction contract and will be ready to assign personnel within two weeks after notification. No personnel will be assigned until written notification of the construction contract award by the Construction Project Manager has been issued.

Construction engineering and inspection forces will be required of the Contractor at all times while the construction contractor is working on the construction contract. If the construction contract is suspended, the Contractor’s forces will be adjusted to correspond with the type of cessation, either complete or partial suspension.

6.0 Cooperation and performance of the Contractor:

During the life of this Contract, the Construction Project Manager will conduct reviews of the various phases of the Contractor’s operations, such as construction inspection, materials sampling, testing and administrative activities.

Reviews will be conducted in accordance with established MnDOT policy on work phases to determine compliance with this Contract and the sufficiency with which procedures are being effectively applied to assure that the construction work and administrative activities is being performed in substantial conformity with MnDOT policies, plans, specifications, and contract provisions. The Contractor will cooperate and assist the Construction Project Manager, or his representatives, in the conduct of the reviews.

When deficiencies are indicated in a review, remedial action will be immediately implemented by the Contractor in conformance with the Construction Project Manager’s recommendations. The Construction Project Manager’s remedial recommendations and the Contractor’s actions are to be properly documented by the Construction Project Manager. In general, remedial action will be required commensurate with the degree and nature of the deficiencies cited. Additional compensation will not be allowed for remedial action taken to correct deficiencies by the Contractor. Remedial actions may include any or all of, but are not necessarily limited to, the following actions:

A. Further subdivide assigned inspection responsibilities, reassign inspection personnel or assign additional inspection personnel. The Contractor will comply with this action within one week of notification.
B. Replace personnel whose performance has been determined by the Construction Project Manager to be inadequate. When directed by the Construction Project Manager, any person whose performance has been determined to be unsatisfactory shall be immediately removed.

C. Increase the frequency of the material control testing immediately in the appropriate phases of work where such is the responsibility of the Contractor.

7.0 Requirements:

It will be the responsibility of the Contractor to provide services as necessary to administer the construction contract in the manner so as to assure that the project is constructed in substantial conformity with the plans, specifications and contract provisions.

The Contractor will advise the Construction Project Manager in writing of any omissions, substitutions, defects and deficiencies noted in the work of the construction contractor and the corrective action taken.

A. Contract Administration:

Requirements: Personnel Training and Experience (see Section 9.0, Parts A,B,C).

Services to be performed by the Contractor:

1. Schedule and attend a meeting with the Construction Project Manager prior to the preconstruction conference. This meeting will provide a review of the construction contract and the requirements of the project along with information necessary to properly measure and pay for the construction contract work and for the completion of the final voucher.

2. Schedule and conduct a preconstruction conference for the project. Record significant information revealed and decisions made at these conferences and distribute copies of these minutes to the appropriate parties.

3. Maintain on a daily basis a complete and accurate record of all activities and events relating to the project and a record of all work completed by the construction contractor, including quantities of pay items in conformity with final estimates preparation procedures, and specifications. The Contractor will immediately report apparent significant changes in quantity, time or cost as they are noted to the Construction Project Manager.

4. Maintain Contract Time and Project Diary for the entire Project.

5. Maintain a log of all materials entering into the work with proper indication of the basis of acceptance of each shipment of material.

6. Maintain records of all sampling and testing accomplished and analyze such records required to ascertain acceptability of materials and completed work items. The field reports for records of work and testing results will be submitted within one week.

7. At least once each month, prepare a comprehensive tabulation of the quantity of each pay item satisfactorily completed to date. Quantities will be based on daily records or calculations. Calculations will be retained. The tabulation will be used for preparation of the Monthly Pay Voucher. The Monthly Pay Voucher will be generated by the Contractor utilizing the Field OPS system.
8. Provide to the construction contractor interpretations of the plans, specifications and contract provisions. Contractor will consult with the Construction Project Manager when an interpretation involves complex issues or may have an impact on the cost of performing the work. When warranted, the Construction Project Manager may request an interpretation from the Contractor.

9. Evaluate Value Engineering Proposals, in cooperation with the Construction Project Manager, and provide conclusions as to whether or not proposed changes are structurally equal to the planned construction as well as the validity of estimated savings to MnDOT and the construction contractor.

