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| Form M001-B073123 |

**EXHIBIT A.1 -**

**Statement of Work and Delivery Schedule for Construction Contract Administration and Construction Engineering & Inspection (“CA/CEI”)**

**Construction Project Name:**  **(the “Project”)**

**Project Location: .**

**Local Public Agency (LPA):** **[Delete if not applicable]**

**Price Agreement/Contract No.:** **; WOC No.:** **; Amendment No.:**

**Key No.:**

[The following table applies only to WOCs and WOC amendments. Delete table if using this SOW template in a project-specific contract because contact information is already included in contract Exhibit J.]

|  |  |  |  |
| --- | --- | --- | --- |
| Name:Address:Phone:Fax:Email: | **Agency’s Project Manager (“APM”) for CA/CEI Phase**[Enter name and contact info for APM. The APM is responsible for the day-to-day oversight and review of Consultant Services/Deliverables. The APM may or may not also be named as the WOC Administrator.] | Name:Address:Phone:Fax:Email: | **Consultant’s Project Manager (“PM”)****for CA/CEI Phase** [Enter name and contact info for PM. The PM is the Consultant’s primary contact for the Project and is responsible for coordination and completion of all Consultant Services/Deliverables. The PM must be a licensed Professional Engineer.]**\_\_\_\_\_\_@\_\_\_\_\_.com** |
|  |  |  |  |
| Name:Phone:Email: | **Agency’s Contract Administrator for the WOC**[The ODOT individual responsible for administration of the WOC must be identified.] | Name:Phone:Email: | **Alternate Contact for Consultant**[this information is optional] |

Agency may change the APM designation, Agency’s address for invoicing (section H.5), or both by promptly sending written notice (e-mail notice acceptable) to the Consultant, with a copy to ODOT Procurement Office. Changes to Agency's Contract Administrator for the WOC must be done by amendment. Any changes to Consultant’s Project Manager must be approved in writing (e-mail acceptable) by Agency. Consultant shall provide written notice (email acceptable) to Agency of any changes to Consultant’s other contacts for this WOC.

1. General instructions for CA/CEI SOW (“SOW”) template use. This template includes standardized language approved by the Construction Section - Contract Administration Unit and DOJ. Adherence to these instructions is required to expedite review and approval of your Contract, PA, WOC or amendment.

1. **Inserting the CA/CEI SOW template into WOC or PSK documents:**
	* **For WOCs**, copy entire CA/CEISOW starting with the heading on page 1 through the very end of template and paste into WOC (or WOC amendment) overwriting the “Exhibit A” heading through the end of Exhibit A - section F. Leave in the WOC sections G and H of Exhibit A and the applicable attachment language for BOC and DBE provisions.
	* **For Contracts or PAs,** copy CA/CEI SOW starting with the heading on page 1 through the end of section F and paste into the Contract or PA (or amendment) overwriting everything in Exhibit A.
2. **Task (and sub-task) numbering is standardized**. Do not change task numbers when deleting unneeded tasks. If tasks or subtasks are not applicable to the project, delete the provisions of the task, subtask, or section. Leave the heading and the number/letter formatting assigned to the heading, followed by “RESERVED”.

**2.** **Conditional legal sufficiency review exemption**:As of 11/3/16, DOJ has approved a conditional class exemption from legal review for Contracts, PAs, WOCs and amendments using the current version of the CA/CEI SOW template. **The basic requirements and limitations of the exemption are set forth in the instructions below.** If other services totaling more than $150K (or the then current threshold for DOJ review) are included, DOJ review and approval will be required according to the generally applicable DOJ legal sufficiency review requirements in OAR 137-045-0030 and OAR 137-045-0050.

**3. Instructions, conditions, and limitations for the class exemption from legal sufficiency review:**

1. Use only the current approved template for CA/CEI SOW available at the following Internet site: <https://www.oregon.gov/ODOT/CS/OPO/pages/sow.aspx>. The version date is shown in the form number (date code is last 6 digits) at the top of page 1. Do not use versions stored in your personal folders, project files or email attachments.
2. Only the current RFP, PA, WOC, Contract and amendment forms approved for use by DOJ may be used, and they must be without revision (except for blue highlighted areas and as provided in the DOJ approved instructions applicable to specific provisions of the template) under this class exemption for the CA/CEI 33SOW. The instructions in the CA/CEI SOW cannot be changed without prior DOJ review and approval.
3. What types of changes to the CA/CEI SOW are allowed and when do additions, deletions or revisions require review and approval by the Construction Section - Contract Administration Unit, DOJ, or both?
4. Text/fields with blue highlight should be reviewed and revised with project-specific information or deleted if specific items are not applicable. Provisions with yellow-highlighted instructions allowing for deletions if not applicable should be reviewed and deleted if not applicable to the Project. Such revisions are generally allowed under the exemption without the Construction Section - Contract Administration Unit and DOJ review, provided substantive task language is not added.
5. Deleting non-applicable tasks - Tasks or Contingency Tasks with instructions to delete and mark “RESERVED” if not applicable to the project may be deleted without Construction Section - Contract Administration Unit and DOJ review if not applicable to the project.
6. Deleting required tasks- Tasks with instructions stating, “must be included without any additions, deletions or revisions” (including those that also say “except as noted below”) are normally required. They may be deleted in whole or in part, but only to the extent such deletions do not alter ODOT’s intent or expectations or change or eliminate intended or necessary elements of the task or the overall Services. Deletions of required tasks in whole or in part will require review and approval of the CA/CEI SOW by the Construction Section - Contract Administration Unit prior to submission to OPO.
7. Redesignating required tasks to be Contingency Tasks - Tasks with instructions stating, “must be included without any additions, deletions or revisions” (including those that also say “except as noted below”) are normally required but may be designated as contingency tasks if necessary for a given project. Such tasks must be labeled with the following: “[CONTINGENCY TASK, See Section F]”. Redesignation to “Contingency Task” in whole or in part will require review and approval of the CA/CEI SOW by the Construction Section – Contract Administration Unit prior to submission to OPO.
8. Modifications to divide task responsibilities. Required tasks and contingency tasks may be modified in whole or in part if the Agency is performing a portion of the task(s) and Consultant is performing the remaining Services of the task, but only to the extent such modifications do not alter ODOT’s intent or expectations or change or eliminate intended or necessary elements of the task or the overall Services. Such modifications will require review and approval of the CA/CEI SOW by the Construction Section - Contract Administration Unit prior to submission to OPO (and may require DOJ review if applicable per subsection vi below).
9. For additions, deletions, or revisions outside of blue-highlighted areas or outside of areas allowing for changes with specific instructions saying, “as noted below”, or changes that exceed what is permitted by the instructions for the foregoing areas:
	* The CA/CEI SOW must be approved by the Construction Section - Contract Administration Unit prior to submission to OPO (regardless of the task costs) email CACEI@odot.oregon.gov; and
	* The CA/CEI SOW and WOC/contract/amendment must be reviewed and approved by DOJ prior to execution if the total cumulative cost for all such revisions or additions exceeds $150,000 per BOC estimate for the revised or added tasks. If the total cumulative cost for such changes does not exceed $150,000, ODOT must promptly send the CA/CEI SOW (and the corresponding WOC, Contract or amendment) with those changes showing as Track-Changes to DOJ (with cc to OPO’s Technical Development Coordinator, Kim Rice) for review following execution of the WOC, Contract or amendment. When submitting such changes, include a request that the CA/CEI changes be approved for future general use as permissible additions or modifications to the templated CA/CEI SOW, or explain that the changes were intended only for the one-time use.
10. Examples of changes that are either within or outside of the DOJ exemption and Construction Section - Contract Administration Unit review:
	* The original WOC/contract included $243,000 for preliminary engineering and design services which received DOJ review. The current amendment adds $160,000 for CA/CEI Services. CA/CEI task 2.7 is normally required but is deleted in its entirety (and all other revisions are for project-specific information in blue-highlighted areas). This amendment would require Construction Section - Contract Administration Unit review and approval prior to submission to OPO but would not trigger DOJ review (see instruction 3.c.iii above).
	* The WOC/contract is for $215,000 in CA/CEI Services. CA/CEI Task 2.7 shows a cost of $110,000 in the BOC and this is the only task revised outside of the blue-highlighted areas or areas with instructions allowing for revision. This would require Construction Section - Contract Administration Unit review and approval prior to submission to OPO but would not require DOJ review (see instruction 3.c.iv) until after execution because the non-exempt task revisions are less than $150,000.
	* Tasks 2.3 and 2.7 are revised outside of areas allowed for revision and a new task was added at 4.6. Per the BOC, the estimated cost of task 2.3 is $43,000, Task 2.7 is $66,000 and task 4.6 is $51,000. These CA/CEI SOW changes would require the Construction Section - Contract Administration Unit review and approval prior to submission to OPO because a task was added and there are changes to tasks outside of areas where revisions are allowed (see instruction 3.c.iv). The revisions would also require DOJ review and approval prior to execution because the aggregate cost of the revised tasks revised combined with the added task is above $150,000.
	* The original WOC was for $141,000 in design Services and was not reviewed by DOJ. Now the WOC is being amended to add $32,000 for CA/CEI Services. Two of the CA/CEI tasks, with a combined estimated cost of $11,000, were revised outside of areas where revisions are allowed. This would require Construction Section - Contract Administration Unit review and approval of CA/CEI task revisions prior to submission to OPO. The original WOC and any amendments, including the current amendment for CA/CEI Services, must also go to DOJ for review and approval prior to execution of the amendment because the total amount for non-exempt tasks is $152,000.

Leave the TOC in final CA/CEI SOW. Prior to executing contract/WOC, right-click in TOC, select “Update Field”, then “Update entire table”]

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**[Include the following paragraph without revision.]**

# PROJECT DESCRIPTION and OVERVIEW of SERVICES

This Exhibit A.1 includes the statement of work for CA/CEI Services (CA/CEI SOW) required for the Project. The delivery schedule is provided in the “Deliverables and Schedule” section of each task in section E.1.

The CA/CEI Services will culminate when Consultant has completed all tasks and provided all deliverables as required and Agency issues Final Acceptance of the Project according to Standard Specification Section 00110.20.

Note: Reference to “PA or Contract” in this CA/CEI SOW means whichever is applicable. “PA” is applicable if this is a WOC or WOC Amendment. “Contract” is applicable if this is a Contract or Contract Amendment.

**Background**

**[Provide in this Section Project-specific information to outline the general scope of the construction Project. If the CA/CEI Services is a new WOC or Contract, enter a Project description and background information. If the CA/CEI Services are being added as an amendment and the background is unchanged {as it normally should be}, just leave this section blank except for the statement “The background for the Project is unchanged”.]**

The background for the Project is unchanged.

**Phases of Services [Leave this language in if adding CA/CEI as an amendment. Otherwise delete this “Phases of Services” language and title.]**

The Services are divided into the following  phases:

**(If this is an amendment, list any previous Preliminary Engineering (PE) phases of the Services for the Project completed under this WOC/Contract.)**

* Preliminary Engineering/Design
* Design Acceptance
* Final Design and Bidding Assistance
* CA/CEI

**Definitions and Acronyms [Include the following without additions, deletions, or revisions.]**

|  |
| --- |
| **DEFINED TERMS** |
| Acceptance | In this CA/CEI SOW, “Acceptance” or “Accept” means that Agency has reviewed the deliverable(s) submitted by the Consultant and finds the deliverable(s) submitted in reasonable compliance with applicable requirements. Agency Acceptance does not release Consultant from liabilities due to any Errors or Omissions with respect to Consultant's Services and deliverables. |
| Change Orders | The definition provided in Section 00110.20 of the Oregon Standard Specifications for Construction is incorporated by this reference.  |
| Inspector | The definition provided in Section 00110.20 of the Oregon Standard Specifications for Construction is incorporated by this reference.  |
| Standard Specifications | [**Oregon Standard Specifications for Construction**](https://www.oregon.gov/ODOT/Business/Pages/Standard_Specifications.aspx) (“OSSC”)- currentversion in effect during CA/CEI phase for this Project |
| Specifications | The definition provided in Section 00110.20 of the Oregon Standard Specifications for Construction is incorporated by this reference.  |

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| **ACRONYMS** |
| **AASHTO** | American Association of State Highway and Transportation Officials |  | **NFTM** | Nonfield-Tested Materials |
| **Agency/ ODOT** | Oregon Department of Transportation |  | **NTE** | Not to Exceed |
| **APM** | Agency’s Project Manager for CA/CEI Phase |  | **NTP** | Notice to Proceed |
| **CA** | Contract Administrator |  | **OECR** | ODOT Office of Equity and Civil Rights |
| **CA/CEI** | Contract Administration/ Construction Engineering and Inspection |  | **OFW** | Order for Force Work (formerly SFO – State Force Order) |
| **CC** | Construction Contractor |  | **OJT** | On-the-Job Training |
| **CCO** | Contract Change Order  |  | **ORS** | Oregon Revised Statutes |
| **CE** | Construction Engineering |  | **OSSC** | Oregon Standard Specifications for Construction |
| **CECI** | Certified Environmental Construction Inspector |  | **PA** | Price Agreement |
| **CPS** | ODOT’s Contract Payment System |  | **PE** | Preliminary Engineering |
| **DBE** | Disadvantaged Business Enterprises |  | **PM** | Consultant’s Project Manager for CA/CEI Phase |
| **DEQ** | Department of Environmental Quality |  | **POR** | Professional of Record |
| **EEO** | Equal Employment Opportunity  |  | **PS&E** | Plans, Specifications and Estimates |
| **EDMS** | ODOT’s Electronic Document Management System |  | **QA** | Quality Assurance |
| **EMP** | Environmental Management Plan |  | **QAC** | Quality Assurance Coordinator |
| **ESCM** | Erosion and Sediment Control Manager |  | **QA/CA Plan** | Quality Assurance & Contract Administration Plan |
| **ESCP** | Erosion and Sediment Control Plan |  | **QC** | Quality Control |
| **EWO** | Extra Work Order |  | **QCCS** | Quality Control Compliance Specialist |
| **FHWA** | Federal Highway Administration |  | **RAS** | Region Assurance Specialist |
| **FTM** | Field-Tested Materials |  | **RCPM** | Rail Crossing Project Manager |
| **FIR** | Field Inspection Report |  | **RFI** | Request for Information |
| **IA** | Independent Assurance |  | **RFP** | Request for Proposal |
| **IGA** | Intergovernmental Agreement |  | **ROW** | Right of Way |
| **IQAP** | Inspection Quality Assurance Program |  | **SFM** | Survey Filing Map |
| **LAPM** | Local Agency Project Manager |  | **SOW** | Statement of Work |
| **LPA** | Local Public Agency |  | **WOC** | Work Order Contract |
| **LRFD** | Load and Resistance Factor Design |  | **YDO** | Your DEQ Online |

# B. STANDARDS and GENERAL REQUIREMENTS

**[Subsections 1 thru 4 must be included without any additions, deletions, or revisions except as noted in subsection 4.]**

**1. Standards applicable to CA/CEI Services**

Consultant shall perform all Services in accordance with the professional standard of care set forth in the PA or Contract.

Consultant shall complete the CA/CEI Services in accordance with the currentversion in effect of the [ODOT Construction Manual](https://www.oregon.gov/ODOT/Construction/Pages/Construction-Manual.aspx), the [Quality Control Compliance Specialist ("QCCS") Handbook](https://www.oregon.gov/ODOT/Construction/Pages/QC-Compliance-Specialist-Handbook.aspx), the [Manual of Field Test Procedures](https://www.oregon.gov/ODOT/Construction/Pages/Manual-of-Field-Test-Procedures.aspx), the [ODOT Inspector's Manual](https://www.oregon.gov/ODOT/Construction/Pages/Inspectors-Manual.aspx), [ODOT’s ADA Inspection Submittal Guides](https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx) for push buttons and curb ramps, and the PA or Contract.

The standards, manuals, directives, and other procedural guidance identifiedare not exhaustive and may not include all applicable standards for a given project.  Consultant shall be responsible for determining all applicable practices and standards to be used in performing Professional Services and Related Services.  Consultant shall inform and demonstrate to Agency if standards, directives, or practices required by Agency in performance of the work are insufficient, in conflict with applicable standards, or otherwise create a problem for the design or construction.  Should the requirements of any reference, standard, manual or policy referenced conflict with another, Consultant shall request Agency in writing to resolve the conflict.

**ADA Compliance – Assessment, Design, Inspection**

When the Services under a WOC or Contract include **assessment or design (or both)** for curb ramps, sidewalks, or pedestrian-activated signals (new, modifications or upgrades), Consultant shall:

a. Utilize ODOT-applicable standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (“ADA”), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current [ODOT Highway Design Manual](https://www.oregon.gov/odot/Engineering/Pages/Hwy-Design-Manual.aspx) and [ODOT Traffic Signal Design Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Signal-Design-Manual.aspx) standards; and

b. Follow ODOT’s processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including but not limited to conformance with the [ODOT Highway Design Manual](https://www.oregon.gov/odot/Engineering/Pages/Hwy-Design-Manual.aspx), [ODOT Traffic Signal Design Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Signal-Design-Manual.aspx), [ODOT Design Exception](https://www.oregon.gov/odot/Engineering/Pages/Design-Exceptions.aspx) and [Traffic Approval](https://www.oregon.gov/odot/Engineering/Pages/Traffic.aspx) processes, [Oregon Standard Drawings](https://www.oregon.gov/odot/Engineering/Pages/Standards.aspx), and [Standard Specifications](https://www.oregon.gov/odot/Business/Pages/Standard_Specifications.aspx), providing a temporary pedestrian accessible route plan and completed ODOT Curb Ramp and Push Button Inspection form(s).

