OTT Genoa NCIT Ext PH 1 PID 122055
Construction Administration and Inspection RFLOI
Park District of Ottawa County
Ottawa County, Ohio

DATE OF ADDENDUM
Monday, November 23, 2026

Response Due Date
December 4, 2026
at 5:00 P.M. Local Time
Park District of Ottawa County
Attn: Jannah Wilson
770 SE Catawba Rd.
Port Clinton, OH 43452
jwilson@ottawacountyparksoh.org

This Addendum shall become part of and modify the original Contract Documents for the above-referenced project. The Bidder shall verify receipt of this Addendum in the Project Manual, thereby acknowledging that the contractor is fully aware of the contents found herein.

This Addendum is being issued to provide additional clarification on the plan sheets, additional information related to the project including plan notes and details, identification of bidders who attended the pre-bid meeting, and to respond to questions submitted by Respondent's during the written questions submittal period for the first project advertising.

Response Notes:

1. The response due date has been revised to December 4, 2026 at 5:00 P.M. Local Time. Firms interested in being considered for selection should respond by submitting 4 copies of the Letter to the above address, or one electronic copy to jwilson@ottawacountyparksoh.org

2. The scope of services for the Construction Administration and Construction Inspection (CACI) contract shall include all required materials testing and soils and aggregate inspection services, including the provision of appropriately qualified and ODOT-prequalified personnel, as applicable, to perform these services in accordance with project specifications and ODOT requirements. Revised Section II is attached.

Attachments

Revised Section II Scope of Services

END OF ADDENDUM # 1

II. SCOPE OF WORK

Provide a project team including personnel that meet the following prequalification categories:

ODOT Prequalification Category	Approximate Number Required	Notes
Project Inspector 1	1	
Project Inspector 2	0	
Structures Inspector	1	As Needed
Coatings Inspector	0	
Traffic Signals & Lighting Inspector	0	
Soils & Aggregate Inspector	1	As Needed
Construction Engineer Level 1	0	
Construction Engineer Level 2	1	As Needed
Non-Prequalified Personnel	**Approximate Number Required**	**Notes**
Documentation Clerk	1	As Needed

The services may include:

A. Construction Contract Administration Duties

The performance of engineering and supervisory duties, administration, inspection and materials management required in the administration of a Federal Aid construction contract, as defined in the Ohio Department of Transportation (ODOT) Construction Inspection Manual of Procedures, and in accordance with the Construction and Materials Specifications (CMS), and construction contract specific requirements.

The table below includes the specific services required for this agreement.

PRIMARY TASK	ODOT Oversight	LPA Responsibility	CONSULTANT Responsibility	NOTES
POST AWARD				
Preconstruction Conference	X	X	X	Consultant led
ACTIVE PROJECT ADMINISTRATION				
Daily Field Engineering and Inspection	X		X	
MATERIALS MANAGEMENT, TESTING AND CERTIFICATION				
Asphalt, Concrete & Aggregate Producer/Supplier Monitoring	X		X	
Asphalt, Concrete & Aggregate Field Testing			X	

Field Inspection of Materials from ODOT Certified Sources			X	
Monitoring and Documentation of Materials Management Process	X		X	
PROJECT DOCUMENTATION				
Daily Diaries			X	
Documentation of Quantities, Completed & Accepted			X	
Monitoring of Project Documentation	X		X	
ACTIVE PROJECT MANAGEMENT				
Progress Meetings	X	X	X	
Schedule Tracking and Updates	X	X	X	
PAYMENT & REIMBURSEMENTS				
Contractor Payment		X	X	
Summary of Progressive Payment			X	
Invoice and Reimbursement Preparation			X	
Review and Approval of Reimbursement Request	X	X		
CONTRACT CHANGES				
Negotiation and Preparation of Change Orders		X	X	
Concurrence on significant Change Orders for Reimbursement	X		X	
CLAIMS MANAGEMENT				
Claims Negotiation and Approval of Resolution		X	X	
Approval of Funding for Resolution	X	X		
Monitoring and Documentation of Claims Management Process	X		X	
PREVAILING WAGE COMPLIANCE				

Wage Interviews, Payroll Reviews			X	
Resolution of Underpaid Wages			X	
Monitoring and Documentation of Prevailing Wage Compliance Process	X		X	
EEO CONTRACT COMPLIANCE				
EEO Contract Requirements			X	
Bulletin Board Monitoring			X	
Commercially Useful Function Reviews			X	
Monitoring and Documentation of LPA's EEO Compliance Process	X		X	
PROJECT FINALIZATION				
Final Inspection and Acceptance	X	X	X	
Resolution of Punch list Items			X	
Agreement of Final Quantities, Payment		X	X	
Final Payment to Contractor, Release of Responsibility		X	X	
Preparation of Project Closeout Documents			X	
Review and Approval of Finalization Documents	X		X	
Completion of LPA Contract Administration Evaluation	X			

B. Inspection/Testing Equipment as listed below:

Inspection/Testing Equipment	Approximate Number Required	Notes
Nuclear Density Gauge and related tools.	1	As Needed
Concrete Control Kit to perform tests ASTM C-231, ASTM C-173, ASTM C-138 and ASTM C-143.	1	As Needed
Paint Inspection Kit in accordance with CMS 514.05.		
The type and number of vehicles, either cars or trucks, for use on-site.	1	

C. If included above or requested in writing, provide a documentation clerk as follows:

1. Job Duties

Performs specialized clerical tasks (e.g. searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data, possesses Microsoft Word and spreadsheet skills to produce basic reports and basic data entry). Performs general clerical tasks (e.g. maintains files; sorts and routes mail; answers phones, greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). Prepares and maintains construction project records and reports by entering information into Site Manager (e.g. prepares daily construction diaries by compiling information from the inspector's reports, prepares monthly project status reports, compiles data from records for accurate submission of contract information. Performs other miscellaneous duties as assigned by the Project Engineer.

2. Qualifications

a. High school diploma or GED.

b. Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, percentages & decimals, reading, writing and speaking common English vocabulary.

c. Two (2) years training and/or experience in office practices and procedures, including use of Microsoft Word and spreadsheets.