

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR TECHNICAL PROPOSALS

**CONTRACT ADMINISTRATION, INSPECTION AND
TESTING SERVICES**

For

Key No. 12303, SH41/53 BNSF Railroad Bridge

And

Key No. 09769, SH3 St Maries Rv Br, Nr Mashburn

October 23, 2012

REQUEST FOR PROPOSAL

Table of Contents

- General Information
- Preparation Instructions
- Evaluation Criteria
- Certification Regarding Debarment
- Scope of Work

Background Information

The following items are not included in this package, but can be located at the following web sites:

General Information and Requirements

http://www.itd.idaho.gov/design/cau/general_info.htm

Sample Agreement and Consultant Agreement Specifications (CE&I)

<http://www.itd.idaho.gov/design/cau/forms.htm>

Federal Per Diem Policy

<http://www.itd.idaho.gov/design/cau/policies/policies.htm>

ITD Quality Assurance Manual

ITD Contract Administration Manual

<http://www.itd.idaho.gov/manuals/ManualsOnline.htm>

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a Technical Proposal to provide inspection, materials testing, survey verification, and project administration services for the following projects:

SH 41/53, BNSF Railroad Bridge, Key No. 12303
SH 3, St Maries Rv Br, Nr Mashburn, Key No. 09769

GENERAL TERMS

This Request for Technical Proposal (RFP) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations. A general scope of work for both projects is attached to this RFP. The respondents shall submit only one proposal for the requested services. The successful respondent(s) may be awarded one or both projects described in this RFP, however if the consultant only has capacity for one project, a statement should be included in the Introductory Letter. ITD reserves the right to award both projects, the choice of project(s) awarded to an individual respondent will be at ITD's sole discretion.

Proposals will be rated and ranked, and the projects awarded will be in order of rank if more than one consultant is chosen to provide the requested services for the department.

REVISIONS TO RFP

All addenda to this solicitation will be posted on the ITD Consultant Administration Unit Web Page. No notice will be sent by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this RFP does not constitute any assurance that ITD will enter into a contract. ITD expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure;
- Reject any and all proposals;
- Reissue the Request for Technical Proposals;
- Invite additional respondents to the proposal;
- Request additional information and data from any or all respondents;
- Extend the date for submission of responses;
- Supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP;

- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data;
- Disqualify any respondent on the basis of any real or apparent conflict of interest.
- Modify the scope of services to be included in any resulting contract.
- Select one or more Consultants to perform work as described in the Scope of Work.

By responding to this RFP, each respondent agrees that any finding by ITD of any fact in dispute as to this RFP or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, applicant, subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

All firms who seek to work for the Idaho Transportation Department are required to be registered on ITD's Bidders List. If your firm is not registered, go to the following web site for instructions: <http://itd.idaho.gov/civil/dbefirms.htm> . Your subconsultants are also required to be registered. For further information regarding this requirement, call the ITD EEO Office at (208) 334-4442.

DBE PARTICIPATION:

The Disadvantaged Business Enterprise (DBE) participation goal for this project is not a specified percentage requirement. The ITD statewide annual goal for the current Federal Fiscal Year is 10.5%. For further information regarding DBE participation requirements, call the ITD EEO Office at (208) 334-4442. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <http://itd.idaho.gov/civil/dbefirms.htm> .

FINANCIAL REQUIREMENTS

The selected consultant and their subconsultants will be required to submit certified hourly labor rates and the previous year's financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the 2009 AASHTO Audit Guide. Additional information can be found at the following website, <http://www.itd.idaho.gov/design/cau/policies/overhead.htm>.) ITD will follow a Qualifications-Based Selection (QBS) process. No financial information is to be provided with the proposal.

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

CERTIFICATION REGARDING DEBARMENT

All proposals must contain a signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form for the prime and each subconsultant. The certification form is located at the end of this document.

PROPOSAL EVALUATION AND SELECTION

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this RFP and provides the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the proposal or disqualification of the proposal.

It is the intent of the department to take approximately twenty-one (21) days, commencing on the submission date shown below, to evaluate the submitted proposals. The department intends to notify the successful and unsuccessful Consultants as soon as practicable after the evaluations have been completed, and after approval has been given on the Evaluation Committee's recommendations.

