Date

Mr./Mrs. Name, District LPA Coordinator

KYTC District #

**Street Address
City, KY Zip**

RE: Project Title

 Route (if applicable)

 Project Description

 SYP Item No. #-XXXX

 MPO ID # XXXX

Dear Mr./Mrs. Name:

The “insert” project is unique in its scope, size and type which does not require an on-site full time inspector, but rather someone who is available full time to observe construction activities and record daily activities. The following is our proposal for providing inspection service on the project.

**PRE CONSTRUCTION:**

A pre-construction conference will be conducted with the Contractor, Owner, and Engineer, with an invitation extended to KYTC District # personnel. Prior to construction the project area will be completely photographed documenting existing conditions for record purposes. It will be strongly recommended that the contractor do the same for their own records.

**DAILY INSPECTIONS:**

Daily inspections will be conducted by “insert”, a representative of “insert”, who is familiar with roadway and sidewalk projects including construction procedures and testing requirements. “Insert name” will provide daily observations and prepare daily inspection reports, with duties consisting of:

* Verify Temporary Traffic Control is in compliance with MUTCD and the Temporary Traffic Control Plan
* Verify general compliance with plans and specifications
* Verify construction progress consistent with progress payment requests
* Observe concrete placement
* Observe sub-grade prior to placement of base aggregate
* Verify compacted base
* Verify all disturbed areas are seeded and straw mulched
* Verify site cleanup at the end of each day
* Best Management Practices (BMP) plan available for review as needed
* BMP plan compliance by Contractor and maintain copies of BMP records
* Insure contractor tests concrete as follows:
	+ Test first truck each day
	+ Test every fourth truck
	+ Test for air content, slump, temperature and cylinders (2-6x12’s or 3-4x8’s)

“Insert name”, a registered professional engineer, will validate and sign the daily reports.

**WEEKLY INSPECTIONS:**

Detailed weekly inspections will be provided by “insert”, a representative of “insert” and will include similar review of site conditions and inspection reports as those for daily inspections with emphasis on construction quality and questions related to design intent.

**MONTHLY INSPECTIONS:**

Monthly inspections will be conducted by representatives of “insert”, the project designers. Having designed the project “insert” is familiar with site construction details and the sequence of construction events. Inspection duties will include:

* Verify quantity of work completed compared to pay requests
* Verify quality of workmanship
* Verify work is in compliance with plans and specs
* Address contractors questions and concerns

At any time during the construction process that questions come up that “insert” cannot or do not feel comfortable addressing, “insert” will respond. If more than monthly site visits are requested by “insert”, “insert” will be on site as needed.

**CHANGES IN WORK:**

“Insert name” will be responsible for coordinating changes in work with the contractor. All changes in work must have KYTC concurrence prior to execution of work.

**VERIFICATION OF PREVAILING WAGE REQUIREMENTS:**

The contractor will submit documentation of adherence to Davis-Bacon Prevailing Wage Requirements to a representative of “insert”. A representative of “insert” will also do interviews with contractor personnel on site to verify these wages.

**VERIFICATION OF DBE TRACKING:**

“Insert”, a representative of “insert”, will be responsible for maintaining records and verifying that the DBE Goal and DBE Participation Plan are being met.

**VERIFICATION OF BUY AMERICA:**

The contractor will submit materials certifications to demonstrate compliance with Buy America. A representative of “insert” will collect and provide all certificates to KYTC.

**MATERIAL TESTING:**

All tests shall be performed by a certified inspector. Material testing shall be performed by an independent, KYTC prequalified testing facility. Typically, testing will be limited to concrete cylinders as outlined above but may include other testing methods unique to the project to ensure proper quantity and quality. Shop drawings will be required for such items as storm drainage structures. Daily, weekly and monthly reports along with testing results and shop drawings will be made available to KYTC upon request.

**INSPECTION FOR ACCEPTANCE:**

Substantial and Final Completion will be as contained in the Specifications, as listed under Payment & Completion, and the Project Closeout. All substantial and final inspections will be coordinated with KYTC District # personnel and scheduled so that their personnel can be in attendance at these inspections. This will be performed prior to final project closeout.

**PROJECT CONTACTS:**

LPA Project Manager

Name Office

Agency Cell

Address Email

Design Firm Project Manager

Name Office

Agency Cell

Address Email

Construction Inspector (list all and list their certifications)

Name Office

Agency Cell

Address Email

Accountant

Name Office

Agency Cell

Address Email

Sincerely,

Name

Agency