**OWNER**



**TOWN OF LAKE PARK**

**535 Park Ave.**

**Lake Park, Florida 33403**

**REQUEST FOR PROPOSAL (RFP) # 109-2024**

**PROJECT:**

**Construction Inspection Services**

**SCHEDULE:**

**Date of Public Advertisement: Sunday, May 19, 2024**

**Date of Distribution: Monday, May 20, 2024**

**Pre-Proposal Conference: Nothing Scheduled at this Time**

**Submit Questions by Date: Wednesday, May 29, 2024, 4:00 p.m.**

**Bid Response Due Date: Wednesday, June 05, 2024, 2:00 p.m.**

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NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the Town of Lake Park, Florida will be proposals for:

**TOWN OF LAKE PARK**

**REQUEST FOR PROPOSALS (RFP) #109-2024**

**CONSTRUCTION INSPECTION SERVICES**

Responses for this project shall be submitted and received at the Town Clerks office at or before 2:00 P.M. Local Time, on Wednesday, June 05, 2024.

The OWNER for the Project is the Town of Lake Park.

**PROJECT OBJECTIVE:**

On February 17, 2019, the Town Commission authorized an update to the Town’s Stormwater Master Plan **(the Plan)**. The updated plan, which was adopted by the Town Commission on July 21, 2021 (Resolution 40-07-21), included the results of extensive research and advanced hydrology and hydraulic modeling. In addition, the plan identified concerns related to the structural condition and lack of capacity of the Town’s drainage infrastructure.

Furthermore, the plan provided recommendations to mitigate current and future impacts of climate change, sea-level rise, and other factors and prescribed implementation of a low-impact, Green Infrastructure (GI) strategy as the most viable approach to address these challenges.

Among the most time-sensitive of the mitigation priorities, the Plan recommended two critical replacement and improvement projects identified as 1) the “Southern Outfall Stormwater Infrastructure Retrofit Project” (the Project), which includes the replacement of the southern outfall piping system from US to Lake Worth Lagoon, and 2) the addition of green infrastructure improvements to Bert Bostrom Park,

The Town has previously solicited, received and awarded construction proposals for these of two storm-water infrastructure projects, both of which will require construction inspection services for the duration of the projects.

The objective of this Request for Proposals (RFP) is to secure a qualified and experienced inspector with expertise in storm-water infrastructure construction to provide daily observation and inspections of the on-going stormwater infrastructure construction work at both the Southern Outfall pipe replacement project and the Bert Bostrom Green Infrastructure project. The inspector will provide performance and progress reports of the construction activities to the respective design engineers as well as the Town of Lake Park.

The submitted Construction Inspection Services proposals will be evaluated and scored in accordance with the assigned weighted valuations.

The Request for Proposal documents are available on the Town of Lake Park website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov). or through the Town Clerks office at [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

REF Response Proposals are to be submitted to the Town Clerks office on or before 2:00 pm on Wednesday, June 05, 2024. Proposals shall be submitted in a sealed envelope with the following information clearly addressed on the front face of the envelope:

**Sealed Proposal Response to RFP #109-2024**

**Construction Inspection Services**

Proposers with technical questions concerning the Request for Proposal documents should contact the Town Clerk, by calling 561-881-3311 or emailing to [townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

Questions and all responses will be provided to all document holders.

**PRE-PROPOSAL CONFERENCE**

There is no Pre-Proposal Conference scheduled at this time.

The Town of Lake Park reserves the right to reject any or all proposals, with or without cause, to waive irregularities, variances, deviations, technical errors, and informalities to the extent permitted by law, or to accept the proposal which in its judgment best serves the public interest.

The project is partially funded with a Federal Grant managed by Florida Commerce. As such, proposal submitters are advised that there will be additional documentation requirements and obligations required of the winning bidder.