As part of the selection process, the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

If your firm is selected and approved, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

CONTACT INFORMATION

All questions concerning the procedures of this solicitation shall be directed to Holly McClure at (208) 334-8486 or holly.mcclure@itd.idaho.gov .

Direct all project specific questions to Marvin Fenn at Marvin.Fenn@itd.idaho.gov . No questions will be accepted by telephone. Responses will be e-mailed back within three business days.

Interested firms are encouraged to submit a contact e-mail address to Marvin.Fenn@itd.idaho.gov , with a request to be included on an electronic mailing list. Firms on the mailing list will receive copies of the response to all project questions submitted. All questions and answers will be confidential, and no firms will be identified in the responses. This service provides all consultants with consistent and equal access to the same information.

No project specific questions will be accepted after November 7, 2012.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal may be rejected.

Five (5) complete copies of the proposal must be received by 4:00 p.m. MST on Tuesday, November 15, 2012. ITD will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project names and the consultant's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Proposals shall be sent to:

Holly McClure
Consultant Administration Unit
Idaho Transportation Department

(Mailing Address)
PO Box 7129
Boise, ID 83707—1129

(Street Address)
3311 W. State Street
Boise, ID 83703—5881

Do not mail your proposals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.

FORMAT

- The maximum length of the submittal shall be 12 pages.
- The introductory letter and resumes shall count in the page total.
- The Certification Regarding Debarment does not count in the proposal page total.
- Front and back cover pages are acceptable, and do not count in the proposal page total. Cover pages shall only identify the consultant, sub-consultants, and project.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to:

Holly McClure
Consultant Administration Unit
Idaho Transportation Department
PO Box 7129
Boise, Idaho 83707 - 1129

The introductory letter should introduce the Consultant's proposal, identify the Project Manager, list a contact telephone number, and include a statement confirming the commitment of the Project Manager and key personnel identified in the submittal to meet ITD's quality and schedule expectations. Each sub-consultant, their work tasks, and a contact name and telephone number shall also be listed. The Consultant shall include their acceptance of the terms and provisions of the Sample Agreement (<http://www.itd.idaho.gov/design/cau/forms.htm>) and indicate willingness to execute said agreement.

PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including the Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have at least equal qualifications, experience, certification, and expertise as those listed in the proposal.

The following criteria apply to both the Consultant and each subconsultant. When specific responses are requested concerning experience, certification, references, equipment, personnel, and quality control, provide responses for both the Consultant and each subconsultant.

CRITERIA 1 - SCOPE OF WORK

Provide a Scope of Work listing all major items of work anticipated by the Consultant from which a detailed scope can be developed. Include a description of what would be required to accomplish the project as outlined in the general scope of work. List all items the Consultant expects ITD to provide under each work item including direct expense items such as storage, shipping, or other perishable or non-perishable equipment. For each work item list the lead Consultant or Subconsultant. Be specific as to qualifications for each major work item.

CRITERIA 2 - COMPANY EXPERIENCE AND QUALIFICATIONS

Provide detailed information of similar work performed in the last five years. Show how you have successfully and reliably accomplished project tasks. Include specific information on the dates and type of services provided. Describe how the company is structured and set up to handle this type of project. List three verifiable professional services references with a contact person and phone number.

CRITERIA 3 – STAFFING: Key Personnel, Qualifications, Certifications, and Availability *(Complete for Consultant and each Subconsultant)*

Identify the key personnel available for these projects, each person's project roles and duties, and their office location. Include brief resumes indicating experience, certifications, and qualifications as it specifically pertains to the project. Discuss how hiring any necessary additional personnel would be accomplished. **ITD will not pay relocation costs for any personnel the Consultant or sub-consultants use for these projects. Per Diem may be allowed and will be determined on a case by case basis.**

CRITERIA 4 - PROJECT MANAGER

Project Manager duties will be limited to responsibility for the execution of work and ensuring that adequate personnel and other resources are made available for these projects, and responsibility for the quality and timeliness of the consultant's performance. Include a brief resume indicating experience, certifications, and qualifications as it specifically pertains to these projects. List the percentage of his/her time anticipated during the duration of the project to fulfill this role and his/her availability to promptly respond to issues that may arise during the course of the project.

CRITERIA 5 – RESOURCES AVAILABLE

List equipment, including vehicles, available to perform the services as described in the Scope of Work.