When the Services under a WOC or Contract include **inspection** of curb ramps, sidewalks, or pedestrian-activated signals (new, modifications, or upgrades), all such inspections shall include inspection for compliance with the standards and requirements in a. and b. above.  Inspections must be performed by ODOT certified inspectors (which must include certified environmental inspectors when appropriate). In addition, upon completion of each ramp, Consultant shall complete the applicable curb ramp-specific ODOT Curb Ramp Inspection form 734-5020(A-H) for each curb ramp constructed, modified, upgraded, or improved as part of the Project. In addition, upon completion of each pedestrian-activated signal, Consultant shall complete the applicable ramp-specific ODOT Push Button Inspection form 734-5245(A-B) for each curb ramp constructed, modified, upgraded, or improved as part of the Project. Each completed form must be submitted electronically by clicking the “Submit by E-mail” button on the form (and cc APM). The forms are documentation required to show that each curb ramp meets ODOT applicable standards and is ADA compliant. ODOT’s fillable Curb Ramp and Push Button Inspection Forms and instructions are available on ODOT’s [Engineering for Accessibility](https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx) webpage.

Above references to curb ramps, sidewalks or pedestrian-activated signals also include, when applicable, shared use paths, transit stops, park-and-rides and on-street parking.

Unless otherwise specified in a WOC or Contract, the most current version of applicable standards, manuals, directives, and other procedural guidance shall apply.  Unless otherwise specified, the system of measurement and language used in all deliverables will be English.

**2. General Requirements**

As required in **ORS 672.002 to 672.325,** Consultant shall provide appropriate supervision and control with a licensed Professional Engineer in responsible charge of the CA/CEI Services**.**

All Inspection work must be performed by Agency-certified Inspectors as required by the Agency’s Inspection Quality Assurance Program (“IQAP”). Consultant’s Agency-certified Inspectors shall diligently monitor the work of the Construction Contractor (“CC”) to determine whether the Project is constructed in compliance with the construction contract documents and any applicable current standards and Agency manuals or procedures, including but not limited to those listed in the PA or Contract. All Quality Control (“QC”) monitoring tasks must be performed by individual(s) certified by the Agency’s Technician Certification Program.

Consultant shall immediately advise Agency of any construction or planned construction which fails to conform to the construction contract requirements applicable to the Project. Consultant shall also immediately advise Agency of any design errors or deficiencies or other problems that could have a negative impact on the Project construction schedule or construction cost. In addition, Consultant shall immediately advise Agency of any construction which Consultant knows, or with the exercise of professional care should know, fails to conform to the federal or state standards applicable to construction of the project.

**Legal Services and Fees.** If Consultant uses legal services to support the Consultant’s performance of any Services under this WOC/Contract, that is a decision within the Consultant’s discretion; however, no charges for Consultant legal counsel or for legal services shall be charged to Agency as a subconsultant cost or other cost and any such costs or charges shall be paid for by the Consultant at the Consultant’s sole expense and at no cost to the Agency.

**3. Communication**

Communication is an important element to the successful completion of the Project and CA/CEI Services. All communication and deliverables covered under this CA/CEI SOW shall be directed to the APM (or such other individual as designated in writing to the Consultant). In addition, Consultant shall submit deliverables specific to the administration of the construction contract (excluding claims) via Doc Express, the current ODOT Electronic Document Management System (“EDMS”) for construction, as described within the ODOT Construction Manual. If Consultant has not previously registered with the current EDMS, send an email to: ODOTeConstruction@odot.oregon.gov. Following the registration, an ODOT System Administrator will contact Consultant to assist with set up in the system. If Consultant is already registered in ODOT’s EDMS, Consultant will be notified by an ODOT System Administrator when this WOC or Contract has been set up within the EDMS. Consultant shall comply with requirements for EDMS usage according to the Standard Specifications in Section 00170.08 of the , as may be revised from time to time, which is hereby incorporated into this SOW with the same force and effect as though fully set forth herein.To the extent possible, all transmittals from Consultant to Agency must include the Contract#, PA# and WOC# if applicable, Project name and the Agency’s key number. The key number must be used as part of the document control system established by Agency and Consultant. For submittals specific to the EDMS, Consultant shall comply with naming conventions, drawer structure, and other instructions as specified in the Agency’s current user guide for the ODOT EDMS or as otherwise allowed by the APM. In addition, the Document Directory within the EDMS for the Project, will provide the form numbers, document title, drawer submitted to, and drawer published to information. Formats for the document control system shall be discussed at the initial meeting between Agency and Consultant pertaining to the CA/CEI Services.

The CC for the Project will be determined through the competitive bidding or proposal process. When the CC has been determined, Consultant shall establish appropriate contacts with that firm prior to the Pre-Construction Conference.

**4. Roles and Responsibilities**

**Agency**

The APM is Agency’s primary point of contact for the Consultant. The APM has the authority to review and accept, or recommend Acceptance of, all Consultant deliverables. The APM may distribute deliverables to appropriate Agency personnel for review and approval.

Agency has overall authority in scope, schedule, and budget of the Project. All construction Change Orders [Contract Change Orders (“CCO” form 734-1169), Extra Work Orders (“EWO” form 734-3208) and Orders for Force Work (“OFW” form 734-1105)] prepared by the Consultant are subject to Agency review and approval prior to implementation by the CC. Authority to approve all CCOs, EWOs and OFW shall be as outlined in the ODOT Construction Manual, Chapter 3 - Delegated Authority and in Delegation Letters.

**Agency is responsible for the following:**

**[The following must be included without any additions, deletions, or revisions except as noted below.]**

* Execution of Intergovernmental Agreements (“IGAs”) related to the Project
* Attend [OR] Lead Pre-Construction Conference **[Make selection consistent with selection of Consultant role in Task CE-2.1.]**
* Material verification sampling and testing
* Concrete and Asphalt mix design review
* Providing access to construction related forms referenced in this CA/CEI SOW within EDMS, Agency’s construction forms website, and hardcopy forms (as needed)
* Providing training to the Consultant on EDMS **[Delete if Consultant has been previously trained.]**
* Providing survey handoff package to CC **[Delete if not applicable.]**
* Approving construction CCOs, EWOs and OFW
* Approving requests for overrun or increase in Project authorization
* All contact with Federal Highway Administration (“FHWA”) or other federal agencies
* All consultation with Native American Tribes (i.e., government-to-government discussions)
* Reviewing and processing monthly pay estimates for construction contract through the ODOT Contract Payment System (“CPS”)
* Providing training to the Consultant on web-based CPS program **[Delete if Consultant has been previously trained.]**
* Final Project Acceptance
* Providing access to Agency-owned Right of Way (“ROW”) and easements
* Providing facilitator for Cooperative Arrangement (“Partnering”) if needed
* Performing periodic quality, quantity, and labor compliance documentation reviews
* Inspecting Project specific fabricated items [**Do NOT delete this item without written approval from the ODOT Structure Services Engineer. No separate task for fabrication inspection services will be allowed.**]
* Providing the Structure Cost Data
* Reviewing Working Drawings, shop drawings, other submittals, and RFI’s related to Agency designed work that requires Agency POR review and approval [**Delete if Consultant is POR and will be responsible for this task.**]
* Providing Consultant and CC with necessary survey files [**Delete if Consultant will be responsible for this task.**]
* Drafting of final as-constructed drawings [**Delete if Consultant will be responsible for this task.**]
* Design modifications, as required [**Delete if Consultant will be responsible for this task.**]

**Consultant is responsible for the following:**

**[The following must be included without any additions, deletions, or revisions.]**

* Unless specifically stated otherwise in a particular task, Consultant shall provide all labor, equipment, and materials to manage, coordinate and complete all tasks and provide all deliverables as set forth in this CA/CEI SOW (collectively, the “CA/CEI Services”) in accordance with the delivery schedules identified.
* Changes to Consultant’s Project Manager are subject to Agency approval and will require written notice to Agency prior to the change.
* If Consultant is performing the Construction Inspection, Quality Control Manager and Quality Control Compliance Specialist functions, then Consultant’s Key Persons {as identified on the approved Quality Assurance & Contract Administration Plan (“QA/CA Plan”) may not be substituted or replaced unless approved in writing by Agency.
* Consultant is not responsible for the means, methods, operating procedures or safety precautions of any CC or other entity.

**Local Public Agency (“LPA”) is responsible for the following: [Delete the title and the following responsibilities if a Local Public Agency is not a partner in the construction contract.]**

**[If the LPA is a partner in the construction contract, the following must be included without any deletions, except as noted below. No additions or revisions are allowed without the review and approval by the ODOT Construction Section - Contract Administration Unit.** **Ensure the CA/CEI SOW tasks are consistent with the list below.]**

* Access to LPA owned ROW and easements
* Attend Project meetings
* Review and comment on progress submittals
* Coordination with other outside agencies
* Provide Consultant with existing Project information including As-Constructed drawings, pavement typical sections, utility maps, etc.
* Sign CCOs, EWOs, OFW and Request for Increase/Overrun in Project Authorizations prepared by the Consultant prior to submittal to Agency for approval
* Provide a Letter of Acceptance for Project at completion (per Task CE 5.4)
* Provide public outreach on the Project [**Delete if Consultant will be responsible for this task.**]

# C. REVIEW, COMMENT and SCHEDULE REQUIREMENTS

**[The following must be included without any additions, deletions, or revisions except the blue highlighted field.]**

* Consultant shall complete all CA/CEI tasks and deliverables in a timely manner to avoid unnecessary delays in the construction Project. Consultant shall provide written notice to Agency at the first sign of delays caused by Agency, Consultant, CC, or any other entity that may delay completion of the Project or otherwise have a negative impact on the construction schedule.
* Consultant shall notify APM immediately (within 2 business days) upon discovery of any changes in the Project that may impact scope, schedule, or budget of the Project or CA/CEI Services.
* Consultant shall submit all construction contract administration deliverables, excluding claims, via the specified EDMS. Consultant shall submit all other deliverables to APM or designee unless otherwise stated in specific tasks.
* All deliverables are considered draft until reviewed and accepted by Agency. Consultant shall revise to address Agency comments and submit revised deliverable(s) to APM within 5 business days of receipt of Agency review comments unless a different timeframe is stated in specific tasks or otherwise agreed to in writing by Agency. If no revisions are necessary, the submittal will be considered final.

# D. FORMAT REQUIREMENTS

**[The following must be included without any additions, deletions, or revisions.]**

* Deliverables shall be submitted to Agency in the format described in the ODOT Construction Manual and individual tasks. Following NTP, Consultant shall submit all construction contract deliverables, excluding claims, to the specified EDMS as described within the ODOT Construction Manual. Claims must be submitted on paper documents according to the Standard Specifications in Section 00199.
* The time zone is Pacific Standard Time (“PST”) to determine time of receipt of notices and other documents. Non-business days are Saturdays, Sundays and legal holidays as defined by ORS 187.010 and 187.020. If recorded in the EDMS as received before 5:00 p.m. PST on a business day, it shall be considered as received on the business day on which it was received in the EDMS. If recorded in the EDMS as received on a non-business day, or after 5:00 p.m. PST on a business day, it shall be considered as received at 8:00 a.m. PST on the next business day.
* **ODOT Forms** – Consultant shall use ODOT forms where required. Consultant shall use the most current versions of Construction related forms referenced in this CA/CEI SOW , available within the ODOT EDMS or online at: <https://www.oregon.gov/ODOT/Construction/Pages/Forms.aspx>
* Deliverables submitted to the specified EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project.
* Each draft and final text-based or spreadsheet-based deliverable shall be provided in MS Office file formats (i.e., Word, Excel, MS Project, etc.) and must be fully compatible with version used by Agency.
* Additional format requirements may be listed with specific tasks or deliverables throughout the CA/CEI SOW or in the PA or Contract.

# E.1 TASKS, DELIVERABLES and SCHEDULE

**[The following paragraph must be included without any additions, deletions, or revisions.]**

**Task Numbering:** For purposes of standardization, task numbers in this SOW may be non-sequential due to deletion of unneeded tasks from Agency’s CA/CEI SOW template. For convenience to the reader, the task numbering for the CA/CEI phase will use the standard task number prefaced with “CE” (CE-1, CE-2).

## TASK CE-1 PROJECT MANAGEMENT of CA/CEI SERVICES

**[The following paragraph and Task CE 1.1 and 1.2 must be included without any additions, deletions, or revisions.]**

This activity is continuous throughout the duration of these CA/CEI Services. Consultant shall guide and direct the CA/CEI Services and Consultant’s team in conformance with all applicable requirements of the CA/CEI Services and the Project’s goals and objectives. Consultant shall monitor progress of the Project and CA/CEI Services.

### Task CE-1.1 Coordination

Consultant shall provide leadership, direction, and control of these CA/CEI Services.

**Consultant shall:**

* Direct Consultant’s team regarding overall CA/CEI activities and team meetings.
* Maintain liaison, communication, and coordination between Consultant’s staff, APM, local agency project manager, LAPM (if applicable), CC, and Agency staff to facilitate timely, efficient operations for all involved.

**Deliverables and Schedule:**

* Ongoing coordination and communication as needed to appropriately manage the CA/CEI Services (no tangible deliverables for this task).

### Task CE-1.2 Status Reports and Invoices

Consultant shall complete up to \_\_ Monthly Status Reports throughout the duration of the CA/CEI Services. See Section E.2, Project Schedule.

The Monthly Status Report must:

* Describe the previous month’s Consultant activities. For fixed-price method of compensation, identify staffing used for that reporting period. For other compensation methods, the staffing used must be identified in the invoice backup documentation. **[Note: T&M is the industry standard for CA/CEI Services.]**
* Describe the planned activities for the next month.
* Identify any issues or concerns that may affect the CA/CEI Services and budget or the Project schedule and Project budget.

If the construction Project schedule milestones are significantly revised, Consultant shall attach the updated Project schedule and submit with the Monthly Status Report. Consultant shall submit the Monthly Status Reports to APM with the monthly Consultant invoice.

**[Invoice Preparation -  shall not be listed as a task and/or deliverable (and shall not include costs in BOC) unless ODOT has on file a signed** [**Certification of Invoicing and ODC Billing Practices**](https://www.oregon.gov/ODOT/Business/Procurement/Pages/FS.aspx) **from the Consultant that indicates invoice preparation is charged to each project and is not included in the firm’s overhead. Firms approved for invoice prep charges are identified in the** [**Billing Rate Share Drive**](file://Scdata2/opobillingratedata) **maintained by OPO. The invoice limitation does not apply to project status reports, which are a required deliverable to be submitted with monthly invoices.]**

**Deliverables and Schedule:**

* Monthly Status Report – Submit to APM with the monthly invoice no later than the 5th calendar day of the month following the reporting month.

## TASK CE-2 CONSTRUCTION CONTRACT ADMINISTRATION/CONSTRUCTION ENGINEERING and INSPECTION

**[The following must be included without any additions, deletions, or revisions.]**

Consultant shall support the Project's needs by providing CA/CEI Services required for the Consultant to verify that the portions of the Project the Consultant performed CA/CEI services for were completed according to the Contract Documents for the Project.

Consultant shall engage the Professional of Record (“POR”) as required to provide engineering Services required to administer design changes that may become necessary during the construction phase of the work.

### Task CE-2.1 Pre-Construction Conference

**[The following must be included without any additions, deletions, or revisions except as noted.]**

Consultant shall prepare for and lead [OR] attend the Pre-Construction Conference as referenced in the Standard Specifications in Section 00180.42, and the ODOT Construction Manual, Chapter 11 – Before On-Site Work Begins. Attendees will include the CC, APM, LAPM (if applicable), permitting agencies, Rail Crossing Project Manager (“RCPM” applicable on Projects with rail crossings), local officials and others as may be appropriate to discuss the construction schedule, utility involvement, permit concerns, required documentation submittals, materials, Rail Crossing Order (if required), and other items relevant to the construction of the Project.

Consultant shall consult with the CC, APM, LAPM (if applicable), and the RCPM (if applicable) to determine participants and schedule the Pre-Construction Conference at an agreed upon time and place.

**Consultant shall:**

* Schedule the Pre-Construction Conference in cooperation with CC, APM, LAPM (if applicable), and RCPM (if applicable). **[Delete if Consultant role is solely to attend the pre-construction meeting.]**
* Prepare the Pre-Construction Conference agenda. **[Delete if Consultant role is solely to attend the pre-construction meeting.]**
* Record the Pre-Construction Conference minutes. **[Delete if Consultant role is solely to attend the pre-construction meeting.]**
* Attend, lead, facilitate and participate in the Pre-Construction Conference. **[Delete if Consultant is role solely to attend the pre-construction meeting.]**
* Attend and participate in the Pre-Construction Conference. **[Delete if Consultant is leading the pre-construction meeting.]**

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* Pre-Construction Conference Agenda – Distribute 1 electronic copy to each conference attendee, APM, and EDMS 1 week prior to the scheduled conference **[Delete if Consultant role is solely to attend the pre-construction meeting.]**
* Pre-Construction Conference Minutes – Distribute 1 electronic copy to each conference attendee, APM, and EDMS within 1 week after the conference **[Delete if Consultant is role is solely to attend the pre-construction meeting.]**
* N/A (no tangible deliverables for this task) **[Delete if Consultant is leading the pre-construction meeting.]**

### Task CE-2.2 Cooperative Arrangement (Partnering) [CONTINGENCY TASK, See Section F]

**[Use this task 2.2 without any additions, deletions, or revisions, except blue highlighted fields, only if the construction contract gives the CC the option to request a formal “partnering” session for the Project according to the Specifications in 00150.05. When the construction contract does not give CC the option to request a formal “partnering” session, delete task 2.2 language and mark as “RESERVED”.]**

If requested by the CC or Agency, Consultant shall work with the CC, the APM and the Agency’s Partnering Consultant as needed to schedule a formal Cooperative Arrangement (Partnering) session at an agreed upon time prior to the Pre-Construction Conference.