10. Analyze changes to the plans, specifications or contract provisions and extra work which appear to be necessary to carry out the intent of the Contract. When it is determined that a change or extra work is necessary, the Contractor will make recommendations to the Construction Project Manager for approval.

11. When it is determined that a modification to the original Contract for the project is required due to a necessary change in the character of the work, negotiate prices with the construction contractor and prepare and submit for approval by the Construction Project Manager all contract changes in accordance with applicable MnDOT policies.

12. In the event that the construction contractor gives notice, either written or verbal, that it deems certain work to be performed is beyond the scope of the construction contract and it intends to claim additional compensation, the Contractor will maintain accurate records of the costs involved in such work. These records will include manpower and equipment times and materials installed (temporary or permanent) in the portion of the work in dispute.

13. In the event that the construction contractor for the project submits a claim for additional compensation, analyze the submittal and prepare a recommendation to the Construction Project Manager covering validity and reasonableness of charges and conduct negotiations leading to recommendations for settlement of the claim. Maintain complete and accurate records of work involved in claims.

14. In the event that the construction contractor for a project submits a request for extension of the allowable contract time, analyze the request and prepare a recommendation to the Construction Project Manager covering accuracy of statements and the actual effect of delaying factors on completion of controlling work items.

15. Prepare and submit to the Construction Project Manager a draft Final Voucher and Final Documentation and one (1) set of As-Built Plans in electronic form with changes identifiable. This information is to be submitted within thirty (30) calendar days after final Contract completion date.

16. Assist appropriate MnDOT offices in preparing for arbitration hearings or litigation that may occur during the Contractor’s Contract time in connection with the project covered by this agreement.

17. Monitor the construction contractor’s compliance with contract provisions in regard to payment of predetermined wage rates in accordance with MnDOT procedures. This includes subcontractor compliance.
18. Serve as the Compliance Officer for surveillance of the construction contractor’s compliance with Contract requirements. The Compliance Officer is responsible for reviewing, monitoring, evaluating and acting upon documentation required for Contract compliance and maintaining the appropriate files thereof. Typical areas of compliance responsibility include EEO Affirmative Actions for the prime contractor and subcontractor, DBE, Contractor formal training, payroll and subcontracts.

The Compliance Officer must keep all related documents and correspondence accurate and up to date. The Compliance Officer will also attend all compliance reviews and furnish the complete project files for review.

19. Monitor the construction project to the extent necessary to determine whether construction activities violate the requirements of any permits. Notify the construction contractor of any violations or potential violations and require its immediate resolution of the problem. Violations must be reported to the Construction Project Manager immediately.

20. Maintain a complete log of all submittals of shop drawings, noting the dates of first submittal, subsequent review, and re-submittals, approvals, etc. The Contractor will be required to channel shop drawings to and from the construction contractor to the appropriate MnDOT office. Contractor will take note of and ensure that any changes are properly carried through to construction and will further record, report, make recommendations and adjudicate upon any circumstances which affect the progress or cost of the work. Contractor will actively encourage all reviewers to accomplish reviews promptly. Shop drawings will also include any manuals or similar documents outlining proposed construction procedures submitted by the construction contractor.

21. As required by the Construction Project Manager, provide coordination between the construction contractor and utility companies to assure that conflicting utilities are removed, adjusted or protected in-place in a timely manner to minimize delays to construction operations. Documentation will be maintained in accordance with MnDOT’s policies.

22. As required by the Construction Project Manager, provide inspection of utility work including reimbursable utilities that are shown in the Contract. This will also include all required documentation.

23. Conduct a weekly meeting with the construction contractor, subcontractor and/or utility companies to review plans, schedules, problems or other areas of concern. The results of these meetings will be recorded with minutes distributed to all affected parties including the Construction Project Manager.

24. Conduct and document field reviews of the maintenance of traffic operations including after normal working hours, nights, weekends and holidays.

25. To prevent delays in construction contractor’s operations, promptly produce reports, verify quantity calculations, field measure for payment purposes and/or write communications.

26. Upon identification of a proposed changed condition or construction contract change, the extent of change will be analyzed and an order of magnitude estimate of cost and time change, if any, will be prepared. Prior to receipt of the construction contractor’s estimate, prepare the fair cost estimate.

