

SUMMARY FEE SHEET												
ACTIVITY	Senior Project Engineer		Project Administrator		Senior Inspector		Inspector		Resident Compliance Specialist		Total Activity Fee	Manhrs By Activity
	Man-Hours	@Hourly Rate	Man-Hours	@Hourly Rate	Man-Hours	@Hourly Rate	Man-Hours	@Hourly Rate	Man-Hours	@Hourly Rate		
		\$265.86		\$180.63		\$112.42		\$88.99		\$124.71		
Description												
Full-time Inspection (approx. 6 months @ 165 hrs/month)		\$0.00		\$0.00	495.0	\$55,647.90	990.0	\$88,100.10		\$0.00	\$143,748.00	1485.0
Project Management	150.0	\$39,879.00	198.0	\$35,764.74		\$0.00		\$0.00	200.0	\$24,942.00	\$100,585.74	548.0
TOTALS	150.0	\$39,879.00	198.0	\$35,764.74	495.0	\$55,647.90	990.0	\$88,100.10	200.0	\$24,942.00	\$244,333.74	2033.0

KCA ACTIVITIES FEES **\$244,333.74**

LAB TESTING FEES (ESTIMATED, AS NEEDED) **\$5,000.00**

TOTAL CONTRACT FEE COMPUTATIONS **\$249,333.74**

CEI NOT TO EXCEED LIMIT **\$249,333.74**

September 25, 2025

Kyle B. Arrison, Director
Transportation, Stormwater, Construction Services
City of Pinellas Park

Re: 118th Avenue Trail (Belcher Road to 62nd Street N) – Construction Engineering and Inspection (CEI) services

Kisinger Campo & Associates, Corp. (CONSULTANT) is pleased to submit this proposal to the City of Pinellas Park (CITY) for CEI services for the referenced project. The Scope of Services for this task will consist of providing qualified personnel to monitor, inspect, and document the Contractor's work for compliance with project Specifications. The services will be performed in accordance with the following:

1. PROJECT OBJECTIVES

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services which are required for contract administration, inspection, and materials sampling and testing for the construction projects listed below.

118th Avenue Trail – Belcher Road to 62nd Street N

2. SCOPE

Provide services as defined in this Scope of Services and the referenced Florida Department of Transportation (FDOT) manuals and procedures and as follows:

- a. Provide CEI inspection personnel to monitor, inspect, and document the daily construction activities. Our primary goal will be to confirm and document construction compliance with the approved plans and specifications regarding the drilled shaft installation operations for the subject project.
- b. Maintain complete and accurate project records of all activities relating to the project, including preparation of daily reports and review of line item summaries as needed.
- c. Maintain records of all testing and determine acceptability of materials and completed work.

- d. Facilitate meetings with the Contractor, CITY, and all utilities for project coordination and resolution, as required.
- e. Provide to the Contractor interpretation of the project documents. Analyze problems that arise on the project including changes to the plans and proposals submitted by the Contractor and make recommendations to the CITY'S project manager.
- f. Perform Verification Testing (VT) to confirm Contractor Quality Control (QC) is in accordance with the Contract Documents.
- g. Measure quantities for payment to the Contractor.
- h. Perform LAP Compliance duties to include:
 - (1) Attend Pre-Construction Meeting and conduct compliance portion to review Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), On-The-Job Training (OTJ), and Wages.
 - (2) Site inspections, as necessary.
 - (3) Review of Jobsite Bulletin Board completed from monthly project photos received from the field.
 - (4) Address FDOT compliance questions, Construction Contract Compliance Administration (CCCA) Reviews, and any compliance audits.
 - (5) Review, approve, and submit Equal Opportunity Compliance (EOC) Records.
 - (6) Approve Certification of Sublets.
 - (7) Davis Bacon Wage Rate Review. Identify the begin/end day of each contractor's pay period as well as the regular pay date. Verify total deductions/authorizations for all non-federal tax deductions are approved by the U.S. Department of Labor (cell phone, uniforms). Implement a process to determine that all active workers on listed on each week's payroll, and take immediate action against non-compliance when identified. Verify all statements for compliance for accuracy. Identify when additional classifications are needed. Ensure that all required information is listed on the payrolls.
 - (8) Perform Employee Interviews. Resident Compliance Specialist (RCS) to provide a template labor interview form for field inspector(s) to perform interviews. RCS reviews each interview, completes Section D, compares against payroll, and acts on the information submitted as necessary.
 - (9) Provide Commercially Useful Functions. RCS to provide a Commercially Useful Function (CUF) form established and ready for the CUF observations by the field inspector(s) for the first three (3) active months for DBE subcontractor(s).
 - (10) If contractor has not yet participated in the new FDOT requirements, conduct a Training Assessment.

