

5. SECTION B - SCOPE OF SERVICES:

5.1. BACKGROUND

The Montgomery County Department of Transportation, Division Transportation Engineering, Construction Section (the County) is soliciting technical proposals to provide a full range of transportation related construction project management, contract administration, construction inspection, geotechnical services, and related technical services to be conducted county-wide. It is the expectation of the County to enter into multiple contracts to provide the services described herein. In general, the services will include, but are not necessarily limited to:

- a) Project specific construction project management (PM) including contract administration and inspection (CA&I) team support services. Team support services for various project delivery systems including but not limited to Design Bid Build (DBB), Construction Manager at Risk (CMAR), Design Build (DB), including construction administration and assisting in document review, scheduling, material inspection and Quality Assurance plan preparation and implementation.
 - On-call schedule review and analysis (CPM and Gantt).
 - On-call claims analysis.
- b) Project Constructability Reviews including but not limited to site visits, contract document reviews, and coordination meetings.
- c) Project specific lead inspection services.
 - On-call geotechnical and materials inspections and testing services.
- d) General office engineering technical services (cost tracking, development of financial spreadsheets, development of contract change orders and amendments, processing contractor invoices, invoicing outside agencies, computing contract quantities, etc.).
- e) Wetland Mitigation Inspection Services
- f) Professional Arborist.

The above services will support various transportation related Capital Improvement Program (CIP) projects as deemed necessary and directed by the Division of Transportation Engineering. The Contractors must be capable of providing all of these services on an as needed basis.

5.2. INTENT

The County intends to award contracts to the firms who possess the greatest levels of relevant expertise, experienced personnel, and clearly demonstrate the means necessary to meet the County's construction contract administration and inspection needs, as outlined herein; see Section D - Method of Award/Evaluation Criteria. Actual task orders with specifically defined scope of work are not available, and will only be developed when needed. There is no guarantee to any contractor that it will be awarded any task order; any particular number of task orders; or total dollar value of work to be awarded. The County intends to issue individual Task Orders for various assignments/projects as funding appropriations permit. In accordance with the terms of any contract issued as a result of this RFP, the County reserves the right to decide when Task Orders are issued.

Task Orders generally include project management for projects varying in scope and complexity, for projects at-large that require individual inspectors or for inspection pool type services. The various types of transportation Capital Improvement projects that may require project management services include, but are not limited to:

- Road and Street Construction (rehabilitation and new construction)
- Highway Projects
- Bridge Rehabilitation Projects
- New Bridge Construction

- Storm Drain Projects (rehabilitation and new construction)
- Intersection and other Traffic Improvements
- Bikeway and Pedestrian Facilities
- Transit Facilities
- Streetlights
- Parking facilities

No contractor may be assigned a Task Order to provide PM services for any project(s) it has designed. The County reserves the right to assign its in-house staff to coordinate, manage, oversee, or provide liaison on any project/assignment for which a Task Order has been issued.

Montgomery County will closely monitor project staffing needs on all Task Orders and may require contractor's field personnel to return to their home office from the project site when project assignments are cancelled or suspended by adverse weather, the construction contractor, force majeure, or any other reason. In cases when the County decides that the contractor's services are not needed due to work stoppages beyond its control, no compensation will be paid after notice to leave is given.

The County may require Contractor workforce reductions during the winter months commensurate with the construction contractor's schedule and actual work effort. All decisions on workforce and staffing issues must be approved by the County.

At the conclusion of each Task Order assignment, the Contractor's work performance will be evaluated by County staff. Should the Contractor's performance receive a low rating on any assignment, the Contractor must demonstrate its ability to perform future assignments satisfactorily prior to receipt of the next assignment. The decision of whether a Contractor demonstrates acceptable performance lies solely with the County.

Task Orders may have federal funding sources including but not limited to the Federal Transit Administration (FTA). Consultants must comply with the latest version of the FTA Master Agreement

5.3. SCOPE OF SERVICES

5.3.1 Method of Work Assignment (Task Order Award)

It is the County's intent to assign work for various Transportation projects on an as-needed basis. The County will issue a Task Order for each project. Issuance of a Task Order and/or related Purchase Order will be contingent upon appropriation of funds by the Montgomery County Council and the encumbrance of funds, as provided by the Montgomery County Code. The County reserves the right to issue a separate solicitation for any project. The Department may issue multiple task orders concurrently.

