

DATE: March 15, 2007

422-07-04

SUBJECT: Consultant Construction Inspection Wage Rates
Maximum Classification Wage RatesTO: **All District Executives**
Attn: All ConsultantsFROM: Richard H. Hogg, P.E.
Deputy Secretary for Highway Administration

On February 15, 2005, the Department issued a letter transmitting allowable Maximum Hourly Payroll rates to be observed when requesting and approving consultant construction inspector wage rates. Please continue to observe the limitations contained in that letter (copy attached) through June 30, 2008.

For the Hourly Rate method, the Department will consider an increase in hourly wage rates, within the wage rate range established for the effective dates listed in the table below.

Hourly Rate Method			
Classification Level	Effective July 1, 2008	Effective July 1, 2009	Effective October 1, 2010
TCM-2	\$28.91 - \$32.98	\$29.78 - \$33.97	\$30.97 - \$35.33
TCM-1	\$25.33 - \$28.90	\$26.09 - \$29.77	\$27.13 - \$30.96
TCIS-2	\$24.24 - \$25.32	\$24.97 - \$26.08	\$25.97 - \$27.12
TCIS-1	\$22.21 - \$24.23	\$22.88 - \$24.96	\$23.80 - \$25.96
TCI-3	\$21.25 - \$22.20	\$21.89 - \$22.87	\$22.77 - \$23.79
TCI-2	\$20.29 - \$21.24	\$20.90 - \$21.88	\$21.74 - \$22.76
TCI-1	\$17.18 - \$20.28	\$17.70 - \$20.89	\$18.41 - \$21.73
TA-2	\$14.60 - \$17.17	\$15.04 - \$17.69	\$15.64 - \$18.40
TA-1	\$11.32 - \$14.59	\$11.66 - \$15.03	\$12.13 - \$15.63
CI-3	\$28.28 - \$33.98	\$29.13 - \$35.00	\$30.30 - \$36.40
CI-2	\$20.28 - \$28.27	\$20.89 - \$29.12	\$21.73 - \$30.29
CI-1	\$15.74 - \$20.27	\$16.21 - \$20.88	\$16.86 - \$21.72

For the Reimbursement per Hour Method, the Department will consider an increase up to the maximum rate established for the effective dates as listed in the table below.

Maximum Reimbursement per Hour Method			
Classification	Effective July 1, 2008	Effective July 1, 2009	Effective October 1, 2010
TCM-2	\$66.67	\$68.67	\$71.42
TCM-1	\$58.45	\$60.20	\$62.61
TCIS	\$51.24	\$52.78	\$54.89
TCI	\$44.83	\$46.17	\$48.02
TA	\$30.82	\$31.74	\$33.01

For wage rate increases after October 1, 2010, the Department, upon reaching an agreement with Council 13 AFSCME, will issue a directive providing guidance on allowable wage rates for consultant construction inspection classifications commensurate with the rates negotiated between the Department and Council 13, AFSCME.

Please direct any questions to Pat Gardiner, Bureau of Construction and Materials, at (717) 787-7894 or Chris Drda, Bureau of Design, at (717) 783-9309.

Attachment

4200/MSF/bjh

cc: R. Hogg, P.E., 8th Floor, Keystone Bldg.
M. G. Patel, P.E., 8th Floor, Keystone Bldg.
Highway Administration Bureau Directors
ADE-Design
ADE-Construction
James Cheatham, FHWA
John VanNatta, ACEC-PA
Mike Flack, PA Turnpike Commission
Penny Frey, BOS, 5th Floor, Keystone Bldg.
Chris Drda, P.E., 7th Floor, Keystone Bldg.
Mike Frechette, 7th Floor, Keystone Bldg.

February 15, 2005

422-05-02

Consultant Construction Inspection Wage Rates
Maximum Classification Wage Rates

All District Executives

Attn: All Consultants

Gary L. Hoffman, P.E. /s/
Deputy Secretary for
Highway Administration

On May 25, 2004, the Department issued a letter transmitting allowable Maximum Hourly Payroll rates to be observed when requesting and approving consultant construction inspector wage rates. Please continue to observe the limitations contained in that letter (copy attached) through June 30, 2005.

For the Hourly Rate method, the Department will consider an increase in hourly wage rates, within the wage rate range established for the effective dates listed in the table below.