- i. Upload LAP construction phase documents into the GAP (Grant Application Process) and EOC (Equal Opportunity Compliance) websites. These documents shall include, but not be limited to:
 - (1) EEO documentation, Sublets, Rental Agreements, EEO Officer, July EEO Reports.
 - (2) Jobsite Bulletin Board Inspections.
 - (3) Daily Inspection Reports.
- j. Review DBE commitments and DBE payments in EOC reported by the Contractor(s) to ensure that submitted information is complete and meets CUF requirements.
- k. Personnel Qualifications:

CEI SENIOR PROJECT ENGINEER - A Civil Engineering degree and registered in the State of Florida as a Professional Engineer (or if registered in another state, the ability to obtain registration in the State of Florida within six months) and six (6) years of engineering experience [(two (2) years of which are in major road or bridge construction)] or [(five (5) of which are in major bridge construction) - for Complex Bridge Projects with the exception of PTS projects which require two (2) years of major bridge construction], or for non-degreed personnel the aforementioned registration and ten (10) years of engineering experience (two (2) years of which are in major road or bridge construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs for conformance with Department standards. Also must have the following:

QUALIFICATIONS:

Attend the CTQP Quality Control Manager course and pass the examination.

CERTIFICATIONS:

FDOT Advanced MOT

CEI PROJECT ADMINISTRATOR/PROJECT ENGINEER - A Civil Engineering degree plus two (2) years of engineering experience in construction of major road or bridge structures, or for non-degreed personnel eight (8) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures with the exception of Complex Category 2 (CC2) bridge structures.

Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration. Must have the following:

QUALIFICATIONS:

CTQP Final Estimates Level II

CERTIFICATIONS:

FDOT Advanced MOT

OTHER:

Attend CTQP Quality Control Manager Course and pass the examination.

Attend an FDOT accredited post-tensioning training course and pass the examination (for post-tensioned CC2 projects)

Attend an FDOT accredited grouting training course and pass the examination (for post-tensioned CC2 projects)

Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects)

CEI SENIOR INSPECTOR/SENIOR ENGINEER INTERN – High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection with the exception of Complex Category 2 (CC2) bridge structures or a Civil Engineering degree and one (1) year of road & bridge CEI experience with the ability to earn additional required qualifications within one year. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

For CC2 bridge structures, be a high school graduate or equivalent and have five (5) years of general bridge construction experience of which two (2) years must have been with the type of CC2 bridge construction project for which CEI services are being provided by this scope. As an exception, only one (1) year of PTS bridge experience will be required. Additionally, a minimum of twelve (12) months of experience as the Senior Inspector in primary control of the type CC2 construction project for which CEI services are being provided by this scope. To be in primary control, a Senior Inspector must have supervised two or more inspectors and must have been directly responsible for all inspection requirements related to the construction operations assigned.

CPTS years of experience must have included a minimum of twelve (12) months of inspection experience in one or both of the following depending on which area the inspector is being approved for: (1) casting yard inspection; (2) erection inspection. In addition, two (2) years of geometry-control surveying experience is required for inspectors that perform or monitor geometry control surveying in a casting yard.

CPTCB years of experience must include monitoring and inspection of the following: girder erection, safe use of girder erection cranes, girder stabilization after erection, false work for temporary girder support, and PT and grouting operations.

PTS years of experience must include monitoring of the following: installation of PT ducts and related hardware and post-tensioning and grouting of strands or be the level of experience that meets the criteria for CPTS or CPTCB bridges.

MB years of experience must have included the inspection of MB mechanical components for machinery inspectors and MB electrical components/systems for electrical inspectors.

Must have the following as required by the scope of work for the project:

QUALIFICATIONS:

CTQP Concrete Field Technician Level I

CTQP Concrete Field Inspector Level II (Bridges)

CTQP Asphalt Roadway Level I

CTQP Asphalt Roadway Level II

CTQP Earthwork Construction Inspection Level I

CTQP Earthwork Construction Inspection Level II

CTQP Pile Driving Inspection

CTQP Drilled Shaft Inspection (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)

CTQP Grouting Technician Level I

CTQP Post-Tensioning Technician Level I

IMSA Traffic Signal Inspector Level I

CTQP Final Estimates Level I

CERTIFICATIONS:

FDOT Intermediate MOT

Nuclear Radiation Safety

IMSA Traffic Signal Inspector Level I

OTHER:

Complete the Critical Structures Construction Issues, Self Study Course, and submit the mandatory Certification of Course Completion form (for structures projects)

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Administrator.

CEI INSPECTOR/ENGINEER INTERN - High school graduate or equivalent plus two (2) years' experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications and certifications within one year, plus demonstrated knowledge in the following:

Must have the following as required by the scope of work of the project:

QUALIFICATIONS:

CTQP Concrete Field Inspector Level I

CTQP Asphalt Roadway Level I

CTQP Earthwork Construction Inspection Level I

CTQP Pile Driving Inspection

CTQP Drilled Shaft Inspection (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)

IMSA Traffic Signal Inspector Level I

CTQP Final Estimates Level I

CERTIFICATIONS:

FDOT Intermediate MOT

Nuclear Radiation Safety

IMSA Traffic Signal Inspector Level I

Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors

OTHER:

Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects)

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress.

3. DELIVERABLES

Daily Inspection Reports regarding the Contractor's work shall be prepared and transmitted by the CONSULTANT to the CITY. These reports shall include a summarization of the work performed, quantification of the work performed, equipment and personnel utilized, and any other items of note.

4. COMPENSATION

Compensation for the above services shall be based on the hours worked and in accordance with the attached Cost Proposal.

Should you have any questions or comments regarding this proposal, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "Kellie W. Loper". The signature is written in a cursive, flowing style.

Kellie W. Loper, P.E.
Senior Project Engineer