**Consultant shall:**

* Schedule the Cooperative Arrangement session.
* Work with Agency’s Partnering Consultant to build the agenda.
* Attend and participate in the Cooperative Arrangement session.
* Follow through with any commitments made at the Cooperative Arrangement session.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes up to \_\_ Cooperative Arrangement sessions.

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* Agenda for Cooperative Arrangement session – Submit 1 electronic copy to each meeting attendee, APM, and EDMS 5 business days prior to the scheduled meeting.
* Concise summary of Cooperative Arrangement session and list of action items – Submit 1 electronic copy to each meeting attendee, APM, and EDMS within 5 business days after the meeting.

### Task CE-2.3 Quality Assurance & Contract Administration Plan

**[The following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

Consultant shall complete a QA/CA Plan for the CA/CEI Services for the Project, using Agency form 734-2857. The QA/CA Plan must identify Consultant’s certified quality assurance and construction inspection personnel and the personnel responsible for each of the major construction-related tasks identified in this CA/CEI SOW.

Consultant shall submit a draft QA/CA Plan to the APM for review and comment. Agency will review the draft QA/CA Plan and return any comments to the Consultant within 5 business days. Consultant shall respond to Agency comments and revise the draft QA/CA Plan as necessary.

Consultant shall complete the final QA/CA Plan making all required revisions per the Agency draft review comments. Agency will issue approval or return any additional comments to Consultant within 5 business days of receipt of the final QA/CA Plan. If necessary, Consultant shall revise the final QA/CA Plan to address Agency’s additional comments. No on-site inspection or QC monitoring tasks may be performed by the Consultant until receipt of Agency approval of the final QA/CA Plan.

Consultant shall make any necessary updates to the QA/CA Plan as work progresses and submit the updated QA/CA Plan to the APM for review and approval.

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* Draft QA/CA Plan (form 734-2857) - Submit 1 electronic copy via email to APM no later than 5 business days following the date of NTP for CA/CEI phase.
* Final QA/CA Plan (form 734-2857) - Submit 1 electronic copy to APM and EDMS within 5 business days of receiving Agency comments on draft QA/CA Plan.
* Updated QA/CA Plan (form 734-2857) - Submit 1 electronic copy to APM and EDMS within 5 business days of changes that require the update.

### Task CE-2.4 Construction Contract Administration

**[The following must be included without any additions, deletions, or revisions.]**

Consultant shall provide day-to-day administration of the construction contract. Consultant shall complete contract administration tasks according to the [ODOT Construction Manual, the Manual of Field Test Procedures, the Nonfield-Tested Materials Acceptance Guide, the ODOT Inspector’s Manual, the QCCS Handbook](https://www.oregon.gov/odot/Construction/Pages/Manuals.aspx), the [Qualified Products List](https://www.oregon.gov/odot/Construction/Pages/Qualified-Products.aspx) (“QPL”), the Contract Plans and Specifications, and this CA/CEI SOW.

The Agency will perform periodic reviews on all Project quality, quantity, labor compliance and Civil Rights documentation. The reviews will be performed by the Agency’s Region Assurance Specialist (“RAS”) per the ODOT Construction Manual, Chapter 12B – Quality, Section 12B-3 and the Office of Equity and Civil Rights (“OECR”) according to the ODOT Construction Manual, Chapter 18 – Workforce and Small Business Equity Programs. Consultant shall resolve all documentation deficiencies noted during the periodic reviews prior to the next scheduled review.

Consultant’s work under this task shall also follow protocol provided in Task CE-2.5 – Monthly Preliminary Progress Estimates, Task CE-5.1 – Final Inspection(s) and Submittals, and Task CE-5.4. – Submittal of Final Project Documentation as applicable.

In addition to any other requirements identified in the reference standards identified above, Consultant shall:

* Complete and sign First Notification when on-site construction work begins according to Standard Specification Section 00110.20, 00180.40(b), and the ODOT Construction Manual, Chapter 13 – Contract Time.
* Monitor overall budget and costs included in the Project Construction Authorization according to the ODOT Construction Manual, Chapter 5 – Construction Authorization.
* Monitor and evaluate the construction schedule and determine whether the CC is proceeding in a manner that will result in timely Project completion in conformance with the construction contract documents. If the CC is not proceeding in this manner, document the delay and determine and pursue the appropriate action according to the ODOT Construction Manual, Chapter 13 – Contract Time.
* Perform monitoring of Subcontracts, and Rental of Operated Equipment, Supplier and Trucking Agreements as required by the construction contract and according to the ODOT Construction Manual, Chapter 14 – Subcontracts. Tasks include but are not limited to:
	+ Review, request revisions or corrections from CC as needed, and sign [Contractor’s request for Subcontract Consent](http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/HwyConstForms1.shtml) (form 734-1964), CC’s Request for Rental of Operated Equipment (form 734-2946), CC’s Supplier Agreements, CC’s standard Trucking Agreement template and verify executed Trucking Agreements comply with the approved template.
	+ Coordinate with OECR for approval of Disadvantaged Business Enterprise (“DBE”) documentation.
* Perform Labor Compliance monitoring as required by the construction contract and the ODOT Construction Manual – Chapter 19 Labor Compliance. Tasks include, but are not limited to:
	+ Develop tracking documents to verify and confirm receipt of all certified payroll reports for weeks worked from CC and all subcontractors throughout construction of the Project.
	+ Review weekly certified payroll reports, including the signed Statement of Compliance/Certification page, from CC and all subcontractors.
	+ Review Employee Interview Reports (form 734-3475) and Project Manager’s Owner-Operator Interview Summary Reports (form 734-3581).
	+ Request revised or corrected certified payroll reports and proof of wage payments from CC as needed.
* Perform Equal Employment Opportunity (“EEO”), DBE and On-the-Job Training (“OJT”)/Apprenticeship monitoring as required by the construction contract and according to the ODOT Construction Manual, Chapter 18 – Workforce and Small Business Equity Programs. Tasks include, but are not limited to:
	+ Review CC’s Paid Summary Reports (form 734-2882), CC’s Monthly Employment Utilization Reports (“MEUR”, form 734-0668), Monthly Progress Reports (form 734-2879), and DBE Trucking Log (form 734-2196, when applicable).
	+ Review and sign CC’s Training Program Approval Requests (“TPAR”, form 734-2880), Apprenticeship Trainee Approval Requests (“ATAR”, form 734-2878).
	+ Review and sign DBE Work Plan 3A (form 734-2165A, including DBE trucking identification when applicable), Commercially Useful Function (“CUF”, form 734-2165), and DBE Trucking CUF reports for all DBE subcontractors.
	+ Coordinate with OECR for approval of EEO, DBE and OJT/Apprenticeship documentation.
* Prepare and coordinate processing of CCO, EWO, OFW and supporting documents (including cost estimate and justification) according to the ODOT Construction Manual, Chapter 15 – Change Orders, Force Account, Work by Other Forces, and Chapter 12G – Extra Work Performed on a Force Account Basis. Change Orders may include, but are not limited to, modification to the plans, specifications, and contract time. Consultant may be liable for payment of the cost for any CCOs, EWOs and OFW authorized without obtaining prior review and approval by Agency. Only ODOT has the authority to approve and authorize changes to the construction contract including CCOs, EWOs, and OFW.
* Review Force Account billings from CC, request revisions or corrections as needed, and complete Force Account Summary (form 734-3385) according to the ODOT Construction Manual, Chapter 12-G – Extra Work Performed on a Force Account Basis.
* Complete and sign the Prime Contractor Performance Evaluation (form 734-2884) annually within 30 calendar days of the NTP anniversary until Second Notification according to the ODOT Construction Manual, Chapter 34 – Contractor Performance Evaluation. (Refer to Task CE-5.1 for completion of the final Prime Contractor Performance evaluation.)

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* First Notification (form 734-3233) – Issue when on-site construction work begins. Submit to EDMS and distribute signed copy via email according to form instructions.
* Resolution, prior to the next review, of any documentation deficiencies noted by the RAS on the Documentation Review Report.
* CC-submitted requests for Subcontract Consent (form 734-1964) - Within 7 calendar days after receipt in the EDMS of the subcontract packet from CC, review, complete the bottom of the first page of the form and approve, or request correction.
* CC-submitted Request for Rental of Operated Equipment (form 734-2946), Supplier, or Trucking Agreements – Within 7 calendar days after receipt in the EDMS from CC submit DBE documents for Agency acceptance, then approve.
* EEO, DBE and OJT/Apprenticeship compliance reports:
	+ - Paid Summary Reports (form734-2882), MEUR (form734-0668), Monthly Progress Reports (form 734-2879), DBE Trucking Log (form 734-2196, when applicable) – Within the EDMS review, submit at least monthly within the month received as project work progresses for Agency approval.
		- TPAR (form734-2880), ATAR (form 734-2878), – Within the EDMS review, approve or request correction, and submit at least monthly within the month received as Project work progresses for Agency approval.
		- DBE Work Plan 3A (form 734-2165A), CUF and DBE Trucking CUF reports (form 734-2165) for all DBE subcontractors – Within the EDMS review, approve or request correction, and submit at least monthly within the month received as Project work progresses for Agency approval.
* Labor Compliance documentation:
	+ - CC-submitted certified payroll reports – At least weekly track, review, and request correction when required.
		- Any wage and hour related correspondence – When applicable, submit as supporting documentation to existing documents in the EDMS as Project work progresses.
		- Employee Interview Reports (form 734-3478) and Project Manager’s Owner-Operator Interview Summary Reports (form 734-3581) – When submitted to EDMS under Task CE-3.2, review at least monthly within the month received.
* CCO, EWO, and OFW with supporting documents – Submit draft via email to APM by date agreed to when work was requested. After receiving Agency approval of draft, submit with supporting documents to the EDMS and, after CC approves, recommend approval to the Agency.
* CC-submitted Force Account Billings and Force Account Summary (form 734-3385) – When received, review, request correction when required, and compile and submit complete package including Summary to EDMS as Project work progresses.
* Prime Contractor Performance Evaluation (form 734-2884) –
	+ - Submit Consultant-signed evaluation via email to CC, APM and ODOTContractSvcs@odot.oregon.gov annually within 30 calendar days of the NTP anniversary until Second Notification;
		- Upon receipt from CC, submit CC-signed evaluation to APM and ODOTContractSvcs@odot.oregon.gov;
		- (Note: If CC does not sign and return the evaluation, the Agency will automatically process it 15 calendar days after it was sent to CC.)
		- (Refer to Task CE-5.1 for the final Prime Contractor Performance Evaluation prepared after issuance of Second Notification.)

### Task CE-2.5 Monthly Preliminary Progress Estimates

**[The following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

Consultant shall prepare and enter all source documents as “pay notes” into the monthly preliminary progress estimate using the Agency’s Contract Payments System (“CPS”) for CC’s work performed through the last working day of the month. (Refer to the ODOT Construction Manual, Chapter 12D – Quantities).

After all the pay notes are entered, Consultant shall generate the Preliminary Progress Payment Report and review it with the CC for concurrence on quantities being paid for the previous month’s work.

No later than the 5th of the month, Consultant shall notify the APM via e-mail that the progress estimate is ready for upload. Following a review, the APM will upload progress estimate no later than the 8th of the month.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes up to \_\_ Monthly Preliminary Progress Estimates.

**Deliverables and Schedule:**

* Monthly Preliminary Progress Estimate – Completed and ready for APM review by the 5th of the month (no later than the 8th) following each month in which CC’s work was performed. Submit a signed electronic copy of the Preliminary Progress Payment Report to the APM with a copy to the LAPM (if applicable).

### Task CE-2.6 Project Progress and Technical Meetings

**[The following must be included without any additions, deletions, or revisions except in blue highlighted fields or as noted below.]**

Consultant shall prepare for and lead [OR] attend periodic Project Progress Meetings with the CC and others as needed, including but not limited to, APM, permitting agencies, local officials, and LAPM (if applicable). The Project Progress Meetings are intended to promote Project progress, proper communications, effective working relationships, and timely issue resolution.

Consultant shall prepare for and lead [OR] attend additional activity-specific technical kick-off meetings (“Technical Meetings”) for various activities required by the construction contract. These activities may include, but are not limited to:

**[Add or delete items in the following list as individual project requires:]**

* Concrete Deck Placement
* Drilled Shafts
* Asphalt Concrete Pavement
* Hazardous Materials Handling
* Mitigation Planting

**Consultant shall:**

* Schedule Project Progress Meetings as needed, or as agreed to by APM and LAPM (if applicable). Project Progress Meetings are recommended to be held weekly during active construction periods but may be held less frequently during periods of low construction activity. **[Delete if Consultant role is solely to attend project progress meetings.]**
* Prepare Project Progress Meeting agendas. **[Delete if Consultant role is solely to attend project progress meetings.]**
* Record Project Progress Meeting minutes. **[Delete if Consultant role is solely to attend project progress meetings.]**
* Attend, lead, facilitate, and participate in Project Progress Meetings. **[Delete if Consultant role is solely to attend project progress meetings.]**
* Attend and participate in Project Progress Meetings. **[Delete if Consultant role is to conduct the project progress meetings.]**
* Schedule Technical Meetings as needed, or as agreed to by APM and LAPM (if applicable). **[Delete if Consultant role is solely to attend technical meetings.]**
* Prepare Technical Meeting agendas. **[Delete if Consultant role is solely to attend technical meetings.]**
* Record Technical Meeting minutes. **[Delete if Consultant role is solely to attend technical meetings.]**
* Attend, lead, facilitate, and participate in Technical Meetings. **[Delete if Consultant role is solely to attend technical meetings.]**
* Attend and participate in Technical Meetings. **[Delete if Consultant role is to conduct technical meetings.]**

**ASSUMPTIONS FOR BUDGETING PURPOSES**: Project Progress Meetings are assumed to be held virtually [OR] on-site weekly (during active construction) with no more than \_\_ Consultant staff attending and \_\_ meetings assumed, see Section E.2 Project Schedule. Activity-specific technical meetings are assumed to be held virtually [OR] on-site with no more than \_\_ Consultant staff attending and up to \_\_ meetings assumed.

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* Project Progress Meeting agendas – Distribute 1 electronic copy to each meeting attendee, APM, and EDMS 2 business days prior to scheduled meeting. **[Delete if Consultant role is solely to attend project progress meetings.]**
* Project Progress Meeting minutes – Distribute 1 electronic copy to each meeting attendee, APM, and EDMS within 5 business days after the meeting. **[Delete if Consultant role is solely to attend project progress meetings.]**
* Request to cancel Project Progress Meetings based on inactive construction period – Submit written request electronically to APM at least 2 business days prior to scheduled meeting and, after request is approved, inform attendees of the cancellation. **[Delete if Consultant role is solely to attend project progress meetings.]**
* Ongoing attendance and participation in Project Progress Meetings (no tangible deliverables for this task). **[Delete if Consultant is leading project progress meetings.]**
* Technical Meeting agendas – Distribute 1 electronic copy to each meeting attendee, APM, and EDMS 2 business days prior to scheduled meeting. **[Delete if Consultant role is solely to attend technical meetings.]**
* Technical Meeting minutes – Distribute 1 electronic copy to each meeting attendee, APM, and EDMS within 5 business days after the meeting. **[Delete if Consultant role is solely to attend technical meetings.]**
* Ongoing attendance and participation in Technical Meetings (no tangible deliverables for this task) **[Delete if Consultant is leading technical meetings.]**

### Task CE-2.7 Working Drawings, Shop Drawings, and other Submittal Reviews

**[The following must be included without any additions, deletions, or revisions except as noted below.]**

Consultant shall coordinate and review construction Working Drawings, shop drawings, and other submittals submitted electronically by the CC. When electronic Working Drawings, shop drawings, and other submittals are received, according to the Standard Specifications in Sections 00150.35(c)(2), 00150.37, and 00170.08, Consultant shall ensure the review is complete and the Working Drawings, shop drawings, and other submittals are returned to the CC within the timeframes specified in the construction contract. Consultant shall log in the submittal when it arrives, track the submittal to ensure timely response, and log out the reviewed submittal when it is returned to the CC. Consultant shall conduct submittal review in accordance with the Standard Specifications in Sections 00150.35, 00150.37, and 00170.08, and the ODOT Construction Manual, Chapter 16 – Working Drawings and Submittals.

**Consultant shall:**

* Maintain 1 of the as-submitted copies in the Project files.
* Conduct review and prepare mark-up/comment copies of the Working Drawings, shop drawings, and other submittals. Stamped submittals must be signed and dated by the POR and marked as either AC = Accepted, CC = Accepted with Comment, or RC = Returned for Correction. Unstamped submittals shall be marked as either AP = Approved, AX = Approved as Noted, or RC = Returned for Correction.
* Include construction contract number on all Working Drawings, shop drawings, and other submittals.

