2012 QBS

Request for Statement of Interest (SOI)

"ON CALL" MATERIAL TESTING SERVICES

The Kane County Division of Transportation is in need of professional services from a qualified engineering firm to provide "ON CALL" MATERIAL TESTING SERVICES. These services are required for our 2012 CONSTRUCTION Year.

The attached *Preliminary Scope of Services* provides in detail anticipated items that are necessary as part of the "ON CALL" MATERIAL TESTING SERVICES.

The County anticipates starting this work starting April 2012 with a completion by April 2013.

The Statement of Interest shall be submitted **VIA EMAIL** no later than 2:00 pm on February 14, 2012 and should be addressed to David Boesch, Chief of Construction.

David Boesch’s email address is: [boeschdavid@co.kane.il.us](mailto:boeschdavid@co.kane.il.us).

If you plan to enter into a joint venture with another firm for this project please note this on your Statement of Interest, including the name of the firm you are entering into a joint venture with for this project.

Short-listed firms will be posted on our website at [www.co.kane.il.us/dot](http://www.co.kane.il.us/dot). Click on the link labeled “Request for Consultant Services”, then click on the link labeled “Summary Table”.

Firms interested in providing services to Kane County are hereby notified of their required compliance with Kane County’s Ethic Ordinance (Ordinance No. 10-206) in particular, Section 10, page 15 of Ordinance No. 10-206. The complete Ethics Ordinance is available online at: http://www.countyofkane.org/SiteCollectionDocuments/ethics.pdf.

Firms shall provide required information directly to the Kane County Purchasing Department at the following address:

Kane County Government Center

Purchasing Department, Bldg A

719 S. Batavia Ave.

Geneva, IL 60134

**A Statement of Interest (SOI) received after the above noted deadline will not be used as part of our consultant selection process.**

**"ON CALL" MATERIAL TESTING SERVICES PRELIMINARY SCOPE OF SERVICES**

The Material Testing Consultant will provide material testing and field inspection assistance to Kane County construction and design staff with various items related to geotechnical, soil and engineered material testing and applications. The items listed here are to include but not limited to:

• The Consultant will be required to perform standard ASTM field and laboratory tests at and or for various locations in Kane County as issued on a Work Order basis.

• Each work order will include, at a minimum, an initial coordination and parameter meeting with client prior to the execution of work.

• The Consultant shall commence work immediately after Notice to Proceed is given either in writing or verbally with follow up documentation in writing.

• Services will include but are not limited to: Plant and field sampling of concrete, Casting and testing cylinders or beams, Plant inspection, Sampling and analysis for HMA. Nuclear density testing of HMA, Granular base and/or sub grade examination, testing and verification as directed, Unconfined compressive strengths of soils, Exploratory soil boring, HMA and PCC pavement coring and testing and Field monitoring construction sites as directed.

• Each work order will have, at a minimum, daily activity and test reports and site diagrams when necessary. Further documentation such as Project reports and recommendations may be required as directed by KDOT.

• The consultant may be asked to evaluate and recommend suitable engineering solutions to field issues as requested.

• Provide technical advice and information as requested.

When available, Kane County may supply limited records to assist the consultant in the execution of work. This may include *(when available):*

• Design and/or Record drawings as available.

• Existing Highway right of way information

• Aerial Photography

At the County's request the consultant may be required to prepare project displays and reports for staff use or presentation purposes.

A more detailed explanation of documentation and services may be found in the following

County Scope of Engineering Services For Material Testing.

**SCOPE OF ENGINEERING SERVICES FOR MATERIAL TESTING**

**THE MATERIAL TESTING CONSULTANT AGREES:**

1. To perform or be responsible for the performance of the following checked engineering services for the KANE COUNTY D.O.T in connection with the proposed improvement herein described:

a. (X) Furnish or cause to be furnished:

i. Construction observers and other technical personnel to perform the required Material Tests and construction observation of Contractors field practices and material applications. The KANE COUNTY D.O.T based upon the project scope shall direct the amount of personnel.

ii. While on site, continuous observation of the work and Contractor's operations for compliance with the plans, specifications and standard construction and engineering practices as construction proceeds, however the CONSULTANT does not guarantee the contract performance of the Contractor.

iii. Maintain daily records of Contractor's activity which shall include as applicable:

(i) Inspector's Daily Report (I.D.R.)