27. Negotiate all Contract changes in accordance with MnDOT Standard Specifications
utilizing the Contractor’s prepared fair cost estimate, along with approval from the MnDOT Estimating Section. Submit the results to the Construction Project Manager and report if agreement is not reached. The Construction Project Manager will review and approve recommended changes in cost and time. Contractor will prepare Contract change documents and track the status of each one until executed.

28. Be prepared to provide public information services in coordination with MnDOT’s Public Affairs Coordinator (J.P. Gillach 218-828-5706) and the Construction Project Manager as required to manage inquiries from the public, public officials, and the news media.

29. Videotape the pre-construction conditions throughout the project limits. Provide a digital photo log of project activities, with heavy emphasis on potential claim items/issues and areas of potential public controversy.

30. Prepare construction contract change documents, including Supplemental Agreements, Work Orders, and Change Orders.

B. Construction Inspection:

Requirements: Personnel Training and Experience (see Section 9.0, Parts D,E,F).

Contractor will perform technical duties in inspecting work to assure compliance with MnDOT Contract Administration Manual, Specification Book, special provisions, construction plan, policies and procedures, standards, OSHA regulations, and FHWA guidelines, as well as any other applicable laws. The Contractor will provide on-site construction inspection on a full time basis during all necessary construction activities. The Contractor will provide sufficient quality and quantity of inspection services to ensure that all construction is in accordance with approved plans, specifications, special provisions, and that compliance with MnDOT construction standards and policies is maintained.

Services to be performed by the Contractor:

1. Attend any conferences or meetings necessary for close coordination during day-to-day progress of the work or as required to carry out the Contract. Meetings will include a pre-construction and close out meeting.

2. Be familiar with the standard construction practices of MnDOT, the construction plans and contract(s) for the project, and the construction contractor’s proposed schedule of operations prior to beginning field services under the Contract.

3. Be familiar with the Special Provision (2016) QUALITY MANAGEMENT - PAVER MOUNTED INFRARED TEMPERATURE EQUIPMENT FOR THERMAL PROFILES and the requirements set forth for the construction contractor and inspection staff. Provide all necessary equipment and materials to comply with the provision. Contact Rebecca Embacher (651-366-5525) prior to construction starting and also with any questions regarding the provision.

4. Assign a sufficient number of technically qualified and experienced personnel to the project to perform the services required under the construction contract, in a timely manner to prevent delay to the construction contractor.
5. Notify the Construction Project Manager immediately of any unanticipated project conditions.

6. Withdraw any personnel or halt any services no longer required, at the request of MnDOT, or within a reasonable time after the lack of need becomes apparent to the Contractor, or at the request of MnDOT.

7. Perform field operations in accordance with OSHA regulations and accepted safety practices.

8. Provide for Contractor personnel transportation, supplies, materials and incidentals as are needed to accomplish the services required under the Contract.

9. Provide on-site construction inspection on a full time basis during all pertinent construction activities.

10. Contact MnDOT Surveys (Tim Paul at 320-223-6546) and coordinate staking as necessary.

11. Make certain that test report records or certificates of compliance have been received, prior to the incorporation of materials in the work, for materials tested off the project site.

12. Prepare and submit such periodic, intermediate and final data and records as may be required by MnDOT and as are applicable to the project.

13. Collect, properly label or identify, and deliver to MnDOT all original diaries, logs, notebooks, accounts, records, reports, and other documents prepared by the Contractor in the performance of the Contract, upon completion or termination of the Contract. Keep daily diaries, logs, and records consistent with MnDOT practices as are needed for a record of the construction contractor’s construction progress.

14. Collect, log, and channel shop drawings to and from construction contractor to appropriate MnDOT office for approval.

15. Review and monitoring of construction contractor’s schedule for construction and contact the Independent Assurance Inspector (Brad Busho 218-828-5759) when the project starts to provide servicing of the project.


17. Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance. Take any corrective action necessary.

18. Complete daily inspection reports, weekly concrete reports, daily concrete accomplishment reports, material certification, and Contract correspondence. Collect documentation, in accordance with the Contract Administration Manual, for work quantities completed. Measure and compute quantities of all materials incorporated in the work and items of work completed, and record date in the Field OPS database.