The County will issue task orders that will vary in size, scope and usually encompass providing construction, administration and inspection of County Transportation Construction Contracts. It is the intent of the County to issue Task Orders on a rotating basis, beginning with the highest rated firms until all firms have been assigned a task order and will continue to rotate in this manner until all services in the contract have been completed.

The County will furnish each contractor with all necessary plans, specifications, scope, services requirements and forms to be used in the preparation of each Task Order proposal.

In case there is a need to change the requirements (within the general scope) of a specific Task Order after it has been awarded, the modification and changes to the Task Order shall not modify or change any part of the Contract. The Task Order addendum will only affect the Task Order and the addendum will be issued for that specific Task Order.

Any task order assigned before, but delivered after the effective termination date of the contract is to be honored with all the terms, conditions, scope of services, and prices of the contract in effect until the assignment is completed and accepted by the Contract Administrator.

5.3.2 Work Statement

The Contractor must have the capacity and capability to provide the following:

(a) CONSTRUCTION PROJECT MANAGEMENT TEAM

This approach requires a project management team assigned to manage a transportation project(s) of major scope, expenditure and effect. Tasks issued utilizing the Construction Project Management Team approach may commence prior to bid opening of the construction solicitation and include managing all elements of contract administration and construction inspection through the final acceptance or until the project is open to public use. This approach is referred to as complete construction project management (PM).

(b) PROJECT CONSTRUCTABILITY REVIEWS

Project constructability reviews require a Project Engineer to be assigned to review contract documents in addition to site visits to determine:

- Where design errors may exist in either material selection or dimensions.
- Whether specifications are complete and clear.
- If any project elements will be costly or difficult to construct as designed.
- Whether project cost estimate includes all items from the project construction plans and that all unit costs are accurate.
- Perform quantity take-offs to check engineer's estimate for accuracy.
- Where cost savings can be attained by re-designing certain plan elements or re-sequencing construction phasing.
- Whether the sequence of construction makes sense and is the most efficient. If Utility relocations have been factored in.
- Whether all utility conflicts have been identified and have been coordinated with the proper utility companies.
- Coordination of and participation in stakeholder meetings to keep project on schedule and within budget.

(c) LEAD INSPECTION SERVICES, GEOTECHNICAL AND MATERIALS INSPECTION AND TESTING SERVICES:

c.1 LEAD CONSTRUCTION INSPECTION PERSONNEL

This approach provides a pool of Lead Resident Project Representatives to be assigned to manage and inspect transportation projects that are complex in nature but do not require the services of a full CA&I team. The Lead Resident Project Representative must effectively handle projects where construction expenditures are less than those for the CAI approach. Under this approach, the County provides senior project management. Additionally, this approach may include related administrative duties, field engineering (not professional engineering), office technical support, geotechnical, and materials testing services.

c.2 CONSTRUCTION INSPECTION SERVICES

Field Inspection consists of enforcing all relevant specifications and provisions of the construction contract including all references to the Maryland Department of Transportation State Highway Administration Standard Specifications for Construction and Materials with regard to material approvals, methods of construction, and measurement and payment of the work.

Services may be requested for a complete team or for a single Resident Project Representative. In either case the Contractor is required to provide a complete proposal for each request. The Contractor must perform according to the accepted proposal as reflected in the Task Order. Construction inspection services may include but not necessarily be limited to:

- Conducting field inspections of all project elements including storm water management facilities, ponds and basins, water distribution systems and sanitary sewers.
- Inspecting Roadway embankment construction to include soils testing, compaction testing, and controlled fills.
- Inspecting bridges.
- Inspecting box culverts, (precast and cast-in-place).
- Inspecting retaining walls, (precast, cast-in-place, and various MSE walls).
- Inspecting precast production facilities (plain, reinforced, prestressed).
- Inspecting Hot Mix Asphalt Production Plants.
- Inspecting Portland Cement Concrete Production Plants.
- Inspecting site grading.
- Inspecting pavement structures (HMA and PCC).
- Inspecting storm drainage.
- Inspecting sidewalks and bikeways.
- Inspecting street light installation.
- Inspecting traffic signal construction.
- Inspecting bridge painting.
- Inspecting pavement markings.
- Providing, maintaining, and developing construction photography and videotaping.
- Developing as-built or topographical surveys and developing as-built drawings of roads, environmental features such as ponds, basins, wetlands, sand filters, or other water quality structures as required.