Hourly Rate Method		
Classification Level	Effective July 1, 2005	Effective January 1, 2007
TCM - 2	\$27.12 - \$30.94	\$28.07 - \$32.02
TCM - 1	\$23.76 - \$27.11	\$24.59 - \$28.06
TCIS - 2	\$22.73 - \$23.75	\$23.53 - \$24.58
TCIS - 1	\$20.83 - \$22.72	\$21.56 - \$23.52
TCI - M	\$19.93 - \$20.82	\$20.63 - \$21.55
TCI - 3	\$19.93 - \$20.82	\$20.63 - \$21.55
TCI - 2	\$19.03 - \$19.92	\$19.70 - \$20.62
TCI - 1	\$16.12 - \$19.02	\$16.68 - \$19.69
TA - 2	\$13.69 - \$16.11	\$14.17 - \$16.67
TA - 1	\$10.62 - \$13.68	\$10.99 - \$14.16
CI - 3	\$26.54 - \$31.87	\$27.46 - \$32.99
CI - 2	\$19.03 - \$26.53	\$19.69 - \$27.46
CI - 1	\$14.76 - \$19.02	\$15.28 - \$19.69

Consultant Construction Inspection Wage Rates
Maximum Classification Wage Rates

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For the Reimbursement per Hour Method, the Department will consider an increase up to the maximum rate established for the effective dates as listed in the table below.

Maximum Reimbursement per Hour Method		
Classification	Effective July 1, 2005	Effective January 1, 2007
TCM- 2	\$62.54	\$64.73
TCM- 1	\$54.83	\$56.75
TCIS	\$48.07	\$49.75
TCI- M	\$43.32	\$44.84
TCI	\$42.05	\$43.52
TA	\$28.91	\$29.92

For wage rate increases after January 1, 2007, the Department, upon reaching an agreement with Council 13 AFSCME, will issue a directive providing guidance on allowable wage rates for consultant construction inspection classifications commensurate with the rates negotiated between the Department and Council 13, AFSCME.

Please direct any questions to Christine Reilly, Bureau of Construction and Materials, at (717) 787-3731 or Chris Drda, Bureau of Design, at (717) 783-9309.

Attachment

4200/CR/hmb

cc: G. L. Hoffman, P.E., 8th Floor, Keystone Bldg.
M. G. Patel, P.E., 8th Floor, Keystone Bldg.
Highway Administration Bureau Directors
ADE-Design
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J. A. Cheatham, FHWA
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P. E. Frey, BOS, 5th Floor, Keystone Bldg.
C.A. Drda, P.E., 7th Floor, Keystone Bldg.
C. Reilly, 7th Floor, Keystone Bldg.

SCOPE OF WORK FOR MUNICIPAL PROJECTS
TASK 3.4.1 CONSULTANT CONSTRUCTION INSPECTION
May 1, 2005

NOTE: Any reference in this Scope of Work to the "Department" shall be construed to mean "Pennsylvania Department of Transportation".

WBS Code

3.4.1 Consultant Construction Inspection.

Objective

This task involves Consultant Construction Inspection services provided to the Municipality.

Statement of Work

I. STAFFING

A. Conduct

The Consultant's staff shall adhere to Commonwealth and Municipality policy regarding conduct and behavior. Acceptance of gifts and favors is strictly forbidden.

B. Establishment of Inspection Staff

1. The Consultant shall designate a member of its management staff as the official contact person for the administration of the Consultant Agreement and coordination of the inspection staff. The Consultant will not be directly reimbursed for any management staff time or expenses in carrying out this administrative function.

2. The Consultant's staffing shall include the individuals who were proposed in the Consultant's statement of interest. If the Consultant is unable to supply the staffing proposed in the statement of interest, the Consultant must explain to the District Executive or designee in writing, why the proposed staffing cannot be supplied and provide resumes of the proposed substitutes that equal or exceed the qualifications of staff proposed in the Statement of Interest.

3. The Consultant shall designate a member of its inspection staff as the Lead Inspector who shall remain on the project. The Lead Inspector shall be considered the Consultant's ranking employee on the project and shall not receive additional compensation from the Municipality for acting as the Inspector-in-Charge. The Department shall designate the Department Inspection Classification for the Lead Inspector for this project. On all projects, which require the Consultant to supply five (5) or more inspectors, the Lead Inspector shall be classified as a Transportation Construction Inspection Supervisor (TCI-S) or higher.