20. Perform reviews of temporary and permanent erosion control measures on the project for compliance with applicable permits and specifications. Keep a diary of reviews and
recommendations made to the construction contractor for remedial action to be taken.

21. Prepare partial estimate pay vouchers using Field OPS and provide to MnDOT for approval. Partial pay vouchers will be generated at regular intervals not to exceed once a month.

22. Prepare final documentation of construction pay items, quantities, material certification and other requirements as per the plans, specifications, special provisions and the Contract Administration Manual.

23. Review of construction contractors submittals of records and reports including: weekly payroll; statement of wage compliance; requests for payment of materials on hand; or other reports and records as required for the project by MnDOT.

24. Final Inspection – Conduct final inspection and recommend project acceptance.


26. Final Payment Voucher – Generate a draft Final Voucher using Field OPS and submit to MnDOT for review and approval. MnDOT will produce the final payment voucher and certificate of final acceptance.
   a. Documentation – Prepare final project documentation in accordance with MnDOT Construction Manual.

26. As-Built Plans
   a. Plan corrections – complete plan corrections, with changes noted and identifiable, to original electronic plan sheets using Microstation V8.

27. Provide pavement marking activities such as surveying and documenting inplace striping, spotting for interim and final marking, and inspecting the installation of pavement markings.

28. Coordinate bituminous and concrete plant inspections with MnDOT’s District Plant Coordinator (Mike Daniels 320-223-6538).

C. Materials Testing

Services to be performed by the Contractor

Requirements: Personnel Training and Experience (see Section 9.0)

1. The Contractor will perform sampling and testing of all component materials used on the project and will also obtain samples for submittal to MnDOT’s District Laboratory. Field testing may include, but is not limited to, concrete (slump tests, cylinders, etc.), bituminous (asphalt cement samples, temperatures, quantity weigh tickets, gradations, etc.), grading and base materials (gradations, moisture, density, etc.), pile driving (driving depth, etc.) in accordance with the current schedule of materials control. The Contractor will sample and test as appropriate, materials to be incorporated in the work and will reject construction contractor’s work and materials not meeting the designated criteria. **Note: MnDOT will perform all bituminous and concrete plant inspection as required for this project.**
2. Materials testing will be done in accordance with current MnDOT’s schedule of materials control and MnDOT standard specifications or as modified by the Contract special provisions. Where the schedule of materials control specifies laboratory/agency testing, those tests will be performed at the District Materials Laboratory. The Contractor will be responsible for delivering the samples to the District Materials Laboratory.

3. MnDOT will perform all surveying on the project as described in Standard Specification 1508 “Construction Stakes, Lines, and Grades.” The Contractor will be responsible for the timely coordination of survey needs with the assigned MnDOT survey crew.

4. Contractor will keep daily diaries, logs and records consistent with MnDOT policy as are needed for a record of the construction contractor’s progress. Necessary concrete, bituminous and grading and base reports will be prepared by the Contractor and submitted to responsible parties as required during the same week that the construction work is done or as otherwise directed by the Construction Project Manager.

5. All testing equipment used by the Contractor will be calibrated at least once per year, or at the specified intervals, in accordance with MnDOT’s Laboratory, Bituminous, Concrete and Grading and Base Manuals.

6. No provisional certifications will be allowed for these testing procedures.

7. The Contractor will contact the District Independent Assurance Inspector (Brad Busho 218-828-5759) and request an Independent Assurance review for the project. This review may be necessary for all testers and observers; at least one documented check of each tester and observer is required each year. The individual tester or observer may be required to perform the test(s) in either the field or the District Materials Laboratory.

• The tester is defined as the individual who actually runs the test.
• The observer is defined as the inspector who watches the contractor run the test.

8.0 Personnel:

A. General Requirements:

Contractor will provide a sufficient number of qualified personnel as necessary to effectively carry out its responsibilities under this Contract.

B. Personnel Qualifications:

The Contractor will utilize only competent personnel who are qualified by experience and education. Contractor will submit in writing to the Construction Project Manager the names of all personnel to be considered for assignment to the construction project, together with a detailed resume with respect to salary, education and experience qualification of each individual. Minimum qualifications for the Contractor personnel are set forth in this Contract. MnDOT may require that these minimum qualifications be altered in instances when the unique nature of the work requires specific specialized skills.