Consultant shall review or coordinate review with POR for the following submittals as required using the guidelines in ODOT’s Construction Manual, Chapter 16 – Working Drawings and Submittals, and the Standard Specifications in Sections 00150.35, 00150.37, and 00170.08:

**[Add or delete items in the following list as individual project requires.]**

* Traffic control plans
* Erosion control plans
* Pollution control plans
* Quality control plan and personnel
* Construction schedules (baseline and monthly updates)
* Machine control survey submittals
* Drainage structures (manholes and inlets) Working Drawings, shop drawings, and other submittals
* Work containment plans and systems
* Bridge removal plans
* Shoring and falsework calculations and drawings
* Reinforcing steel Working Drawings, shop drawings, and other submittals
* Prefabricated steel Working Drawings, shop drawings, and other submittals
* Prefabricated concrete Working Drawings, shop drawings, and other submittals
* Pile and driving equipment submittal
* Bridge rail and protective fencing Working Drawings, shop drawings, and other submittals
* Retaining wall calculations and drawings
* Sign bridge Working Drawings, shop drawings, and other submittals
* Drilled shaft submittals
* Lighting pole and traffic signal pole submittals
* Blue or green sheet submittals for traffic signal or electrical equipment and materials
* Landscaping and irrigation submittals
* Curb Ramp Working Drawings and other submittals
* Others as required by construction contract specifications

Consultant shall prepare Working Drawings, shop drawings, and other submittals for non-standard permanent signs in accordance with the Standard Specifications in Section 00940.03, and for steel sign supports in accordance with Section 00930.02. Based on field survey information, Consultant shall review and verify all new sign-post lengths.

**Deliverables and Schedule:**

* Return approved Working Drawings, shop drawings, and other submittals with comments (within time frame established in construction contract specifications):
	+ 1 copy maintained in Project files,
	+ Electronic Submittal – Submit 1 electronic PDF format mark-up/comment to the EDMS as required by the construction contract.
* POR-provided Working Drawings, shop drawings, and other submittals for non-standard signs and steel sign supports (due within 5 business days of request):
	+ 1 copy maintained in Project files,
	+ Electronic Submittals – Submit 1 electronic PDF format mark-up/comment to the EDMS as required by the construction contract.

Consultant shall also ensure notification of approved Working Drawings, shop drawings and other submittals is provided to Agency Structure Services/Materials Unit when applicable (Portland office for steel Working Drawings, shop drawings, and other submittals; Portland or Eugene office for pre-cast Working Drawings, shop drawings, and other submittals, depending on location of fabrication facility).

**Files Retained by Consultant:**

Consultant shall maintain files of all reviewed Working Drawings, shop drawings, and other submittals according to the retention period set forth in the terms and conditions of the PA or Contract. ODOT may request these files at any time during the retention period. Consultant shall provide the files to ODOT within 14 calendar days of the request.

### Task CE-2.8 Consultation during Construction

**[The following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

Consultant shall provide consultation and technical Services regarding design issues raised during construction of the Project. Consultant shall clarify construction contract documents and provide written responses to Requests for Information (“RFIs”). The design consultation will occur only as required and may be ongoing throughout the CA/CEI Services and the Project.

Upon request of the CC or Agency during construction, Consultant shall:

* Clarify construction contract documents.
* Respond to field inquiries.
* Engage the services of the POR on all matters involving design changes.

**NOTE: Design requests must be initiated by either Agency or Consultant using a Change Request Form or an RFI. A response to a RFI may also initiate a Change Request or a formal contract amendment for Consultant or CC. No work shall be conducted on a Change Request until the APM approves the request and the appropriate Change Order document is approved. The Change Request must clearly outline Consultant’s cost, the estimated construction cost, and the cause of the change.**

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes up to \_\_ RFIs, each requiring up to \_\_ hours of staff time for preparation and documentation of the response. Includes \_\_ days of on-site construction consultation.

**Deliverables and Schedule:**

* Written documentation of responses to CC or Agency inquiries. Submit 1 electronic copy to APM within 2 business days of inquiry unless other delivery date is agreed to by APM.

### Task CE-2.9 Design Modifications [CONTINGENCY TASK, See Section F]

**[The following must be included without any additions, deletions, or revisions.]**

If Consultant or CC determines that design modifications may be necessary, Consultant shall discuss potential changes with APM, LAPM (if applicable) and POR prior to verbally agreeing on changes with CC or preparing the appropriate Change Order documents, depending upon the type of work (changed work, extra work, or force account work). Upon request of the APM, Consultant shall work with the POR to prepare detailed engineering design revisions necessitated by conditions encountered during construction. These design revisions must be accompanied by the necessary Change Order documents (CCO, EWO or OFW) to make them a part of the construction contract.

**Deliverables and Schedule:**

* Design details for modifications (prepared or approved by the POR for appropriate changes to Project design) – Submit to APM by date agreed to when work was requested.
* Draft CCO, EWO, and OFW documents with supporting documents (cost estimate and justification) – Submit to APM by date agreed to when work was requested.

### Task CE-2.10 Claim(s) Support [CONTINGENCY TASK, See Section F]

**[The following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

If authorized by APM, Consultant shall provide support to Agency to review and respond to any and all claims submitted by the CC as specified in the Standard Specifications in Section 00199 – Disagreements, Protests and Claims. Consultant tasks forclaim(s) support may include but are not limited to:

* Prepare memoranda and supporting documentation (photo logs, inspection reports, memos, drawings, etc.) related to claims.
* Provide consultation related to claims (in person, via telephone or email).
* Attend claim resolution meetings.
* Prepare a claim decision in conformance with the requirements of the Standard Specifications in Section 00199.40(a).

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ hours for claim(s) support. Assume up to \_\_ claim submittal(s), each requiring \_\_ staff to perform \_\_ day(s) of preparation and attend up to \_\_ all-day meetings for each claim, plus Consultant Principal and PM reviews and clerical assistance.

**Deliverables and Schedule:**

The deliverables forclaim(s) support may include but are not limited to:

* Memoranda and supporting documentation (photo logs, inspection reports, memos, drawings, etc.) related to claims.
* Consultation related to claims (in person, via telephone or email).
* Attendance and participation in claim resolution meetings.
* Claim decision that satisfies the Standard Specifications in Section 00199.40(a) for submission to APM for Agency’s review and concurrence. Unless otherwise permitted by ODOT, Agency will issue all claims decisions.

### Task CE-2.11 Public Records Request Support [CONTINGENCY TASK, See Section F]

**[The following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

If authorized by APM, Consultant shall provide support to Agency to review and respond to public records requests submitted by the CC, attorneys or anyone else that may have an interest in the Project, as referenced in the ODOT Construction Manual, Chapter 12 – Records, and the [ODOT Records Manual](http://transnet.odot.state.or.us/cs/bss/Shared%20Documents/Documents/rmds/Records_Manual.pdf).

Requests for records may also come from other State Agencies such as the Bureau of Labor and Industries (“BOLI”).

Consultant’s primary review of records shall be of records in Consultant’s possession or control. Consultant will not be allowed access to the records or files of Agency, but Agency may provide prescreened documents to the Consultant to facilitate Consultant’s Services under this task.

Consultant shall not provide any records in response to a Public Records Request or a request from another State Agency without approval from the APM.

Consultant shall provide public records request support (as needed for the Project and subject to the other requirements set forth in this task) including but not limited to the following tasks:

* Respond to requestor for clarification and questions.
* Coordinate with the APM to determine whether litigation has been filed on the Project.
* Determine, in consultation with the APM, which records are being requested and whether any exemptions or privileges apply to the requested records.
* For Public Records Requests:
	+ Provide the requestor with an initial estimate.
	+ Submit written estimate via email to requestor to receive their notice to proceed.
	+ Upon receipt of requestor’s notice to proceed, copy the requested records and redact any requested records on the exempted list.
	+ For records requests from other State Agencies (e.g., BOLI requests), copy and provide requested records within the time frame specified by the requestor.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ hours for public records request(s) and State Agency records request(s) support. Assume up to \_\_ records request(s), each requiring \_\_ staff to perform \_\_ days of preparation, PM review and clerical assistance.

**Deliverables and Schedule:**

The deliverables forrecords request(s) support may include but are not limited to:

* Providing an initial response to the requestor in writing within 10 business days after receiving the request.
* Providing an initial estimate of the cost for the requestor (for Public Records Requests only).
* Providing redacted copies of the requested records to the requestor (for Public Records Requests).
* Providing the requestor copies of the records, if requested by a State Agency.

## TASK CE-3 CONSTRUCTION, ENVIRONMENTAL COMPLIANCE and WORK ZONE MONITORING and INSPECTION

**[The following must be included without any additions, deletions, or revisions.]**

Consultant shall provide on-site monitoring and inspection of construction for conformance with, and shall enforce compliance with, construction contract documents. Consultant shall coordinate and conduct on-site monitoring and inspection in such manner as not to cause unnecessary adverse impacts to the construction schedule. On-site monitoring and inspections must occur at critical times during the construction process based on Consultant’s evaluation of the CC’s schedule, construction contract documents and as outlined in the [ODOT Construction Manual, the Manual of Field Test Procedures and the ODOT Inspector’s Manual](https://www.oregon.gov/odot/Construction/Pages/Manuals.aspx).

Consultant shall have certified Inspector(s) on site during all critical times during the construction process as required by the Standard Specifications. Consultant shall monitor the CC’s quality control process for compliance with the construction contract requirements. All persons involved in performing inspection duties must be certified through the Agency’s Inspection Quality Assurance Program (“IQAP”) in the discipline for the work they will be inspecting. Consultant’s Inspectors must be certified prior to inspecting any work.

If circumstances occur that prevent the use of a Certified Inspector, Consultant may assign specific tasks to a non-certified individual. Refer to the IQAP for a list of limited duties that may be performed by non-certified personnel.

The following are the approved ODOT Inspector Certifications currently in place in the Inspection Quality Assurance Program: [**DO NOT DELETE ANY PART OF THIS LIST.]**

* Certified Bridge Construction Inspector (“CBCI”)
* Certified Environmental Construction Inspector (“CECI”)
* Certified Traffic Signal Inspector (“CTSI”)
1. Certified General Construction Inspector (“CGCI”)
2. Certified Asphalt Concrete Pavement Inspector (“ACPI”)
3. Certified Drilled Shaft Inspector (“CDSI”)
4. Certified ADA Inspector (“ADAI”)

Consultant shall perform work zone monitoring as required by the ODOT Construction Manual, ODOT Inspector’s Manual and the construction contract documents. Accordingly, Consultant shall monitor and enforce the following for compliance to construction contract requirements:

* Permit compliance during construction,
* Temporary Traffic Control measures,
* Erosion and Sediment Control installation and maintenance,
* Turbidity Monitoring (if required).

Consultant shall monitor the CC to verify the following deliverables are completed and submitted (to the extent the deliverables are required by the construction contract documents). If the documents are not submitted to the Consultant, then the Consultant shall take appropriate action to require compliance by the CC:

* Traffic Control Inspection Reports (form 734-2474)
* Erosion and Sediment Control Monitoring Reports (form 734-2361)
* Turbidity Monitoring Reports (form 734-2755)

### Task CE-3.1 Environmental Compliance and Mitigation Monitoring

**[The following must be included without any additions, deletions, or revisions except blue highlighted fields or as noted below.]**

This task involves conducting environmental inspection site visits during the construction phase of the Project, typically to document compliance with the environmental permits, including effectiveness of best management practices, avoidance and minimization measures, challenges encountered and corrective actions.

Consultant’s work under this task shall also follow protocol provided in Task CE-5.1 – Final Inspection(s) and Submittals, and Task CE-5.4. – Submittal of Final Project Documentation as applicable.

**Consultant shall:**

Perform compliance and mitigation monitoring related to environmental conservation measures agreed upon with State and Federal regulatory agencies through permit conditions and as included in the construction contract.

Conduct environmental inspection site visits to assist CC, LAPM and Agency in maintaining compliance with issued regulatory permits and the special provisions.

Provide documentation of the construction process relative to this environmental compliance.

Navigate and operate within the DEQ electronic portal, Your DEQ Online (“YDO”), sufficient to prepare and submit Permit compliant deliverables to DEQ.

Coordinate and schedule monitoring visits periodically, as required by permits, and coincidentally with activities that have significant environmental components.

Evaluate on-site conditions and construction techniques during environmental inspection site visits to assess compliance with Project permits, the Pollution Control Plan, the Erosion and Sediment Control Plan and incorporated Environmental Management Plan (when required), proposed site rehabilitation measures, and general environmental conservation measures.

Identify deficiencies and potential permit compliance issues and provide guidance to Agency, LPA, and CC to aid in avoiding potential regulatory agency involvement or violations.

Provide input and clarifications during construction activities to facilitate biological functioning as outlined in Project permits, based on the Project’s significant site rehabilitation measures (to offset Project impacts).

If deficiencies are noted, Consultant’s Environmental Specialist shall immediately bring the deficiency to the attention of the CC, APM, LAPM (if applicable), and ODOT Region Environmental Unit (“REU”) and recommend a corrective course of action to comply with environmental regulations, performance standards, and permit conditions.

Consultant shall review the following CC’s submittals for compliance with the construction contract and permits: **[Add or delete items in the following list as individual Project requires.]**

Temporary Water Management Plan (“TWMP”),

Work Containment Plan and System (“WCP/WCS”),

Erosion and Sediment Control Plan (“ESCP”), and Environmental Management Plan (“EMP”) attached to the ESCP when required,

Pollution Control Plan (“PCP”),

Planting Work Plan (“PWP”), and

Weed Control Work Plan (“WCWP”).

Consultant shall conduct up to \_\_ environmental inspection site visits and complete brief construction environmental inspection reports or monitoring memorandums summarizing site conditions and providing recommended measures to facilitate permit compliance and correct deficiencies.

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* CC-submitted Erosion and Sediment Control Monitoring Reports (Form 734-2361) – Within EDMS review for compliance no later than 48 hours after each inspection site visit.
	+ - (Note: CC is responsible for managing the ESC Monitoring Reports on the project site in compliance with both 1200-C and 1200-CA Permit requirements.)
* Environmental Construction Inspection Report (734-2902) – Submit 1 electronic copy each to CC, APM, EDMS, and LAPM (if applicable) no later than 14 calendar days after each inspection.
* Consultant shall ensure completion of the following tasks for compliance with both 1200-C and 1200-CA Permit requirements:
	+ (Note: CC is responsible for revisions to ESCP within 7 calendar days of the project site changes to erosion and sediment control BMPs.)
	+ Review and approval of CC-submitted ESCP revisions by licensed engineer, landscape architect or licensed geologist, or consultant or Agency professional of record (POR) within 7 calendar days of project site changes.
	+ Submittal of reviewed CC-submitted ESCP revisions to DEQ YDO no later than 30 calendar days after ESCP has been revised.
	+ Review of CC-submitted corrective action notification with corrective action plan within 24 hours of identifying ESC non-compliance.
	+ Review of CC-submitted corrective action report within 24 hours after making project site corrective actions.
	+ Submittal of reviewed CC-submitted corrective action report to DEQ YDO within 48 hours of taking corrective actions to the project site.
* General Daily Progress Reports (form 734-3474) / Project Diary – Complete daily when performing onsite visits. Submit at least weekly to the EDMS as Project work progresses and sign.
* Project Photography / Photo Logs – Submit with applicable reports as project work progresses.

### Task CE 3.1.1 Endangered Species Consultation for the Federal-Aid Highway Program (“FAHP”)

**[Consult with** **ODOT Geo-Environmental Section** **to determine applicability for the project. Delete task 3.1.1 language and mark as “RESERVED” if not applicable to the Project. If applicable, the following must be included without any additions, deletions, or revisions except blue highlighted fields or as noted below.]**

This task involves conducting FAHP Programmatic environmental inspection site visits during the construction phase of the Project and post-construction phase.

If the project utilized the FHWA Programmatic Endangered Species Consultation for the FAHP Environmental Inspections shall conform to the [FAHP User’s Guide](https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/ESA.aspx).

FAHP Environmental inspections site visits are required of all projects implemented under the FAHP Programmatic Biological opinion.

For the FAHP, this includes at least 1 FAHP environmental inspection site visit and environmental inspection report for the Project for each construction year, a FAHP environmental completion inspection site visit and Project Completion Report at Project completion, and As-Constructed Report.

FAHP environmental inspections by the Consultant shall be completed by a qualified Biologist or, when approved by the ODOT REU, by an ODOT Certified Environmental Construction Inspector.

**Professional Licenses, Registrations and Qualifications**

For Services under Task CE-3.1.1, the Consultant is the Professional of Record for the work, which shall be executed by an ODOT qualified Biologist or other qualified professional meeting the following minimum qualifications: 3 full years of environmental analysis or resource project management experience and a bachelor’s degree that included 30-quarter or 20-semester hours in biology, environmental science, physical science, natural science, or closely related field. Individuals who make determinations of effect under the Endangered Species Act (“ESA”) and prepare ESA documentation must also have ODOT Biologist certification (according to [Technical Services Bulletin GE14-03(B)](https://www.oregon.gov/odot/Engineering/Pages/Technical-Guidance.aspx) or updated). Additional qualifications may be required for certain tasks.