**Proposers are encouraged to review and be familiar with Code of Federal Regulations (CFR) with particular attention to the Federal Procurement Regulations under 2 CFR 200.318 through 200.237, including Appendix II to 2 CFR Part 200.**

**This is a Federally Funded project that will include adherence to Davis Bacon Wage payroll and reporting requirements, inclusion of qualitative Section 3 employment efforts and Buy America practices when appropriate.**

Vivian Mendez, MMC

Town Clerk

TOWN OF LAKE PARK, FLORIDA

Published on Sunday, May 19, 2024; Palm Beach Post

**INSTRUCTIONS TO PROPOSERS**

# DEFINED TERMS

Terms used in these Instructions to Proposers which are defined in the Standard General Conditions of the Construction Contract have the meanings assigned to them in the General Conditions. The term "PROPOSER" means one who submits a proposal directly to OWNER, in response to the Request for Proposals. The term "Proposal Documents" includes the Invitation, Instructions, the Response Form, and the Contract Documents (including all Addenda issued prior to receipt of the Proposal submittal).

# COPIES OF REQUEST OF PROPOSAL DOCUMENTS

The Request for Proposal documents are available on the Town of Lake Park website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) or through the Town Clerks office.

* 1. Complete sets of Bidding Documents shall be used in preparing Bids; the Town does not assume any responsibility for errors or misinterpretations resulting from the use of an incomplete set of proposal Documents.
  2. OWNER, in making copies of Request for Proposal documents available on the above terms does so only for the purpose of obtaining proposals for the Work and does not confer a license or grant any other use.

# QUALIFICATIONS OF PROPOSER RESPONDENT

Each respondent shall provide documentation in the proposal submittal to demonstrate qualifications to perform the Work. Each respondent must be prepared to submit within five (5) days of OWNER's request written evidence of the types set forth in the General Conditions, such as financial data, previous experience, and evidence of authority to conduct business in the jurisdiction where the Project is located. Each respondent must contain evidence of respondents qualification to do business in the State of Florida or covenant to obtain such qualification prior to the award of the contract.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime

* may not submit a proposal on a contract to provide any goods or services to a public entity,
* may not submit a bid on a contract with a public entity for the construction or repair of a public building or a public work,
* may not submit bids on leases of real property to a public entity,
* may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with a public entity,
* and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

# EXAMINATION OF CONTRACT DOCUMENTS AND SITE

* 1. Before submitting a Proposal, each respondent must (a) examine the Contract Documents thoroughly, (b) visit the site to familiarize himself with local conditions that may in any manner affect cost, progress or performance of the Work, (c) familiarize himself with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the Work; (d) contact local governments and agencies where the Work is to take place to determine if there are any applicable permits, licenses, fees or other requirements; and (e) study and carefully correlate respondent observations with the Contract Documents.

Each respondent is also advised to review the state grant, which is partially funding this project, as the winning will incur obligations related to the fulfillment of the grant requirements. The failure to be familiar with applicable laws will in no way relieve proposer from responsibility with this provision.

* 1. Reference is made to the General Requirements of the Specifications for the identification of those reports of investigations and tests of subsurface and latent physical conditions at the site or otherwise affecting cost, progress or performance of the Work which have been relied upon by Engineer in preparing the Drawings and Specifications, OWNER will make copies of such documents available to any proposer requesting them. These reports are not guaranteed as to accuracy or completeness, nor are they part of the Contract Documents.
  2. The submission of a proposal will constitute an incontrovertible representation by the respondent that he/she has complied with every requirement of this Article 4 and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work.

# INTERPRETATIONS

All questions about the meaning or intent of the Contract Documents shall be submitted to OWNER in writing. Replies will be issued by Addenda through the Town Clerks office, to all parties recorded as having received the Request for Proposal Documents. **Questions are to be received no later than Wednesday, May 29, 2024 at 4:00 pm.**

Only questions answered by formal written Addenda will be binding.