- Conducting flexible pavement condition surveys to include identification of pavement distresses and relative extent of various pavement distresses.
- Rating roadway pavement conditions in accordance with DOT established criteria.

c.3 FIELD INSPECTION SERVICES

Field Inspection services includes inspection and oversight of Montgomery County Transportation construction activities to ensure all work is constructed in accordance with drawings, specifications and the standards of Montgomery County, the Maryland State Highway Administration and any other agency having jurisdiction within the geographic region.

Montgomery County requires demonstrated proficiency by all field inspectors (Resident Project Representatives and/or Highway Construction Inspectors) in performing the following basic field tests:

- AASHTO T-180, Modified proctor
- AASHTO T-191, Sand cone
- AASHTO T-238, Nuclear gage - soils/asphalt
- AASHTO T-272, One point proctor
- Field Proctor (if results of field testing indicate a change in material)
- Concrete cylinder, slump and air entrainment
- Visual weld inspection
- Hot Mix Asphalt lay down

Field inspectors proposed on a Task Order must provide examples of recent test records such as Proctor curves, Atterberg limits, grain size distribution analyses, etc., that they have performed and calculated for the County's review prior to performing services on the Task Order.

c.4 GEOTECHNICAL INVESTIGATIVE AND TESTING SERVICES

Geotechnical investigative and testing services may be requested for a specific project or on an as-needed basis. The Contractor(s) must provide a proposal in response to the County's request. The County makes no guarantee that any or all of the following services will be utilized. Geotechnical investigation services include, but are not limited to, the following:

- Performing soil and rock boring
- Performing slope stability analysis
- Preparing geotechnical reports
- Developing boring logs
- Determining moisture content of soils and aggregates
- Determining Atterberg limits
- Determining soil classifications (AASHTO Classification system)
- Performing wash and sieve gradation
- Establishing moisture-density relationships (Proctor test)
- Performing CBR's, unconfined compression tests
- Performing one-dimensional consolidation tests
- Performing consolidated - undrained triaxial compression tests with pore pressure measurements, and unconsolidated-undrained triaxial tests.
- Providing prescribed forensic analysis of Portland cement and bituminous concrete failures.

c.5 CONSTRUCTION MATERIALS INSPECTION AND TESTING SERVICES

Construction Materials Inspection and Testing services may be requested for a specific project or on an as-needed basis. The Contractor(s) must submit a proposal for each request. The County makes no guarantee that any or all of the following services will be utilized. Construction materials inspection and testing services include, but are not limited to, the following:

- Soils
- Portland Cement Concrete (PCC)
- Hot Mix Asphalt (HMA)
- Masonry
- Plant Inspection of PCC, HMA, and Prefabricated Units
- Pipes and conduits (plastic, iron and concrete)
- Sealants and other crack repair materials

All inspections and tests must be conducted under the guidance and responsibility of a professional architect/engineer registered in the State of Maryland.

(d) CONTRACT ADMINISTRATION SERVICES

Contract Administration Services consists of providing a full range of construction administration and project management services including but not limited to:

- Developing pre-bid activity schedules (CPM networks)
- Reviewing and analyzing bids received
- Developing bid tabulations
- Preparing contract documents
- Conducting preconstruction and progress meetings
- Developing clear and comprehensive meeting minutes
- Conducting claims analysis
- Performing cost estimates
- Maintaining, managing, and forecasting all project financial controls
- Negotiating change orders and contract amendments
- Reviewing and responding to complex CPM schedules
- Developing, updating, and monitoring construction materials source of supply lists,
- Reviewing and recommending approval of new materials
- Performing required soil, concrete, and asphalt testing and collecting samples as necessary
- Inspecting and monitoring deep shaft excavations, shoring systems, and other subsurface conditions
- Enforcing the use of approved traffic control plans and sediment and erosion control plans
- Developing and maintaining complete project records in Maryland State Highway Administration (MSHA) format
- Reviewing and recommending approval of contractor payments
- Measuring contract line item quantities performed daily
- Generating and maintaining payment ledgers, sketch book, and developing monthly estimates

- Developing utility coordination activity schedules and providing extensive utility relocation coordination prior to and during construction
- Providing clear, unambiguous written correspondence
- Preparing clear, well-written correspondence for signature by County Officials
- Conducting semi-final and final inspections
- Developing and managing deficiency lists and punch lists
- Coordinating project closeout

Services for the above duties may be performed (but are not limited to) the following labor categories: Senior Project Manager (usually home office), Civil Engineer, Resident Project Representative, Lead Structural Inspector, Highway Construction Inspector I, II or III, Office Clerk (field), Administrative Engineering Support Technician (at County Office or Home Office), Survey Manager, Survey Party Chief, Survey Instrument Operator, Survey Rodman, and CADD Operator/Draftsman.

