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**SOLICITATION OF STATEMENTS OF QUALIFICATIONS  
CONSTRUCTION MANAGEMENT CONSULTANT SERVICES FOR FOLLOWING  
THREE PROJECTS;  
RECONSTRUCTION OF NEW YORK AVENUE BRIDGE NE OVER CSX  
RECONSTRUCTION OF EASTERN AVE. BRIDGE NE OVER KENILWORTH AVE.  
RECONSTRUCTION OF PENNSYLVANIA AVENUE SE FROM 27<sup>TH</sup> STREET TO  
SOUTHERN AVENUE  
DCKA-2009-Q-0099**

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1. The District Department of Transportation (DDOT) is soliciting Standard Forms 330 from experienced Architect – Engineer firms. The forms will be used in selecting A-E firms to provide construction management services for the following three projects;
  - Reconstruction of New York Avenue Bridge NE over CSX
  - Reconstruction of Eastern Avenue Bridge NE over Kenilworth Avenue
  - Reconstruction Pennsylvania Avenue SE from 27<sup>th</sup> Street to Southern Avenue

Vendors desiring consideration must submit a separate soliciting Standard Forms 330 for each of above projects.

2. Consultant selection will be in accordance with the provisions of 27 DCMR Chapter 2620 through 2633. The firms will be evaluated in accordance with the evaluation criteria listed below.
3. A panel of DDOT staff will conduct evaluations and may conduct interviews before make award recommendations to the Contracting Officer. Final selection will be made by the Contracting Officer in accordance with Title 27 DCMR Chapter 26.
4. Vendors desiring consideration should submit five (5) copies of their Standard Form 330, Architect-Engineer Qualifications. Please note should you wish to be considered for each project, you must submit five (5) copies for each. All vendors desiring consideration for Architect-Engineer contracts must include all information relating to the firms qualifications in the standard form. Inclusion by reference to other materials is not acceptable.
5. The evaluation criteria for selection are listed below:
  - (a) Professional qualifications necessary for satisfactory performance of the required services;
  - (b) Specialized experience and technical competence in the type of work required;
  - (c) Capacity to accomplish the work in the required time;

- (d) Past performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work, and compliance with performance schedules; and
  - (e) Past performance on DDOT projects.
6. A 35 percent Disadvantaged Business Enterprise (DBE) subcontracting goal for firms certified as DBE's in accordance with 49 CFR Part 26 has been set on this federally assisted contract. This contract is subject to all applicable Federal regulations including Title VI of the Civil Rights Acts of 1964.
  7. The Standard Form 330 from all offerors must be received by 2:00 p.m. on May 6, 2009 at the following address:

Office of Contracting and Procurement Bid Room  
Reeves Center  
2000 14<sup>th</sup> Street, N.W. 3<sup>rd</sup> Floor  
Washington, D.C. 20009

8. A copy of the detailed Scope of Work is accessible via the DDOT website at [www.ddot.dc.gov](http://www.ddot.dc.gov).
9. The American Recovery and Reinvestment Act of 2009 (ARRA) requires any entity that receives recovery funds directly from the Federal Government (including recovery funds received through grant, loan or contract) other than an individual, to provide regular recipient reports. As the recipient of AARA funds, the District Department of Transportation (DDOT) is required to report monthly (FHWA-1587) on the use of the ARRA funds and the jobs supported with those funds. These reports are required to be submitted by DDOT no later that the 20<sup>th</sup> day of each month for the previous month's reporting data.

In order to accomplish this, each Prime Contractor or Consultant working on any project identified as an ARRA project or Economic Recovery Project is responsible for reporting the data contained on the Monthly Employment Report **no later than the 10<sup>th</sup> day of each month** for the previous month's reporting data. This report should be submitted by mail and electronically to [jerry.carter@dc.gov](mailto:jerry.carter@dc.gov)

This information shall be submitted to:

**Mr. Jerry M. Carter, Contracting Officer**  
**Office of Contracting and Procurement**  
**District Department of Transportation**  
**2000 14<sup>th</sup> Street N.W. 6<sup>th</sup> Floor**  
**Washington, DC 20009**

This is a federal reporting requirement and no additional compensation will be paid for preparation and submission of these monthly reports. For your convenience, an electronic copy of the reporting form can also be obtained on DDOT's Internet site at [www.ddot.dc.gov](http://www.ddot.dc.gov)

Failure to report this information by the 10<sup>th</sup> day of each month will result in a late fee of \$100 per occurrence to be assessed as a contract liquidated damage. Failure to report this information for an entire monthly reporting period will result in a late fee of \$500 per occurrence to be assessed as a contract liquidated damage.

