

Town of Orange, Connecticut



**Specifications for Construction
Engineering, And Inspection
For
CT DOT Project L 106-0001
Reconstruction of Derby Milford Road
Fawn Drive to Turkey Hill Road**

INTRODUCTION

This is intended to describe the functions and responsibilities of a Consultant, performing Construction Engineering and Inspection (CE&I) services for the Town of Orange.

As a duly-authorized representative of the Town of Orange, the Consultant is assigned to make inspections of the work performed and the materials furnished by the Contractor. To that end, the Consultant is tasked with carrying out the policies, procedures and practices as outlined in the CTDOT's [Construction Manual](#).

SECTION 1 – GENERAL INFORMATION

Scope of Work

The scope of the work will be discussed at the Assignment Meeting scheduled by the Town before the onset of the work. The Consultant shall perform all work under the direct control of the Town Engineer. The Consultant shall provide a qualified person to inspect the construction Contractor's operations in accordance with the plans and specifications governing the work (i.e. the "Contract"), as well as the established policies, procedures and practices of the Town of Orange and CT DOT.

SECTION 2 – PERSONNEL

Project Staffing

The Consultant shall provide a qualified person to properly inspect the Contractor's operations. The Consultant is required to submit a detailed Project Staffing Plan that shows how they propose to staff the project to meet the requirements of their Agreement with the Town.

Classifications

The Consultant shall provide staff sufficiently experienced in highway construction practices and procedures to perform construction engineering and inspection services as directed by the Town Engineer.

Overtime

The Consultant shall obtain authorization, in writing, for any overtime performed on the project from the Town Engineer. Unless an emergency exists, the authorization shall be obtained **prior** to the overtime work being performed. If the situation develops where advance authorization cannot be obtained, the Consultant shall inform the Town Engineer of the need for the overtime as soon as practical after the fact. A copy of the Consultant's overtime policy must be provided to the Town.

There may be times when the Contractor is working during periods that would be outside of an inspector's normal work shift (e.g., weekends, holidays, extended hours, etc.). In these instances, appropriate staffing levels will be determined by the Town Engineer.

Administrative and survey work do not require overtime coverage, except in emergency cases or situations where it is more economical to complete the work than to return the following day.

Timesheets

As requested and in a manner acceptable to the Town Engineer, the Consultant shall provide a daily attendance log as well as weekly timesheets. Additionally, the Consultant shall provide reasonable advance notice of any planned absences, vacations, training, etc.

SECTION 3 – CONSULTING ENGINEER RESPONSIBILITIES

Roles and Responsibilities

The Inspector shall work under the general supervision and direct control of the Town Engineer, and shall adhere to all policies, procedures and practices as described in the [Construction Manual](#), including but not limited to:

Inspection of Contract Work

The Inspector shall inspect all construction within the project limits to ensure that the work conforms to the requirements of the Contract plans and specifications. They shall monitor and document all work performed by the Contractor, public utility companies, governmental agencies and other entities within the project limits or for work being billed to the project. The Town Engineer shall ensure that all staff is thoroughly familiar with the project plans and specifications, and that inspections of the work performed and materials furnished are properly documented.

As a duly-authorized representative of the Engineer, the Consultant's authority is governed by Section 1.05.09—Authority of Inspectors, of the [Standard Specifications for Roads, Bridges and Incidental Construction](#), as stated below:

1.05.09—Authority of Inspectors: Inspectors employed by the Town are authorized to inspect all work done and all materials furnished for Project construction. Such inspection may extend to any part of the Project work and to the preparation or manufacture of the materials to be used for same. In case of any dispute arising between the Contractor and the inspector as to materials furnished or the manner of performing work, the inspector has the authority to reject material or stop the work until the question at issue can be referred to and decided by the Engineer. The inspector is not authorized to revoke, alter, enlarge, relax, or release any requirements of the Contract, nor to approve or accept any portion of the Contract work, nor to issue instructions contrary to the Contract. The inspector shall in no case act as a foreman, or fulfill other duties for the Contractor. Any advice that the inspector may give to the Contractor shall not be construed as binding the Town in any way, nor as releasing the Contractor from its obligation to fulfill the terms of the Contract.