(e) ADMINISTRATIVE ENGINEERING SUPPORT TECHNICIAN SERVICES

Administrative Engineering Support Technician services consists of providing support technicians in the field or assigned to the County offices for a specified duration (including a specified number of hours per week/month) or for a specific project(s). The Contractor must submit a written proposal for each Task Order when the County requests the Administrative Engineering Support Technician services. Duties of the Administrative Engineering Support Technician services include but are not limited to the following:

- i. Field Office: Duties include but are not limited to:
 - Collecting daily inspection reports and preparing daily construction logs.
 - Inputting daily line item quantities into payment ledgers or MCMS software.
 - Maintaining contractual documentation and correspondence of projects assigned.
 - Assisting on-site personnel with project related tasks
- ii. County Office: Duties include but are not limited to:
 - Computing item quantity take-offs from engineering plans
 - Developing construction cost estimate spreadsheets
 - Developing Task Orders under a construction Work Order contract
 - Preparing construction contracts in whole or part
 - Developing notice to bidders, special provisions, and other contract specifications
 - Developing and maintaining construction cost databases and input cost and cost related information
 - Exhibiting proficiency with data basing
 - Assisting in monitoring contract durations
 - Preparing invoices to outside agencies
 - Preparing letters and memorandums
 - Exhibiting proficiency with various office productivity software, internet use

Personnel proposed by Contractor to provide services under this Task Order must be orally interviewed and approved by the County prior to being assigned to this task order.

(f) BASELINE STAKEOUTS, SURVEYS AND AS-BUILT DRAWINGS SERVICES

The Contractor must provide all necessary engineering and field-run surveys to: 1) provide initial project Baseline Stakeout; and, 2) determine that certain features included in the transportation project(s) are built in conformance with the plans, cross-sections, and as otherwise specified by contract. The as-built drawing(s) must include all necessary engineering calculations and processing, field-run surveys, compiling materials reports and the development of drawings to ascertain that the as-constructed conditions meet with contract specifications and requirements. Generally, as-built drawings are required on storm water management facilities such as ponds, basins, sand filters, and precast structures.

Primarily, as-built drawings address storm water management facilities such as ponds, sand filters, etc., however, at the discretion of Montgomery County, other features of the project may require as-built certifications. Six (6) sets of prints must be delivered to Montgomery County with the originals.

(g) CONSTRUCTION SERVICES FOR DESIGN BID BUILD, DESIGN-BUILD, CONSTRUCTION MANAGER AT RISK (CMAR) OR ALTERNATIVE DELIVERY SYSTEMS FOR PROJECTS

i. Contract Schedule

- Receive and review Preliminary Contract Schedule and Contract Schedule updates
- Review form and general content of the Preliminary Contract Schedule, Contract Schedule, and Updates to the Contract Schedule
- Determine acceptability and practicality of the Contract Schedule and updated Contract Schedules showing the Work completed in less than the Contract Time
- Confirm Design Builder's schedule of submittals is satisfactorily coordinated with the Contract Schedule.

ii. Document Review and Management

- Receive and review Shop Drawings, Product Data and Samples
- Review contract drawings at various stages of development and provide constructability reviews and design input.
- Receive and Review As-built Documents which shall be turned over to the County at Final Completion after review
- Prepare a Request for Information (RFI) log for review and response by the County

iii. Coordination Tasks

- Coordinate with Design-Builder or CMAR to develop interim As-built documents
- Coordinate with Design-Builder or CMAR on the submission, review and approval of design drawings and the phasing of the work
- Coordinate with Utility companies on relocation work outside of the CMAR or Design-Builder's responsibility.
- Coordinate with permitting agencies to ensure CMAR or Design-Builder's compliance with permits
- Prepare minutes of coordination and partnering meetings
- Communicate with County, County consultants, CMAR or Design Builder; and communicate with Subcontractors through Design Builder or CMAR