10. For technical questions call Mr. Ali Shakeri (202) 671-4612. The Contracting Officer for this procurement is Mr. Jerry M. Carter. He may be contacted at (202)671-2270.

**CONSTRUCTION ENGINEERING AND INSPECTION SERVICES  
FOR HIGHWAYS & STRUCTURES**

**SCOPE OF WORK**

The Consultant shall provide construction engineering and inspection services for the District of Columbia, Department of Transportation (DDOT) in the construction of the Project, including, but not limited to the following:

Sec. 1. General. The primary purpose and intent of this Task Order is to provide DDOT the services of a qualified consultant to act under the general direction of the Engineer and the Project Engineer to assist in the management of the Project during the construction phase. Construction will be performed by the Contractor, who will be under contract with the District.

a. The Engineer referred to herein shall be the District of Columbia, Department of Transportation's Chief Transportation Engineer. The Project Engineer will be the Engineer's DDOT representative at the job site.

b. The construction firm to which the District has awarded the contract for construction of the Project will be referred to herein as the Contractor.

c. The construction contract documents for the Project, including all specifications, special provisions, drawings, addenda, change orders, and other documents applicable to and binding upon the Contractor for purposes of constructing the Project, will be referred to herein as the Contract.

Sec. 2. Organization. Establish, subject to the approval of the Engineer, on-site organization and lines of authority in order to carry out the overall plans of DDOT in all aspects of the Project.

Prepare and submit, for approval of the Engineer and within ten (10) working days after the execution of this Agreement, an organization chart, showing the Consultant's proposed job-site staff. The position titles shall be referenced to their equivalent American Society of Civil Engineers (ASCE) and/or National Institute for Certification of Engineering Technicians (NICET) grades.

Include a brief resume on each individual on the staff. Such organization chart, the size of such staff, the job classifications and salaries of staff personnel, and any subsequent changes shall be subject to the prior written approval of the Engineer.

Sec. 3. Equipment and Materials. Provide all equipment and materials necessary for the implementation of this Task Order, as discussed with DDOT officials, including office equipment

and furniture, surveying equipment, testing equipment, communication equipment, transportation for project business, camera and film, and office supplies; as directed by the Engineer.

Sec. 4. Supervision and Inspection. The Consultant shall place in charge of the work to be performed under this Task Order a designated representative who shall be an experienced, registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers. The designated Professional Engineer shall approve all tasks set forth in this Task Order. The Consultant shall maintain a competent full-time inspection staff with staff supervision at the job site for the inspection and coordination of the Project, and shall assign a full-time, on-site representative responsible for the supervision of the Consultant's staff and coordination with the Project Engineer. The on-site staff shall have the qualifications to inspect all aspects of the Project as well as the following minimum qualifications:

- A. The Consultant's chief on-site representative shall meet one of the following requirements:
  - 1. Hold a Bachelor of Science Degree in Civil Engineering with two (2) years of bridge/highway construction experience acceptable to the Engineer or a Bachelor of Science Degree in Civil Engineering Technology with three (3) years of bridge/highway construction experience acceptable to the Engineer.
  - 2. Hold an Associate Degree in Civil Engineering Technology with four (4) years of bridge/highway construction experience acceptable to the Engineer.
  
- B. The Consultant's staff shall consist of a sufficient number of trained engineering and inspection personnel, as approved by the Engineer, to adequately and competently perform the requirements of this Agreement. Fifty percent of the technical personnel, other than the on-site representative, assigned to the project must meet one of the following requirements:
  - 1. Be NICET certified by as a Transportation Engineering Technician Construction, Level II or higher, with a minimum of two (2) years of bridge/highway construction experience acceptable to the Engineer.

2. Have a minimum of five (5) years full time experience, acceptable to the Engineer, as a construction engineer or inspector on bridge/highway construction, with a State, County, federal or municipal department of transportation.
3. Be licensed as a professional Engineer with a minimum of one (1) year of bridge/highway construction experience acceptable to the Engineer.
4. Be certified as an Engineer-in-Training with two (2) years of bridge/highway construction experience acceptable to the Engineer.

