

Work Type Definition and Submittal Requirements
11.1 Construction Inspection Grading and Base, Bituminous and Concrete

This Work Type is for a construction Chief Inspector

Work Type Definition

Pages 1-2 detail the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 3-4.

I. Description

This class of inspection work is intended to assure that grading and base, bituminous and concrete work performed on state construction projects are in compliance with the Contract documents, construction Plan, Contract Special Provisions, MnDOT Standard Specifications for Construction, MnDOT policies, procedures and standards, Occupational Safety & Health Administration (OSHA) Regulations, and Federal Highway Administration (FHWA) guidelines, as well as any other applicable laws. On-site construction inspection is provided on a full time basis during construction activities.

The work includes resolution of field problems as quickly as possible. Generally, field problems are any types of difficulties encountered during construction through circumstances that require some degree of engineering evaluation and decision. Field problems may involve situations such as: plan omissions, out tolerance work, out of specification materials, structural defects, accidental damage, underground obstructions, etc. These problems may have a significant impact on the execution, progress or cost of the project. It is therefore of paramount importance that they be resolved expeditiously.

II. Standards and Specifications

Standards and specifications required for a project under this work type may include the following:

- A. All work performed in accordance with Contract documents and applicable specifications, rules & regulations;
- B. Field operations in accordance with OSHA regulations and accepted safety practices;
- C. Timely problem resolution and communication to Engineer;
- D. All work properly measured and documented in a timely manner;

III. Provided By MnDOT

Information to be supplied by MnDOT for a project may include the following:

The most recent version of some or all of the following:

- A. Contract Documents
- B. MnDOT Standard Specifications for Construction
- C. MnDOT Bituminous Manual
- D. MnDOT Bridge Construction Manual
- E. MnDOT Bridge Standard Plans Manual

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- F. MnDOT Bridge Details Manual
- G. MnDOT Concrete Manual
- H. MnDOT Contract Administration Manual
- I. MnDOT Grading and Base Manual
- J. MnDOT Laboratory Manual
- K. MnDOT Landscape Projects Manual
- L. MnDOT Standard Plans Manual
- M. MnDOT Standard Plates Manual
- N. MnDOT Standard Signs Manual
- O. MnDOT Survey and Mapping Manual
- P. MnDOT Technical Manual
- Q. MnDOT Traffic Engineering Manual
- R. MnDOT Labor Compliance Manual
- S. MnDOT Technical Certification Handbook
- T. MnDOT Technical Memorandums
- U. Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD)

IV. Provided by Consultant

Deliverables to be supplied by the consultant for a project may include the following:

- A. Grading and Base, Bituminous and Concrete Inspection reports and documents.
- B. Measure and compute quantities of all contract work;
- C. An assembly of all relevant information regarding difficulty, problem or defect encountered;
- D. Proposed remediation of difficulty, problem or defect;
- E. Field operations reports;
- F. Periodic, intermediate and final data and records;
- G. Diaries, logs, notebooks, accounts, records, reports and other documents;
- H. Prepare final documentation;

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Work Type Submittal Requirements

A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm and by meeting the demonstrated requirements.

Key Personnel Requirements	
Minimum Number of Staff:	<ul style="list-style-type: none"> At least one inspector with each of the proper professional certifications listed below.
Professional Certification/Licensure:	<ul style="list-style-type: none"> High school graduate MnDOT Technical Certification, Concrete Field Level 2 MnDOT Technical Certification, Bituminous Street Level 2 MnDOT Technical Certification, Grading and Base Level 2
Work Type Submittal Requirements*	
I. Resume and Relevant Project Experience Form (Form PQ1) <i>Submit in Word format</i>	A. Complete Parts, 1, 1A, and 2 of form PQ1 <u>Part 1:</u> Fill out general information and names of personnel, including other professional and technical support personnel. <u>Part 1A:</u> Fill out for each person listed in Part 1. <ul style="list-style-type: none"> Must show a minimum five years experience in Construction Inspection. Three (3) of the five years experience must be in roadway construction inspection as chief inspector. Satisfactory experience must be demonstrated on at least five (5) applicable completed projects in past five (5) years. Time spent on each project by the individual seeking prequalification must be documented in days/weeks or months, whichever is relevant. Indicate specific duties performed on each project by the specific individual seeking prequalification. <u>Part 2:</u> Project Examples are not applicable to this work type. Qualifying experience of staff in the category/level of work must be documented in part 1A.
II. Proof of Professional Certification/ Licensure <i>Submit in PDF format</i>	A. Provide current copy of applicable Professional Certification/ Licensure.
<p align="center">*Work Type Submittal Instructions:</p> <p align="center">Create a CD or flash drive that includes the following individual files or folders in this order:</p> <p>I. Resume and Relevant Project Experience Form (Form PQ1)</p> <p>II. Proof of Professional Certification/Licensure</p> <p align="center">Each file should be saved in the format identified above.</p> <p align="center">Submit 5 copies of the CD or flash drive.</p>	