4. The Consultant shall provide the number of inspectors in each Department Inspection Classification designated by the Department to adequately inspect and document the work being inspected under this agreement.

5. The entire inspection staff must meet Minimum Experience and Training Requirements for each Department Payroll Classification indicated below.

6. One (1) year of experience for Consultant Inspection Staff will be credited to individuals that have worked a minimum of six (6) consecutive months, which constitutes a construction season, unbroken by no more than two (2) consecutive weeks consisting of vacation, sick days, or layoff. For nonconsecutive work, a total of eight (8) months is needed for one (1) year of credited experience. Credited experience will include working days and leave, less than two (2) consecutive weeks, consisting of either vacation, sick days, or layoff. No more than one (1) year's experience can be earned in any single twelve (12) month period.

7. The Consultant shall verify the resumes on all potential staffing candidates and then submit their proposed wage rate and resumes in sufficient detail to assure the Municipality that the individual meets and/or exceeds the requirements for the Department Inspection Classification for which the individual is being considered. Individuals are not considered approved for this agreement just because their names and rates are included in the Consultant's proposal.

C. Resume/Minimum Experience Training (MET) Requirements

The job descriptions and requirements for the various Department Inspection Classifications are as follows:

➤ **TRANSPORTATION CONSTRUCTION MANAGER 2**

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Manager 1 and has ACI/PENNDOT and NECEPT Field Technician Certification.

Or

Ten (10) years of Transportation Construction Inspection Supervision/Management experience and has ACI/PENNDOT and NECEPT Field Technician Certification.

Or

Any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities, and has ACI/PENNDOT and NECEPT Field Technician Certification.

Or

Twenty (20) years of Transportation Construction Inspection Supervision/Management experience acceptable to the Department and a High School Diploma.

NOTE: NICET Level IV Certification may be substituted for ACI/PENNDOT and NECEPT Field Technician Certification. A Bachelor's Degree in Civil Engineering may be substituted for four (4) years of experience. An active Professional Engineer's License may be substituted for four (4) years of experience and all NICET Levels.

➤ **TRANSPORTATION CONSTRUCTION MANAGER 1**

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector Supervisor (1 or 2), and has ACI/PENNDOT and NECEPT Field Technician Certification.

Or

Eight (8) years of Transportation Construction Inspection Supervision/Management experience, a High School Diploma, and has ACI/PENNDOT and NECEPT Field Technician Certification.

Or

Any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities, and has ACI/PENNDOT and NECEPT Field Technician Certification.

Or

Fifteen (15) years of Transportation Construction Inspection Supervision/Management experience acceptable to the Department and a High School Diploma.

NOTE: NICET Level IV Certification may be substituted for ACI/PENNDOT and NECEPT Field Technician Certification. A Bachelor's Degree in Civil Engineering may be substituted for four (4) years of experience. An active Professional Engineer's License may be substituted for four (4) years of experience and all NICET Levels.

➤ **TRANSPORTATION CONSTRUCTION INSPECTOR SUPERVISOR 2**

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector Supervisor 1, and has ACI/PENNDOT and NECEPT Field Technician Certification and NICET Level III Certification in an appropriate subfield.

Or

Six (6) years of transportation construction inspection experience, a High School Diploma, and has ACI/PENNDOT and NECEPT Field Technician Certification and NICET Level III Certification in an appropriate subfield.

Or

Any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities, and has ACI/PENNDOT and NECEPT Field Technician Certification and NICET Level III Certification in an appropriate subfield.

Note: A Bachelor's Degree in Civil Engineering may be substituted for three (3) years of experience, or an Associate Degree in Civil Engineering may be substituted for two (2) years of experience. An active Professional Engineer's License may be substituted for four (4) years of experience and all NICET Levels.

➤ **TRANSPORTATION CONSTRUCTION INSPECTOR SUPERVISOR 1**

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector (2 or 3), and has ACI/PENNDOT or NECEPT Field Technician Certification or NICET Level III Certification in an appropriate subfield.

Or

Five (5) years of transportation construction inspection experience, a High School Diploma, and has ACI/PENNDOT or NECEPT Field Technician Certification or NICET Level III Certification in an appropriate subfield.