In lieu of the above requirements, the remaining fifty (50) percent of consultant technical personnel assigned to a District construction project shall meet any of the following requirements:

1. Hold a Bachelor of Science Degree in Civil Engineering with two (2) years of bridge/highway construction experience acceptable to the Engineer or a Bachelor of Science Degree in Civil Engineering Technology with three (3) years of highway construction experience acceptable to the Engineer.
2. Hold an Associate Degree in Civil Engineering Technology with four (4) years of bridge/highway construction experience acceptable to the Engineer.

Provide documentation that at least one individual of the field inspection staff assigned to this Project shall have received formal training in the maintenance and protection of traffic.

Sec. 5. Procedures. Establish written procedures within ten (10) working days from the Notice to Proceed date, for coordination with the Project Engineer, the Contractor, the design consultant, utility companies, and all involved government agencies with respect to all aspects of the Project. Upon approval by the Project Engineer, implement such procedures.

Sec. 6. Suspension of Work – Delays: The Contracting Officer may order the Consultant in writing to suspend, delay, or interrupt all or any part of the Consultant's services under this Agreement for such period of time as he/she may determine to be appropriate.

If the performance of all or any part of the Consultant's services under this Agreement is, for an unreasonable period of time, suspended, delayed, or interrupted by an act of the Contracting Officer in the administration of the Project, an adjustment shall be made for a reasonable and documented increase in the cost of performance of services under this Agreement (excluding profit) necessarily caused by such unreasonable suspension, delay, or interruption, except to the extent (1) that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Consultant or (2) for which an equitable adjustment is provided for or excluded under any other provision of this Agreement. These provisions do not apply to partial suspension of projects during winter months.

No claim under this Section shall be allowed (1) for any costs incurred more than twenty (20) days before the Consultant shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order), and (2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of such suspensions, delay, or interruption, but not later than the date of final payment under this Task Order.

In the event work on any Project is suspended or otherwise delayed, in accordance with this Section, the District shall reimburse the Consultant for the costs of its full job-site staff as provided for under this Task Order for the first thirty (30) days of such delay provided that such staff has worked at the site during the days of such delay. The Consultant shall reduce the size of its job-site staff for the remainder of the delay period as directed by the Contracting Officer and, during such period, the District shall reimburse the Consultant for the staff on site in accordance with the provisions of this Task Order. Upon the termination of the delay, the Consultant shall restore its job-site staff to its former size, subject to the approval of the District.

Sec. 7. Preparation of Correspondence. Prepare correspondence pertaining to the project for the signature of the Engineer and the Contracting Officer. Such correspondence will include responses to all correspondence received from the Contractor, necessary notifications and advisements to the Contractor, requests for information (RFI), transmittal letters, findings of fact, meeting minutes, proposed change orders, time extensions, responses to claims, inter-government memoranda, memoranda to the file and any other written communication requested by the Project Engineer or the Engineer. Preparation of correspondence will include the composing of drafts for review by the Project Engineer, revising as directed by the Project Engineer, typing of its final form, distribution and filing. Correspondence shall be prepared within the time schedule established by the Engineer.

Sec. 8. Job Site Records. Maintain and secure at the job site on a current basis all contract records including: contract documents, general correspondence, Contractor's insurance policies, change orders, time extensions, claims, test requests, test results, material certifications, shop drawings, catalog cuts, transmittal letters, FHWA inspection reports, minutes of meetings, progress schedule file, reading file,

utilities file, pile records, quality assurance records, concrete mixing records, delivery tickets, Architect of the Capitol file, National Park Service file, Water and Sewer Administration file, Railroad file, value engineering, traffic maintenance, Notice to Proceed, memoranda, Contracting Officer's correspondence file, obstruction notices, construction progress reports, findings of fact, weekly training reports, design consultant's correspondence, subcontractors and suppliers, quantity computations, partial payment records, samples, railroad agreements, diaries, inspector's reports, daily personnel and equipment records, accident reports, progress photographs, and any other related documents deemed necessary by the Project Engineer. Logs of all records shall be maintained. These files shall be open to District and FHWA representatives at all times. Prior to final payment to the Consultant, such records, drawings, and samples shall be delivered to the Engineer.