The number of FAHP environmental inspection site visits shall correspond with construction stages that include high risk environmental items and best management practices. The Consultant, through the Biologist or approved CECI, shall review high risk items related to the following:

**[List all activities anticipated to require environmental inspection, as applicable, based on FAHP guidance listed above, this will require the APM to discuss the list of activities with the ODOT Region Environmental Unit and the Project Biologist. Add or delete items in the following list as individual project requires.]**

* Erosion and Sediment Control
* Pollution Control/Containment
* Sensitive Areas (no work zones)
* Site Restoration
* Fish and Wildlife Protection
* Native materials designated for avoidance
* Cleared Vegetation
* Native materials (soil, streambed substrate, logs, trees) designated for use in restoration
* Herbicide treatment buffers
* Fish screens and in-water work area isolation
* High stream flow events
* In-water work [e.g., bank stabilization, pile driving]
* Containment practices and structures
* Treated wood
* Hydro-acoustic impact minimization measures implementation
* Bank stabilization/site restoration implementation

**[Complete the blue highlighted fields below.]**

Consultant shall conduct a minimum of 1 FAHP environmental inspection site visit and up to \_\_ FAHP environmental inspection site visits and complete an environmental inspection report summarizing site conditions and providing recommendations of measures to facilitate permit compliance and correct deficiencies.

Consultant shall conduct 1 FAHP environmental completion inspection site visit and complete the final Project Completion Report summarizing site conditions and providing recommended measures to facilitate permit compliance and documentation of any corrected deficiencies.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ environmental site inspection(s) for Endangered Species Consultation for the FAHP**.** Assume up to\_\_hoursfor each FAHP environmental site inspection(s) and environmental inspection report by either an ODOT certified Biologist or approved CECI.

**Deliverables and Schedule:**

A draft and final Environmental Inspection Report for each inspection site visit using Agency’s template report 734-2902 (available on the [FAHP website](https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/ESA.aspx)) – submitted to the Agency and the REU:

Draft Environmental Inspection Report due no later than 14 calendar days after each inspection.

Final Environmental Inspection Report due no later than 14 calendar days after receiving final comments from Agency.

Final Project Completion Report – Summarizing site conditions, recommended measures to facilitate permit compliance and documentation of any corrected deficiencies. Submitted to the REU within 60 calendar days of Second Notification.

As-Constructed Report – Submit 1 electronic copy (in PDF format) to APM, REU, and LAPM (if applicable) within 30 calendar days of conducting the final site visit. The As-Constructed drawings can be handwritten markups of the plan sheets.

### Task CE 3.1.2 Riparian Site Restoration Regulatory Monitoring Report [CONTINGENCY TASK, See Section F]

**[Consult with** **ODOT Geo-Environmental Section** **to determine applicability for the project. Delete task 3.1.2 language and mark as “RESERVED” if not applicable to the Project. If applicable, the following must be included without any additions, deletions, or revisions.]**

Consultant shall complete annual [Biology Restoration Monitoring Report](https://www.oregon.gov/ODOT/GeoEnvironmental/Pages/Biology.aspx)s for 3-5 years post-construction to document compliance with the permits issued for the Project, following ODOT standards. The duration of this task is contingent on regulatory agency approval. (Additional annual monitoring reports conditioned by permit beyond 5 years post-construction may be completed by Agency or LPA if required.)

Consultant shall utilize Agency’s template reports and shall document the condition of mitigation or enhancement, features, and the restoration of the site including planting survival estimates, any deficiencies noted during the monitoring period, and make recommendations to facilitate permit compliance.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ periodic restoration monitoring site visits (1-2 site visits per year are typical).

**Deliverables and Schedule:**

* Annual Restoration Monitoring Report – Submit 1 electronic copy (PDF format) including as-constructed maps, and representative photographs with descriptions and photo point locations to APM, REU, and LAPM (if applicable) annually within 30 calendar days of conducting the site visit.

### Task CE-3.1.3 Archaeological Monitoring and Report [CONTINGENCY TASK, See Section F]

**[If Section 00290.51 of the Specifications identifies sensitive cultural sites on this Project, then this task must be included. Delete task 3.1.4 language and mark as “RESERVED” if not applicable to the Project. Label this subtask as “CONTINGENCY TASK, See Section F” if it is not known at time of WOC/Contract execution if it is needed. If applicable, the following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

**General Requirements and Applicable Standards**

Consultant shall ensure compliance with protection of cultural resources, protection of sensitive cultural sites, and archaeological monitoring practices in accordance with the Standard Specifications in Sections 00290.50 and 00290.51, and the ODOT Construction Manual, Chapter 32 – Protection of Cultural Resources.

The Services required by this task must be completed by professional staff archaeologists who meet the Secretary of the Interior’s professional standards for Archaeology ([36 CFR 61, Appendix A](http://www.nps.gov/history/local-law/arch_stnds_9.htm)). All work must be reviewed (QA/QC) and approved by professional staff archaeologists who have been qualified through the [Agency Cultural Resources Consultant Qualification Training Program.](http://www.oregon.gov/ODOT/HWY/GEOENVIRONMENTAL/pages/cultural_resources.aspx%20-%20%E2%80%8BCultural_Resources_Consultant_Qualification_Program) If Agency returns deliverable(s) with extensive edits or comments, Consultant’s research, writing and editing to address Agency’s edits and comments must be at the expense of Consultant.

**Agency Responsibilities**

Agency’s Archaeologist will be responsible for:

* All tribal consultation (i.e., government-to -government discussions),
* Drafting Finding of Effect (“FOE”) documents and submitting to State Historic Preservation Office (“SHPO”),
* Obtaining necessary clearance documents from SHPO, and
* Submitting Determination of Eligibility (“DOE”) and Memorandum of Agreement (“MOA”) documents to SHPO and Tribes.

**Consultant Tasks**

1. Prior to on-site construction, Consultant shall discuss location of archaeological sites and high probability areas with CC, Inspector(s), Agency REC, and Agency Archaeologist. Consultant shall ensure the CC has fenced all no-work zones with orange plastic mesh fencing or lath and flagging, as required by the Plans and Special Provisions.

Consultant shall conduct research and tribal coordination as needed for the Project including, but not limited to, checking tribal databases, coordinating with tribes to conduct necessary literature reviews, and satisfying obligations outlined in state archaeology permits.

Consultant’s cultural monitor must be a professional staff archaeologist. Consultant’s cultural monitor shall:

* Review cultural reports prepared for Project.
* Complete and sign ODOT’s Archaeology QC Checklist and submit with deliverables.
* As applicable, obtain SHPO, Tribal Historic Preservation Officer (“THPO”), or Archaeological Resources Protection Act of 1979 (“ARPA”) archaeological permit.
* Attend pre-construction meeting at request of Agency Archaeologist.
* Adhere to Agency-provided Inadvertent Discovery Plan, if applicable.
* Provide on-site Project monitoring and maintain daily log of findings.
* Complete draft and final Monitoring Reports documenting activities and discoveries. Submit Monitoring Report (in Word and PDF formats) with the following if no cultural materials are found:
	+ Project Description,
	+ Map of Area of Potential Effect (“APE”),
	+ Dates of monitoring and personnel that conducted monitoring,
	+ General observations with statement of probability of future inadvertent discoveries within APE,
	+ Spatial data.
1. If cultural materials or human remains are discovered during monitoring, Consultant’s cultural monitor shall:
* Notify Engineer immediately and comply with the Standard Specifications, Section 00290.51 (a) and (b).
* Contact Agency Archaeologist to determine additional archaeological investigation requirements.
* Conduct required literature review, which must include a review of all applicable archaeological survey/testing reports for comparable information and checking the SHPO database and any other facilities or necessary documentation.
* Obtain archaeological permits if necessary and share draft with Agency Archaeologist prior to submittal to SHPO.
* Complete a DOE (which may be included in the Monitoring Report).
* Include the following additional information in the Monitoring Report required above:
	+ Ethno-historic information,
	+ Previous archaeological studies,
	+ Section on field methodology with maps showing areas monitored,
	+ Section on findings,
	+ Artifact descriptions,
	+ Recommendations and summary including a discussion on the site tested and if it meets National Register of Historic Places (“NRHP”) criteria and maintains integrity,
	+ All applicable maps showing Project location and site boundaries and areas monitored,
	+ Photos including pictures of overall construction work in and near area monitored, and any features, sites, or isolates encountered,
	+ Artifact catalogue, site and isolate forms, and any update forms for previously recorded sites.

**Deliverables and Schedule**

* If applicable, draft archaeological permit(s) to APM and Agency Archaeologist within \_\_ business days of NTP.
* Submit draft Monitoring Report and DOE (Word format) within 20 business days of completion of fieldwork to APM and Agency Archaeologist. Include completed ODOT Archaeology QC Checklist.
* Submit final Monitoring Report and DOE (PDF format with SHPO coversheet) with GIS shape file of monitored area to APM and Agency Archaeologist within 10 business days of receiving comments from the Agency.

### Task CE-3.2 Construction Activity Monitoring

**[The following must be included without any additions, deletions, or revisions.]**

Consultant shall monitor construction activities during construction of the Project utilizing Agency-certified Inspectors and require compliance with the construction contract documents. Consultant shall provide inspection concurrently with the CC’s operation. Consultant shall coordinate closely with CC to ensure on-site inspections are coordinated with the construction schedule. Consultant shall perform inspections according to the [ODOT Construction Manual and the ODOT Inspector’s Manual](https://www.oregon.gov/odot/Construction/Pages/Manuals.aspx).

Consultant’s work under this task shall also follow protocol provided in Task CE-2.5 – Monthly Preliminary Progress Estimates, Task CE-3.3 – Quality Control Monitoring, Task CE-5.1 – Final Inspection(s) and Submittals, and Task CE-5.4. – Submittal of Final Project Documentation as applicable.

In addition to any other requirements identified in the reference standards identified above, Consultant shall:

* Consultant shall complete and sign General Daily Progress Reports (form 734-3474) of construction for days Consultant is on site. Consultant shall take photos of the various construction activities and keep a current digital photo-log of critical construction activities. The photo-log must be kept up to date throughout construction and available for review by Agency.
* Consultant shall determine and document all pay quantities for work and materials incorporated into the Project. As required by the ODOT Construction Manual, Chapter 12D – Quantities, Consultant shall complete and sign source documents (“pay notes” form 734-2605) for all pay items and include supporting documentation to support each payment. Consultant shall always keep quantity documentation current and available for Agency review upon request.
* Consultant shall document the work and Nonfield-tested materials (“NFTM”) incorporated into the Project by completing and signing Field Inspection Reports (“FIR” within form 734-2605) and other NFTM quality documentation required to be furnished by Field Personnel according to the [Nonfield-Tested Materials Acceptance Guide](https://www.oregon.gov/odot/Engineering/Pages/Manuals.aspx) and the ODOT Construction Manual, Chapter 12C – Quality.
* Perform the following Labor Compliance monitoring tasks as required by the construction contract and according to the ODOT Construction Manual – Chapter 19 Labor Compliance:
* Perform “spot checks” for the duration of the Project on all owner/operators performing Work on the Project to validate owner/operator status, document on Project Manager’s Owner-Operator Interview Summary Report (form 734-3581) and sign.
* Conduct random interviews of CC’s and subcontractors’ employees who have worked on the Project site during that time period at least once every six months, document on Employee Interview Report (form 734-3478) and sign.
* Perform the following Equal Employment Opportunity (“EEO”) monitoring tasks as required by the construction contract and according to the ODOT Construction Manual, Chapter 18 – Workforce and Small Business Equity Programs:
	+ - Conduct CUF reviews on all DBE performing work on the Project, including DBE Trucking, document on Commercially Useful Function (“CUF”, form 734-2165) and sign.
* Conduct DBE Trucking verifications without prior notice to any Contractor or Subcontractors, on peak trucking days, to independently verify at least 10% of the total value of DBE trucking services being provided on the project for a full work shift, document on General Daily Progress Reports (form 734-3474) and sign.
* Track Force Account Work in the field using Daily Force Account Record (form 734-3428) according to the ODOT Construction Manual, Chapter 12-G – Extra Work Performed on a Force Account Basis.

When the Standard Specifications, Sections 01030 and 01040 are included in the construction contract, and according to the ODOT Construction Manual, Chapter 39 Landscape Establishment Period, Consultant shall visit the site to collect data regarding seeding and planting conditions, seeding and planting survival, and to evaluate if corrective measures are necessary.

As part of this Establishment Period work, after Acceptance of initial seeding Consultant shall conduct periodic inspections for seeding establishment according to the Standard Specifications in Section 01030 and the construction contract.

As part of this Establishment Period work, Consultant shall conduct periodic inspections for planting establishment according to the Standard Specifications in Section 01040 and the construction contract during the spring, summer and fall the first year after Acceptance of initial planting with the third periodic inspection for planting establishment serving as the final inspection (unless otherwise specified by the construction contract).

During the planting establishment monitoring site visits, Consultant shall record general site conditions, hydrology, plant cover, plant communities, erosion, and related aspects of the planting. Consultant shall inspect and document plant stress and planting survival. Consultant shall complete a written summary of planting inspection after each of the periodic inspections.

After each inspection, if Consultant determines corrective work is required, Consultant shall complete a written notice of corrective work including recommendations for replacement plantings (according to the Standard Specifications in Section 01040) and invasive species controls (if necessary). Within 15 days after providing written notice of corrective work, Consultant shall visit the site and verify that dead, failing, and unhealthy plants are replaced.

* + Within 30 days of planting construction completion, and prior to preparation of the planting final inspection report, Consultant shall conduct 1 site visit to determine if plantings were constructed according to the construction contract. Consultant shall complete the first annual planting final inspection report (according to the Standard Specifications in Section 01040.79) to document planting completion. Consultant’s planting final inspection report must include a narrative summary describing Project planting construction, effectiveness of on-site planting, and representative photographs.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ periodic planting monitoring site visits.

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* General Daily Progress Reports (form 734-3474) – Complete daily when is performing on-site visits. Submit at least weekly to the EDMS as Project work progresses.
* Current Digital Photo-log of construction activities – Submit at least weekly to the EDMS with applicable reports as Project work progresses.
* Source Documents – “pay notes” (form 734-2605), field notes, calculations, receipts, invoices, reports used to determine Project pay quantities, installation sheets, and other supporting documentation – according to the ODOT Construction Manual, Chapter 12D – Quantities. Submit to the EDMS as work is performed and at least monthly within the month CC’s work was performed.
* FIRs (within form 734-2605) and other NFTM quality documentation required to be furnished by Field Personnel – Submit to the EDMS as work is performed and at least monthly.
* Project Manager’s Owner-Operator Interview Summary Report (form 734-3581) – Submit to the EDMS as Project work progresses for the duration of the Project.
* Employee Interview Report (form 734-3478) – Submit to the EDMS as Project work progresses and at least every 6 months for random CC and subcontractor employees who have worked on the Project site during that time period.
	+ Commercially Useful Function (“CUF”, form 734-2165) – For all DBE performing work on the Project, including DBE Trucking, at the frequencies required by the Construction Manual and at least annually, submit to the EDMS for Agency approval.
	+ DBE Trucking verifications – On peak trucking days, independently verify DBE trucking services being provided on the project and resolve any discrepancies according to the Construction Manual and in coordination with OECR, and submit to the EDMS.
* Daily Force Account Record (form 734-3428) – Daily when applicable, submit originals to Party responsible for Task CE-2.4.
* Establishment Period documentation:

Periodic Inspection Summaries – Submit 1 electronic copy (PDF format) to APM, REU, EDMS, and LAPM (if applicable) within 15 calendar days of conducting the site visit.

Corrective Work Notices – Submit 1 electronic copy (PDF format) to CC, APM, REU, EDMS, and LAPM (if applicable) within 15 calendar days of conducting the site visit.

Final Inspection Report – Submit 1 electronic copy (PDF format) to APM, REU, EDMS, and LAPM (if applicable) within 30 calendar days of conducting the site visit.

### Task CE-3.3 Quality Control Monitoring (Nonfield-Tested and Field-Tested Materials)

**[The following must be included without any additions, deletions, or revisions.]**

Consultant shall monitor the CC’s Quality Control (“QC”) program for conformance with requirements of the [ODOT Manual of Field Test Procedures](https://www.oregon.gov/odot/Engineering/Pages/Manuals.aspx), [Nonfield-Tested Materials Acceptance Guide](https://www.oregon.gov/odot/Engineering/Pages/Manuals.aspx), and the construction contract documents. Consultant shall document the work and materials incorporated into the Project according to the ODOT Construction Manual, Chapter 12C – Quality.

Consultant shall log all NFTM quality documentation, including FIRs and other supporting documentation, into the applicable Test Summary, keeping it up to date and available for review by Agency. Consultant shall maintain the NFTM Test Summary (Test Summary “A” (form 734-1902A)) according to the ODOT Construction Manual.

Consultant shall log all field-tested materials (“FTM”) quality documentation, including field tests and other supporting documentation, into the applicable Test Summary, keeping it up to date and available for review by Agency. Consultant shall maintain the FTM Test Summaries (Test Summary “B” (form 734-1902B) and “C” (form 734-1902C), as applicable) according to the ODOT Construction Manual. Consultant shall coordinate with the ODOT Region Quality Assurance Coordinator (“QAC”) to confirm that adequate verification and independent assurance (“IA”) testing is performed.

Agency staff will perform the verification and IA testing; it is **not** a Consultant task under this CA/CEI SOW.

Consultant shall monitor the CC’s QC Program. Oversight of the QC Program is conducted by the
QCCS who is experienced and certified in all areas of field material testing and documentation. According to the Agency’s Technician Certification Program, the QCCS is required to maintain certification in at least the following disciplines: CAgT, CEBT, CAT 1, CDT and QCT. The QCCS is required to maintain certification in these material testing disciplines throughout the duration of all the CA/CEI Services. The QCCS shall follow the requirements of the Quality Assurance Program located in Section 2 of the ODOT Manual of Field Test Procedures and the roles and responsibilities outlined in the QCCS Handbook.