Or

Any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities, and has ACI/PENNDOT or NECEPT Field Technician Certification or NICET Level III Certification in an appropriate subfield.

Or

Six (6) years of Transportation Construction Inspection experience acceptable to the Department and a High School Diploma.

Note: A Bachelor's Degree in Civil Engineering may be substituted for three (3) years of experience, or an Associate Degree in Engineering may be substituted for two (2) years of experience. An active Professional Engineer's License may be substituted for four (4) years of experience and all NICET levels.

➤ **TRANSPORTATION CONSTRUCTION INSPECTOR 3**

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector 2, and has ACI/PENNDOT and NECEPT Field Technician Certification and NICET Level II Certification in an appropriate subfield.

Or

Four (4) years of transportation construction inspection experience, and has ACI/PENNDOT and NECEPT Field Technician Certification and NICET Level II Certification in an appropriate subfield.

Or

Any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities, and has ACI/PENNDOT and NECEPT Field Technician Certification and NICET Level II Certification in an appropriate subfield.

Note: A Bachelor's Degree in Civil Engineering may be substituted for four (4) years of experience, or an Associate Degree in Engineering may be substituted for two (2) years of experience. An active Professional Engineer's License may be substituted for four (4) years of experience and all NICET Levels.

➤ **TRANSPORTATION CONSTRUCTION INSPECTOR 2**

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Transportation Construction Inspector 1, and has ACI/PENNDOT or NECEPT Field Technician Certification or NICET Level II Certification in an appropriate subfield.

Or

Four (4) years of transportation construction inspection experience, a High School Diploma, and has ACI/PENNDOT or NECEPT Field Technician Certification or NICET Level II Certification in an appropriate subfield.

Or

Five (5) years of highway/building trades, construction, inspection, or design experience and a High School Diploma.

Or

Any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities, and has ACI/PENNDOT or NECEPT Field Technician Certification or NICET Level II Certification in an appropriate subfield.

Or

Holds a Bachelor's Degree in Civil Engineering or closely related field.

Note: Associate Degree in Engineering may be substituted for one (1) year of experience. An active Professional Engineer's License may be substituted for four (4) years of experience.

➤ **TRANSPORTATION CONSTRUCTION INSPECTOR 1**

MINIMUM EXPERIENCE AND TRAINING:

One (1) year minimum experience as a Technical Assistant 2.

Or

Two (2) years of transportation construction inspection experience and a High School Diploma.

Or

Four (4) years of highway/building trades, construction, inspection, or design experience and a High School Diploma.

Or

Any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities to read and interpret plans and specifications, measure and calculate quantities, and perform quality control testing on highway materials.

Note: Associate Degree in Engineering may be substituted for one (1) year of experience.

➤ **TECHNICAL ASSISTANT 2**

MINIMUM EXPERIENCE AND TRAINING:

One (1) year of experience as a Technical Assistant 1 and a High School Diploma.

Or

Any equivalent combination of experience, training, or education that provides the required knowledge, skills, and abilities to read, write, and communicate fluently and do basic math computations for length, area, and volume.

➤ **TECHNICAL ASSISTANT 1**

MINIMUM EXPERIENCE AND TRAINING:

High School Diploma

Or

Any equivalent combination of experience, training, or education that provides the required knowledge, skills, and abilities to read, write, and communicate fluently and do basic math computation for length, area, and volume.

➤ **COATINGS INSPECTOR 3**

MINIMUM EXPERIENCE AND TRAINING:

High School Diploma and four (4) years minimum experience in structural steel coating application inspection, which includes one (1) year of coatings inspection experience on bridges, and has successfully completed NACE Coating Inspection Technician - Session III course, formerly known as "NACE Intermediate Coating Inspector Training Certification".

If a Coatings Inspector 3 is needed for bridge painting inspection, the firm must provide lead abatement training (SSPC-C3) for their employees prior to the job assignment.

Note: NHI Course "Bridge Coating Inspection" may be substituted for one (1) year of experience in structural steel coating application inspection.

➤ **COATINGS INSPECTOR 2**

MINIMUM EXPERIENCE AND TRAINING:

High School Diploma and three (3) years minimum experience in structural steel coatings application inspection, which includes six (6) months of coatings inspection experience on bridges, and has successfully completed NACE Coating Inspection Technician - Session I course, formerly known as "NACE Basic Coating Inspector Training Certification".

