PROPOSAL INSTRUCTIONS

# FOR

# CONSTRUCTION MATERIAL TESTING SERVICES

**PROJECT NAME HERE**

**PROJECT NUMBER HERE**

The City of Overland Park is accepting proposals for professional testing services for the above project. Written proposals will be accepted until 5:00 p.m., \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_. Proposals should be delivered or mailed to the address below:

**NAME OF INSPECTOR HERE**

City of Overland Park

Public Works Department

8500 Santa Fe

Overland Park, KS 66212

This proposal includes general testing requirements and approximate quantities of the various procedures anticipated to be required for this project. Room is provided at the bottom of the proposal to indicate additional charges or alternatives not specifically indicated elsewhere.

The following conditions shall apply:

1. All personnel that work on this job need to be KDOT L.P.A. certified. Testing shall be performed according to KDOT standards as outlined in Part V of the Construction Manual. The following documentation should be submitted with the proposal:
* Qualifications of the project engineer.
* Firms experience working on projects under KDOT administration.
* Number of personnel that are KDOT certified and their experience and qualifications.
1. The proposal shall indicate that the testing personnel will be available for field-testing with four (4) hours notice.
2. All sample acquisition and testing shall be conducted with staff personnel employed by the testing laboratory. No subcontracting of work shall be permitted without written approval of the City.
3. Additional types of tests may be required with the cost to be negotiated at that time.

5. The material testing firm shall be responsible for all field sampling and delivery to the laboratory for testing as required.

6. All construction materials testing requirements and methods shall be in conformance with the City of Overland Park Sampling and Testing Frequency Chart.

7. The testing laboratory shall be responsible for filling asphaltic concrete core holes with non-shrinking grout as directed by the Project Engineer or his authorized representative if no further asphalt operations are planned.

1. Test reporting requirements are as follows:

a. Results of asphaltic concrete samples shall be provided to the Project Engineer or his authorized representative within 24 hours.

b. In place density results of tests shall be provided to the Project Engineer or his authorized representative verbally at the time that the assigned tests are completed in the field or more often as directed.

9. Written test results shall be provided within two (2) weeks of the test completion.

10. Summary sheets shall be submitted with invoices indicating date of services, tests performed, date test reported, and test report number.

1. Test report numbers on individual test reports shall correspond to those on the summary sheets. In addition to standard information such as test type and location, each test report shall clearly indicate the applicable project number and name as shown on the proposal. Locations shall be indicated as project Station and offset from baseline, and the report shall clearly show the type of construction being tested.
2. The following information shall be included on concrete cylinder compression test reports: concrete supplier, concrete mix number, slump range, unit weight range, air range, and design compressive strength.

 a. In addition to the concrete cylinder compression test report, results shall be provided to the City on a shared spreadsheet for each project. A running average consistent with ACI 318-11 Section 5.6.3.3 shall be updated with each test. Control charts shall also be provided and updated with each test. A sample of the spreadsheet and control charts shall be provided with the proposal.

 b. The City shall be notified by email whenever the tests results do not meet specifications.

13. Engineering review, transportation mileage, clerical and administrative costs including report preparation, facsimile or e-mail copies, and billing shall be subsidiary to the proposal.

14. The City will test in accordance with a Sampling and Testing Frequency Chart included in the proposal package.

15. **The City reserves the right to accept or reject any and all proposals and to waive any technical irregularities therein.**