- iv. Unknown Conditions/Change Orders
 - Receive notification by CMAR or Design Builder when concealed or unknown conditions are encountered if they require revised design details
 - Make determinations and obtain County concurrence when concealed or unknown conditions are encountered
 - Request of CMAR or Design Builder additional information for the purpose of evaluating Change Order Request(s)
 - Request written documentation from CMAR or Design Builder demonstrating entitlement of adjustment to Contract Time
 - Provide response to questions and requests for interpretations, clarifications, instructions, with reasonable promptness and with guidance from the County

- v. Acceptance of Work
 - Review and comment on Design-Builder's Quality Control Plan
 - Assist the County in developing a Quality Assurance (QA) and Independent Assurance (IA) plan
 - Advise when to reject the Work, or any portion thereof, which does not conform to the Contract Documents and/or the QC/QA plan;
 - Determine the acceptability of all testing and inspection performed per the QC plan
 - Determine if Subcontractor fails to meet the requirements of the Contract Documents
 - Make an inspection of the portion of the Project to be beneficially occupied and prepare a list of items to be completed or corrected prior to Final Completion
 - Advise when to stop the Work due to Defective Work/product or when to declare Defective Work during the Work or during the Project Warranty Period
 - Recommend amounts payable and issue Certificates For Payment
 - Conduct inspections in connection with Beneficial Occupancy and to determine the dates of Substantial Completion and Final Completion

- vi. Review of Cost/Extra work
 - Recommend approval of costs of materials and consumable items, which are furnished and incorporated into Extra Work
 - Act as the Independent Cost Estimator (ICE) under CMAR projects to develop detailed estimates on CMAR contracts.
 - Responsible for increase to Contract Time due to failure to timely perform any contract obligation (when it is not the result of any default or misconduct of the Design Builder or CMAR)
 - Can notify Design Builder or CMAR to take all measures necessary, as may be required, to ensure that the entire Project is completed within the Contract Time at no additional cost to County (such as overtime, additional shifts, Sundays, or holidays).
 - Review and recommend approval of Cost Breakdown (schedule of values) submitted by Design Builder or CMAR, used for Applications for Payment
 - Request for invoices, certified payrolls, daily time and material records in conjunction with reviewing/approving Application for Payment(s)
 - Review and recommend for approval CMAR or Design Builder's Applications for Payment including the application for payment for the cost of materials not yet incorporated in the Work
 - Issue the final Certificate For Payment

- vii. CMAR or Design Builder Compliance with Contract Provisions
- Receive and review Design-Builder's MFD (DBE) plan
 - Receive and review Design-Builder's MOT, and Erosion and Sediment Control Plan
 - Prepare reports on Design-Builder's compliance with the general and specific contract provisions including MFD (DBE), Wage, Traffic Control and Erosion Control

(h) WETLAND MITIGATION INSPECTION SERVICES

Wetland Mitigation Inspection Services will be required to survey, as-built, monitor and inspect wetland sites for various projects in order to comply with permit requirements from the U.S. Army Corps of Engineers (USACOE) and the Maryland Department of the Environment (MDE). In addition, comprehensive annual monitoring reports for a period of 5 years would need to be prepared and submitted per MDE and USACOE wetland monitoring report requirements. Professional Mitigation and Inspection Services include, but are not to be limited to, the following:

- Topographic survey of the as-built conditions for the wetland areas.
- Site inspections to monitor wetland vegetation, presence/abundance of invasive species, evidence of nuisance wildlife, other wildlife usage, indicators of hydrology, excessive erosion or sedimentation, and/or areas of sparse vegetation.
- Site inspections to monitor stream mitigation and/or stream restoration projects.
- Identify and document proactive management strategies to ensure the success of the mitigation project.
- Prepare documentation of invasive control efforts, baseline and annual monitoring, and management recommendations.

(i) PROFESSIONAL ARBORIST SERVICES

Professional Arborist services will be required to assist in the inspection of County trees for the purpose of identifying potential safety hazards, structural defects, insect or disease problems, etc., to determine what action is needed with the ability to prioritize the need according to existing tree work. Also, tree preservation plans and other ancillary tree maintenance related tasks may be required. The County makes no guarantee that any or all of the following services will be utilized. Professional Arborist services include, but are not to be limited to, the following:

- Inspects County trees in accordance to County guidelines, MD-DNR, ANSIA-300, OSHA, and other applicable codes and specifications.
- Accurately records and maintains daily inspections, as well as all information and data pertaining to inspected sites or projects.
- Makes recommendations based upon County guidelines, MD-DNR, ANSIA-300, OSHA, and other applicable codes and specifications.
- Meets with representatives of other Government agencies or public utility companies concerning County trees.
- Responds to citizen inquiries about County trees by correspondence, phone and in person.
- Provides accurate information to the public concerning project status as well as providing written responses to citizens inquires, including complaints.

