

**EXHIBIT "A"**  
**SCOPE OF SERVICES**  
**FOR**  
**GENERAL ENGINEERING CONSULTANT SUPPORT SERVICES**  
**DISTRICT SEVEN**

**Contract 1**

**FPN(s): 254549 2 32 05, 254549 2 32 81, 254549 2 32 89, 254549 2 42 05**

**Contract 2**

**FPN(s): 254547 2 32 05, 254547 2 42 05**

**Contract 3**

**FPN(s): 254547 5 32 01, 254547 5 42 01**

**Revised: 11/16/20  
11/09/20  
10/27/20**

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**I. OBJECTIVE**

The State of Florida Department of Transportation (Department) requires a General Engineering Consultant (GEC) to provide a wide range of engineering, surveying, landscape architectural, technical, Geographic Information System (GIS), management, and administrative services as needed to assist in executing projects in the District Seven Work Program. The GEC will be tasked to support Transportation Development Departments in all areas covered by Development including Design, Project Management, Program Management, Right of Way, and Planning. Additional tasks for the GEC will include supporting District Seven Procurement Services. The GEC may also provide support for operations, maintenance, and construction activities of the State Highway System as required to support Transportation Development.

The GEC shall supplement the Department's resources by providing highly qualified technical and professional personnel to perform the duties assigned under the terms of this Agreement. All duties will be coordinated through, and assigned by, the District's GEC Project Manager.

The GEC firm shall have a working knowledge of a wide variety of alternative contracting and delivery methods for public sector infrastructure projects, including hybrid methods such as public-private partnerships and unsolicited proposals.

The Department may elect to expand, reduce, or delete the extent of each work element described in this Scope of Services.

The GEC will be required to comply with the requirements of Department Policy No. 375-030-006, Conflict of Interest Procedure for Department contracts for any work added by the Department.

As part of the terms of this agreement, the primary GEC and any subconsultants working for the Department's Procurement Services office on Design-Build activities will be precluded from pursuing any type of Design-Build projects in District 7. A Consultant will be allowed to have only one GEC contract in District 7 at one time. If an existing District 7 GEC firm is awarded the new District 7 GEC contract, their existing District 7 GEC contract will be terminated. A subconsultant for the primary GEC will be able to pursue Design-Build projects provided the subconsultant had no direct role in development of the Design-Build Request for Proposals (RFP). In this paragraph, the term "Design-Build" shall be construed to include Design-Build-Finance, Public-Private Partnerships (PPP), and other similar types of alternative contracting methods, as well as their hybrids.

Because of the broad range of engineering services to be performed (as defined by this Scope of Services), it is expected that the GEC be free and clear of all conflicts or potential conflicts. Therefore, it is expected that the GEC not pursue or engage in services that create a conflict or cause the Department to not have available the services of the GEC.

## **II. SERVICES**

### **A. Procurement Services**

The GEC may be authorized to perform or assist in activities during the acquisition phases as necessary to acquire contractual services for architectural, professional engineering, landscape architecture, land surveying and other services. The GEC may also be authorized to perform or assist in activities during the procurement phases of the design-build process. These activities may include, but are not limited to:

1. Determining feasibility, preparing scopes of service, preparing RFP including any alternate contracting methods, developing design and construction cost estimates, obtaining Federal Highway Administration (FHWA) or other lead Federal agency approval, and preparing and assisting with staff-hour negotiations.
2. Preparing project-specific and boilerplate RFP for Design-Build, Design-Build-Finance, Public-Private Partnership (PPP) and other types of alternative project contracting methods, as well as their hybrids as required; obtaining FHWA and State Construction Office approvals; assisting in the Alternative Technical Concepts (ATC) process; preparing formal Addendums to the RFP; working with associated Design Exception, Design Variation and Approved Products List (APL) approval issues, attending and assisting with Pre-Proposal Meetings, Industry Forums, Page Turn Meetings and Question & Answer Sessions, etc.; and reviewing and commenting on all documents submitted by Design-Build and PPP teams related to the technical portion of their adjusted score.

3. Preparing or assisting with the preparation or collection of any necessary RFP attachments and reference documents.
4. Processing Amendments and Task Work Order (TWO) Authorizations. This may include but is not limited to, evaluating the need for an amendment, preparing necessary paperwork, and assistance with staff-hour negotiations.