# PROPOSAL FORM

* 1. The Proposal documents are attached hereto; additional forms are available for download from the Town of Lake Park website or through the Lake Park Town Clerks office.
  2. Proposal submittals by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign), and the corporate seal must be affixed and attested by the secretary or any assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
  3. Proposals submitted by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
  4. All names must be typed or printed below the signature.
  5. The Proposal submittal shall contain an acknowledgement of receipt of all Addenda issued. (in any).
  6. The address to which communications regarding the Proposal are to be directed must be shown.

# SUBMISSION OF PROPOSALS

REF Response Proposals are to be submitted to the Town Clerks office on or before 2:00 pm on Wednesday, June 05, 2024. Proposals shall be submitted in a sealed envelope with the following information clearly addressed on the front face of the envelope:

**Sealed Proposal Response to RFP #109-2024**

**Construction Inspection Services**

# MODIFICATION AND WITHDRAWAL OF PROPOSALS

* 1. Proposals may be modified or withdrawn by an appropriate document duly executed (in the same manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to opening of Proposal submittals.
  2. If, within 24 hours after the Proposals are opened, any Proposal respondent files a duly signed written notice with OWNER and promptly thereafter demonstrates to the reasonable satisfaction of OWNER that there was a material and substantial mistake in the preparation of his Bid, that Proposal respondent may withdraw his Proposal.

# OPENING OF PROPOSALS

Proposals will be opened publicly, read aloud, and an abstract of the required submittal responses will be identified. A listing of the submitters will be posted following the opening of Proposals.

A full evaluation and scoring will take place in the following days and a final determination will be posted upon completion of the process.

# PROPOSALS TO REMAIN OPEN

All submitted proposals shall remain in effect for ninety (90) days after the day of proposal opening, but OWNER may, in its sole discretion, release any proposals prior to that date.

# AWARD OF CONTRACT

* 1. OWNER reserves the right to reject any or all Proposals, in whole or in part, with or without cause, to waive technical errors and informalities, or to accept the Proposals which in its judgment will best serve the public interest. OWNER reserves the right to negotiate contract terms with the Successful proposer. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
  2. In evaluating the proposals, OWNER shall consider the qualifications of the Proposers and, whether or not the proposals comply with all of the requirements.
  3. OWNER may consider the qualifications and experience of Subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for those portions of the Work as to which the identity of Subcontractors and other persons and organizations must be submitted as provided in the General Conditions or Specifications. Operating costs, maintenance considerations, performance data and guarantees of materials and equipment may also be considered by the OWNER.
  4. OWNER may conduct such investigations as it deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of the Proposers and other persons or organizations that may provide servcies in accordance with the Contract Documents of OWNER's satisfaction within the prescribed time.
  5. OWNER reserves the right to reject the proposals of any Proposer who does not pass any such evaluation to OWNER's satisfaction.
  6. If the contract is to be awarded, it will be awarded to the lowest Proposer whose evaluation by OWNER indicates to OWNER that the award will be in the best interests of the Project and the award will not necessarily be the apparent low bidder.
  7. If the contract is to be awarded, OWNER will give the Successful Proposer a Notice of Intent to Award prior to the day of the award.

# INDEMNIFICATION AMOUNT

The Successful Bidder shall be required to indemnify, and hold OWNER harmless, as more fully set forth in the Agreement and General Conditions.

# CERTIFICATE OF INSURANCE

The successful Bidder shall file with the Owner a properly executed Certificate of Insurance demonstrating total compliance with Article 5 of the General Conditions.

# SIGNING OF AGREEMENT

When OWNER issues a Notice of Intent to Award to the Successful Proposer it will be followed by an Agreement and all other related Agreement Documents.

# DISPUTES

In the event of any dispute concerning the Request for Proposals (RFP), the Proposal Submittal, the Award of the project, or the scope of the work to be performed pursuant to the RFP, respondents shall file a bid protest, as more fully described within the Town’s purchasing ordinance.