C. Staffing:

Contractor will adequately staff the job sufficiently in advance of the beginning of construction work,
to be properly prepared to satisfy its responsibilities, and will maintain an appropriate staff after completion of construction to complete the Final Estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, will be available to resolve disputed final pay quantities until the contract has been paid off. No personnel will be assigned to this project by the Contractor until the qualifications of each person proposed have been reviewed and approved by the Construction Project Manager. Contractor’s personnel approval request will be submitted at least two weeks prior to the date an individual is to report to work.

An individual previously approved by the Construction Project Manager whose performance is later determined by MnDOT to be unsatisfactory will be replaced by Contractor in accordance with Section 6.0 of this Scope of Services.

Personnel identified in Contractor’s technical proposal will be assigned to the construction project as proposed by the Contractor and are considered by MnDOT to be committed to performing services under this Contract. Any changes will require written approval from the Construction Project Manager.

When the construction contractor’s operations on the project diminish, Contractor will reduce the number of its personnel assigned to the project as appropriate. Any adjustment of Contractor forces as recommended by the Construction Project Manager will be accomplished within one week after notification.

D. Licensing for Equipment Operation:

The Contractor will be responsible for obtaining proper licenses for equipment and personnel operating equipment when licenses are required.

9.0 Personnel Training and Experience:

Before the project begins, all Contractor staff will have a working knowledge of the current Contract Administration Manual and the MnDOT Standard Specification book, and must possess all the knowledge, skills and abilities required in obtaining the necessary certifications for performing the duties of the position they hold. Contractor will ensure that MnDOT’s current practices, policies and procedures are met throughout the course of the project. Cross training of the Contractor’s staff is highly recommended to ensure a knowledgeable and versatile project team. The following training and experience standards are expected, as a minimum, for all Contractor personnel under each category.

A. Senior Project Engineer – A Civil Engineering degree plus registration by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design, as a Professional Engineer, six (6) years of engineering experience with two (2) years in bituminous roadway paving. Qualifications include the ability to communicate effectively (verbally and in writing). Direct a highly complex and specialized construction engineering and inspection program. Plan and organize the work of subordinate staff members. Consult with the MnDOT Construction Project Manager and the staff. Develops and reviews policies, methods, practices, and procedures; and reviews programs for conformity with MnDOT standards. Exercises initiative and independent judgment in the solution of work problems. (This position is not eligible for straight or premium overtime pay.)

B. Project Engineer/Project Manager – A Civil Engineering degree plus two (2) years of engineering experience with one (1) year in bituminous roadway paving. Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the
solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration. Must be familiar with construction safety procedures. Must have advance communication skills; such as to report and advise of project progress. (This position is not eligible for straight or premium overtime pay.)

C. **Office Manager** – High school graduate plus three (3) years of clerical experience plus two (2) years experience in construction office management having performed duties including reviewing of payrolls, EEO compliance, processing of Supplemental Agreements, final estimates, weekly and monthly reports, etc. Must be familiar with the MnDOT Contract Administration Manual and with the current MnDOT specifications. Works under the general supervision of the Engineer and staff. Must have general knowledge in the field on construction to understand and verify that that contractor is meeting the goals set forth in the contract. Reviews contract for EEO, DBE, Formal On-Job Training and Davis Bacon Payroll Requirements. Responsible for the establishment and maintenance of all project files necessary to document and to assure that the project is completed in accordance with contract specifications.

D. **Senior Inspector Roadway** – High school graduate plus seven (7) years of experience in construction inspection with two (2) years in bituminous roadway paving. Responsible for performing highly complex technical assignments in construction, making and checking engineering computations, inspecting construction work and conducting field tests and is responsible for coordinating and managing the inspectors. Work is performed under general supervision of the Engineer/Contractor. To be certified in #’s 1, 2, 5, 6, 9, 10, and 13. Can apply para-professional engineering skill and knowledge to difficult transportation issues. Must be able to make sound and rational decisions after considering alternatives. Has expertise in human relation skills and oral communication skills. Has expert technical knowledge to handle most complex problems. Documents or directs documentation of work performed.