Sec. 9. Meetings.

a. Become familiar with the plans, specifications and other related documents. Convene and conduct a meeting with the Engineer and Project Engineer within two (2) weeks after execution of this Task Order for the purpose of discussing the implementation of the Task Order.

b. Conduct a preconstruction meeting attended by all stakeholders and act as liaison in subsequent meetings with their representatives and the Contractor.

c. Arrange and conduct other conferences and meetings as may be needed.

d. Schedule and conduct Project meetings as necessary to be attended by the Contractor, representatives of the District and/or other interested parties to discuss such matters as procedures, progress, problems, scheduling, and equal employment opportunity.

e. Prepare detailed minutes of all meetings and distribute copies to all parties.

Sec. 10. Contract Scheduling. Receive, review, evaluate for conformance to the contract requirements and recommend acceptance or rejection of the Contractor's CPM schedule and resource analysis and subsequent up-dates. Complete the review/evaluation of the Contractor's CPM schedule within twenty-one (21) calendar days from receipt of the Contractor's submission. Utilize all available resources to effect completion of the Contract by the calculated completion date. Provide constant surveillance of the Contractor's activities for conformance to the approved schedule. Provide timely written notice to the Engineer when the Contractor is not in compliance with the approved schedule. Provide all justification and/or documentation necessary for payment of incentive or disincentive charges as provided in the Contract. Program the Contractor's approved CPM (Primavera Planner R) into the computer or receive the Contractor's data files and monitor the schedule using computerized software. Record and analyze delays caused by the Contractor or the District, or others.

Sec. 11. Shop and Working Drawings.

a. Shop Drawings. The Contractor will submit shop drawings directly to a designated DDDOT staff member, or the design consultant if directed, and the Water and Sewer Administration for review. The Consultant will receive copies of transmittal letters and responses from the Contractor and design consultant. Maintain a log of shop drawing review progress. Advise Project Engineer when progress of review adversely affects the project schedule.

Receive shop drawings after final approval. Verify that work conforms to approved drawings. Verify that the Contractor furnishes reproducible drawings as required by the Contract.

b. Working Drawings. Document receipt of working drawings such as form designs, shoring drawings, underpinning, protection shields, erection drawings, and false work submitted by the Contractor. Review welding procedures submitted by the Contractor and recommend acceptance or rejection with substantiation to the Engineer.

Sec. 12. Subcontractor - Supplier Recommendations. Make evaluations and recommendations to the Engineer regarding approval of subcontractors and suppliers where required under the Contract.

Sec. 13. Assurance of Material Quality.

a. Review for contract conformance all laboratory test reports and certifications concerning materials required under the Contract. Verify that all materials meet the contract requirements, unless such requirements are expressly waived by the District. Document all waivers of material requirements along with the reasons for such waivers. Document actions concerning materials that are rejected because of non-conformance to the contract requirements.

b. Obtain and submit materials and samples for testing to the DDDOT QA/QC Division as specified in the Contract. Such materials and samples shall be identified with material or product name, intended use, source, date of submission, person submitting, and Project name and number. These materials and/or products shall include: job mix formulas, mix designs and composition materials for bituminous mixtures, Portland cement concrete, masonry concrete, tack coat, prime coat, base course, embankment fill, structural backfill, steel reinforcement, waterstop, curing compounds, sealers, welded wire fabric, brick, post-tensioning wire, strands, bars, tendon grout mix, neoprene bearings, anchor bolts, paint and any other material requiring testing by the QA/QC Division.

c. The Contractor shall be responsible for the performance of bituminous and Portland cement concrete plant inspections. The Consultant shall notify the QA/QC Division of planned Portland cement concrete and asphaltic concrete placement one day in advance of such planned work. The Consultant shall perform testing of concrete at the job site and shall ensure that the temperature of asphalt mixes delivered to the job site conforms to the contract requirements.

Sec. 14. Steel Inspection. As directed by the Engineer, provide shop and field inspection services for fabricated and rolled structural steel and other metal work including carbon and alloy steel, steel and iron castings, rockers, pins and shoes, welding, expansion and fixed dam facilities, anchor bolts, roadway load transfer assemblies, hand railing, guard railing, galvanizing, surface preparation and painting, epoxy coatings of reinforcing steel, and inspection of other material heated, rolled, fabricated and welded. Submit resumes of qualified personnel to perform these duties.

Sec. 15. Contractor's Resources. Monitor the adequacy of the Contractor's progress, schedule, personnel and equipment and the availability of necessary materials and supplies for conformance to the contract requirements. If the Consultant determines that the Contractor's resources, operations or procedures may lead to a delay and/or the lack of compliance with District or Federal requirements, notify the Project Engineer in writing of that determination and provide recommendations to prevent the delay.

