

**Town of Waitsfield
9 Bridge Street
Waitsfield, VT 05673
March 5, 2012**

**Scope of Services
Resident Engineer & Construction Inspection
for
Sidewalk project
Waitsfield STP BIKE (24)S**

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Manager
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I. INTRODUCTION

The Town of Waitsfield, hereinafter referred to as the Municipality, will contract with a qualified firm or individual to provide resident engineer, construction inspection and testing services on a project involving the construction of a sidewalks and related features.

It is anticipated that the project construction Invitation for Bids will be issued on or about April 15, 2012 and a Pre-Bid Meeting held on or about May 1, 2012. Construction completion date is anticipated to occur not later than October 31, 2012.

The municipality has used the Town's Administrator to provide Municipal Project Manager (MPM) services and to act as its representative for project development. Valerie Capels, is the designated MPM.

The municipality has contracted with Bannon Engineering, Inc. (the Designer) to provide engineering services during the construction phase.

The project is being developed through the Local Transportation Facilities (LTF) division of the Vermont Agency of Transportation (VAOT or VTTrans). Projects under the LTF program are managed by the municipality. Although the project is managed locally, the use of Federal funds requires that construction procedures and quality control must follow applicable state and federal regulations.

A requirement of the LTF program is that the municipality provides the necessary oversight of the construction of the project. This oversight includes hiring a Resident Engineer to provide construction oversight, inspection and testing. Resident Engineer will be responsible for procuring and scheduling an

independent Testing Laboratory for material sampling/testing. This Scope of Services describes the primary duties and responsibilities expected of the individual or firm that may provide these oversight services for the municipality, acting through the MPM, as described in more detail in the following Sections.

II. SCOPE OF SERVICES

General

The intent of the contract to be awarded is that the individual or firm engaged to perform these services will assume all of the duties and responsibilities of the **Resident Engineer or Engineer** as referred to and described in the Vermont Agency of Transportation, *Standard Specifications for Construction, 2006 Edition* with all addenda, or in the Contract Documents, which shall govern in case of conflict; all of which are incorporated herein by reference (emphasis added). The Contract for Construction Inspection will delegate to the individual or firm those duties, powers and authority required in carrying out this intent.

The consultant hired to perform these services should be experienced and qualified to perform a variety of inspection, record keeping and construction engineering activities including, but not limited to:

Task 1: Administration

1. Maintain communication with the MPM on a regular basis.
2. Coordinate with the Municipality, Design Engineer, VTTrans and the Construction Contractor(s).
3. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.
4. Attendance at a pre-bid conference at the Municipality's request, if applicable. Coordinate, schedule and oversee the pre-construction conference. Coordinate, schedule and attend the Final Inspection. Attend all other job related meetings.
5. Make sure contractor contacts Dig-Safe.
6. Preparation of Daily Reports, including quantities with locations and work conditions.
7. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the MPM, Design Engineer, State or Federal representatives, and Municipal representatives.

8. Accompany the MPM, Design Engineer, State or Federal representatives and Municipal representatives on visits to the project.
9. Coordinate and oversee every two weeks a regularly scheduled Construction Status meeting with the Contractor, MPM, Design Engineer, State or Federal representatives and Municipal representatives.
10. Report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM and/or the Design Engineer.
11. Calculation and verification of the final contract quantities.
12. Review and submit to the Design Engineer any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents.
13. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.
14. Prepare a Contractors progress payment estimate on a bi-weekly basis.
15. Issue a Certificate of Substantial Completion at the appropriate time.
16. Provide certification to the Municipality and VTrans that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

Task 2: Construction Inspection

1. Maintain a presence on the project during all times when contractor activities are underway.
2. Check that the contractor is in compliance with all construction contract requirements, Town of Waitsfield permits and ordinances; property rights agreements; erosion and sediment control; and stormwater management plan; state permits, regulations and statutes; and federal regulations and statutes; and exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.

3. Inspect and review for compliance; material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Material Lab specifications and the Environmental Section.
4. Track utility relocation and plot final facility locations for the final as-built
5. Conduct erosion control monitoring and daily inspections in accordance with applicable permits.
6. Review and verify traffic control activities.
7. Develop final as-built plans.
8. Check that completed work complies with the plans and specifications and is true to line and grade.
9. Organize an inspection of work completed at such time as the contractor may claim substantial completion, with a contractor's representative, MPM, Design Engineer, State & Federal & Local representatives, and issue a list of items to be corrected or completed.