1. CODE OF FEDERAL REGULATIONS \*\*

\*\* Contractor shall comply with 29 CFR 5.5 - Title 29 – Labor Subtitle A

– Office of the Secretary of Labor

\*\* Part 5 – Labor Standards Provisions Applicable to Contracts Covering Federally Financed

and Assisted Construction.

\*\* Section 5.5 – Contract Provisions and related matters.

1. **EQUAL OPPORTUNITY AND ANTI-DISCRIMINATION**

The Town complies with all laws of prohibiting discrimination on the basis of age, race, gender, religion, creed, political affiliation, sexual orientation, physical or mental disability, color or national origin, and therefore is committed to assuring equal opportunity in the award of contracts and encourages small, local, minority and female-owned businesses to participate.

During the performance of this Agreement, Contractor shall not discriminate or permit discrimination in its hiring practices or in its performance of the Agreement. The Contractor shall strictly adhere to the equal employment opportunity requirements and any applicable requirements established by the Town, the state of Florida, Palm Beach County and the federal government.

Contractor shall make effort to implement Section 3 employment as per requirements of 24CFR Part 75.27.

The Contractor further acknowledges and agrees to provide the Town with any and all information and documentation that may be requested by the Town from time to time regarding the solicitation, selection, treatment, and payment of approved subcontractors, suppliers, and vendors in connection with this Agreement.

1. **NO DISCRIMINATION CLAUSE**

The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin age pregnancy, handicap or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following:

employment, up-grading, demotion, or transfer, recruitment or recruitment advertising; layout or termination; rates of pay or other forms of compensation, and selection of training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

1. **MINIMUM WAGE REQUIREMENTS**

The Contractor shall comply with all minimum wage requirements, such as Living Wage requirements, minimum wages based on federal law, minimum wages based on the Davis-Bacon Act, and the provisions of any other employment laws, as may be applicable to this Agreement.

Contractor, and its approved subcontractors shall provide weekly certified payrolls with a signed statement of compliance in the proper format and on the proper forms.

The wage decision applicable to this Project as of the date of the Agreement’s execution by the parties is:

General Decision Number: **FL20220130 09/30/2022**

Superseded General Decision Number FL20210130

State: **Florida**

Construction Type: **Heavy**

County: **Palm Beach County in Florida**

1. PUBLIC RECORDS

**The Contractor shall comply with Florida’s Public Records Law. Specifically, the Contractor shall:**

1. Keep and maintain public records required by the Town to perform the service for a period of six (6) years.
2. Upon the request of the Town’s custodian of public records, provided the Town with such public records within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes.
3. Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this Agreement, and following completion of this Agreement if the Contactor does not transfer the records which are part of this Agreement to the Town.
4. Upon the completion of the term of the Agreement, transfer, at no cost, to the Town all public records in possession of the Contactor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contactor transfers all public records to the Town upon completion of the term of the Agreement, the Contactor shall destroy any duplicate public records that are exempt of confidential from public records disclosure. If the Contractor keeps and maintains public records upon completion of the term of the Agreement, the Contractor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request from the Towns custodian of public records, in a format that is compatible with the information technology systems of the Town.
5. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE CONTACTOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, [Townclerk@lakeparkflorida.gov](mailto:townclerk@lakeparkflorida.gov).

**PROPOSAL SUBMITTAL FORM**

### **PROPOSER COMPANY NAME:**

**ADDRESS:**

PROJECT: **CONSTRUCTION INSPECTION SERVICES: RFP No. 109-2024**

DATE SUBMITTED:

THIS PROPOSAL IS SUBMITTED TO: Town of Lake Park

Town Clerk

535 Park Avenue

Lake Park, Florida, 33403

1. The undersigned Proposer agrees, if this Proposal is accepted, to enter into an Agreement with OWNER to perform and furnish all Work as specified or indicated in the Bid Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Request for Proposals and Instructions to Proposers, including without limitation those dealing with the disposition of Bid Security. This Bid Proposal shall remain open for ninety (90) Days after the day of Proposal opening.
3. In submitting this Bid Proposal, Proposer represents, as more fully set forth in the Agreement, that:
   1. Proposer has examined copies of the Request for Proposals, Instructions to Proposers, all the Contract Documents and the following addenda (receipt of all which is hereby acknowledged):

### DATE ADDENDUM NUMBER

* 1. PROPOSER has examined the Contract Documents, the site and locality where the Work is to be performed, the legal requirements (Federal, State and Local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as PROPOSER deems necessary.