Sec. 16. Inspections and Interpretations. Inspect the work of the Contractor on the project as it is being performed until final completion and acceptance of the Project by the District to determine that the permanent materials furnished and work performed are in accordance with all contract documents and the approved shop and working drawings. Take such necessary actions as may be required to prevent incorporation of materials into the work that have not been approved and/or certified. Prepare the Project Engineer's written notification to the Contractor that the work or permanent material fails to conform with the contract documents. In the event that interpretation by the Engineer of the meaning and intent of the contract documents becomes necessary during construction, provide to the Engineer all information and data relative to the interpretation. Make recommendations when requested by the Engineer.

Monitor the activities of the Contractor for compliance with all District and federal laws, ordinances, regulations, requirements, precautions, orders and decrees.

Sec. 17. Correction of Discrepancies and Deficiencies. Notify the Project Engineer, in writing, of any and all discrepancies and deficiencies found in the permanent work. Make recommendations for correction if requested and assist the Project Engineer in assuring the Contractor's compliance with DDOT's requests for correction. In the event that the Contractor fails or refuses to correct such discrepancies or deficiencies, report the same to the Project Engineer. The Consultant is not authorized to change the Contractor's scope of work.

Sec. 18. Surveys. Verify the accuracy of the established base lines and bench marks stipulated in the Contract documents. Report all discrepancies in the established base lines and benchmarks to the

Project Engineer and recommend solutions. Check base line points and benchmarks when directed by the Project Engineer.

Coordinate with the Contractor regarding the measurements to be taken in accordance with the contract documents for the purpose of determining excavation and fill quantities. Verify the accuracy of the contractor's measurements prior to the Contractor's proceeding with the work.

Verify that the Contractor makes all field measurements of the existing construction as required by the contract documents which may affect the construction, e.g., elevations of existing bridge girders and beams, location of existing bearing center lines, etc. Verify the accuracy of the Contractor's measurements.

After the Contractor has established his controls and detailed layouts, verify and monitor such controls and layout for conformance with the contract requirements. Depending upon the Contract details, such verification shall include all abutments, piers, walls, footings, pile locations, sewers, water lines, superstructures, anchor bolt locations, bents, curbs, gutters, roadways or any other construction feature requiring layout. Such verification shall be performed prior to construction and in a manner such that there will be no delay to the Contractor. Report all discrepancies found to the Project Engineer and resolve the same with the Contractor.

Sec. 19. Contractor's Payments. Accurately measure, compute and record all quantities of items that are to be paid for under the contract unit prices. Measure all quantities for payment in accordance with the contract documents. Review contractor's monthly payment request for accuracy and notify the Project Engineer of any inconsistencies. Recommend amount of monthly progress payments to the Project Engineer. Recommend to the Engineer the amount of the final payment to be made to the Contractor based on the Consultant's computation of quantities. Prepare all computations and payment requests using DDDOT standard forms and formats. Keep orderly and separate documentation of all quantities for payment measured in place.

Sec. 20. Progress Reports and Records. Keep accurate and detailed written records of the Project during all stages of construction; submit monthly written progress reports to the Project Engineer, including, but not limited to, information concerning the work of the Contractor, the percentage of completion, and the number and amount of change orders. Maintain a detailed daily diary of events occurring on the job site or connected with the Project. The diary shall be open to the Engineer at all times and shall be turned over to him at the completion of construction. The information recorded in the diary shall include descriptions of work progress, specific problems encountered, corrective actions taken, material deliveries, weather conditions, labor disputes, and other pertinent project information. Prepare and maintain daily inspector reports of all job-site activities, and accurate daily equipment and personnel records complying with DDDOT requirements. Prepare and maintain concrete mixing records

and pile records complying with DDDOT requirements and any other records required by the Project Engineer.

Sec. 21. Change Orders. Make written recommendations, including detailed justification and cost estimates, to the Engineer for such changes in the construction contract as the Consultant may consider necessary. Analyze requests for changes submitted by the Contractor for merit and make recommendations to the Engineer.