If a Coatings Inspector 2 is needed for bridge painting inspection, the firm must provide lead abatement training (SSPC-C3) for their employees prior to the job assignment.

Note: NHI Course "Bridge Coating Inspection" may be substituted for one (1) year of experience in structural steel coating application inspection.

➤ **COATINGS INSPECTOR 1**

MINIMUM EXPERIENCE AND TRAINING:

High School Diploma and three (3) years minimum experience in structural steel coating application inspection, which includes one (1) year cumulative experience in coating application inspection on a lead paint removal project where air monitoring, blood monitoring, containment and disposal of lead debris were performed, and be knowledgeable in applicable OSHA regulations governing proper respirator usage and lead exposure.

Note: Lead abatement training (SSPC-C3) may be substituted for one (1) year of cumulative experience on a lead paint removal project. NHI Course "Bridge Coating Inspection" may be substituted for one (1) year of experience in structural steel coating application inspection.

D. Agreement Administration

1. The Municipality will notify the Consultant at least two (2) weeks prior to individual staffing assignments, whenever possible.

2. Alternate staffing shall be reviewed and approved in writing by the Department's District Executive or designee.

Consultant staff assigned to the project shall remain for the duration of the project unless the Department approves a transfer, promotion, temporarily suspends inspection services, terminates project employment, or the Consultant no longer employs the employee.

3. The Municipality reserves the right to order the immediate removal of any of the Consultant's staff from the project because of unsatisfactory performance or behavior.

4. The Municipality reserves the right, upon giving a minimum of two (2) weeks notice, to replace any or all of the Consultant's staff on the project with qualified Municipal employees, with the Departments concurrence.

5. The Municipality reserves the right to remove any or the entire Consultant's staff due to delay, discontinuation, or termination of the construction contractor's operations. The Municipality will attempt to give the Consultant notice as soon as the construction contractor notifies the Municipality.

6. The Consultant's staff shall be provided the opportunity to work the same as Municipal employees during periods of inclement weather; that is, they will work on the field books, etc., rather than being sent home. As long as a Consultant's employee is assigned to a project, the employee shall be provided the opportunity to work a minimum of thirty-seven and a half (37.5) hours of work per week, excluding Saturdays and Sundays. However, holidays, vacation days, and sick leave days will be counted as part of the thirty-seven and a half (37.5) hours.

II. METHOD OF PAYMENT

The method of payment for services and work will be Specific Rate of Compensation together with Direct Cost other than Payroll, as specified by the Department, and Direct Costs of Services and Work Performed by Others, if applicable.

A. Specific Rate of Compensation

1. The maximum hourly payroll rate per classification for each Department Inspection Classification for each calendar year shall be as indicated in the policy letters issued by the Department.

2. The maximum hourly payroll rate is the maximum hourly wage rate for Municipal participation to an employee for the specified Department Classification. Central Office, through the Engineering and Construction Management System (ECMS), will approve an individual's wage rate up to the maximum allowable payroll rate per classification for the purpose of proposal preparation. However, the District Office has final authority for wage rate acceptance. The Consultant shall not request approval for any hourly payroll rate that exceeds the Department's maximum hourly payroll rate established for the respective Department Inspection Classification for a particular year.

3. The District Office will review an individual's resume and proposed hourly payroll rate. The District reserves the right to negotiate hourly payroll rates of individuals based on knowledge, experience, and education up to the maximum specified hourly payroll rate. The wage rate range will be from the maximum wage rate of the next lower classification to the maximum rate listed for the classification described.

4. If the hourly payroll rate in ECMS is different than the negotiated rate established by the District, the consultant must submit the revised hourly wage rate in ECMS within 30 days of the employee being assigned to work on the project.

5. The Consultant must obtain approval of hourly payroll rate increases from the District Office and through ECMS prior to the effective date of the increase.

6. The Municipality will not reimburse, as a direct charge, the Consultant's cost for holiday, vacation, or sick leave pay.

