

2015 QBS
Request for Statement of Interest (SOI)
“ON CALL MATERIAL TESTING SERVICES
Section Number 15-00371-00-EG

The Kane County Division of Transportation is in need of professional services from a qualified engineering firm to provide On Call Material Testing Services for the 2015 construction season, as above referenced.

The attached *Preliminary Scope of Service* provide a summary of anticipated services that will be necessary as part of the On Call Material Testing Services.

This contract is intended to span 12 months with an anticipated starting time of May 30, 2015 and a contract completion date of May 30, 2016.

The Statement of Interest, not to exceed 2 pages, shall be submitted electronically via **KDOT QBS** no later than 2:00 pm on February 27, 2015 and should be addressed to David Boesch, Chief of Construction.

Statements of Interest received will be used by County engineering staff to develop a short-list of three (3) firms. The three short listed firms will then be asked to submit a Request for Proposal (RFP) and interview on dates and times selected by the County.

For more information regarding the SOI, such as content and format of these items, please reference our QBS document found at www.co.kane.il.us/dot/consultant/selectionProcess.pdf. The SOI shall be submitted in PDF format viewable with the latest version of Adobe reader.

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. 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 Ethic Ordinance 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.

Please refer to the following Scope of Services for more information on this project.

“ON CALL” MATERIAL TESTING SERVICES

SCOPE OF SERVICES

The ENGINEER will provide laboratory and field material and soil testing, and inspection assistance to the COUNTY’s 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 are not limited to:

I. GENERAL REQUIREMENTS

A. All Work To Be Conducted Under An Approved Work Order

1. The ENGINEER will be required to perform standard ASTM field and laboratory tests at and or for various locations selected by the COUNTY via approved Work Orders as issued and approved by the COUNTY’s Chief of Construction. **The Work Order numbers will be the project section number or other project identifiers as assigned by the COUNTY. This project identification information will be included on all correspondences, reports and monthly invoices.**
2. **Each Work Order proposal will include, at a minimum, a breakdown on all required staff, tests, frequencies, field, lab and report man hours and overall expected costs for each project. The work order proposals will be reviewed and approved by the COUNTY’s Chief of Construction. Prior to any work by the ENGINEER, an initial coordination and parameter meeting with the COUNTY’S Division of Transportation (KDOT) staff shall be held either in person or via phone.**
3. The ENGINEER shall commence work immediately after the Notice to Proceed is given either in writing or verbally with follow up documentation in writing.

B. Anticipated Services

1. 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 of material placement and special projects as necessary and directed.

C Staffing Concerns

1. KDOT requires the same staff member initially assigned to the Work Order, by the ENGINEER , to conduct all tests on that particular project to promote project continuity and uniformity. If this is not possible, the number of testing persons assigned to any project shall be approved by the COUNTY.

2. Any substitution or alteration of staff for any given project shall be first approved by the COUNTY's Chief of Construction prior to implementation by the material ENGINEER. KDOT reserves the right to request staffing changes for the interest of the project in the event of concerns regarding qualifications and/or testing procedures.

D Monthly Reports Required

All work activity shall be summarized on either a daily or weekly basis, depending on project scope and activity. Each project report shall have, at a minimum, daily activity, test reports and site diagrams when necessary to adequately document testing activity. Further documentation such as project reports and recommendations may be required as directed by KDOT.

E Monthly Billing of All Work Orders

1. Work performed under each approved Work Order will be billed on a monthly basis.
2. The ENGINEER will provide monthly status summaries on all open Work Orders which shall indicate:
 - a. The approved value of the Work Order.
 - b. Time and money spent within the billing month on a cumulative basis.
 - c. Estimated completion of the approved Work Order based on existing field conditions.
 - d. Remaining dollar balance on the approved Work Order.
 - e. An estimate of the Work Order status-i.e. adequate/inadequate funds to complete Work Order based on the initial agreed to amount.

The purpose of the above status summaries is to track and evaluate the dollars remaining on the annual testing contract.

F Other Services May Be Required

1. The ENGINEER may be asked to evaluate and recommend suitable engineering solutions to field issues as requested.
2. The ENGINEER shall provide technical advice and information as requested.
3. At the COUNTY's request the ENGINEER may be required to prepare project displays and reports for staff use or presentation purposes.

G Records and Project Information

1. When available, COUNTY may supply limited records to assist the ENGINEER in the execution of work. This may include:
 - Design and/or record drawings as available.
 - Existing highway right of way information as available
 - Aerial photography as available.

2. A more detailed explanation of documentation and services may be found below in the COUNTY'S Scope of Engineering Services for Material Testing.

II SCOPE OF ENGINEERING SERVICES FOR MATERIAL TESTING

1. THE ENGINEER AGREES:

- a. To coordinate, furnish or cause to be furnished at a minimum:
 - 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 to the COUNTY 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 to the COUNTY on forms prepared by said Bureau.
 - iii. All compaction tests as required by the specifications or as directed by the COUNTY and report promptly the same to the COUNTY 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 assure that they comply with the specifications contained within the contract.
 - v. Inspection of all materials when the Bureau of Materials and Physical Research of the Illinois Department of Transportation do not provide inspection at the material's source and submit inspection reports to the COUNTY in accordance with the policies of the COUNTY.
 - vi. Other testing and investigations as directed by the County.

The following **Guidelines for Construction Procedures** has been prepared to be used as a guide for prospective ENGINEERS during preparation of their Construction Supervision Contract Proposals. This outline will familiarize the ENGINEER with KDOT's policies and procedures for construction supervision. 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 the COUNTY.

2. DUTIES OF THE ENGINEER

- A. The ENGINEER'S Material Testing Engineer/Technician, (hereinafter the "Testing Representative" along with his/her staff is responsible for all required material/construction testing details on the project. The Testing Representative and

Project Resident Engineer shall work together to coordinate, direct, and schedule all material inspection which will involve the type, frequency, and location as required by the IDOT Project Procedures Guide (Sampling Frequencies for Testing and Inspection) and/or KDOT.

- B. A Testing Representative's first duty is to enforce the contract and specification requirements. He/she shall perform all required field and material inspection and shall maintain contact and communicate with the project contractor's personnel to proficiently provide the engineering services necessary for the Contractor's continued progress.
- C. In addition the Testing Representative is expected to make the day-to-day recommendations to the extent that his/her experience and construction knowledge permit. However, the Testing Representative 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 Testing Representative should contact KDOT for guidance.
- D. The Testing representative shall be required to attend regular construction coordination meetings as determined by the RE and /or KDOT.
- E. The Testing Representative may at times be required to dealing with members of the public or individuals or entities involved in the project and should at all times act in a professional and courteous manner.

3. **WORK ORDER INVOICES**

- A. All billings for material inspection services shall be submitted to both KDOT and the project on a monthly basis. The project Resident Engineer shall check and verify correct dates, hours, and charges for service under the Work Order with the Project Diary. Any disparities shall be reported to KDOT as soon as possible. Copies of all material inspection billings shall be kept in the Resident Engineer's file.
- B. Materials inspection and documentation is the responsibility of the ENGINEER. 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 IDOT (Bureau of Materials). Copies of completed material inspection reports shall be retained in the Resident Engineer's file.

4. **"FINALING OUT" PROJECTS**

Once the Engineer's Final Pay Estimate is submitted to IDOT and /or KDOT as the case may be 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 the KDOT. The Resident Engineer then shall make a formal request to the contractor and or the Testing Representative for all needed material inspection and certification. Once the Resident Engineer receives all requested material inspection and certification, he/she shall submit it directly to IDOT (Bureau of Materials).