Receive directives to prepare change orders from DDOT's Project Management Division. Upon approval of the Engineer, prepare all change order documents including justification, specifications, time extensions, engineer's estimate, correspondence and backup documentation in accordance with DDOT procedures. Provide comprehensive inspection and records of change order work to be paid for by change order, the price of which is to be based on the cost of the Contractor's labor, equipment and materials used in the work. Where requested by the Engineer, negotiate final change order price with Contractor and make recommendations, complete with substantiation, to the Engineer.

Sec. 22. Value Engineering Change Proposals (VECPs). Evaluate the monetary value of the Contractor's VECPs and recommend to the Engineer acceptance or rejection complete with substantiation for such recommendation.

Sec. 23. Claims. Maintain documentation of all contractual liability claims. In the event any claim is made or any action brought, arising under or in any way relating to the construction contract, the Consultant shall prepare all correspondence for the signature of the Engineer and Contracting Officer, including preparation of written reports with supporting information, Contracting Officer's decisions, and findings of fact necessary to resolve disputes. Participate in all related hearings including Department of Administrative Services hearings, Contract Appeals Board hearings and court hearings.

Receive, investigate and answer all complaints and inquiries from property owners, citizens and officials. Refer complaints to the Contractor and maintain a log showing the disposition of each complaint. Refer unresolved complaints, with recommendations, to the Project Engineer.

Sec. 24. Construction Estimate Revisions. Revise and refine the construction estimate as construction proceeds, and as required to incorporate approved changes to the Project as they occur. The Consultant shall advise the Engineer in writing, with detailed breakdown and estimates, whenever construction costs are tending to exceed the estimated costs.

Sec. 25. Safety. The Contractor is charged with the sole responsibility for conducting its operations in a manner that shall ensure safe working conditions at all times for all employees, subcontractors,

consultants and others who may come in contact with, or be exposed to, any work performed to complete the contract.

Sec. 26. Shop Drawing Review, As-Built Drawings and Specifications. As directed by the Engineer, Review Shop Drawings, maintain at the job site a current, marked set of as-built drawings and specifications. Verify deviations, changes, change orders, as-constructed depths, and other modifications as annotated by the construction contractor. Upon completion of construction, provide the Engineer with a certified set of marked as-built drawings and specifications. Make, if directed, the plan changes on the electronic CADD files supplied by the Project Engineer and submit a certified copy.

Sec. 27. Final Inspection. Convene and conduct the final inspection. Prepare the punch list resulting from the final inspection. Send the Engineer and the Contractor a copy of the punch list. Verify that all items on the punch list are completed by the Contractor in accordance with the Contract documents. Provide the Engineer with a letter, signed by the Consultant's designated representative, certifying that the Project was constructed in substantial conformance with the contract documents, except for those changes delineated in the letter.

Sec. 28. Final Reports. Prepare all final reports required by DDOT including the final payment voucher, material certification and analysis of overrun and under run of quantities. Analyze and report on the Contractor's time of completion and prepare any justifiable time extension or recommend assessment of liquidated damages and incentive or disincentive charges as appropriate. Provide to the District all project records in accordance with District standards and requirements. Return to the District any original calculations, survey notes, engineering or other data provided by the District. Provide certifications thereon of all original as-built plans, calculations, maps, engineering data, final estimates and any other engineering data produced by the Consultant. Documents prepared by the Consultant and its subcontractors in pursuance of the terms of this Task Order shall be delivered to and become the property of the District.

Sec. 29. Maintenance of Records. Maintain all books, documents, papers, accounting records and other evidence pertaining to the cost incurred during the performance of the work under this Task Order, including all work performed during the preparation of proposals. Said Materials shall be made available at the Consultant's office at all reasonable times during the period of this Agreement and for three years from the date of final payment for inspection and/or audit by authorized representatives of the District and federal governments. Copies of this material shall be furnished upon request.

**CONSTRUCTION ENGINEERING SUPPORT SERVICES  
FOR HIGHWAYS & STRUCTURES**

**SCOPE OF WORK**

The Consultant shall provide construction engineering support services for the District of Columbia, Department of Transportation (DDOT) in the construction of the Project, including, but not limited to the following:

Sec. 1. General. The primary purpose and intent of this Task Order is to provide DDOT the services of a qualified consultant to act under the general direction of the Engineer and the Project Engineer to assist in the providing engineering support of the Project during the construction phase. Construction will be performed by the Contractor, who will be under contract with the District.

a. The Engineer referred to herein shall be the District of Columbia, Department of Transportation's Chief Transportation Engineer. The Project Engineer will be the Engineer's DDOT representative at the job site.

b. The construction firm to which the District has awarded the contract for construction of the Project will be referred to herein as the Contractor.

c. The construction contract documents for the Project, including all specifications, special provisions, drawings, addenda, change orders, and other documents applicable to and binding upon the Contractor for purposes of constructing the Project, will be referred to herein as the Contract.