NOTE: If the GEC prepares the Scope of Services and/or staff-hour estimates for a project, the GEC is not allowed to propose for services as a prime or sub-consultant to perform the work specified in the scope of the contract. The GEC may not assist in any contractual activities related to any projects that they have contractual involvement in as a prime or as a sub-consultant.

**B. Intermodal Systems Development (Modal & Planning and Environmental Management Office [PLEMO])**

The GEC may be authorized to perform or assist in activities during the Planning and Project Development and Environment (PD&E) phases as necessary to deliver planning documents and construction plans with the highest possible level of quality. These activities may include, but are not limited to:

1. Prepare, manage and review local comprehensive plans, master plans, permits, interchange access requests, Developments of Regional Impacts (DRI), corridor traffic analyses, corridor designation reports, corridor needs assessment study, analysis of sidewalk gaps (inventory and feasibility), and community awareness plans.
2. Perform and assist with the management and review of traffic forecasting modeling, collecting traffic data for modeling, and collecting data for the Road Conditions Inventory (RCI) and traffic analyses.
3. Prepare, manage, and review applicable environmental studies and the completion of required engineering and environmental documentation necessary to obtain approval from appropriate federal agency. This may include the preparation of Categorical Exclusions, Environmental Assessments / Findings of No Significant Impacts (EA/FONSI), re-evaluations and the supporting technical reports. This also includes coordination with appropriate agencies, local officials, interested parties, and the general public.
4. Provide cultural resource program services including, but not limited to, performance of archaeological/historic structures surveys and subsequent reports,

review of surplus property requests, Section 106 evaluations, historic architectural design and construction engineering inspection services and management of the Department's cultural resource program including review of submittals, staff-hour estimates and negotiations support.

5. Assist the Department in monitoring projects in design, right of way acquisition, and/or construction phases to ensure compliance with environmental documents and any required re-evaluation for the lead Federal agency. This includes providing hazardous materials/contamination support during these phases.
6. Provide project development, engineering and environmental support for the Department's multimodal projects. Assist the department in reviewing and monitoring highway projects to ensure impacts to modal facilities are minimized or mitigated.
7. Assist the Department in preparing grant applications and supporting documentation as needed.

## **C. Design**

The GEC may be authorized to perform or assist in activities related to all sections of design including Roadway, Drainage, Traffic Design, Structures, Utilities, and Environmental Permitting during the design phase as necessary to deliver construction plans with the highest possible level of quality. These activities may include, but are not limited to:

1. Assist in reviewing/coordinating and managing the work of design consultants; validating and providing written responses on design completion as reported by design consultants in their requests for progress payments; monitoring design consultants' performance of services to determine adequacy of work performed relative to contract intent; comparing Work Program funding with project costs at scope preparation and at various phase submittals. Review and provide written response regarding the development of design, right of way and construction comparative cost estimates.
2. Assist in the design of tasks (Roadway, Drainage, Traffic Design, Structures, Utilities, Environmental Permitting, and Transit Engineering) for items specific to the section to ensure that the goals of the Department are met. This may include minor or miscellaneous engineering tasks, project administration, and other efforts as needed.
3. Assist as required with Value Engineering analyses and studies; advise and consult on questions of engineering with respect to project design intent; provide incidental

survey work; review, assist in permitting, review of Maintenance of Traffic plans, constructability issues, feasibility studies, geotechnical, survey support, access management, community awareness.

4. Prepare technical documents to include but not limited to concept reports (e.g., Context Sensitive Solutions, Transportation for Livable Communities, Transit Alternatives, etc.), design variations, design exceptions, typical section packages, pavement design packages, and fast response contracts.
5. Assist in reviewing site development plans (e.g., rest areas, weigh stations, Development of Regional Impacts (DRIs), Access Management permit applications, etc.) architectural design, structural, heating and air conditioning, electrical, illumination, plumbing, water supply, and waste water treatment for conformance to applicable design standards.
6. Assist in accomplishing minor design activities such as maintenance of traffic plans, stormwater pollution prevention plans, traffic operations improvements, and development of emergency contingency plans.
7. Assist in Utility/Railroad relocations by preparing schedules, coordinating with Utility/Railroad entities, negotiating Utility/Railroad agreements, reviewing Utility/Railroad permits, evaluate Utility/Railroad relocation cost estimates and other activities as needed.
8. Provide Environmental Permitting support by preparing and reviewing permit application packages, reviewing plans to verify compliance with permits and other activities as needed.
9. Assist Intelligent Transportation Systems Support Services by reviewing Advance Traffic Management Systems (ATMS) plans, determining feasibility, and developing conceptual plans and other activities as needed.
10. Assist with project controls such as scheduling requirements for all pre-design and project design phases and cost estimates. This includes providing progress reports, tracking changes in project schedules and cost estimates and coordinating with the appropriate Department staff to notify them of changes, and other activities as needed.
11. Assist in review of transit alternatives provided by the Department, local agencies or other public or private partnerships. This may include but is not limited to economic or environmental feasibility or geometric criteria.