CRITERIA 6 - QUALITY CONTROL

(Complete for Consultant and each Subconsultant)

Describe the Consultant's procedures or programs for assuring a quality project as it relates to sampling and testing and inspection of the materials used in these projects. Describe methods used to monitor the contractors Quality Control and Quality Assurance methods, performing verification testing, and coordinating the Independent Assurance Inspections and testing. ITD's Quality Assurance Manual and Quality Assurance Special Provisions provide the basis for QA/QC requirements.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

By signing this document, the Consultant certifies to the best of their knowledge and belief that except as noted on an attached Exception, the company:

- a. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
- b. has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. has not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NOTE: Exceptions will not necessarily result in denial of award, but will be considered in determining Consultant responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

COMPANY NAME

Signature of Responsible Party

Date

TECHNICAL PROPOSAL EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
	PROPOSAL FORMAT <i>Appearance, Follow Instructions, Number of Pages, Professional</i>		x 1.0	
CRITERIA 1.	SCOPE OF WORK		x 3.0	
CRITERIA 2.	COMPANY EXPERIENCE AND QUALIFICATIONS		x 4.0	
CRITERIA 3.	STAFFING, Key Personnel, Availability		x 4.0	
CRITERIA 4.	PROJECT MANAGER		x 2.0	
CRITERIA 5.	RESOURCES AVAILABLE		x 2.0	
CRITERIA 6.	QUALITY CONTROL		x 3.0	
	TOTAL SCORE			

RATING POINTS:

5.0 – Excellent
4.0 – Good
3.0 – Satisfactory
2.0 – Marginal
0.0 - Unsatisfactory

**SCOPE OF SERVICES FOR
CONSTRUCTION ENGINEERING, INSPECTION & SAMPLING (CEI&S) SERVICES**

PROJECT LOCATION: SH41/53, BNSF RR BR, RATHDRUM
PROJECT NO.: A012(303)
KEY NO.: 12303

PROJECT LOCATION: SH-3, ST MARIES RV BR, NR MASHBURN
PROJECT NO.: A009(769)
KEY NO.: 09769

This scope of work is to provide Construction Engineering, Inspection & Sampling (CEI&S) Services to include contract administration, inspection, materials sampling, and project office documentation under the general direction of the assigned Resident Engineer, Marvin Fenn of District 1, Coeur d'Alene for construction of the SH41/53, BNSF RR BR structure and or SH-3, St Maries RV BR, projects are located near Rathdrum and 15 miles south of St. Maries, Idaho. Consultant is to provide the Idaho Transportation Department (ITD) with experienced administration, inspection/sampling personnel. The Consultant will inspect and document to ITD standards, the activities associated with the project to the level necessary to administer the contract.

The following tasks represent the individual services that are to be provided by the CONSULTANT:

PRIMARY TASKS:

1. **Construction Administration** – CONSULTANT will provide the qualified personnel necessary to administer the Plans, Special Provisions, and Specifications of the project to ensure the project is accepted by ITD and the Federal Highway Administration (FHWA). The following sub-tasks represent a partial list of those activities necessary to administer the contract.

Submittal Log & Minimum Testing Requirements (MTR's) – CONSULTANT will develop a list of required submittals for the project prior to start of construction and will also track and maintain a log of shop drawings and submittals, and encourage reviewers to complete their review in a timely manner. Deficiencies will be promptly reported. CONSULTANT will also develop the MTR list for the project prior to start of construction. This information will be used to track the materials testing required on the project and coordination of the testing lab responsible for processing of samples and reporting results.

Pre-construction Conference – CONSULTANT will facilitate the Pre-construction Conference including forms and exhibits provided by or coordinated with ITD.

Labor Compliance – The Contractor's and Sub-contractor's certified payroll wage rates will be verified, documented, and tracked for format, classification, pay scale, timely submissions, and concurrence with field reviews.

Performance Assumptions:

- i. Maintain filing system for payrolls and labor interviews and notify contractors on incorrect classification, pay scales, etc.

- ii. Maintain records in compliance with Title VI requirements.
- iii. Maintain records as requested by ITD.

Civil Rights Compliance – Consultant and Contractor personnel will be monitored for civil rights compliance. The Resident Engineer will be notified of instances of non-compliance.