Sec. 2. Organization. Prepare and submit, for approval of the Engineer and within ten (10) working days after the execution of this Agreement, an organization chart, showing the Consultant's proposed lines of authority in order to carry out the overall plans of DDOT in all aspects of the Project.

The position titles shall be referenced to their equivalent American Society of Civil Engineers (ASCE) and/or National Institute for Certification of Engineering Technicians (NICET) grades.

Include a brief resume on each individual on the staff. Such organization chart, the size of such staff, the job classifications and salaries of staff personnel, and any subsequent changes shall be subject to the prior written approval of the Engineer.

Sec. 3. Equipment and Materials. Provide all equipment and materials necessary for the implementation of this Task Order, as discussed with DDOT officials, including office equipment and furniture, surveying equipment, testing equipment, communication equipment, transportation for project business, camera and film, and office supplies; as directed by the Engineer.

Sec. 4. Supervision and Support Staff. The Consultant shall place in charge of the work to be performed under this Task Order a designated representative who shall be an experienced, registered Professional Engineer, whose registration is acceptable to the District's Board of Registration for Professional Engineers. The designated Professional Engineer shall approve all tasks set forth in this Task Order. The support staff shall have the qualifications to review, analyze and evaluate all aspects of the Project engineering support services as well as the following minimum qualifications:

- A. The Consultant's technical personnel assigned to a District construction project shall meet any of the following requirements:
1. Hold a Bachelor of Science Degree in Civil Engineering with two (2) years of bridge/highway design and construction experience acceptable to the Engineer or a Bachelor of Science Degree in Civil Engineering with three (3) years of bridge/highway design and construction experience acceptable to the Engineer.
  3. Be licensed as a professional Engineer with a minimum of one (1) year of bridge/highway design and construction experience acceptable to the Engineer.
  4. Be certified as an Engineer-in-Training with two (2) years of bridge/highway design and construction experience acceptable to the Engineer.

Sec. 5. Procedures. Establish written procedures within ten (10) working days from the Notice to Proceed date, for coordination with the Project Engineer, the Contractor, the design consultant, utility companies, and all involved government agencies with respect to all aspects of the Project. Upon approval by the Project Engineer, implement such procedures.

Sec. 6. Suspension of Work – Delays: The Contracting Officer may order the Consultant in writing to suspend, delay, or interrupt all or any part of the Consultant's services under this Agreement for such period of time as he/she may determine to be appropriate.

If the performance of all or any part of the Consultant's services under this Agreement is, for an unreasonable period of time, suspended, delayed, or interrupted by an act of the Contracting Officer in the administration of the Project, an adjustment shall be made for a reasonable and documented increase in the cost of performance of services under this Agreement (excluding profit) necessarily caused by such unreasonable suspension, delay, or interruption, except to the extent (1) that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Consultant or (2) for which an equitable adjustment is provided for or excluded under any other provision of this Agreement.

Sec. 7. Review of Shop and Working Drawings.

a. Shop Drawings. Perform review of the following Contract shop drawings: Structural Steel, Reinforcement Steel, Bearing Details, Joint Details, Overhead Sign Structures, Drainage Details, Concrete Repair Details, Material and Welding Details, Weigh – In-Motion Details, etc.

b. Working Drawings. Perform review of the following working drawings: form designs, shoring drawings, underpinning, protection shields, Temporary Structures , false work, etc. Review As-Built drawings.

Sec. 8. Material Certifications and Laboratory Test Reports .

a. Review as determined by the Project Engineer some test reports and certifications concerning materials required under the Contract. Verify that all materials meet the contract requirements, unless such requirements are expressly waived by the District.

Sec. 9. Review Request for Information (RFI) . Review and provide solutions to the Contractor's Request for Information including Value Engineering Change proposals (VECPS).

Sec. 10. Attend Site Meetings. Attend the following contract meetings as determined by the Project Engineer: Pre-construction Meetings, Utility Coordination Meetings, ANC Meetings, Progress Meetings, etc.