7. The Consultant may bill the Municipality for premium overtime for each Inspection Classification below a TCM classification if approved by the District Executive or District Administrator and provided:

a. The employee has been compensated for forty (40) hours of actual work during that workweek at his/her regular salary while assigned to the agreement. Vacation days and/or sick days will not count towards the forty (40) hours for the purpose of determining overtime. Only the following six (6) holidays (7.5 hours per day) will count toward the forty (40) hours for the purpose of determining overtime: New Years Day; Memorial Day;

Independence Day (Declaration Day); Labor Day; Thanksgiving Day; and Christmas Day. The workweek is defined as Sunday a.m. to Saturday p.m. for the purpose of determining overtime. The workweek definition may be changed if mutually agreed upon in writing by the Department's Assistant District Executive - Construction.

b. The Consultant has included a copy of the company's written policy for the payment of overtime in his proposal and the employee received compensation for overtime hours. Employees in the TCM or higher Department Classification will not receive premium compensation.

8. The Municipality will not directly reimburse the consultant for time required for employees to travel to and from the project.

B. Direct Cost Other than Payroll

1. The Consultant will be paid actual direct costs other than payroll specified by the Municipality.

2. The Municipality shall not accept any charges for mileage with rates in excess of the maximum State rate set forth in appropriate directives promulgated by the Governor's Office, Commonwealth of Pennsylvania (Currently Management Directive 230.10), or the Consultant's company policy, whichever is less.

3. A maximum daily reimbursement amount for mileage to and from the work site or lodging will be established by multiplying 100 miles by the maximum Department allowable mileage rate per mile. An inspector will be reimbursed for either mileage to and from the work site or lodging, but will not be reimbursed for a combination of the two during the same day. Mileage will be reimbursed for the most direct route from the inspector's residence to the work site and return. A commuting distance of 15 miles each direction will be considered a normal commuting distance from the inspector's residence and will not be eligible for mileage reimbursement. Lodging will be reimbursed at a maximum reimbursement amount as established above, in lieu of mileage. Receipts for all costs must be provided to the Department upon request. Lodging will only be reimbursed for employees whose homes are more than 65 miles from the work site.

4. Direct Costs Other Than Payroll reimbursement will be limited to the lesser of the actual cost or the maximum allowable cost of providing the equipment specified in this Scope of Work and the cost of eligible mileage and lodging.

5. The Consultant shall furnish all safety equipment for its employees (hard hats, safety vests, etc.), unless otherwise directed. No direct reimbursement will be made for this equipment.

6. The Consultant shall furnish all hand tools for its employees (6-foot rules, tapes, hand levels, etc.). No direct reimbursement will be made for this equipment.

7. The Municipality will directly reimburse the Consultant for the following equipment, if required, for use by the Consultant's inspection staff for this agreement up to the maximum allowable direct reimbursement indicated below:

- Nuclear Density Gauge @ \$660.00/month
- Vehicle for transporting Nuclear Gauge @ \$650.00/month
- Two-way Radio @ \$25.00/month
- Radio Base Station @ \$35.00/month
- Cell Phone Usage as per Invoice
- Repeater as per Invoice
- Pagers as per Invoice
- Paint Inspection Medical Tests as per Invoice

If the equipment is self-owned, reimbursement will be based on actual cost of ownership not to exceed the maximum allowable. If equipment is from an outside supplier, the Consultant must secure a minimum of three written quotes. The Department reserves the right to request additional quotes.

Cost of phones, pagers, and associated activation fees are not eligible for direct reimbursement.

III. PRECONSTRUCTION CONSIDERATIONS

A. Notice to Proceed (NTP)

The Municipality will send a Notice to Proceed, for each Agreement Part, to the Consultant. The Consultant will not request reimbursement for any work or services provided prior to the Notice to Proceed (NTP).

B. Preconstruction Conference

A preconstruction conference shall be held by the Municipality and attended by the Consultant, if directed by the Municipality and if the Notice to Proceed has been issued, to discuss with the contractor all essential matters pertaining to the performance of the project.

IV. RECORDS AND DOCUMENTATION

A. Documentation

The Consultant, under the Municipality's supervision and direction, shall keep records through the Department approved Municipality's Construction Documentation System (CDS, CDS NextGen) or paper system, and document the work by methods approved by the Department. All documentation, including source documents, shall be made part of the project record. The Municipality will monitor the Consultant's inspection staff documentation procedures.