E. **Inspector Roadway** – High school graduate plus three (3) years of experience in roadway construction inspection with (1) year of bituminous paving experience. Responsible for performing assignments and assisting Senior Inspector in the performance of his duties. Receives general supervision from Senior Inspector who reviews work while in progress. To be certified in #’s 1, 5, 9, and 13. Performs moderately difficult duties in a wide range of field, laboratory and office assignments. Has ability to interpret and analyze written material. Has above average oral and written communication skills. Can perform advanced engineering calculations. Has the ability to organize work and perform project planning.

F. **Inspector Roadway/Engineering Aide** - High school graduate plus three (3) years of experience in roadway construction inspection. Responsible for performing assignments and assisting Senior Inspector on this project on a part time basis as work requires. Receives general supervision from Senior Inspector who reviews work while in progress. To be certified in #’s 1, 5, and 9. Performs moderately difficult duties in a wide range of field, laboratory and office assignments. Has ability to interpret and analyze written material. Has above average oral and written communication skills, along with the ability to organize work and perform project planning.

**Certifications:**

1. Concrete Field 1
2. Concrete Field 2
3. Concrete Plant 1
4. Concrete Plant 2
5. Bituminous Street 1
6. Bituminous Street 2
7. Bituminous Plant 1
8. Bituminous Plant 2
9. Grading and Base 1
10. Grading and Base 2
11. Bridge Inspection 2
12. Signal and Lighting
13. Site Management (Erosion Control)

10.0 Subcontractor Professional Services:

Upon written approval by the Construction Project Manager and MnDOT, and prior to performance of work, Contractor may subcontract for engineering surveys or specialized professional services.

11.0 Other Services:

The Contractor, upon written authorization from MnDOT, will perform additional Inspection related services as may be required by MnDOT. The following items may be required by MnDOT to supplement the Contractor’s services under this Contract. Fees for such services will be negotiated.

A. Contractor will, upon review, approval, and written authorization by MnDOT, make such changes and revisions to the plans and specifications as may be required in order to complete the Construction activities.

B. Contractor will, upon written request, assist MnDOT in preparing documents for arbitration hearings or litigation that occur after the basic Inspection services are complete, in connection with the project.

C. Contractor will, upon written request from MnDOT, provide qualified professionals to serve as engineering witnesses, provides exhibits, and otherwise assist MnDOT in any litigation or hearing in connection with the construction contract.

D. Contractor will, upon written request by MnDOT, provide on/off site project related inspection services, above those specified in this scope of services.

12.0 Construction Claims:

Claim resolution and/or containment of exposure are most efficient at the time of occurrence. It is prudent policy that all discrepancies that have an impact on the project and that are incurred by the construction contractor, be dealt with immediately.

On an as-needed basis, Contractor/subcontractor will perform discovery of documentation involved in any claim filed by the construction contractor providing claim defense strategy for MnDOT to use in resolution of the claim.

If a discrepancy cannot be resolved and a construction contractor files a claim, the Contractor/subcontractor will have complete documentation and schedule and planning data conclusive for counsel’s use and defense procedures. If necessary the Contractor/subcontractor will act as an expert witness in defense of claims for MnDOT.

13.0 Post Construction Claims Review:

In the event the construction contractor for the project submits a claim for additional compensation and/or time after the Contractor has completed this Contract, Contractor will, at the written request from MnDOT, analyze the claim, prepare a recommendation to MnDOT’s Construction Project Manager covering validity
and reasonableness of charges and/or assist in negotiations leading to settlement of the claim. Compensation will be negotiated and reimbursed by a separate work order.

14.0 Contradictions:

In the event of a contradiction between the provisions of this scope of services and the Contractor’s proposal as made a part of this Contract, the provisions of the scope of services will apply.

15.0 Length of Service:

The Contractor services for the construction contract will begin upon written notification to proceed by the Contract Administrator. The length of services as herein established is based on the Contractor beginning work when notified and continuing to work until acceptance by MnDOT of the described services. For estimating purposes, Contractor will be allowed an accumulation of thirty (30) calendar days to perform preliminary administrative services prior to the beginning of construction contract time and thirty (30) calendar days subsequent final acceptance of the construction contract to be completed.

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