Task 3: Materials and Equipment Inspection and Testing

1. Check that materials and equipment are fabricated and tested in accordance with contract documents, in advance of installation; ensure that the independent inspection contractor is performing preliminary process control tests on material samples in accordance with the VTrans Materials Sampling Manual to ensure continued quality in the work. Review the test reports and certificates for decision on acceptability and take necessary action accordingly.
2. Check that materials submitted as pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.
3. Record materials certifications in accordance with VTrans procedures.
4. The selected Construction Inspection individual/firm is responsible for insuring that the required minimum number of testing be performed by an independent qualified materials testing laboratory.

The Construction Inspection field personnel will be expected to wear personal protective equipment, including appropriate headgear and reflectorized vest when on the project site.

The Material Testing Contractor will be expected to provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.

It is anticipated that the project will be advertised **April 15, 2012**. The award of construction inspection contract is anticipated within four to six weeks of advertisement. The construction is scheduled to be completed by **October 31, 2012**. The Construction Inspection Consultant should plan on being on-site at all times during construction of the project to be able to certify, on completion of the project, that the project was built as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

The Construction Inspector Contractor will be the primary contact person representing the Town of Waitsfield on the project. The inspector will be responsible for contacting the Design Engineer and the MPM to resolve any design related issues that may arise during construction.

The selected inspection and testing individual or firm will perform all field sampling and Acceptance/Verification Testing of materials which are incorporated into the project as hereinafter described, if necessary by subcontracting a qualified testing laboratory. Personnel employed for this sampling and testing must be NETTCP qualified as indicated in the Vermont Agency of Transportation *Materials Sampling Manual* dated March 7, 2005 for Qualified VAOT (VTrans) personnel. Testing will be conducted only in Qualified Labs. The requirements for personnel and laboratory qualifications shall conform to the VAOT Quality Assurance Program, June 2002 as noted in the referenced *Materials Sampling Manual*.

Interested parties are advised that, with the exception of approval of staging, materials supply and disposal areas, mix design review, plant inspections, and the Independent Assurance of materials quality, the Vermont Agency of Transportation (VTrans) will have only limited oversight and involvement in project administration or construction inspection. The Federal Highway Administration (FHWA) retains oversight of the project in conjunction with VTrans if the project is located on the National Highway System (NHS).

The Construction Inspection individual or firm will be provided a copy of the Contract Documents and the Construction Plans at no charge. The individual or firm must be qualified to and will be required to perform a variety of inspection, record keeping and construction engineering activities as stated above.

The Designer has certain contractual responsibilities during the construction phase of the project and the individual or firm engaged as the result of this RFQ shall carry out its responsibilities in a manner that is consistent and cooperative with those of the Designer.

The Construction Inspection individual or firm will be responsible for contacting the Designer to resolve any design-related issues that arise during construction.

VTrans has certain Quality Assurance responsibilities during the construction phase of the project and the individual or firm engaged as the result of this RFQ shall carry out its responsibilities in a manner that is consistent and cooperative with those of the VTrans Quality Assurance Program.

VTrans implemented a Work Zone Safety and Mobility program in 2007 and this project will be subject to its provisions. Refer to the Guidance Document, as well as the Plans and Specifications for this project.

The Construction Inspection individual or firm will be responsible for conducting continuous monitoring of the work zone and the Traffic Management Program, and will submit a daily report on the preceding day's observations. At the completion of the project a summary report will be required.

The Construction Inspection individual or firm is expected to attend the Pre-Bid Meeting and the Pre-Construction Conference, and to be on-site during construction of the project to the extent necessary to certify, on completion, that the project was built as designed, subject to appropriate and necessary revisions during construction; that the Contractor was in conformance with all Contract Documents; and that all Provisions of the Construction Contract were fully complied with. Upon completion of the construction the individual or firm will be expected to provide a Certificate to that effect.

The Construction Inspection individual or firm's on-site representative will be the public contact person representing the Municipal Project Manager and the municipality on the project on a day-to-day basis.

III. CONTRACT PERIOD AND PAYMENTS

The contract period will commence upon award. The Contractor's work on the project is anticipated to begin on or in advance of the May 1, 2012 the pre-bid meeting and is expected to be completed before November 30, 2012. The Construction Inspection contract term will expire on December 31, 2012, unless otherwise agreed prior to execution of this contract or extended by change order to address matters or reporting that may carry over into 2013.

Payments will be made in monthly increments, based on properly supported invoices being submitted to the MPM.