B. Required Publications

The Consultant shall be furnished with diaries and related record keeping forms. The Consultant shall provide one (1) copy of the Pub. 408 Specification and its addendums that apply to the project per inspector and one (1) current copy of each of the following publications per project:

- Pub. 2 - Project Office Manual;
- Pub.8 - Construction Manual;
- Pub. 19 - Field Test Manual;
- Pub. 203 - Work Zone Traffic Control

For information on how to purchase these Publications, contact the Department Publication Sales Store, located in the Commonwealth Keystone Building, Fifth Floor, at (717) 787- 6746.

V. CONSTRUCTION INSPECTION

A. Hierarchy

The Consultant shall provide construction inspection services.

B. Documentation Responsibilities

The Consultant's inspection staff, shall be responsible, through written documentation, to verify that the construction is or is not performed in conformity with the approved plans, specifications, and contract provisions; for determining and documenting the quality and quantity of materials and work items; for the preparation of as-built drawings; for recording all pertinent information related to the completion and progress of work; for the measurement and recommending acceptance for payment of completed work; for being knowledgeable of and complying with all applicable FHWA regulations; for cooperating and consulting with Department and Municipal officials during the course of the contract; and for other duties as may be required.

C. Coatings Inspection

1. Monitor contractor operations for compliance with contract environmental protection (air quality) and health and safety procedures in particular blood lead tests and respiration protection. Supervise inspection staff concerning compliance with health and safety procedures (blood lead and respiratory protection).

2. Document daily ambient conditions (temperature, humidity, wind, etc.) during abrasive blasting and coating application. Check surface preparation using equipment and referenced standards (specs. and visual); check profile depth and salt contamination of surface. Inspect application of coatings (procedures, mixing, thickness) using test instruments and compare with manufacturer's data sheets.

3. Prepare periodic progress reports summarizing, in detail, project work activities including records of labor, materials, and equipment used.

4. The Coatings Inspector will verify and document that the contractor is following all specification requirements, their own submittals for containment, and environmental and worker protection.

5. Checking cleanup and decontamination procedures at the end of each day.

6. Checking the collection, storage, and disposal of waste per specifications and SSPC Guide.

7. Document preparation to provide thorough reporting of the contractor's daily activities and workforce. Documentation of the conditions noted above, necessary documentation to report deficiencies in the contractor's workmanship or materials, and pro-active efforts to obtain compliance with the contractor's contractual requirements.

8. All services must comply with the requirements of 29 CFR 1926.62 throughout the duration of the inspection.

VI. MATERIALS CONTROL

A. Acceptance Testing and Inspection

1. The Consultant shall perform a sampling and testing program that will provide adequate assurance that the materials incorporated in the project are in conformance with the construction contract requirements.

2. The manner in which materials will be sampled and tested for acceptance shall be by Department approved methods. The Department's Materials and Testing Division or their designee shall perform laboratory testing.

3. The Consultant's inspection staff shall abide by approved materials acceptance procedures.

4. The construction contractor will provide testing equipment unless specified otherwise in the Department Details.

B. Quality Assurance Program

The Department without exception shall administer the quality assurance program.

C. Project Materials Certification

The Municipality and Consultant will ascertain documentation that materials have been certified by issuance of the Department's letter of Project Materials Certification Form, TR 4238-A.

VII. PAYMENTS TO CONTRACTOR

A. Payment

The Municipality shall make payment to the Consultant in accordance with the terms of the contract.

B. Estimates

The Consultant's personnel shall prepare estimates in the Department's format.

VIII. WORK ORDERS

A. Preparation

The Consultant's personnel shall prepare Work Orders.

B. Issuance

The Municipality and Department will be responsible for issuing any Work Orders.

IX. MONITORING CONTRACT TIME AND SCHEDULE ADJUSTMENTS

A. Assistance to the Municipality

The Consultant shall:

1. The monitoring of an Early Start, Late Finish, Base Line Chart that displays the contractor's project schedule, including project cash flow.

2. The monitoring of the Base Line Chart, the contractor's actual work performed compared to the project schedule, for the life of the project.

B. Contract Time or Schedule Adjustment

The Department will be responsible for approving contract time and/or schedule adjustments.

X. CONTRACT COMPLIANCE

A. Labor Compliance

The Consultant shall ensure compliance with the labor standards provisions of the contract and the related wage determination decisions of the Secretary of Labor.

