



INDEPENDENCE
*** MUNICIPAL SERVICES ***
SCOPE OF WORK

**CONSULTANT CONSTRUCTION INSPECTION
SERVICES**

ATTACHMENT A - Scope of Work

Introduction

This scope of services describes and defines the services which are required for Consultant Construction Inspection Services for the 40 Hwy Complete Streets project.

The project will construct new sidewalk, dedicated bike lane, curb & gutter, push button pedestrian signals, transit stop improvements, driveway reconstruction, street lighting improvements, storm sewer and drainage improvements, retaining walls, and landscaping on the north side of US 40 Highway between Blue Ridge Cutoff and Sterling Avenue.

The project will be bid for a 6 month construction schedule duration.

General Scope of Work:

The Consultant shall be responsible for providing services as defined in this Scope of Services. Services provided by the Consultant shall comply with the Missouri Department of Transportation (MODOT) Standards and Specifications and the City of Independence, Municipal Services Department manuals and procedures, unless otherwise directed in writing by the Department.

The inspectors will be responsible for day-to-day activities as assigned by the City's Construction Administrator. These responsibilities will generally consist of documentation and inspection of construction activities, computing quantities of acceptable of work, oversight and documentation of time and material work (Force Account), and preparation of daily diaries and inspection reports documenting construction activities and relevant observations. Inspection responsibilities include but are not limited to the following:

- Monitor the Contractor's on-site construction activities and inspect materials entering the work in accordance with the plans, specifications, and special provisions of the construction documents. Document findings and promptly report non-compliance.*
- Monitor and document Contractor payroll for compliance with Prevailing Wage.*
- Participate in weekly progress meetings with Contractor, subs, utilities and other interested parties.*



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- *Secure project documentation from the Contractor.*
- *Promptly note and communicate project problems and coordinate solutions with City Staff.*
- *Review drawings and data submitted by the construction Contractor and suppliers for conformance with the specifications. Inform and obtain concurrence as needed from the City. Keep relevant documentation for project records.*
- *Communicate and coordinate with the City to resolve issues with adjacent landowners that arise due to construction.*
- *Review the Contractor's proposed Method of Handling Traffic. Monitor and inspect Contractor's Work Zone traffic control plan and review modifications to the Work Zone Traffic Control Plan, including alternate Work Zone Traffic Control Plan, in accordance with the Department's procedures.*
- *Perform initial, and final inspections of work in progress, including measurements, and coordination to ensure materials testing requirements are met.*
- *Preparation of daily project construction diaries.*
- *Preparation of bid item progress payments.*
- *Submittal of standard documentation reports no later than the following working day.*
- *Preparation of routine correspondence to the Contractor, City, local agencies, etc.*
- *Providing liaison and communication to Contractor field crews.*
- *Maintaining accurate notes and photo log reflecting actual construction details to be used in preparation of as-constructed plans. Assist with preparation of final "As Constructed" plans.*
- *Assist in preparing punch lists of uncompleted work, non-conformance reports, and deficiency notices.*



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- *Assist in preparing responses to Contractors' and suppliers' requests for information, submittals, change notices, claims, and correspondence.*

Software

The City has implemented use of the OneOffice Construction Project Management Software. Consultant will be required to utilize OneOffice for entering daily inspection records to facilitate the tracking quantities and populating pay estimates/vouchers.

Project Meetings

The Consultant shall anticipate attending the Preconstruction Meeting to be held at Independence, City Hall.

Personnel Qualifications

1. *Personnel shall have a certificate of completion for one of the following: OSHA 10-Hour Construction (OSHA10), OSHA 10-Hour Road Construction (OSHA10), or OSHA 30-Hour Construction (OSHA30).*
2. *The inspection Consultant must have relevant construction inspection experience. Qualifications and staffing levels for the project shall be subject to the approval of the City.*

ATTACHMENT B - Estimate of Cost

CFS Engineers

City of Independence, US 40 Complete Streets Construction Inspection Proposal

ESTIMATE OF COST

CONSTRUCTION OBSERVATION

Classification	Hours	Salary	Cost
Project Manager	12	\$90.00	\$1,080.00
Senior Construction Observer	548	\$35.85	\$19,645.80
Construction Observer	160	\$27.00	\$4,320.00
	SUBTOTAL	720	\$25,045.80

General Overhead (170.77% x SUBTOTAL) \$42,770.71

TOTAL LABOR & OVERHEAD **\$67,816.51**

Fixed Fee (15% x TOTAL LABOR & OVERHEAD) \$10,172.48

TOTAL LABOR, OVERHEAD & FIXED FEE **\$77,988.99**

Other Direct Costs

Travel - 110 Trips x 75 Miles x 0.56 mile \$0.560 \$4,620.00

Documentation Materials & Expenses \$400.00

SUBTOTAL DIRECT COSTS **\$5,020.00**

TOTAL **\$83,008.99**