(ii) Inspector’s Daily Field and Test Reports with dimensions/diagrams

(iii) Observed Paving Summary and Material Sampling Results/Reports

(iv) All other documentation required by the KANE COUNTY D.O.T

iv. Observation of construction workers and practices, proportioning engineers, and other technical personnel and also the type, frequency, and location of material testing and sampling.

v. To prepare for and provide materials as directed by the KANE COUNTY D.O.T for and attend the Pre-Construction Conference.

vi. The basic inspection notes and sketches, charts, computations and other data. and records prepared or obtained by the MATERIAL TESTING CONSULTANT pursuant to this agreement will be made available upon request to the KANE COUNTY D.O.T without cost and without restriction or limitation as to their use.

vii. To submit to the KANE COUNTY D.O.T a list of the personnel and the equipment he/she proposes to use in fulfilling the requirements of this agreement.

b. ( X ) Coordinate, furnish or cause to be furnished:

i.. Proportioning and testing of concrete mixtures in accordance with the "Manual of

Instructions for Concrete Proportioning and Testing" issued by the Bureau of Materials and Physical Research of the Illinois Department of Transportation and promptly submit reports on forms prepared by said Bureau.

ii. Proportioning and testing of bituminous mixtures in accordance with the "Manual of instructions for Bituminous Proportioning and Testing" issued by the Bureau of Materials and Physical Research of the Illinois Department of Transportation and promptly submit reports on forms prepared by said Bureau.

iii. All compaction tests as required by the specifications or as directed by the KANE COUNTY D.O.T and report promptly the same on forms prepared by the Bureau of Materials and Physical Research of the Illinois Department of Transportation.

iv. Quality and sieve analysis on local aggregates that are not from approved producers (as listed by the Bureau of Materials and Physical Research of the Illinois Department of Transportation) to see that they comply with the specifications contained within the contract.

v. Inspect all materials when the Bureau of Materials and Physical Research of the Illinois Department of Transportation do not provide inspection at the source and submit inspection reports to either IDOT or the KANE COUNTY D.O.T in accordance with the policies of the said KANE COUNTY D.O.T.

B. REQUIRED SERVICES/PROCEDURES FOR CONSULTANT CONSTRUCTION MANAGEMENT/OBSERVATION

The following Guidelines for Construction Procedures has been prepared to be used as a guide for prospective consultants during preparation of their Construction Supervision Contract Proposals. This outline will familiarize the Material Testing Consultant with Kane County Division of Transportation's policies and procedures for construction supervision to understand the desired relationship between the Resident Engineer and Material Testing staff. This outline is a generalized list of policies and procedures mostly based on the Illinois Department of Transportation Division of Highways "CONSTRUCTION MANUAL" and also the specific requirements and needs of this agency.

1. DUTIES AND AUTHORITY OF THE RESIDENT ENGINEER ENGINEEER

The Resident Engineer provided by the consultant to manage the project for the County, who from this point on shall be referred to, as the Resident Engineer (RE) along with his/her staff is responsible for all construction details on the project. He/she shall report directly to the Kane County Division of Transportation (K.D.O.T.) Chief of Construction or his Supervising Project Manager (PM). The Resident Engineer is expected to accept delegated responsibility and to make decisions within the authority delegated to him/her. A Resident Engineer's first duty is to enforce the contract and specification requirements. He/she shall assign and schedule all field and material inspection and must maintain daily contact with the Contractor's personnel to proficiently provide the engineering services necessary for the Contractor's continued progress.