The following are the approved Technician Certifications currently in place in the Technician Certification Program: [**DO NOT DELETE ANY PART OF THIS LIST.]**

Certified Aggregate Technician (“CAgT”)

Certified Embankment and Base Technician (“CEBT”)

Certified Density Technician (“CDT”)

Certified Asphalt Technician I (“CAT-I”)

Certified Asphalt Technician II (“CAT-II”)

Certified Mix Design Technician (“CMDT”)

Quality Control Technician (“QCT”)

Concrete Control Technician (“CCT”)

Concrete Strength Testing Technician (“CSTT”)

Consultant’s work under this task shall also follow protocol provided in Task CE-2.5 – Monthly Preliminary Progress Estimates, Task CE-3.2 – Construction Activity Monitoring, Task CE-5.1 – Final Inspection(s) and Submittals, and Task CE-5.4. – Submittal of Final Project Documentation as applicable.

**Consultant shall:**

Review and monitor the CC’s documentation for the quality of all materials incorporated into the Project.

Verify that all materials furnished and placed on the Project comply with the approved specifications.

Certify that the documentation confirms that all materials comply with construction contract requirements.

Maintain the NFTM Test Summary (Test Summary “A” (form 734-1902A)) according to the ODOT Construction Manual, Chapter 12B Quality.

Maintain the FTM Test Summary(ies) (Test Summary “B” (form 734-1902B) and “C” (Form 734-1902C), as applicable) according to the ODOT Construction Manual, Chapter 12B Quality.

Identify and monitor CC’s quality control technicians and require proper and current certification(s) and require that proper testing frequencies and procedures are being followed. Monitoring must be done by Consultant staff experienced in all areas of field testing and documentation and certified by ODOT’s Technician Certification Program for the specific tests being monitored.

Take appropriate action if CC’s quality control technicians do not have proper or current certifications or if proper testing frequencies and procedures are not being followed.

Obtain, review, request correction if required, and compile all required Project quality documentation according to the ODOT Construction Manual and the construction contract documents.

Ensure Project quality documentation is kept current and ready for periodic RAS reviews sufficient that the RAS can determine whether it fulfills the Contract requirements and supports the payments that have been made to the Contractor.

Communicate with Agency’s QAC to facilitate timeliness and efficiency in the verification and IA testing work and compliance with all requirements of the ODOT Manual of Field Test Procedures and contract documents.

Compare CC’s QC test results to ODOT’s verification test results to verify they are within IA parameters documenting on QC/QA Testing Investigation (form 734-5232).

Take appropriate action and work with APM to resolve any discrepancies between CC’s QC test results and the ODOT verification test results documenting on appropriate material’s IA/V Results (form 734-4040).

Prepare quality price adjustments as necessary for materials according to ODOT Construction Manual, Chapter 12-C – Quality Price Adjustments.

* Include Project quality and price adjustment documentation, as applicable, with Agency source documents (“pay notes”) according to ODOT Construction Manual, Chapter 12D – Quantities.

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* Nonfield-Tested Materials:
	+ NFTM quality documentation –
		- According to the frequencies and requirements in the Nonfield-Tested Materials Acceptance Guide.
		- Submit or review (as applicable) within the EDMS.
	+ NFTM Test Summary – Log NFTM quality documentation into the NFTM Test Summary as Project work progresses.
* Field-Tested Materials:
	+ FTM quality documentation –
		- According to the frequencies and requirements in the Manual of Field Test Procedures, including Small Quantity guidelines.
		- Submit or review (as applicable) within the EDMS.
	+ FTM test results comparison – After comparison according to the Manual of Field Test Procedures, submit QC/QA Testing Investigation (form 734-5232) to the EDMS.
	+ FTM testing investigation – After investigation according to the Manual of Field Test Procedures, submit IA/V Results (form 734-4040) to the EDMS.
	+ FTM Test Summary(ies) – Log FTM quality documentation into the FTM Test Summary(ies) as project work progresses.
* Project’s NFTM and FTM quality documentation, price adjustment documentation, and test summary(ies) – make current and ready for scheduled RAS reviews.
* Project NFTM and FTM quality and price adjustment documentation **–** submit at least monthly to the EDMS to support Project “pay notes”.

### Task CE-3.4 ADA Curb Ramp and Push Button Inspection

**[Delete task 3.4 language and mark as “RESERVED” if not applicable to the Project. This task is required if there are any ADA curb ramps or push buttons are being constructed on the Project. If applicable, the following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

Consultant shall perform inspection of CC-installed ADA curb ramps, review and respond to CC Working Drawings and Curb Ramp Plan, and attend all preplacement meetings as required in the Standard Specifications in Section 00759. Consultant inspectors shall maintain ADA certification and have valid ADA certification at the time inspection of a curb ramp, push button, or both. Consultant certified inspector shall be on the project site at the time of each curb ramp construction.

**Consultant shall:**

Conduct a submittal review according to the Standard Specifications in Section 00150.35 of CC’s Working Drawings and Curb Ramp Plan submitted electronically.

Maintain 1 of the as-submitted copies in the Project files.

Review, respond and return any corrections or comments to the CC’s Working Drawings and Curb Ramp Work Plan according to Task CE-2.7 Working Drawings, Shop Drawings, and other Submittal Reviews.

Attend all Preplacement Conference(s) as noted in the Standard Specifications in Section 00759.03.

Determine and obtain information from the POR if there is an approved design exception on any ADA Curb Ramps.

Perform ADA Curb Ramp inspection(s) according to the most current certification methodology and requirements. Complete and submit ADA Curb Ramp Inspection form(s) (734-5020 A-H) and ADA Push Button Inspection form(s) 734-5245(A-B), as applicable Agency’s fillable ADA Curb Ramp and Push Button Inspection Forms and instructions are available at the following address: <https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

Include completed ADA Curb Ramp Inspection form(s) (734-5020 A-H) and ADA Push Button Inspection form(s) 734-5245(A-B), as applicable, with Agency source documents (“pay notes”) according to ODOT Construction Manual, Chapter 12C – Quality and Chapter 12D – Quantities.

Upon completion of the Consultant’s services under this task, Consultant shall transmit all fillable PDF files of accepted ADA Curb Ramp Inspection form(s) (734-5020 A-H) and ADA Push Button Inspection form(s) 734-5245(A-B), as applicable, to the APM.

If a design change has occurred impacting an ADA Curb Ramp and Task CE-2.9 Design Modifications is authorized, Consultant shall coordinate with the POR to provide additional or modified plan(s) to CC as part of Task CE-2.9. Retain all design alternatives and communications related to design modification resulting in need of a potential Design Exception or Traffic Approval.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ ADA curb ramp inspection(s). This task assumes up to \_\_ Preplacement Conference(s).  Each Preplacement Conference is expected to last no more than \_\_ hours, with no more than \_\_ Consultant staff in attendance.

**Deliverables and Schedule:**

The deliverables forADA curb ramp and push button review and inspection include, but are not limited to:

Return Working Drawings and Curb Ramp Plan submittals to CC within the time frames in the Standard Specifications in Section 00150.35.

All ADA Curb Ramp and Push Button Inspection forms to support “pay notes” – submit to the EDMS at least monthly and following protocol in Task CE-2.5 Monthly Preliminary Progress Estimates and Task CE-3.2 Construction Activity Monitoring.

Submittal of fully complying ADA Curb Ramp Inspection form(s) (734-5020 A-H) and ADA Push Button Inspection form(s) 734-5245(A-B), as applicable, to ODOTStandards@odot.oregon.gov by clicking the “Submit by E-mail” button on the form (and cc APM) at least monthly upon completion of inspection and “pay note” documentation.

Submittal of approved design exception and crosswalk closure approval installation photos, if applicable, accompanying the ADA Curb Ramp and Push Button Inspection form(s) to ODOTStandards@odot.oregon.gov at least monthly upon completion of inspection and “pay note” documentation.

ADA Curb Ramp Inspection form(s) (734-5020 A-H) and ADA Push Button Inspection form(s) 734-5245(A-B), as applicable, submit fillable PDF files of all accepted forms to APM upon completion of Consultant’s services under this task.

## TASK CE-4 CONSTRUCTION SURVEYING

**[If applicable, the following must be included without any additions, deletions, or revisions.** **Delete task language (or subtasks) and mark as “RESERVED” if not applicable to the Project.]**

**If construction surveying does apply, review guidance with subtasks and delete any subtasks that do not apply. Delete and mark as “RESERVED” either 4.1 or 4.2 as applicable, depending on whether CC is performing survey work under the construction contract.]**

Consultant’s licensed Land Surveyor shall provide land surveying Services and deliverables that conform to all state statutes pertaining to survey and land boundary laws. These include, but are not limited to, the following Oregon Revised Statutes (ORS):

* ORS Chapter 92 – Subdivisions and Partitions
* ORS Chapter 93 – Conveyancing and Recording
* ORS Chapter 209 – County Surveyors
* ORS Chapter 672 – Professional Engineers; Land Surveyors; Photogrammetrists; Geologists

Consultant’s survey personnel shall perform all construction surveying tasks in accordance with the most recent version of the [ODOT Construction Surveying Manual for Contractors](https://www.oregon.gov/ODOT/ETA/Documents_Geometronics/Construction-Survey-Manual-Contractors.pdf)**,** as required to ensure conformance of the Project construction with the approved plans and specifications. Consultant shall provide qualified personnel to verify the Project is constructed to the lines and grades and cross sections as shown, specified, or established.

### Task CE-4.1 Coordination, Calculations & Quality Assurance of Construction Contractor’s Survey Work

**[If CC is performing construction survey and staking, the following must be included without any additions, deletions, or revisions except blue highlighted fields.** **Delete this task and mark as “RESERVED” if CA/CEI Consultant is performing construction survey and staking required under task 4.2.]**

**Consultant shall:**

* Coordinate with APM and CC as needed to require compliance with and verify that the construction survey work completed by the CC for the Project is in conformance with the approved plans, specifications, and applicable laws.
* Attend and participate in a pre-survey meeting with the CC, APM, and LAPM (if applicable) and others as appropriate.
* Coordinate with CC, APM, and LAPM (if applicable) to determine participants and to schedule the pre-survey meetings at an agreed-upon time no later than 14 calendar days prior to beginning construction.
* Prepare and distribute the meeting agenda to APM and other participants at least 4 business days prior to meeting.
* Record and distribute the meeting minutes to APM and other participants within 1 week of meeting.
* Perform QA review of CC’s survey data such as, but not limited to, office calculations and stake-out information.
* Provide memo indicating dates and times grade verification checks were performed and the results of the calculation checks along with copy of notification to CC on items not in compliance from calculation checks and when/what corrections were made.
* Perform QA review of CC’s field survey work. Provide memo indicating dates and times the survey field checks of CC’s survey work were performed and the results of the field checks along with copy of notification to CC on items not in compliance with approved construction plans and when/what corrections were made.
* Provide a map (digital ASCII file) of the coordinates, and field notes as applicable, of horizontal and vertical control points (from the construction contract plans) for use by the CC’s surveyor.
* Prepare horizontal and vertical alignment print outs, construction grade data, including annotated cross sections from the construction contract plans for use by the CC’s surveyor.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ 1-day site visit(s) by a 2-person survey crew for construction surveying.

**Deliverables and Schedule:**

* Pre-survey meeting agenda – Distribute 1 copy to each meeting attendee and the APM 4 business days prior to the scheduled meeting.
* Pre-survey meeting minutes – Distribute 1 copy to each meeting attendee and the APM within 1 week after the meeting.
* Memo regarding grade verification checks – Submit via email to CC with copy to APM within 5 business days of receipt of survey data from CC.
* Memo regarding survey field checks – Submit via email to CC with copy to APM within 5 business days of request.
* Map (digital ASCII file) of the coordinates and field notes as applicable, of horizontal and vertical control points – Submit original to CC at the pre-construction or pre-survey meeting.
* Horizontal and vertical alignment print outs, construction grade data, including annotated cross sections – Submit original to CC at the pre-construction or pre-survey meeting.

### Task CE-4.2 Construction Survey and Staking

**[If CC is NOT performing construction survey and staking, the following must be included without any additions, deletions, or revisions except blue highlighted fields or as noted below.** **Delete this task and mark as “RESERVED” if CA/CEI Consultant is performing task 4.1.]**

Consultant shall provide all construction surveying for control of the Project as required to establish the position, orientation, and elevation of the work from control stations, including furnishing and setting construction stakes and marks, reference marks, and additional control stations.

**Consultant shall:**

* Attend and participate in a pre-survey meeting with the CC, APM, and LAPM (if applicable) and others as appropriate.
* Coordinate with CC, APM, and LAPM (if applicable) to determine participants and to schedule the pre-survey meetings at an agreed-upon time no later than 14 calendar days prior to beginning construction.
* Prepare and distribute the meeting agenda to APM and other participants at least 4 business days prior to meeting.
* Record and distribute the meeting minutes to APM and other participants within 1 week after the meeting.
* Coordinate with APM and CC to discuss and agree upon the extent of construction survey needs for the Project to be successfully constructed in the correct location and in accordance with the approved plans and specifications for the work.
* Verify all initial horizontal and vertical control stations in the proximity of the Project.
* Establish additional control stations as necessary to control the Project.
* Make supporting calculations as required to establish the position of all elements of the Project. Make calculations in accordance with established Agency policies and procedures. Calculations must be sufficient to establish the correct position, orientation, and elevation of the work within required tolerances from control stations.
* Prepare horizontal and vertical alignment construction grade data from the construction contract plans. Provide calculations, field notes, and survey drawings for the layout and control of the work as are required to construct the Project.
* Perform staking of the Project clearing limits.
* Set stakes to define the temporary signs for each stage of construction.
* Perform staking for approximate ROW and easements.
* Perform staking to delineate existing wetlands and other regulated work areas. **[Delete if not applicable to the Project.]**
* Perform staking for retaining walls including foundations and copings. **[Delete if not applicable to the Project.]**
* Provide staking necessary for construction of all roadways and sidewalks as follows:
	+ - * Slope stakes for construction of earthwork, including intersections and match lines,
			* Grade hubs for subgrade,
			* Grade hubs for top of rock,
			* Staking for finish grades,
			* Permanent drainage, including manholes, inlets, and pipes,
			* Temporary and permanent striping,
			* ADA Curb Ramps and Push Buttons.
* Provide staking for curbs and curb returns, driveways, utility vaults, water quality facilities as applicable.
* Provide staking for permanent signs. **[Delete if not applicable to the Project.]**
* Provide staking for traffic signals and illumination. **[Delete if not applicable to the Project.]**
* Provide staking for permanent stormwater treatment facilities. **[Delete if not applicable to the Project.]**
* Provide staking for guardrail and barriers. **[Delete if not applicable to the Project.]**
* Provide staking for seeding and plantings. **[Delete if not applicable to the Project.]**
* Provide other staking as required by construction contract documents.
* Provide staking necessary for construction of the bridge(s), as follows: **[Delete this bullet and the following sub-bullets if not applicable to the Project.]**
	+ - * Substructure Elements:
				+ Piling
				+ Drilled shafts
				+ End bents and wingwalls
				+ Columns and cross beams
				+ Beam seats and bearing pads
			* Superstructure Elements:
				+ Horizontal alignment and deck edges
				+ Bridge deck soffit and finish grade elevations
				+ Bridge end panels
				+ Asphalt concrete pavement buildup for finish grade on precast deck elements.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ 1-day site visit(s) by a 2-person survey crew for construction surveying.

**Deliverables and Schedule: [Double-click checkbox(s) below to select applicable distribution option(s).]**

[ ]  Submit the deliverables below to CC and APM (required for projects on or connected to an ODOT facility).

[ ]  Submit the deliverables below to CC and the LAPM. Provide via email a copy of transmittal letter to APM.

* Calculations, survey drawings and grade reports for layout and control of the work – Submit electronically at least 2 business days prior to staking a specific element. Keep copies in the Project file.  If required by APM, hard copies shall be provided.
* Staking reports (field notes, cut sheets, and survey drawings) for the specific items that have been staked out – Submit electronically within 1 day after staking of the specific element is complete. If required by APM, hard copies shall be provided.

### Task CE-4.3 Locate, Recover & Reference Monuments [CONTINGENCY TASK, See Section F]

**[If monuments are disturbed or destroyed during the construction activities of this Project then this task must be included. If the utility relocation or clearing activities disturb or destroy monuments prior to or during construction due to the Project needs, then this task must be accomplished. The following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

Consultant shall recover and reference monuments (as indicated below) in the location of the ROW identified in the control, recovery, and retracement survey. Consultant shall document in field notes the monuments either found, or not found during the search phase. Consultant shall ensure compliance with the requirements of ORS 209.155.

For all monuments not destroyed during construction activities, Consultant shall note in the field notes that:

* All monuments were recovered (include date),
* All monuments exist per the control, recovery, and retracement survey, or
* All monuments are within the new ROW and do not need to be reset.

The monuments may or may not be retied to confirm their original surveyed positions. This decision will be made based on the Consultant surveyor’s professional judgment.

**Consultant shall**:

* Recover monuments shown on the control, recovery, and retracement survey to confirm they either still exist or were destroyed during construction. Consultant shall note destroyed monuments that are within the Project limits.
* Locate and recover any new monumentation within the Project work zone which were placed after the original field search and survey ties, which may include research of county records as appropriate. Agency may provide monuments tied prior to construction not filed with the control, recovery, and retracement survey.
* Use Agency point number range for control points and monuments.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ 1-day site visit(s) by a 2-person survey crew for construction surveying.