Filing & Records Verification – Project files will be maintained at the PROJECT office approved by ITD.. Copies of important or requested information will be forwarded to the Resident Engineer. An on-going process of periodic checks of the files will occur during the project to ensure that all records are being accurately kept and the filing system is up to date. Performance Assumptions:

- i. Maintain project filing system.
- ii. Address periodic review comments.

Progress Estimate Preparation – For each scheduled progress estimate, documentation will be prepared for and presented to the Resident Engineer that contains the quantities and justification for each bid item payment with a summary sheet showing the amounts to be paid.

Performance Assumptions:

- i. Prepare bi-weekly or monthly pay estimate packages.

Materials Certifications – Certifications, as required by bid item, will be requested for all materials incorporated into the project. No materials will be accepted for payment until the certifications are received and reviewed for acceptance.

Performance Assumptions:

- i. Minimum Testing Requirements (MTR's) will be prepared for review and approval of the Resident Engineer.
- ii. Contractor Source Approval Requests, Staging Area Requests, and Waste Site Approval Requests will be reviewed and Approved through coordination with the Resident Engineer.
- iii. Contractor Hot Mix Asphalt designs will be reviewed and approved through coordination with the Resident Engineer.

Contract Changes – Requests received from the Contractor for time extensions, contract changes, and extra work will be reviewed and analyzed in coordination with the Resident Engineer.

Pre-paving Meeting – CONSULTANT will facilitate a pre-paving meeting with the Contractor.

Weekly Progress Meetings – Weekly/Periodic progress meetings is expected be held on each project site, or at ITD if room is available.

Performance Assumptions:

- i. Attend weekly/periodic progress meetings and prepare minutes for distribution and review.

Monthly Invoicing – Monthly invoices of CONSULTANT labor will be submitted to the Resident Engineer for review and processing.

Change Orders – CONSULTANT will prepare and analyze Change Orders for review and processing by the Resident Engineer.

Performance Assumptions:

- i. CONSULTANT will consult with the Resident Engineer and in coordination with other assigned ITD personnel, as required by the ITD Contract Administration Manual, and prepare the ITD-2317 and 400 as well as all other documents necessary to complete the change order process.
- ii. CONSULTANT will assist the Resident Engineer in preparing for any litigation or other action that may arise. The claim package will be prepared in accordance with Memo No. 28 of the ITD Contract Administration Manual on all claims of ITD and the Contractor relating to the acceptability of the Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Contractor's work.
- iii. For pending claims concerning extra work or work beyond the original scope, CONSULTANT will maintain accurate force account records showing actual cost of such work.

Contract Submittal Review – Contract submittals will be reviewed as necessary. It is understood that some interpretations and clarifications will be directed to the Resident Engineer.

Performance Assumptions:

- i. Traffic Control Plans – Traffic Control Plans will be reviewed for compliance with MUTCD and ITD specifications.
- ii. CPM Review – The Contractor's CPM will be reviewed to ensure that activity dates are correctly recorded for accuracy.
- iii. Interpretations and Clarifications – It is expected that CONSULTANT will perform routine interpretations and clarifications on the project. Sensitive decisions and interpretations or those that effect Erosion and Environmental permitting will be reviewed by the Resident Engineer prior to final disposition.

Public Relations – CONSULTANT will respond to and coordinate all public inquiries and/or concerns with the Contractor and the Resident Engineer for appropriate action. Records of contacts and responses will be maintained.

2. **Survey Control** – CONSULTANT will check and verify Contractor surveys for accuracy and compliance with the plans and specifications.

3. **Project Inspection** – Inspection will be performed by CONSULTANT with qualified and certified inspection staff. A spread sheet with qualifications and certifications will be prepared and maintained to ensure full compliance with ITD, WAQTC, and IQP requirements.

3.1 Inspector Diaries – Daily reports on ITD forms will be prepared to record the Contractor's hours on the site, weather conditions, data relative to questions of change orders, filed orders, or changed conditions, site visitors, daily activities, labor compliance, civil rights compliance, decisions, observations in general, and specific observations in more detail as the case of observing test procedures. Project files will be maintained and copies will be sent to ITD on a weekly basis. Certificates of inspections, tests, and approvals required by the Contract Documents will be received and reviewed.

