



**Resurfacing Of C469 Improvements Project**  
Construction Engineering and Inspection  
Scope of Services  
Revised: August 7, 2012

VOLKERT will provide qualified personnel to provide Construction Engineering and Inspection (CEI) Services for Sumter County's **Resurfacing of C469 Improvements Project** (the project). The CEI Services provided by VOLKERT consist of Construction Observation and Contract Administration functions defined under this Scope of Services. VOLKERT CEI personnel will utilize effective control procedures to observe, monitor and inspect the work performed by the Contractor in order for the work to be completed in reasonable conformity with the Sumter County construction contract plans and specifications.

**Construction Observation Services**

The CEI services will include field observation; informal meetings with the Contractor and Sumter County, Public, utility and field testing companies; review of the Contractor's monthly pay requests; preparation of any required project progress reports; review of any proposed contract change orders; and coordination as required for permit compliance. VOLKERT will provide a Senior Roadway Inspector on a limited basis (4 hours per day) during non-paving days and full time (8 hours or more per day) during asphalt paving operations. The Senior Roadway Inspector will observe and document the construction work performed by the Contractor for all aspects of the project. VOLKERT CEI Services will begin on the same day as the Contractor's NTP and will end when all CEI funds have been expended or when construction is completed, whichever occurs first,

**Construction Observation**

VOLKERT will make every reasonable effort to ensure that the Senior Roadway Inspector assigned to the project observes and documents contractor operations daily. Depending upon the circumstances, personnel substitution of other staff may be necessary. VOLKERT will respectfully request an equitable adjustment to the time and funds budgeted for CEI Services by Sumter County to if the Contractor's contract time is suspended for reasons beyond the control of VOLKERT.

Material Sampling and Testing and Asphalt Plant Inspection will be performed by other firms under separate Sumter County contracts. The Senior Roadway Inspector will coordinate with the material testing laboratory and the asphalt plant inspector to ensure that all materials incorporated into the final project are acceptable prior to processing payment requests.

The VOLKERT Senior Roadway Inspector will monitor and document the Contractor's on-site construction operations by keeping detailed, daily, accurate records of the Contractor's daily operations and significant events that affect the work. His responsibilities will be limited providing general guidance to the contractor and he will not issue direction or offer interpretations of Sumter County contract documents.

The specific duties and responsibilities of the VOLKERT Senior Roadway Inspector include:

- Monitoring and documenting Contractor daily operations; coordinating Contractor operations with the Sumter County Project Manager; Amber L. Gartner, PE, KHA, Engineer of Record; and Central Testing Laboratory, Geotechnical Engineer as required.
- Monitoring and documenting the Contractor's efforts to: maintain effective Maintenance of Traffic (MOT) to provide a safe work zone for construction forces and the public; comply with the requirements of the contract Stormwater Pollution Prevention Plan.
- Monitoring/coordinating the Contractor's relocation of mailboxes with property owners and the relocation of a SECO electric overhead pole.



- Coordinating with the Central Testing Laboratory or other material testing firm retained by Sumter County to integrate the scope and scheduling of construction material testing during construction. Review test results and schedule re-tests on failing samples.
- Inspect the Contractor's work during asphalt paving operations with an emphasis on quality control of materials and application rates to determine if the Contractor's operations comply with 2010 FDOT Specification Requirements including Sections: 337-Milling of Existing Asphalt Pavement; 334-Superpave Asphalt Concrete and 337-Asphalt Concrete Friction Course.
- Inspection during asphalt paving operations will include determining if the Contractor's construction of the C469 Typical Section and the seven Super Elevated Curves comply with the requirements of FDOT Specification Section 327-3.
- Collect and inventory asphalt tonnage records and tabulate pay items quantities.
- Review Contractor prepared progress payment invoices based on pay item quantities and recommend payment approval to the VOLKERT Project Administrator.
- Provide recommendations on any minor filed modifications to the VOLKERT Project Administrator and the Sumter County Project Manager.

#### **Contract Administration:**

A limited amount of time for a Project Administrator and administrative support staff has been budgeted to provide Construction Contract Administration during project construction. Time and CEI Services budget that is not required for limited Contract Administration will be reallocated for Construction Observation. VOLKERT personnel will maintain project correspondence files and prepare final project records for Sumter County.

