

Appendix E

Suggested Contract Outline **Items that should be in every CE&I Contract**

Construction Engineering and Inspection Services shall consist of all services required to provide construction contract administration and the construction engineering and inspection services. These services will be performed by the Consultant in accordance with the DOTD's Standards & Procedures. The DOTD will assign a Project Coordinator from its District Office to serve as the construction coordinator for the DOTD during project construction.

The following services to be performed by the Consultant (as the LPA Project Engineer) under the direct supervision of the Entity Responsible Charge:

1. Coordinate with the Entity Responsible Charge and DOTD Project Coordinator to schedule and attend the Project Set-up Meeting.
2. Coordinate with the Entity Responsible Charge and DOTD Project Coordinator to schedule and attend the Pre-construction Meeting. The Consultant will be required to conduct the meeting.
3. Maintain all construction field records; make daily entries in the project diary to indicate the Consultant's personnel and Contractor's personnel present on the job site daily, the Contractor's personnel and equipment being utilized on the project, the work being accepted, the acceptability of traffic control and the charging of contract time. *This will be done in DOTD's Site Manager System.*
4. Coordinate with the Entity Responsible Charge for all relocation/adjustments of utility facilities for the construction work site.
5. Provide all necessary personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest issue of DOTD's Sampling and Testing Manual.
6. Submit all sampled materials to be tested by an approved Testing Laboratory, in accordance with the DOTD Sampling and Testing Manual
7. Inspect the Contractor's construction operations (daily) to ensure that all work is performed in accordance with the project plans and specifications. An inspector must be on site whenever the contractor is working.
8. Keep clear and concise records of the contractual operations, prepare monthly pay estimates, and make monthly progress reports in conformance with the DOTD's requirements and in Site Manager. Inspection of construction will not include shop and mill inspections and their approval.
9. Prepare final estimate packages, including Form 2059 – "Summary of Test Results" in conformance with the DOTD requirements.
10. Review and approve all form work drawings and distribute as appropriate.
11. All construction activities shall be coordinated between the Consultant, the Entity (Owner), the DOTD Project Coordinator and the FHWA. All work standards,

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methods of reporting, and documentation of pay quantities will be in accordance with the policies and procedures of DOTD. All partial and final construction estimates, and other information, must be submitted on forms approved by DOTD.

12. The Consultant will perform all documentation, as prescribed by the Department, on the Department's construction software, Site Manager. The Consultant will provide computer hardware, i.e., computers, printers, internet connections, etc. deemed necessary to efficiently conduct the inspection services.
13. The Consultant may be required to conduct non-reimbursable training sessions for his personnel to receive instructions into the use of Site Manager (approximately four hours). DOTD will provide qualified instructor for this training.
14. The Consultant will be available for conferences, visits to jobsites, and/or inspections by the Entity Responsible Charge, DOTD or FHWA authorized representatives.
15. The Consultant will be required to submit "As-Built" plans with the final estimate package. "As-Built" plans are to reflect all changes made from the original plans. All changes to the plans are to be made using a 746-1/2 Tuscan red pencil.
16. When it is stipulated by the Project Specifications, that approval by DOTD is required for material, equipment, and/or construction procedures, DOTD policies for obtaining such approval will be followed.
17. All construction inspection personnel utilized by the Consultant must meet and retain the same qualification and certification requirements as required of DOTD construction personnel with noted exceptions.
18. The Contractor will perform construction layout, and the Consultant will perform, or hire a licensed surveyor to perform, any necessary spot checks for verification. All surveying must be in accordance with the requirement of LAPELS.
19. Any proposed changes in plans or in the nature of the work will be pre-approved in writing by the Entity and DOTD, prior to the performance of stipulated work.
20. Plan changes (also called Change Orders) throughout the life of the project will also have to be written by the Consultant and approved through DOTD's process.
21. The Consultant will monitor and document all construction claims, and provide recommendations on disposition of claims.
22. The Consultant will manage the RFI (Request for Information) process as defined on the DOTD internet site, <http://www.dotd.la.gov/construction/rfi/> .
23. The Consultant will coordinate and/or perform the inspection of the fabrication of pre-cast materials with DOTD and the owner.
24. The Consultant's inspector shall be responsible for performing and documenting inspections of erosion control devices, and reporting deficiencies to the contractor for correction.
25. The Consultant's inspector shall be responsible for performing and documenting inspections of work zone traffic control plans and devices, and reporting deficiencies to the contractor for correction.
26. Meet with the DOTD Statewide Sign Inspector to review the construction signing for compliance with the MUTCD and Traffic Control Standards. Documentation of

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corrections made by the contractor will be input into Site Manager by the Consultant's Project Engineer.

27. The Consultant is reminded that they are a representative of the Entity and DOTD and that they shall conduct all of their business in the best interest of the Entity, DOTD and its client.

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