1. a. PROPOSER agrees to perform all the Work described in the Contract Documents, subject to adjustments as provided therein, for the Unit Sum the Proposer provided on the EXHIBIT A – EVALUATION FORM
2. The following documents are attached to and made a condition of this Proposal submittal

**(NOTE: These forms are to be completed and return as part of the Proposers Submittal Package)**

* 1. **Proposal Submittal Form**
  2. **Exhibit A - Evaluation Form**
  3. **Exhibit B – Scope of Work**

1. The prices contained in the Bid Proposal shall include **all** costs necessary to provide the Work described in the Contract Documents, including, but not limited to, labor, materials, equipment, transportation costs, tolls, field materials, overhead, profit and insurance.
2. PROPOSER understands that the OWNER reserves the right to reject any or all Proposals in whole or

in part, with or without cause, to waive any irregularities, variances, deviations, technical errors and informalities to the extent permitted by law or to accept the Bid which in its judgment best serves the public interest.

1. PROPOSER agrees that this Bid shall be good and may not be withdrawn for a period of ninety (90)

calendar days after the scheduled closing time for receiving Bids.

1. Proposals will be evaluated by the review team in accordance with assigned weighted

valuations as indicted in the bid form documents. The OWNER reserves the right to omit or add to the construction of any portion or portions of the work heretofore enumerated or shown on the plans at any time during or before construction. Furthermore, the OWNER reserves the right to omit in its entirety any one or more items of the Contract without forfeiture of the remainder of the Contract and without suffering claims for loss of anticipated profits or any other claims by the Contractor at any time during or before construction, which claims are hereby waived.

**If BIDDER is:**

### AN INDIVIDUAL

By (sign here):

(Print Individual's Name):

doing business as

Business address:

Phone No.

### A CORPORATION

(Corporation Name)

(State of Incorporation)

By (sign here):

(Print Name of Person Authorized to Sign):

Its:

(Print Title of Person Signing if other than the president or vice president, attach evidence of individual's authority to sign)

Business address:

Phone No.

### A PARTNERSHIP

(Partnership Name)

By (sign here):

(Print General Partner's Name):

Business address:

Phone No.

### A LIMITED LIABILITY COMPANY

(LLC Name)

By (Sign here):

(Print Name of Person Signing):

Its: (If other than manager, attach evidence of individual's authority to sign)

Business address:

Phone No.

### A JOINT VENTURE

(Joint Venture Name)

1. By (sign here):

(Print Name of Person Signing):

(Address)

Phone No.

1. By (sign here):

(Print Name of Person Signing):

(Address)

Phone No.

(Each joint-venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above as to that type of entity).

**EXHIBIT A**

**EVALUATION FORM**

Construction Inspection Services

RFP # 109-2024

* + 1. **PROPOSER EXPERIENCE** 25 Points

Attach a narrative and or supporting documentation of Proposer companies Work Experience in providing civil stormwater construction inspection services.

* + 1. **INSPECTOR EXPERIENCE** 35 Points.

Attached the resume (or resumes) of proposed inspectors to be assigned to this project.

* + 1. **INSPECTION SERVICES COST:** 40 Points.