The specific duties and responsibilities of the VOLKERT Project Administrator include:

- Reviewing the Contractor's Traffic Control Plan to ensure it address the proposed construction and meets contract document requirements.
- Reviewing the Contractor's baseline and schedule updates to check the contractor's logic and that the critical items are reasonable and meet the contract requirements.
- Reviewing the Monthly Progress Payment Requests for accuracy and forwarding an accurate monthly progress report to the Sumter County Project Manager with a payment recommendation.
- Reviewing and coordinating responses to Request for Information (RFIs) and design intent communications with Amber L. Gartner, PE, KHA, Engineer of Record. in a timely manner so that the construction is not delayed.
- Issuing any necessary interpretations and clarifications of the Contract documents or prepare any required work directive changes/change orders for approval by the Sumter County Project Manager.
- Coordinating the approval of any shop drawings by Amber L. Gartner, PE, KHA, Engineer of Record. Project shop drawings are all drawings, diagrams, illustrations, brochures, schedules and other data prepared by the Contractor or a subcontractor that illustrates the equipment, material or some portion of the work to be used during the construction of the project.



- Inspecting the work completed by the Contractor to determine if the work is in reasonable conformity with the Sumter County construction contract documents, and if the Contractor has generally complied with all of his contractual obligations.
- Provide a recommendation to the Sumter County Project Manager concerning the disposition of final Contractor payment request.
- Reviewing record drawings produced by the contractor to determine if they are reasonably accurate.

**Construction Office/ Surveying:**

A field office and surveying services are not included in this proposal.

**VOLKERT CEI Services Schedule:**

The schedule that this VOLKERT CEI Scope of Services is based on is shown below.

**C469 Project Schedule**

Task	Timeline	Start Date	Completion Date
Construction	180 Calendar Days	November 1, 2012	April 29, 2012

**Consultant Compensation**

This section defines the method and limits of compensation to be made to VOLKERT Inc. for the services described in this Scope of Services. At the completion of all services VOLKERT will be paid a **Maximum Limiting amount of \$80,451.00.**

Partial payments will be made monthly based on a percentage basis. This Fee Proposal is based on an overall duration of 180 calendar days. If the duration of Volkert’s CEI Services exceeds 180 calendar days it will be necessary to adjust our contract price accordingly.

**COMPENSATION CALCULATION**

**TOTAL CEI COSTS = \$ 80,451.00**

CEI Services for Resurfacing of C469 Improvements Project

	<u>Calendar Days</u>	<u>Work Days</u>
Observation Construction Days:	180	129
Administration Construction Days:	180	129
<b>Total Duration:</b>	<b>180</b>	<b>129</b>

Calculation is based on a 5 day work week.

<b>CONSTRUCTION OBSERVATION COSTS</b>					
Description	Hourly Rate	Number of Hours/Day	Number of Work Days	Total Number of Hours	Total Cost
Senior Project Engineer	\$200.00				\$ -
Project Administrator	\$125.00	0	129	0	\$ -
Senior Roadway Inspector	\$81.00	10	23	230	\$ 18,630.00
Senior Roadway Inspector	\$81.00	4	106	424	\$ 34,344.00
Project Administrative Support	\$51.00				\$ -
<b>Estimated Construction Observation Costs =</b>					<b>\$ 52,974.00</b>

CONTRACT ADMINISTRATION COSTS					
Description	Hourly Rate	Number of Hours/Day	Number of Work Days	Total Number of Hours	Total Cost
Senior Project Engineer	\$200.00	0	129	0	\$ -
Project Administrator	\$125.00	1.5	129	193.5	\$ 24,187.50
Senior Roadway Inspector	\$81.00	0	129	0	\$ -
Inspector	\$66.00				\$ -
Project Administrative Support	\$51.00	0.5	129	64.5	\$ 3,289.50
<b>Estimated Contract Administration Costs =</b>					<b>\$ 27,477.00</b>

**Total CEI Costs for 129 Work Days is \$52,974.00 + \$27,477.00 = \$80,451.00**