**Deliverables and Schedule: [Double-click checkbox(s) below to select applicable distribution option(s).]**

[ ]  Submit the deliverables below to APM (required for projects on or connected to an ODOT facility).

[ ]  Submit the deliverables below to the LAPM. Provide via email a copy of transmittal letter to APM.

* ASCII file of located monuments with monument point numbers and coordinates and any other electronic files (e.g., FWD, ALG, ASCII, etc.) created or produced for the Project documenting Monumentation surveying - Submit within 14 calendar days after recording of the survey filing map (SFM) with the appropriate County Surveyor’s office.
* Original field notes and 1 electronic copy (PDF format) – Submit within 14 calendar days after recording of the SFM with the appropriate County Surveyor’s office.

### Task CE-4.4 Right of Way (“ROW”) Monumentation [CONTINGENCY TASK, See Section F)

**[If new ROW is purchased for a Project, then this task must be accomplished. Label this subtask as “CONTINGENCY TASK, See Section F” if it is not known at time of WOC/Contract execution if it is needed. The following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

Consultant shall document the location of the ROW lines at the completion of the Project construction. Consultant shall preserve the location of the monuments found prior to construction and shall document the ROW lines for all property acquired for the Project.

Unless otherwise approved by Agency, Consultant shall monument the new ROW using the Boundary Option in conformance with the [ODOT Survey Policy and Procedures Manual](https://www.oregon.gov/odot/ETA/Documents_Geometronics/Survey-Policy-Procedure-Manual.pdf). Consultant may be assigned the method of monumentation, which could be the Network Option, Boundary Option, or a combination of both methods which are defined in the [ODOT Survey Policy and Procedures Manual](https://www.oregon.gov/odot/ETA/Documents_Geometronics/Survey-Policy-Procedure-Manual.pdf).

Consultant shallset control and ROW monuments, as applicable, within 60 calendar days after issuance of Second Notification.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ 1-day site visit(s) by a 2-person survey crew for construction surveying.

**Deliverables and Schedule: [Double-click checkbox(s) below to select applicable distribution option(s).]**

[ ]  Submit the deliverables below to APM (required for projects on or connected to an ODOT facility).

[ ]  Submit the deliverables below to the LAPM. Provide via email a copy of transmittal letter to APM.

**[For LPA projects not on or connected to an ODOT facility, revise the blue highlighted formats below, if necessary, per LPA requirements.]**

* Bentley MicroStation.dgn file displaying the control and monuments as applicable – Submit within 14 calendar days after recording of the SFM with the appropriate County Surveyor’s office.
* Bentley Open Roads file(s) with centerline(s), control and monument data, and report of alignment(s) showing coordinates, bearing, stations, etc., per Bentley Open Roads standard reports – Submit within 14 calendar days after recording of the SFM with the appropriate County Surveyor’s office.
* Final report of monument station and offset relationship to the alignment(s) – Submit within 14 calendar days after recording of the SFM with the appropriate County Surveyor’s office.
* Agency ROW files and copies of all deeds, court judgments, etc., from the appropriate County – Submit within 14 calendar days after recording of the SFM with the appropriate County Surveyor’s office.
* Original field notes and 1 copy (PDF format) – Submit within 14 calendar days after recording of the SFM with the appropriate County Surveyor’s office.
* Final ASCII file of all control and monument points set – Submit within 14 calendar days after recording of the SFM with the appropriate County Surveyor’s office.

### Task CE-4.5 Monumentation Survey Filing Map (SFM) [CONTINGENCY TASK, See Section F]

**[If tasks 4.3 or 4.4 are included in the CA/CEI SOW then this SFM task must be accomplished. Label this subtask as “CONTINGENCY Task, See Section F” if it is not known at time of WOC/Contract execution if it is needed. The following must be included without any additions, deletions, or revisions except blue highlighted fields.]**

Consultant shall create SFM in accordance with Agency Survey Filing Map Standards, County and ORS 209 requirements. Consultant shall ensure preservation of existing survey markers in conformance with Chapter 6.2 of the [ODOT Construction Survey Manual for Contractors](https://www.oregon.gov/ODOT/ETA/Documents_Geometronics/Construction-Survey-Manual-Contractors.pdf).

Consultant shall monument any newly acquired ROW in accordance with [ODOT Survey Policy And Procedures Manual](https://www.oregon.gov/odot/ETA/Documents_Geometronics/Survey-Policy-Procedure-Manual.pdf) and [ODOT Survey Filing Map Standards](https://www.oregon.gov/odot/ETA/Documents_Geometronics/Survey-Filing-ROW-Monumentation.pdf).

Consultant shall submit the survey to the appropriate county for filing on archival Mylar or acceptable media per county requirements.

**Deliverables and Schedule:**

* SFM *–* File at the appropriate County Surveyor’s office within 45 calendar days after setting monuments.

**[Double-click checkbox(s) below to select applicable distribution option(s).]**

[ ]  Submit the deliverables below to APM (required for projects on or connected to an ODOT facility).

[ ]  Submit the deliverables below to the LAPM. Provide via email a copy of transmittal letter to APM.

* Final recorded SFM and narrative regarding methodologies used – Submit within 14 calendar days after recording of the SFM with the appropriate County Surveyor’s office.

## TASK CE-5 PROJECT CLOSE-OUT

**[The following must be included without any additions, deletions, or revisions.]**

Consultant shall complete Project close-out tasks and submit all required Project records to the Agency within 30 calendar days of issuance of Third Notification to the CC.

### Task CE-5.1 Final Inspection(s) and Submittals

**[The following must be included without any additions, deletions, or revisions or as noted below.]**

Consultant shall complete interim and final on-site inspections according to the Standard Specifications in Section 00150.90, ensure CC has satisfactorily completed all construction contract work and fulfilled its obligations concerning Project documentation, and prepare and submit Project close-out documentation according to the ODOT Construction Manual.

In addition to any other requirements identified in the reference standards identified above Consultant shall:

* For Projects with rail crossings, when Rail Crossing Order work is complete, notify RCPM that the Project is ready for Rail Final Inspection and, in consultation with APM, provide RCPM with email addresses of all parties to be notified when Rail Final Inspection is complete. **[Delete if not applicable to the Project. Retain if it is not known at time of WOC/Contract execution if it is needed.]**
* Schedule and perform review of the Project at a time close to completion of on-site work according to the Standard Specifications in Sections 00150.90(a), documenting any corrective work on a punch list.
* Complete and sign Second Notification when all on-site work, including CCO and EWO work, has been completed according to the Standard Specifications in Sections 00110.20, 00150.90(a) and 00180.50(g) and the ODOT Construction Manual, Chapter 13 – Contract Time.
* Schedule and lead a Project Final Inspection with CC and Agency according to the Standard Specifications in Sections 00150.90(a) within 15 days after receiving notice from the CC that all punch list items, final trimming and cleanup according to the Standard Specifications in Section 00140.90 have been completed.
* If additional work is identified, again complete a punch-list of items to be corrected by the CC.
* Once all punch-list items have been corrected, schedule and meet at Project site with Agency (and LPA, if applicable) for a follow-up to the Final Inspection.
* Complete and sign the Recommendation of Project Acceptance (form 734-1384) once CC has satisfactorily completed all construction contract work and fulfilled its obligations concerning Project documentation according to the ODOT Construction Manual, Chapter 36 – Acceptance of Project.
* Coordinate with the LPA or other funding source to obtain a letter stating that it accepts the Project as being complete. **[Delete if not applicable to the Project.]**
* Notify the POR of any stormwater facilities that have been constructed on ODOT ROW. **[Delete if not applicable to the Project, see Task CE 5.5.]**
* Complete and sign the final Prime Contractor Performance Evaluation (form 734-2884) within 60 calendar days of Second Notification according to the ODOT Construction Manual, Chapter 34 – Contractor Performance Evaluation.
* Send the Contractor Construction Process Feedback (form 734-2469) to the CC when sending the final evaluation for the Project according to the ODOT Construction Manual, Chapter 34 – Contractor Performance Evaluation.
* Complete and sign the Resident Engineer’s Narrative (form 734-2756) according to the ODOT Construction Manual, Chapter 37 – Submittal of Final Project Documentation:
	+ after expiration of the time for submission of a claim according to Standard Specifications Section 00199.30(b),
	+ after completion of the Post-Construction Review meeting, if any,
	+ and, if received, after receipt of Contractor Construction Process Feedback form,
	+ but prior to issuance of Third Notification.
* Complete and sign Third Notification after all construction contract work and inspections are complete, and all required documentation is submitted according to the Standard Specifications in Section 00150.90(b) and the ODOT Construction Manual, Chapter 40 – Third Notification.
* Complete and sign the Project Manager’s Labor Compliance Certification (form 734-1734) after receipt of all certified payroll reports from CC, including the signed Statement of Certification/Compliance page and any Establishment Period reports, according to the ODOT Construction Manual, Chapter 37 – Submittal of Final Project Documentation.

**ASSUMPTIONS FOR BUDGETING PURPOSES:** This task assumes no more than \_\_ POR will attend on-site for Final Inspections. Final Inspections are assumed to be on \_\_ separate days.

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* For Projects with rail crossing(s), when Rail Crossing Order work is complete and at least 30 calendar days prior to the anticipated date of Second Notification, notify RCPM at CCDRailCrossing@odot.oregon.gov that the Project is ready for Rail Final Inspection and include email addresses of all parties to be notified when Rail Final Inspection is complete. **[Delete if not applicable to the Project. Retain if it is not known at time of WOC/Contract execution if it is needed.]**
* Second Notification (form 734-3233) and punch list, if any – Issue to CC within 2 business days of completion of on-site work. Submit to EDMS and distribute signed copy via email according to the instructions on the form.
* Project Final Inspection punch list, if any - Issue to CC within 2 business days of completion of Project Final Inspection and submit to EDMS.
* Recommendation of Project Acceptance (form 734-1384) – Submit to EDMS for Agency approval upon completion of Final Inspection and distribute signed copy via email according to the instructions on the form.
* LPA or other funding source letter of Project Acceptance – Submit to EDMS upon receipt from LPA as a supporting document to the Recommendation of Project Acceptance. **[Delete if not applicable to the Project.]**
* Final Prime Contractor Performance Evaluation (form 734-2884) –
	+ Submit Consultant-signed evaluation via email to CC, APM and ODOTContractSvcs@odot.oregon.gov within 60 calendar days of issuance of Second Notification;
	+ Upon receipt from CC, submit CC-signed evaluation to APM and ODOTContractSvcs@odot.oregon.gov.
	+ (Note: If CC does not sign and return the evaluation, the Agency will automatically process it 15 calendar days after it was sent to CC.)
* Contractor Construction Process Feedback (form 734-2469) – Send blank form via email to CC when sending the final evaluation for the Project. (Note: CC is responsible for completion and submission to EDMS.)
* Resident Engineer’s Narrative (form 734-2756) – Submit to EDMS after expiration of the time for submission of a claim according to Standard Specifications Section 00199.30(b), but prior to Third Notification, and distribute signed copy via email according to the instructions on the form.
* Third Notification – Issue to CC within 2 business days of completion of all construction contract work. Submit to EDMS and distribute signed copy via email according to the instructions on the form.
* Project Manager’s Labor Compliance Certification (form 734-1734) – Obtain LAPM signature via email if LPA involvement and submit to EDMS for Agency approval within 60 calendar days of the issuance of Second Notification or, if applicable, within 14 calendar days after Establishment Period work is complete.

### Task CE-5.2 As-Constructed Plans [CONTINGENCY TASK, See Section F]

**[Delete task language and mark as “RESERVED” if not applicable to the Project. Label this task as “CONTINGENCY Task, See Section F” if it is not known at time of WOC/Contract execution if it is needed. If applicable, the following must be included without any additions, deletions, or revisions or as noted below.]**

**Applicable Reference Documents: [Double-click checkbox(s) below to select the applicable reference documents for this Project.]**

[ ]  For LPA projects not on or connected to an ODOT facility only the following reference documents apply: [ODOT Delivered Local Agency Program Quality Plan.](https://www.oregon.gov/odot/ProjectDel/Documents/LPA_Quality-Plan.pdf)

[ ]  For projects on or connected to an ODOT facility, the reference documents listed in 1-5 below apply.

Consultant shall prepare as-constructed plans in conformance with [Technical Services Bulletin RD22-01(B)](https://www.oregon.gov/odot/Engineering/Pages/Technical-Guidance.aspx) or updated and the below listed reference documents as applicable to the Project.

The following clarifications or exceptions or both to the reference documents listed below apply to Consultant-prepared as-constructed plans:

* As-constructed plans must be reviewed and approved by the POR prior to submittal to ODOT.
* The submittal and distribution requirements are specified in the “Deliverables” section of this task.
* Following submittal to ODOT, the APM will coordinate any needed reviews by the ODOT Tech Center for projects on or connected to ODOT facilities.
1. **Bridge Plans**, [ODOT Bridge CAD Manual](https://www.oregon.gov/ODOT/Bridge/Pages/Bridge-Design-Manual.aspx) (“BCM”)
2. **Roadway Plans**, As-constructed plans with a V-number must conform to the [ODOT CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx), the [ODOT Roadway CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx), and the [ODOT Contract Plans Development Guide, Vol. 1](https://www.oregon.gov/odot/Engineering/Pages/CP-Development-Guide.aspx)[ODOT Contract Plans Development Guide, Vol. 1](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx).
3. **Traffic Plans:**
	* **Traffic Signal Plans**, [ODOT Signal Design Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Signal-Design-Manual.aspx)
	* **Sign Plans**, [ODOT Traffic Sign Design Manual](https://www.oregon.gov/odot/Engineering/Pages/Signing.aspx) and [Sign Policy and Guidelines](https://www.oregon.gov/odot/Engineering/Pages/Signing.aspx)
	* **Pavement Marking Plans –** [ODOT Traffic Line Manual](https://www.oregon.gov/odot/Engineering/Pages/Manuals.aspx) and [Pavement Marking Design Guidelines](https://www.oregon.gov/odot/Engineering/Pages/Manuals.aspx)
	* **Illumination Plans**, follow the same requirements and file naming conventions as Signals and Signs, except use “IL” extension: key number + TR + IL1. Example: “10104TR.IL1” would be the file name for key number 10104. As-Constructed Plans for Illumination must conform to the [Lighting Design Manual](https://www.oregon.gov/odot/Engineering/Pages/Traffic.aspx) and [Lighting Policy Guidelines](https://www.oregon.gov/odot/Engineering/Pages/Traffic.aspx).
4. **Geotechnical Engineering Plans**
	* **Geotechnical Plans** – As-Constructed Plans for Geotechnical Data must conform to the [ODOT CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx) and the [ODOT Geo, Hydro and Environmental CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx).
	* **Retaining Wall/Sound Wall Plans** – As-Constructed Plans for Retaining Walls and Sound Walls must conform to the [ODOT CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx) and the [ODOT Geo, Hydro and Environmental CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx).
5. **Roadside Development Plans,** As-Constructed Plans for Landscape Design must conform to the [ODOT CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx) and the [ODOT Geo, Hydro and Environmental CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx).

**Deliverables and Schedule:**

In addition to the deliverables listed below, Consultant shall submit paper format of as-constructed mark-ups to APM (if requested) for Tech Center reviews when projects are on or connected to ODOT facilities.