In addition the Resident Engineer is expected to make the day-to-day decisions to the extent that his/her experience and construction knowledge permit. However, the Resident Engineer is not authorized nor should he/she attempt to revise, delete, or change the contract provisions. When contract, plan, or specification changes are anticipated the Resident Engineer should contact the K.D.O.T. (PM) and/or K.D.O.T Chief of Construction for guidance. The Resident Engineer also shall schedule, attend, and provide meeting minutes for all necessary meetings.

The Resident Engineer shall be the K.D.O.T. public relations person when dealing with those whom the contract may involve and inconvenience. The RE shall maintain a detailed resident/business call/meeting log to document all issues affecting the project. This log shall be periodically discussed with the KDOT PM.

The Resident Engineer shall assure contract compliance with respect to:

a. Contract Proposal

i. Special Provisions

ii. Highway Standards

b. Plans

i. General Notes

ii. Typical Sections

iii. Plan and Profile Sheets

iv. Cross Section Sheets

v. Highway Standards

vi. All Special Detail Sheets

c. "Supplemental Specifications and Recurring Special Provisions"

d. "Standard Specifications for Road and Bridge Construction"

e. Erosion Control/Drainage

f. Traffic Control

g. Documentation

h. Inspection

1. Material

ii. Field (Various Construction Operations)

i. Various Other Items

2. MEETINGS

Prior to the start of construction, the K.D.O.T. shall arrange a pre-construction conference. All personnel involved with the project, including all necessary utility representatives, Contractor's personnel, construction supervision personnel, local agency representatives, and K.D.O.T. staff shall be requested to attend.

Bi-weekly coordination meetings shall be scheduled and coordinated by the Resident Engineer. These meetings shall be for the purpose of coordinating construction activities for the upcoming two weeks, and any other important issues that may arise. Detailed minutes of meeting shall be submitted to the KDOT PM within 3 days of the meeting for review and comments.

3. DOCUMENTATION

a. **Project Diary:** The Project Diary is one of the most essential records kept on the job.

The Resident Engineer or a designated representative shall be required to keep a daily diary on each contract.

The diary shall be a bound hardback book; there must be a separate diary on each Contract and a separate diary for each year. All entries throughout the diary shall be in ink.

The first entry in the diary shall be on the inside cover. This entry shall include the year, the official designation of the section (County, Section number, Route, District number, Job number, and Contract number), the name of the Contractor, and the name and signature of the Resident Engineer. A list of all personnel (inspectors) assigned to or working on the project also shall be printed on the inside cover, and each person shall put his/her initials after his/her name. The local agency's **(K.D.O.T.)** return address shall be noted on the inside cover so that it may be returned if ever lost.

An entry must be made in the project diary for each day of the project, including weekends and holidays, except when the project is officially suspended. Entries must begin by the official start date or when the Contractor begins work, whichever is first. The diary shall contain a day-to-day record of all significant items relating to the project. The date and day of the week shall be shown on the top of the page. Also, the time(s) of arrival and departure of the Resident Engineer or staff shall be listed under the date. A description of the day activities, and the number and the type of workers for the general contractor and each of the subcontractors shall be recorded for each day. Other information that shall be documented in the project diary is:

1). Weather.

2). Progress schedule controlling item of work.

3). Working days charged and reason for partial or non-working days.

4). Traffic control inspections and changes.

5). Description and hours of material inspection (done by Material Consultants)

6). Important discussions with Contractor(s).

7). Official visitors and inspections.

8). Opening and closing of detours.

9). Work and materials rejected and reasons.

10). Time of discontinuing or resuming work and reasons.

11). Account of any time spent by Contractor's workers or equipment on disputable items of work.

12). The presence of railroad flaggers and whether the Contractor is to be reimbursed for their services.

13). Length and cause of any delay.

14). Dates on which payment began and end for Engineer's Field Office, or any other calendar-month item.