Construction Survey

The Contractor shall review all construction survey work, as required. The Inspector is to verify all measurements for quantity of rock excavation performed by Contractor's surveyor.

Traffic Control

The Consultant shall monitor the Contractor's compliance with the Maintenance and Protection, Limitation of Operations and Traffic Control sections of the Contract and shall promptly report any deviations or corrective actions necessary to the Contractor. In the event that the Contractor fails to rectify the situation, the Consultant shall notify the Town Engineer immediately.

Coordination and Liaison

The Inspector may assist in the coordination and act as a liaison between all parties and stakeholders affected by the Project.

Document Review

The Consultant shall review the Contract plans and specifications and notify the Town Engineer of potential problems as soon as they are noted. They shall review alternatives and recommend solutions to construction issues as requested by the Town Engineer.

Additionally, before each new Contractor operation, the Inspector shall review relevant contract plans, shop drawings, working drawings, procedures and requirements so that they are thoroughly knowledgeable of the work to be performed and all inspection and testing requirements.

Health and Safety

The Inspector is required to have a Health and Safety Plan (HASP) covering his activities, and at his own expense, shall provide all necessary training, equipment and programs to ensure that he will be protected from health and safety risks according to the current requirements of OSHA, as well as all other applicable Federal, State and local laws, rules and regulations.

In addition, it is expected that the Inspector will comply with the most current version of the following Department policies and training topics:

- Policy Statement E&C – 32A (Protective Headgear)
- Policy Statement E&C – 32B (Protective Footgear-Steel Toe Shoes)
- Policy Statement E&C – 32C (Protective Clothing)
- Department's Safety Training Topic "Fall Protection in Construction"

Field Office

The Inspector shall have use of office space and telephone, in the Orange Town Hall 617 Orange Center Road. Inspector to provide the Town with a contact cell phone number.

Record Keeping

Must Include but not limited to:

- 1.) Inspection Reports
- 2.) Contract Items, Material Certification, & Test Results
- 3.) Payments to Contractors
- 4.) Payments to Material Test Services

Billing Procedures

Inspector shall submit an [Invoice Summary and Processing \(ISP\) Form](#) on a monthly basis, including a record of Daily Hours worked.

An ISP submitted with insufficient information, illegible documentation, or errors shall be returned to the Inspector for correction. Corrections should be made promptly so that the error does not carry over to future invoices. Delays in submission or the combining of several invoices into one submission can severely impact the review and approval process and may cause a delay in payment.

Submittals

- Proposal Form
- Statement of Qualifications
- Proposed Staffing
- Company Personnel Policies and Procedures (e.g. paid time off, sick leave, vacation, overtime, holidays, etc.)
- Quality Management Plan

Prior to the start of CE&I services, the Consultant is required to submit the following to the Town Engineer administering the Project:

- Certificates of Insurance - Liability, E. & O., etc.

Town of Orange, Connecticut
PROPOSAL FORM

The following proposal is being submitted to the Town of Orange, Connecticut for:
Construction Engineering, and Inspection for CT DOT Project L 106-0001 Reconstruction
of Derby Milford Road Fawn Drive to Turkey Hill Road

Billable Hourly Rate including 130% Burden, Fringe, Overhead, & Profit \$ _____

The undersigned certifies that he/she has read and understood all of the provisions of the Specifications. Any exceptions to the Specifications are noted below and/or on a separate sheet of paper and made a part of this fee proposal. The undersigned also certifies that this proposal is being submitted without collusion with any individual or corporation and agrees, by virtue of submitting this proposal, that if accepted by the Town of Orange, this forms a contractual obligation on the part of the bidder to provide the material as proposed.

SIGNATURE: _____

FOR: _____
(Company Name)

NUMBER & STREET: _____

TOWN/CITY: _____ STATE: _____ ZIP: _____

BY: _____ DATE: _____
(Title)

TEL NO: _____ FAX NO: _____
(Area Code) (Area Code)

(CHECK ONE)

No exceptions to the Specifications ____

Exceptions taken as noted below ____ or on separate sheet of paper ____