

## **SCOPE OF WORK** **FOR CONSTRUCTION INSPECTOR**

### **IDENTIFICATION:**

**DATE:**

**Project Name:**

**County:**

**Project Number:**

**PURPOSE:** To provide periodic construction inspection services during the construction of a living shoreline project.

### **DESCRIPTION:**

#### **Duties and Responsibilities:**

Inspections are to be conducted for the shore erosion control project.

Inspections are to be done twice per week every Tuesday and Thursday adjusted for holidays, the contractor's schedule of operations and inclement weather.

The duration for each site inspection is judged to be generally sufficient at 1.0 hour each visit.

The expected duration of construction for individual projects vary.

The inspector should be familiar with construction activities and the installation of stone structures in particular.

The inspector must be thoroughly familiar with the drawings, specifications, permits and contract requirements for each project.

The inspector must ensure the rock structures (if any) are being installed in the proper locations, to the lines and grades specified in the project plans and permits; that the materials used comply with the requirements of the project plans and specifications; that the excavation and sub-surface areas are at the proper slopes and elevations; that the filter cloth is correctly installed; that the stone is placed in such a manner that all armor stone is interlocked with adjacent stones and the groins are free of pockets of large or small stones (the full range of armor stone is to be utilized).

The inspector will keep a log of observations, events, and instructions given to the contractor, weather, personnel and equipment on site, time and length of visit and will take photographs to record project status, problem areas, etc. and turn over this information weekly, either by mail or electronically. Preparation of this information is expected to take not more than 1.0 hour per week.

The inspector will communicate telephonically or attend progress meetings at the site with the contractor and staff of the Maryland Department of Natural Resources, Shore Erosion Control Program alternately every week to report verbally on progress and receive instructions. Discussion of progress and project issues will not take more than 1.0 hour per week. The onsite progress meetings will be in conjunction with a regularly scheduled inspection.

The inspector will verify the contractor's percentage of complete work claimed for billing purposes by measuring and computing the amount of work completed and assigning value derived from the cost breakdown for the project.

The inspector is not permitted to authorize changes to the requirements of the project plans and specifications without specific approval of the Maryland Department of Natural Resources, Shore Erosion Control.

The inspector shall be familiar with the General Conditions of the contract and report the contractor's adherence to the requirements regarding safety, site cleanliness, sanitary provisions, proper storage of materials; use of sub-contractors, use of Minority Business Enterprises selected for the work, adherence to sediment and erosion control requirements; and other such requirements.

The inspector shall coordinate all activities and report to a Project Manager assigned by the Department for this project.

The inspector is a representative of the Department of Natural Resources and, as such, professional conduct is imperative in the interaction with the contractor, sub-contractors, regulatory agencies, government officials, visitors, resident agent and property owners adjacent to the project site.