15). Description of important faxes and telephone calls. Unusual conditions, if any, such as high water, bridge failures, accidents/injuries, etc.

b. **Inspector’s Daily Report (l.D.R.):** An Inspector's daily inspection field report shall be kept by the Resident Engineer and or his/her staff for each contract. I.D.O.T. form BC-628 shall be used for the documentation of daily work. This form is available as a spreadsheet on Microsoft Excel and is available from the **K.D.O.T.** Completed I.D.R. forms shall be kept in chronological order in a 3-ring hard cover binder. The items shall be checked on the right side of the report when they are entered the Quantity Book. The information contained on this report shall identify:

1. Date

2. Name of Contractor/Sub-Contractor(s) that performs on pay items

3. Weather

4. Item#

5. Pay Item

6. Location of work

7. Quantity and Units

8. Evidence of Material Inspection.

9. Calculations and Sketches (if applicable)

Note: Calculations and sketches shall be used to justify quantities of all items having foot, Square foot, square yard, and cubic yard units. The calculations and sketches shall be based on accurate field measurements and shall be presented in a neat and concise manner on the bottom of the form, on the back page, and or on a separate additional sheet placed after I.D.R. form sheet. Someone other than the person who performed the original calculations shall check all calculations.

c. **Field Books:** Hard cover, bound field books shall be used by the Resident Engineer and or his/her staff to record all field measurements including but not limited to the following information:

1. Daily field measurements used to justify quantities shown in the I.D.R.

2. Permanent survey records, layout checks, cross-sections

3. P.C.C. paving summary

4. Bituminous concrete paving summary

5. Pile driving records

6. Depth checks (P.C.C. and bituminous paving, sub-base, topsoil, curb and

gutter, etc.)

All field books shall be identified with the following information and shall include:

1. Route(s) description, section number, year, and the field book number (Ex.: Field Book #1) shall be listed on the front cover with a black marker.

2. Project designation and the local agency's **(K.D.O.T.) address** on the inside

cover.

3. An index page that contains enough detail to show a reviewer the contents and location of the contents within the field book.

4. INSPECTION MATERIAL

The Materials Consultant shall perform all required material inspection for all projects. The Materials Consultant shall be under the direct employment of Kane County and work with any contracted consultants on projects when assigned. The Resident Engineer for the project shall coordinate direct, and schedule all material inspection with the Materials Consultant. The Material Consultant shall not be responsible for determining when, what, and where they should be performing material inspection. The Resident Engineer shall determine the type, frequency, and location as required by the I.D.O.T. Project Procedures Guide (Sampling Frequencies for Testing and Inspection) and/or the K.D.O.T.

All billings for material inspection services shall be checked and verified with the Project Diary by the Resident Engineer or his/her staff for correct dates, hours, and charges. Any disparities shall be reported to K.D.O.T. as soon as possible. Copies of all material inspection billings shall be kept in the Resident Engineer's file.

Materials inspection and documentation is the responsibility of the Materials Consultant. However, the Resident Engineer and his/her staff shall verify that the quality, quantity, and frequency of all material inspection reports meet the requirements of I.D.0.T. (Bureau of Materials). Copies of completed material inspection reports shall be retained in the Resident Engineer's file.

5. FINALING OUT OF PROJECTS

Once the Engineer's Final Pay Estimate is submitted to I.D.O.T. for approval, the Bureau of Materials shall check all items for the required materials inspection and certification. The Resident Engineer shall receive a list of material deficiencies from either I.D.O.T or the K.D.O.T. The Resident Engineer then shall make a formal request to the Contractor and or the Materials Consultant for all needed material inspection and certification. Once the Resident Engineer receives all requested material inspection and certifications, he/she shall submit them directly to I.D.O.T. (Bureau of Materials).

6. RECORD DRAWINGS

The Resident Engineer and or his/her staff shall provide a complete set of record drawings (as built plans) to K.D.O.T. for their records. The record drawings shall consist of a 24"x 36" size set of project plans **that have all changes and additions shown in red ink**. Each page shall be stamped”Record Drawing” or “As Built” to ensure that every page has been examined and corrected as needed. Either a flash or jump drive, DVDs or CDs of the scanned Record Drawings shall accompany the marked up full size plans. Scans shall be in the most current PDF format.

PROJECT CONTACT:

Steve Coffinbargar.

Director of Implementation

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