**[Delete individual sections below for Bridge, Roadway Traffic, Geotechnical, or Roadside Development Plans if they are not applicable to the Project. Add formats (such as paper or Mylar, etc.) if required by LPA. Otherwise, LPA can get copy of the PDF from the Agency ProjectWise server or APM**.**]**

**[****For LPA projects not on or connected to an ODOT facility only, revise the blue highlighted formats below, if necessary, per LPA requirements.]**

1. **Bridge Plans (required for all ODOT and LPA Projects with bridges):**

**[Delete As-Constructed Bridge Plans language and mark as “RESERVED” if not applicable to the Project. If applicable, the following must be included without any additions, deletions, or revisions except as noted below.]**

Consultant shall submit as-constructed plans within 45 calendar days of issuance of Second Notification as follows:

* Electronic files package: MicroStation files and stamped (“Revised As-Constructed” or “Not Revised As-Constructed”) and signed PDF file (11-inch x 17-inch) that shows all red-line as-constructed markups of bridge plan sheets (and additional files listed below, if applicable to the Project)
	+ - Follow the file naming conventions required by the applicable manuals referenced in Task CE-5.2, A.
		- Upload the MicroStation and PDF files to the appropriate Agency ProjectWise folder.
		- **[Delete this bullet and sub-bullets if not needed for the Project.]** Also place copies in the appropriate ProjectWise folder, the following reports and records prepared and submitted in earlier phases:
			* Copy of any addenda or revisions to the Final Geotechnical report
			* Copy of Pile Record Books (Originals to State Foundation Engineer)
			* Copy of Drilled Shaft Inspection documentation (Originals to State Foundation Engineer)
			* Copy of Final Hydraulic Reports (scour analysis report included in this report when applicable)
		- Send email notification including hyperlinks to the transmitted files to APM, LAPM (if applicable) and toODOTBridgeEngineeringSection@odot.oregon.govwithin 2 business days after uploading file(s) to the Agency ProjectWise server.
1. **Roadway Plans**

**[Delete As-Constructed Roadway Plans language and mark as “RESERVED” if not applicable to the Project. If applicable, the following must be included without any additions, deletions, or revisions except as noted below.]**

Consultant shall submit as-constructed plans within 45 calendar days of issuance of Second Notification as follows:

* Electronic files package: MicroStation files and stamped (“Revised As-Constructed” or “Not Revised As-Constructed”) and signed PDF file that includes all roadway plan sheets showing red-line as-constructed markups.
	+ Follow the file naming conventions as required by the applicable manuals referenced in Task CE-5.2, B.
	+ As-constructed plans for all ADA curb ramps must include the curb ramp style, Linear Reference Method (LRM), mile point, corner number, ramp number, associated crossing closure number(s), cross street, associated Design Exception number(s), ODOT curb ramp detail sheets BC series and general construction sheet series and Oregon Standard Drawings series RD900 effective at the Advertisement Date.
	+ Upload the Microstation and PDF files to the appropriate Agency ProjectWise folder.
	+ Send email notification including hyperlinks to the transmitted files to APM, and LAPM,(if applicable) and tomapsandplans@odot.oregon.govwithin 2 business days after uploading file(s) to the Agency ProjectWise server.
1. **Traffic Plans (Traffic Signal, Traffic Sign, Pavement Markings, and Illumination)**

**[Delete As-Constructed Traffic Plans language and mark as “RESERVED” if not applicable to the Project. If applicable, the following must be included without any additions, deletions, or revisions except as noted below.]**

Consultant shall submit as-constructed plans within 45 calendar days of issuance of Second Notification as follows:

* Electronic files package: MicroStation files and stamped (“Revised As-Constructed” or “Not Revised As-Constructed”) and signed PDF file (11-inch x 17-inch) showing all red-line as-constructed markups of traffic (signal, sign, pavement markings, and illumination) plan sheets.
	+ Follow the file naming conventions required by the applicable manuals referenced in Task CE-5.2, C.
	+ Upload the MicroStation and PDF files to the appropriate Agency ProjectWise folder(s).
	+ Send email notification including hyperlinks to the transmitted file(s) to APM, LAPM (if applicable) and toTEOS.info@odot.oregon.govwithin 2 business daysafter uploading file(s) to the Agency ProjectWise server.
1. **Geotechnical Engineering Plans**

**[Delete As-Constructed Geotechnical Engineering Plans language and mark as “RESERVED” if not applicable to the Project. If applicable, the following must be included without any additions, deletions, or revisions except as noted below.]**

Consultant shall submit as-constructed plans within 45 calendar days of issuance of Second Notification as follows:

* Electronic files package: MicroStation files and stamped (“Revised As-Constructed” or “Not Revised As-Constructed”) and signed PDF file (11-inch x 17-inch) showing all red-line as-constructed markups of geotechnical plan sheets and copy(ies) of any addenda or revisions to the Final Geotechnical Report.
* Follow the file naming conventions required by the applicable manuals referenced in Task CE-5.2, D.
* Upload the MicroStation and PDF files to the appropriate Agency ProjectWise folder.
* Send email notification including hyperlinks to the transmitted files to APM, LAPM (if applicable) and the ODOT Senior Geotechnical Engineer (odot.geoadminworkord@odot.oregon.gov) within 2 business daysafter uploading the file(s) to the Agency ProjectWise server.
1. **Roadside Development Plans**

**[Delete As-Constructed Roadside Development Engineering Plans language and mark as “RESERVED” if not applicable to the Project. If applicable, the following must be included without any additions, deletions, or revisions except as noted below.]**

Consultant shall submit as-constructed plans within 45 calendar days of issuance of Second Notification as follows:

* Electronic files package: MicroStation files and stamped (“Revised As-Constructed” or “Not Revised As-Constructed”) and signed PDF file (11-inch x 17-inch) showing all red-line as-constructed markups of roadside development plan sheets.
* Follow the file naming conventions required by the applicable manuals referenced in Task CE-5.2, E.
* Upload the MicroStation and PDF files to the appropriate Agency ProjectWise folder.
* Send email notification including hyperlinks to the transmitted files to APM, LAPM (if applicable) and the ODOT Senior Landscape Architect (odot.geoadminworkord@odot.oregon.gov) within 2 business daysafter uploading the file(s) to the Agency ProjectWise server.

### Task CE-5.3 Structure Load Rating

**[Delete task 5.3 language and mark “RESERVED” if the Project does not include a structure. If applicable, the following must be included without any additions, deletions, or revisions.]**

ODOT Bridge Section has implemented the Load and Resistance Factor Rating (“LRFR”) method, based on the AASHTO Manual for Bridge Evaluation (“MBE”) with interim revisions.  All bridges in Oregon (regardless of the owner) will be rated following the [ODOT LRFR Load Rating Procedures](https://www.oregon.gov/ODOT/Bridge/Pages/Load-Rating.aspx). ODOT owned bridges will use the Oregon Specific Live Load Factors and all other bridges will use the re-calibrated National Live Load Factors.

Consultant shall perform load ratings in conformance with the LRFR procedures and software specified in the [ODOT LRFR Manual](https://www.oregon.gov/ODOT/Bridge/Pages/Load-Rating.aspx) (current edition at time load rating work is performed), including all reference standards incorporated into the manual in section 1.3.1.

The [ODOT LRFR Manual](https://www.oregon.gov/ODOT/Bridge/Pages/Load-Rating.aspx) and all resources and templates that must be used for LRFR load rating procedures, as described in the ODOT LRFR Manual, are available on the [Bridge FTP site](https://www.oregon.gov/ODOT/Bridge/Pages/Load-Rating.aspx), using the access instructions provided.

**For structure types that are not covered in the ODOT LRFR Manual** – as stated in Section 23.2 of the ODOT LRFR Manual; it is expected that the methodology and workflow be as consistent as possible with the other structure types already covered in the manual. All load ratings in LRFR follow the same Load and Resistance Factor methodology.

Consultant shall base load rating on the final construction contract plans and modified to reflect as-constructed conditions. Consultant shall develop load rating reports for the bridge completed for the Project based on the ODOT load rating format.

**Deliverables and Schedule:**

* Load Rating Report conforming to the requirements detailed in Section 22: “Deliverables” of the ODOT LRFR Manual, due within 90 calendar days after Second Notification.

### Task CE-5.4 Submittal of Final Project Documentation

**[The following must be included without any additions, deletions, or revisions.]**

Consultant shall prepare and submit all Project records required for final payment and Final Acceptance according to the Standard Specifications in Section 00150.95 and the ODOT Construction Manual.

In addition to any other requirements identified in the reference standards identified above Consultant shall:

* After issuance of Second Notification, complete, submit, and sign the Project’s semi-final documentation according to the Semi-Final Documentation Submittal (form 734-2706) and the ODOT Construction Manual, Chapter 37 – Submittal of Final Project Documentation, including but not limited to:
	+ Final Materials Certification (form 734-1979)
	+ Foreign Steel Summary (form 734-1968)
	+ Notice of Right of Way Monumentation Completion
	+ Notice of OFW Completion
* Between Second Notification and Third Notification, continue to review, sign, and submit the Project’s quality, quantity, and labor compliance documentation to the Agency’s RAS and OECR Field Coordinator as documentation is submitted within the EDMS.
* If applicable, after the Establishment Period work has been completed, and according to the Semi-Final Documentation Submittal (form 734-2706) and the ODOT Construction Manual, Chapter 37 – Submittal of Final Project Documentation:
	+ Confirm CC has submitted to the EDMS all quality, quantity, and labor compliance documentation required by the contract for the Establishment Period work.
	+ Within the EDMS, review, sign, and submit to the Agency’s OECR Field Coordinator and RAS, all remaining quality, quantity, and labor compliance documentation associated with Establishment Period work.
	+ Revise to reflect Establishment Period work, submit to the EDMS, and sign all affected semi-final documentation for the Project.
* Upon issuance of Third Notification, perform a final review with the RAS of all Project quality and quantity documentation and mutually agree that all contractual requirements have been met and the Project is ready for Final Acceptance.
* Recommend Final Acceptance and notify the RAS by APM signing the Submittal of Final Project Documentation for Acceptance letter (form 734-5222, included in the Semi-Final Documentation Submittal (form 734-2706), indicating that all quality, quantity, labor compliance, and semi-final documentation has been completed, signed, and submitted within the EDMS according to the ODOT Construction Manual, Chapter 37 – Submittal of Final Project Documentation.
* If the Project documentation is satisfactory, by RAS signing the Submittal of Final Project Documentation for Acceptance letter (form 734-5222), review will be initiated by the ODOT Construction Section, Contract Administration Unit for Final Acceptance, final payment to the CC, and archiving of the Construction Contract documentation.
	+ Note: Discuss with APM and RAS if any Project documentation was unable to be submitted to the EDMS.

**Deliverables and Schedule:**

Deliverables submitted to the EDMS shall follow protocol in the Agency’s current user guide and Document Directory for the EDMS applicable to the project:

* All Project quality, quantity, and labor compliance documentation, excluding documentation related to any Establishment Period work and all semi-final documentation according to the ODOT Construction Manual, Chapter 37 – Submittal of Final Project Documentation – Submit to the EDMS for RAS review within 60 calendar days after Second Notification.
* All Project quality, quantity, and labor compliance documentation and any revisions to the semi-final documentation related to Establishment Period work, when applicable – Submit to the EDMS for RAS review and acceptance within 14 calendar days after Establishment Period work is complete.

### Task CE 5.5 ODOT Hydraulic Engineering As-Constructed Package

**[This task is required when a stormwater facility is constructed on ODOT ROW and the Consultant is the POR. Delete Task 5.5 language and mark as “RESERVED” if not applicable to the Project or the Consultant is not the POR. For any LPA stormwater facilities on the LPA’s ROW, the ODOT stormwater hydraulic engineering as-constructed package submittal to ODOT is not required. If applicable, the following must be included without any additions, deletions, or revisions, except blue highlighted fields]**

Consultant shall prepare a Hydraulic Engineering as-constructed package for each stormwater facility assigned a drainage facility identification number in accordance with the most current version of the [ODOT Hydraulics Design Manual](https://www.oregon.gov/odot/hydraulics/Pages/Hydraulics-Manual.aspx), [ODOT Geo, Hydro and Environmental CAD Manual,](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx) and [ODOT Technical Services Bulletin GE 16-02(B)](https://www.oregon.gov/odot/Engineering/Pages/Technical-Guidance.aspx) or updated.

**Consultant shall:**

* Complete a final electronic Hydraulic Engineering As-Constructed Plans package including:
	+ MicroStation files and stamped (“Revised As-Constructed” or “Not Revised As-Constructed”) and signed PDF file (11-inch x 17-inch) showing all redline as-constructed markups of hydraulic plan sheets (HA sheets, including detail sheets, and each stormwater facility).
	+ O&M Manuals (Word and PDF files).
	+ Photographs (JPG files) of stormwater facilities according to [ODOT Technical Services Bulletin GE 16-02(B)](https://www.oregon.gov/odot/Engineering/Pages/Technical-Guidance.aspx) or updated.
* Follow the file naming conventions required by the [ODOT Geo, Hydro and Environmental CAD Manual](https://www.oregon.gov/ODOT/Engineering/Pages/Drafting.aspx).
* Upload the MicroStation and PDF files to the appropriate Agency ProjectWise folder.
* Send email notification including hyperlinks to the transmitted files to the APM, LAPM (if applicable) and Agency Senior Stormwater Hydraulic Engineer at odot.geoadminworkord@odot.oregon.gov **immediately** after uploading files to the Agency ProjectWise server.

**Deliverables and Schedule:**

* Final submittal of \_\_ as-constructed package(s) for each stormwater facility assigned a drainage facility identification number within 45 calendar days following the issuance of Second Notification to the APM, LAPM (if applicable) and the ODOT Hydraulics Engineering Section’s Senior Stormwater Hydraulic Engineer.

**If Consultant will be performing public involvement – public information services for the CA/CEI phase of this Project, DOJ approved task language is available here:** [**TASK CE-6 PUBLIC INVOLVEMENT – PUBLIC INFORMATION**](https://www.oregon.gov/odot/Business/Procurement/DocsSOW/CACEI_TaskCE6.docx)**.**

* **If this task is applicable, copy the approved language from Task CE-6 linked above**
* **Turn off Track Changes and insert Task CE-6 into this SOW just below these instructions**
* **Turn Track Changes back on before editing**
* **The requirements of the DOJ Exemption for CACEI SOW apply to Task CE-6 the same as all other tasks set forth in this template.**

# E.2 PROJECT SCHEDULE

**[The following must be included without any additions, deletions or revisions except blue highlighted fields or as noted below.]**

**Schedule Assumptions**

The Project is scheduled for a \_\_\_\_\_ bid opening for the CC. It is anticipated that the CC will receive NTP no later than \_\_\_\_\_. Agency shall issue the CC Notice of Award and NTP in accordance with the ODOT Standard Specifications, Section 00130.

* Second Notification to the CC - Completion of on-site Work according to the Standard Specifications in Section 00150.90(a) and 00180.50(g), except for any Establishment Period Work, is assumed to be issued on or before \_\_\_\_\_.
* Establishment Period Work is assumed to be:
	+ Seeding - 45 calendar days
	+ Planting - 1 calendar year
* Third Notification to the CC is assumed to be issued according to the Standard Specifications in Section 00150.90(b) on or before \_\_\_\_\_\_\_\_\_\_.
* Unless earlier completion is required for individual tasks and deliverables (according to applicable due dates specified in the SOW), all work for this CA/CEI SOW, except Task CE-3.1.2 (if that contingency task is included and authorized by APM), must be completed within 30 calendar days of issuance of Third Notification to the CC.
* All work for Task CE-3.1.2 (if that contingency task is included in the SOW and authorized by APM) must be completed within 30 calendar days of regulatory agency approval.

**[Make sure expiration date of the WOC/Contract is at least 12 months later than the assumed date of third notification if Task CE-3.1.2 is not included. If Task CE-3.1.2 is included, make sure expiration date of the WOC/Contract is at least 12 months later than the assumed date of regulatory agency approval.]**

**[The** [**CA/CEI Deliverables Summary Checklist**](https://www.oregon.gov/odot/Business/Procurement/DocsSOW/CAceiDelivables.doc) **includes a list of deliverables and schedule applicable to this CA/CEI SOW. This checklist is a contract administration tool only and is not incorporated in the WOC/Contract.]**

# F. CONTINGENCY TASKS

 **[Contingency Task Instructions: The CA/CEI SOW may have tasks and deliverables that can reasonably be anticipated but may or may not be needed, depending on conditions that arise or change during a project period. This condition dependent work is considered contingency work and must be planned for in the CA/CEI SOW and budget. Any contingency tasks or deliverables in the CA/CEI SOW must be within the scope of Services of the Request for Proposal (RFP). In the CA/CEI SOW, clearly label each contingency item as “CONTINGENCY TASK, See Section F” and include a defined task, deliverable(s), and a schedule (normally listed as a number of calendar days from NTP for the contingency task). Also enter a summary of the contingency tasks in Table below.]**

**[If no Contingency Tasks, delete text and table below and mark Section F as “Reserved”.]**

The table below is a summary of contingency tasks that Agency, at its discretion, may authorize Consultant to produce. Details of the contingency tasks and associated deliverables are stated in the task section of this CA/CEI SOW. Consultant shall complete only the specific contingency task(s) identified and authorized via written (email acceptable) NTP issued by Agency's APM. If requested by Agency, Consultant shall submit a detailed cost estimate (within the NTE amount(s) in the Contingency Task Summary Table) for the agreed-to contingency Services within the scope of the contingency task.

If Agency chooses to authorize some, or all, of these tasks, Consultant shall complete the authorized tasks and deliverables per the schedule identified for each task. The NTP will include the contingency task name and number, due date for completion, and agreed-to NTE for the authorized contingency task.

Each contingency task is only billable (up to the NTE amount identified for the task) if specifically authorized per NTP. In the table below, the contingency “Unit NTE” and “Contingency NTE Amount” for a contingency task includes all labor, overhead, profit, and expenses for the task. The funds budgeted for contingency tasks may not be applied to non-contingency tasks without a fully executed amendment. The total amount for all contingency tasks authorized shall not exceed the maximum identified in the table below. Each authorized contingency task must be billed as a separate line item on Consultant’s invoice.

**Contingency Task Summary Table [Revise to reflect contingency tasks identified in the CA/CEI SOW.]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contingency Task Description** | **UNIT****NTE**  | **Max Quan.** | **Method of Comp.** | **Contingency NTE Amount** |
| Task CE-2.2 Cooperative Arrangement (“Partnering”) | $ | 1 | \_\_ | $ |
| Task CE-2.9 Design Modifications | $ | 1 | \_\_ | $ |
| Task CE-2.10 Claim(s) Support | $ | 1 | \_\_ | $ |
| Task CE-2.11 Public Records Request Support  | $ | 1 | \_\_ | $ |
| Task CE-3.1.2 Riparian Site Restoration Regulatory Monitoring Report | $ | 1 | \_\_ | $ |
| Task CE-3.1.3 Archaeological Monitoring and Report | $ | 1 | \_\_ | $ |
| Task CE-4.3 Locate, Recover & Reference Monuments  | $ | 1 | \_\_ | $ |
| Task CE-4.4 Right of Way Monumentation | $ | 1 | \_\_ | $ |
| Task CE-4.5 Monumentation Survey Filing Map | $ | 1 | \_\_ | $ |
| Task CE-5.2 As-Constructed Plans | $ | 1 | \_\_ | $ |
| **Total NTE For All Contingency Tasks:** | **$\_\_\_\_\_\_\_\_\_\_** |