B. Construction Safety

The Consultant shall ensure compliance with the safety and accident prevention provisions of the contract. The Consultant shall not have control over or charge of and shall not be responsible for safety precautions and programs in connection with the work of the contractor; these are solely the contractor's responsibility under the contractor's contract, particularly Section VIII of the Required Contract Provisions on Federal-Aid Projects.

C. Equal Opportunity

The Consultant shall ensure compliance with the equal opportunity provisions of the construction contract, particularly Section II of the Required Contract Provisions and the EEO and MBE/WBE/DBE special provisions.

XI. CONTRACT FINALIZATION AND PROJECT ACCEPTANCE

A. Final Inspection

1. The Consultant shall participate with the Municipality and Department in a final inspection when notified by the contractor that the project is substantially completed.

B. Final Settlement of Contract

1. The Consultant shall determine from documented project records the final quantity of each contract item and forward this information to the Municipality within thirty (30) days of the issuance of the Acceptance Certificate (CS-4138).

2. Upon receipt of written acceptance of the final quantities from the contractor, the Consultant shall prepare the final estimates and final work order.

C. Records

All project records are property of the Municipality.

Suggested Detail

Payroll Rates

The maximum straight time hourly payroll rate for inspection performed before July 1, 2005 and minimum and maximum allowable straight time hourly payroll rates per time period after where wage rate adjustments have been approved through the Department policy for each Inspection Classification shall be as follows:

Up to and including June 30, 2005:

TCM-2, \$30.04; TCM-1, \$26.32; TCIS-2, \$23.06; TCIS-1, \$22.06; TCI-3, \$20.21; TCI-2, \$19.34; TCI-1, \$18.47; TA-2, \$15.64; TA-1, \$13.28; CI-3, \$30.94; CI-2, \$25.76; CI-1, \$18.47

Effective July 1, 2005:

TCM-2, \$27.12-\$30.94; TCM-1, \$23.76-\$27.11; TCIS-2, \$22.73-\$23.75; TCIS-1, \$20.83-\$22.72; TCI-3, \$19.93-\$20.82; TCI-2, \$19.03-\$19.92; TCI-1, \$16.12-\$19.02; TA-2, \$13.69-\$16.11; TA-1, \$10.62-\$13.68; CI-3, \$26.54-\$31.87; CI-2, \$19.03-\$26.53; CI-1, \$14.76-\$19.02

Effective January 1, 2007:

TCM-2, \$28.07-\$32.02; TCM-1, \$24.59-\$28.06; TCIS-2, \$23.53-\$24.58; TCIS-1, \$21.56-\$23.52; TCI-3, \$20.63-\$21.55; TCI-2, \$19.70-\$20.62; TCI-1, \$16.68-\$19.69; TA-2, \$14.17-\$16.67; TA-1, \$10.99-\$14.16; CI-3, \$27.46-\$32.99; CI-2, \$19.69-\$27.46; CI-1, \$15.28-\$19.69

Staffing Requirements (Repeat for each Part and add Calendar Year staffing requirements to cover project schedule).

Part I

Time Period: Up to and including June 30, 2005

TCM-2: Inspectors, straight time hours (Classification does not receive premium overtime)

TCM-1: Inspector, straight time hours (Classification does not receive premium overtime)

TCIS: Inspectors, straight time hours, overtime hours

TCI: Inspectors, straight time hours, overtime hours

TA: Inspectors, straight time hours, overtime hours

CI-3: Inspectors, straight time hours, overtime hours

CI-2: Inspectors, straight time hours, overtime hours

CI-1: Inspectors, straight time hours, overtime hours

Part I

Time Period: After July 1, 2005

TCM-2: Inspectors, straight time hours (Classification does not receive premium overtime)

TCM-1: Inspectors, straight time hours (Classification does not receive premium overtime)

TCIS: Inspectors, straight time hours, overtime hours

TCI: Inspectors, straight time hours, overtime hours

TA: Inspectors, straight time hours, overtime hours

CI-3: Inspectors, straight time hours, overtime hours

CI-2: Inspectors, straight time hours, overtime hours

CI-1: Inspectors, straight time hours, overtime hours

Repeat for time period after January 1, 2007 (if applicable)

Part I Special Requirements

(Specify special equipment, special needs, anticipated Notice to Proceed, project duration, etc., for this Part.)