- Provide necessary support during emergency operations such as winter storms, wind storms, excessive rain storms and flooding.
- Each field personnel may be required to be equipped with a portable computer and other equipment for communications, data recording and other purposes, as well as, all field personnel will be required to be provided with cell phones and vehicles to be used for transportation to and from job sites.
- All field personnel are required to be equipped with customary hand tools such as: diameter tape, measuring wheel, etc.

5.4. CONTRACTOR'S QUALIFICATIONS

(a) **Certification/Licenses**

- i. All of the Contractor's personnel performing the specific services of the proposal must provide evidence of competency to perform such services. Such evidence includes appropriate certification by one or more of the following agencies:
 - Washington Area Council for Engineering Laboratories (WACEL)
 - National Institute for Certification in Engineering Technologies (NICET)
 - MSHA Mid-Atlantic Region Technician Certification Program (MARTCP).
(Specialized education and other certifications not listed above may be substituted for approval by County.)
 - Professional Engineers must be licensed in the State of Maryland. **(no substitution or exceptions will be allowed)**
- ii. Field personnel must provide current certifications or training certificates for:
 - Confined space entry
 - Performing sediment and erosion control inspections
 - Performing Traffic control work zone inspections
 - Performing nuclear density testing

In addition, field personnel must have a working knowledge and demonstrated experience with the following:

- MSHA *Standard Specifications for Construction and Materials* (latest edition and all updates)
- MSHA Standard Details for Highway and Incidental Construction
- WSSC Standards and Specifications
- MCDOT Design Standards
- MDE/DPS standard details for construction

(b) **Experience**

Contractor's key personnel must demonstrate the following experience:

Senior Project Manager (SPM)

- Must possess as a minimum, an appropriate 4-year college degree and fifteen (15) years field experience as a senior level Project Manager on projects valued at \$10 million and over.
- Duties include but are not limited to:
 - Acting as principal contact person responsible for the direct management, administration, performance of the CA&I staff.
 - Acting as lead negotiator.
 - Coordinating the services and requirements of the subject Task Order.

- Providing staff with all necessary guidance, tools, reference materials, testing and safety equipment as well as arrange for a nuclear density testing gauge.
- Developing and maintain both EEO and safety plans.
- Ensuring that all relevant MOSH and OSHA safety procedures are strictly followed.
- Coordinating with County personnel to insure that all requirements of the Task Order are met.
- Maintaining project schedule and cost controls.
- Developing periodic project newsletters and other forms of written communications for wide public distribution.
- Providing written narrative updates for the project website.
- Developing executive level written communications including letters and memorandums for County Officials' signatures.

Senior Project Managers must be readily available during contract performance period. Interaction with County staff, contractor personnel, and others is essential and may be frequent. Most communications are formal. Professionalism must be maintained at all times.

Environmental Specialist

- Must possess a minimum of five (5) years of experience with wetland and forest stand delineations, forest conservation and wetland reports, environmental design and assessment, stream mitigation and stream restoration.

Resident Project Representative (RPR)

- Must possess a minimum, ten (10) years field experience as an RPR on projects valued at \$10 million and over.

Lead Structural Inspector

- Must possess a minimum of seven (7) years of relevant lead bridge and related structure experience as evidenced by a combination of education credentials, current certifications, practical experience or an equivalent combination of the above.

Highway Construction Inspector III (HCIII)

- Must possess a minimum, seven (7) years field experience as an HCI III on projects valued at \$10 million and over.

Highway Construction Inspector II (HCII)

- Must possess a minimum of five (5) years of transportation related construction inspection experience as noted above.

Highway Construction Inspector I (HCI)

- Must possess a minimum of three (3) years of transportation related construction inspection experience.

Professional Arborist (ISA)

- A Certified Professional Arborist with the International Society of Arboriculture; with a Bachelor's Degree in forestry or a forestry related field or five (5) years of field experience in the urban forestry or forestry field.