- 3.2 Identify and Recommend Corrections – Any omissions, substitutions, defects and deficiencies in the work of the Contractor will be identified and documented with recommendations reported to the Engineer.
- 3.3 Pay Quantity Collection – Pay quantities and quantity measurements will be checked for accuracy and prepared for processing for payment to the Contractor.
- 3.4 Environmental & Erosion Control Monitoring – An NPDES certified inspector will ensure compliance with all permits and storm water plans. Weekly monitoring reports will be prepared and filed in the project office.

Performance Assumptions:

- i. This scope includes two inspections per week (one regular and one storm event driven). The scope includes 1 hour per inspection. Attendance at the weekly meeting is not included by the environmental inspector. Third party consent decree inspection is not included for this project so no coordination is necessary. A daily diary will not be prepared by the environmental inspector for site visits, only the ITD 2708 inspection record. Daily diaries will be completed by the assigned project inspector.

4. **Materials Sampling & Testing** – CONSULTANT will provide materials sampling & testing services as required by ITD specifications and the Resident Engineer. The following items represent the major sub-tasks required for administering this portion of the agreement.

- 4.1 Quality Assurance and Verification Sampling & Testing – Sampling & Testing will be performed according to ITD Quality Assurance requirements and the Resident Engineer including verification sampling. Sampling of component materials and completed work items will be performed to verify that the materials and workmanship incorporated in the project are in substantial conformity with the plans, specifications, and contract special provisions. CONSULTANT will meet the minimum sampling frequencies per the MTR's as presented by the Resident Engineer and as required due to project phasing, or other factors which could affect minimum testing frequencies. CONSULTANT will provide daily monitoring of the Contractor's Quality Control activities at the project site.
- 4.2 Prepare and Transmit Test Results – The Contractor's Quality Control Plan will be monitored pursuant to QC/QA Special Provisions. All sampling data generated by CONSULTANT will be documented and submitted to the Engineer for inclusion in the Materials MAP program and QC/QA statistical analysis program for penalty / bonus calculations.
- 4.3 Schedule for Sampling –ITD will be informed of the project sampling and testing schedule and all documentation reports of sampling and testing will be completed and submitted the same week the work is done or as otherwise directed.

- 4.4 Acceptability of “or-equal” Products – CONSULTANT will evaluate and determine the acceptability of substitute or “or-equal” materials and equipment proposed by the Contractor. Recommendations will be made to the Resident Engineer for change orders before allowing any substitutes.

5. **Record Drawings & Project Close-Out** – CONSULTANT will track changes and deviations from the plans and prepare the As-Built drawings. At the completion of the project, marked drawings will be submitted to ITD for preparation of the record drawings. At project close-out, all records will be finalized and quantity calculations verified. A final package of records will be submitted to the Resident Engineer for review and acceptance.

Performance Assumptions:

- 5.1 Verify to that all necessary documents have been received for submission of contractor’s affidavit of payment.
 - 5.2 Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, including certificates of inspection, tests and approvals, shop drawings, samples, and the annotated record documents which are to be assembled by the Contractor in accordance with the Contract Documents to obtain final payment.
 - 5.3 Promptly conduct an inspection after notice from the Contractor that the entire work is ready for its intended use, in the company of the Resident Engineer and the Contractor, to determine if the work is Substantially Complete. The CONSULTANT will deliver a certificate of substantial completion to the Resident Engineer and the Contractor.
 - 5.4 Participate in a final inspection, to include representatives from the ITD to determine if the completed work by the contractor is acceptable so that CONSULTANT and ITD may recommend in writing, final payment to the Contractor. CONSULTANT will also provide a notice that the work is acceptable to the best of their knowledge, information and belief based on the extent of the services provided under this agreement.
 - 5.5 Prepare and furnish to the ITD record plans showing appropriate record information based on project annotated documents received from the Contractor. Two (2) sets of red marked plans depicting all changes to the original contract will be submitted to the Resident Engineer.
6. **Key Understandings** - It is anticipated that each CONSULTANT personnel assigned to the project will be furnished with a vehicle, cellular phone and digital camera by CONSULTANT and all work will be under the supervision of the Resident Engineer or his assigned representative.

7. **Project Schedule** - The scope of work for this project will run in accordance with the contractor's anticipated construction schedule. It is anticipated that CONSULTANT will be engaged in CEI&S services through July, 2014.