Inspector Rate Fee $ x 1800 hours $

Inspector Rate Fee shall be all inclusive of: Hourly rate of inspector and fringe benefits offered by the inspectors employer, employers insurance coverages related to the inspector employee, inspectors support from corporate office, transportation to jobsite, job phone as necessary, job camera as necessary, computer as necessary, field tools or aids that the inspector may want to utilize. (tape measure / smart level / plan reading measurement devices/scales, etc)

Submitted by: Title:

*Signature of Firm Representative*

Name of Firm:

Firm Address:

Date: E-mail Address:

Firm Telephone No.:

**EXHIBIT B**

**SCOPE OF WORK**

This scope of work document outlines the responsibilities, duties and expectations for the inspector during the storm-water construction improvements.

**The Projects:**

1. The inspection services are for two (2) storm-water improvement projects. 1) The Southern Outfall Pipe Replacement project and 2) the Bert Bostrom Green Infrastructure Improvement project.

The projects will be under-construction simultaneously and are approximately 1 mile apart.

Each project is expected to take one year.

1. The Southern Outfall Pipe Replacement Project includes the removal of an existing 72” metal drainage pipe to be replaced with two (2) new 60” pipes; the critical component to this project is that system must be kept operational during all new construction work.

The Bert Bostrom GI project is a stormwater collection and flow-through project that includes underground StormTech storm-water storage chambers.

Construction plans for both projects have been available for proposer review.

1. The construction contractors for both projects has been determined.

For the Southern Outfall Pipe Replacement project the contractor is Foster Marine Contractors

For the Bert Bostrom GI project the contractor is D.S. Eakins Construction.

**Inspectors Role:**

1. The inspectors role will be to provide on-site representation on behalf of the Town of Lake Park (Owner) and relevant Engineer of Record (EOR).

Activities performed by the inspector under this task shall consist of observation of the construction work to determine in general, if the construction is proceeding in accordance with contact documents so that an engineering certification can be made regarding the construction of the proposed improvements.

Inspector responsibilities will include:

* Part-time Construction Project Inspection services during the construction work for a duration of the projects. **(assumed to be approximately 12 months; equal to 1,800 hours)**
* Serve as liaison between the contractor and Owner’s representative (John Wille) and the relevant EOR, working primarily through the contractors superintendent in the understanding and intent of the contract documents.
* Attend in-person or virtual monthly construction progress meetings.
* Conduct on-site observations of the work in progress to assist in determining if the work is proceeding in accordance with the contract documents.
* Ensure contractor compliance with plans, specifications and EOR directions.
* Conduct regular inspection of construction activities to ensure compliance with approved plans, specifications, applicable codes and EOR direction.
* Accompany visiting inspectors that are representing the permit or regulatory agencies having jurisdiction over the project. Recording in writing, the outcome of these inspections and report same to Town and EOR.
* Consider and evaluate construction contractor’s suggestions for modifiations in drawings or specifications and report them to the Town and EOR in writing for their final recommendation of action.
* Maintain writtn records ( log or journal) including appropriate photos of daily construction activities, including observations, test results and communications with the contractors.
* Document non-conforming work and coordinate with the appropriate parties.
* Field review contractor’s As-Built Record Drawing information on a monthly basis to confirm proper updates are being made.
* Inspector shall work with contractor to develop a daily pay item quantity sheet (based on the approved Schedule of Values) to be reviewed and accepted each day agreeing on the quantities of Schedule of Values installed.

**Inspector Qualifications and Requirements:**

5. Proposed inspectors shall have a minimum of 10 years experience of in-field storm-water construction and or in-field storm-water construction inspection services. Additionally,

* Inspector must be proficient in the reading and interpretation of civil engineering design plans
* Inspector shall have a general knowledge of the construction materials common to the storm-water construction trade and is able to recognize material defects or installation deficiencies.
* Inspector shall be expected to be on-site during critical work such as situations where the contractor will be addressing installation conflicts, during agency site meetings or inspections, during delivery of critical materials.

**Limits of Authority:**

* The Inspector shall not undertake any of the responsibilities of the contractor, subcontractors or expedite the work.
* Inspector shall not issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
* Shall observe and oversee, but not participate in specialized field or laboratory tests.

**Scope of Work Acknowledged by Proposer: Signature**

**Title**