The County anticipates that Task Orders may also be assigned to Highway Construction Inspectors (from levels I – III). These are to be matched to specific project requirements. This determination is made on a case by case basis and at the sole discretion of the County, whenever a task order does not require the level of expertise of a Senior Project Manager or a Lead Representative Project Representative. In these task orders (where the Highway Construction Inspector I to III will be used), the County provides project management.

(c) Communication Ability Requirements

All field personnel (SPM, RPR, HCI, LSI) must communicate effectively in the English language both orally and in writing. Communication to County Officials, contractors, elected officials, and the general public by oral presentation may be required at any time during the contract term. *In addition to resumes, the Contractor(s) must submit writing samples for each Key field personnel presented for the County's consideration. The County requires that writing samples be submitted for all Key personnel prior to final approval of a Task Order. The writing samples will be carefully reviewed by the County for cohesiveness, clarity, and effectiveness. All field personnel candidates submitted for consideration must provide example of extemporaneous speaking skill during an interview with the County prior to issuance of a Task Orders. There is no exception to this requirement. If this requirement is not met, the personnel roster may be rejected and the proposed Task Order will not be issued to the Contractor.*

5.5. CONTRACTOR'S RESPONSIBILITIES

- (a) The Contractor must provide all labor, materials, equipment, transportation and supervision necessary to complete Task Orders as described in the preceding Work Statement. The above must be provided in accordance with generally acceptable industry standards.
- (b) New personnel, resumes, certifications, and supporting documentation must be submitted and approved by the County thirty to sixty days in advance of the first day any new personnel are expected to work on the contract.
- (c) Contractor(s) must provide documentation of current in-house roster of personnel being proposed to perform inspection, contract administration, and project management on a contract resulting from this RFP. Contractor(s) may utilize sub-contractors provided that each sub-Contractor is clearly identified in the proposal.
- (d) Contractor(s) must maintain sufficient resource levels to meet scheduling requirements and avoid delays to the Task Orders.
- (e) Contractor(s) must conduct inspection and testing activities in a safe manner at all times and are responsible for observing the safety regulations of the Maryland Occupational Safety and

Health (MOSH), Occupational Safety and Health Administration (OSHA), and local life safety agencies.

- (f) At the completion of a Task Order, Contractor(s) must provide the County with complete projects records including Daily Construction Logs, inspector daily reports, materials certifications and clearances, a complete correspondence log, Item Legers, material ticket logs, estimate worksheets, etc. All project records are the property of Montgomery County.
- (g) Contractor(s) must coordinate its work with the County, Utility agencies, and the construction contractor so that conflicts are avoided, and progress of the project is not delayed.
- (h) Contractor(s) must properly identify their vehicles at all times. This includes but is not limited to the company name, the words "inspector" or "inspection" and the company telephone number.
- (i) Contractor(s) must provide all personnel with cellular telephone during normal working hours, and make the following telephone numbers immediately available to all personnel:
 - Montgomery County Contact
 - Construction Contractor Contact
 - Contractor Contact
 - Subcontractor Contacts
 - Miss Utility
 - Emergency numbers such as fire, police, rescue, etc.
 - MDE Contact
- (j) Contractor(s) must exercise the local standards of due diligence and reasonable care in the performance of Task Order duties. Contractor(s) must be responsible for its actions which fail to meet the above, and will be held financially responsible for corrective work caused by its failure to act in accordance with the local standards.

5.6. COUNTY'S RESPONSIBILITIES

- (a) The County is responsible to provide the Contractor with complete contract documents.
- (b) The County is responsible to provide the necessary forms, if any, for the Contractor's use in carrying out Task Order duties.

5.7. REPORTS/DELIVERABLES

Contractor(s) must provide the County with reports/deliverables as outlined in assigned Task Order(s).

6. SECTION C - PERFORMANCE PERIOD

6.1. TERM

The effective date of this Contract begins upon signature by the Director, Office of Procurement.

The period in which the County must order all work under the Contract begins [on the Contract's effective date upon the County's issuance of a Notice to Proceed and ends after a two (2) year period. Contractor must also perform all work in accordance with time periods stated in the Scope of Work. Before this term for performance ends, the Director at his/her sole option may (but is not required to) renew the term. Contractor's satisfactory performance does not guarantee a renewal of the term. The Director may exercise this option to renew this term two (2) times for one (1) year each.