**D. Right of Way Support**

Provide services necessary to assist in coordinating, planning, directing, and controlling the Right of Way program as necessary to assist the Department in expediting the execution of the right of way process work, managing property management contracts and activities, and programs related to Right of Way processes including:

1. Provide assistance for Right of Way acquisition such as conducting field reviews to evaluate a project's impact to adjacent property and the potential for right of way damages, hearings preparation, condemnations proceedings, and other litigation including the preparation of trial exhibits, developing “cost-to-cure” remedies for right of way takes to determine/minimize damages to adjacent property.
2. Provide management and control services including implementation of detailed scheduling and cost control activities to support Right of Way/Relocation Assistance Support Services.
3. Furnish trial exhibits and expert testimony in condemnation proceedings or other litigation with respect to acquisition of property required for a project.
4. Analyze claims against the Department arising out of a project or works thereon and provide support as required to affect the settlement of such claims.
5. Establish and maintain a record keeping system and archives.

**E. Surveying and Mapping**

The GEC may be authorized to perform or assist in activities that involve the surveying and mapping processes related to preparing scopes of services, estimating crew days/staff hours, preparing or reviewing survey, right of way maps, legal descriptions, comparing maps with plans. This may include but is not limited to:

1. Attend scope meetings/field reviews, assist in negotiating with consultants to perform these services, update work program estimates for surveying and mapping effort, attend scope meetings/field reviews, and assist in finalizing contract documents.



2. Prepare/review survey field notes, various surveys and maps, title work, legal descriptions, parcel sketches, record plats, and survey calculations.
3. Use computers/peripherals to process data per Department standards, review/perform Computer-Aided Design and Drafting (CADD) computations, deliverables to ensure Department standards have been followed, as well as verifying the quality assurance of products and documenting same.
4. Maintain a positive dialogue with Department consultants and customers who are stakeholders in any Department project.

#### **F. Subsurface Utility Engineering (SUE) Services**

The GEC shall provide all necessary services to designate and locate existing surface and subsurface utilities to support the design and construction plans on projects selected by the Department.

The term “designate” in this Scope of Services means to indicate, by marking, the presence and approximate horizontal location and depth, when the readings appear valid, of all existing subsurface utilities using standard geophysical prospecting techniques. The GEC does not guarantee the accuracy of such designations as substitutions for as-built information during any demolition, excavation or construction activities. The term “locate” means to obtain an accurate position of surface utilities using standard practices and subsurface utilities (horizontally and vertically) by digging a test hole. The Department agrees that data provided by the GEC is a pre-design service and can only be relied upon for construction activities where the GEC has verified locations and elevations. Any data provided by the GEC is not a substitute for full compliance with all applicable underground utility damage prevention laws.

##### **1. Subsurface Utility Designating Service**

The GEC shall:

(A) Obtain all necessary permits from city, county, municipality or other jurisdictions to allow the GEC to work in existing street, roads, etc. for the purpose of marking, measuring and recording the location of existing subsurface utilities.

(B) Designate, record and mark the approximate horizontal location of the existing utilities and their major laterals to existing buildings by a method approved by the Department. No storm sewers are to be designated unless authorized by the Department. All survey work required, including the retracing

of the survey centerline of baseline, will be determined and performed by the GEC. The horizontal designating of the underground utility line shall be within two (2) feet of either side of the underground utility line as shown on the plan sheets.

(C) Determine and provide the Department with the approximate depth of all existing utilities as determined by the designator when the readings appear valid. This depth indication is understood by both the GEC and the Department to be “approximate” only and is not intended to be used in designing the right-of-way and construction plans.

## **G. Construction**

The GEC may be authorized to perform or assist in activities during the construction phases as necessary to assist in achieving the highest possible level of construction quality. These activities may include:

1. Assist in “constructability and bid ability” review of construction plans and specifications for contract bids. Study the need for and recommend, if authorized, advanced construction contracts for clearing, grubbing, and removal of obstacles and buildings prior to sectional construction contract awards.
2. Prepare construction duration estimates and/or prepare Traffic Control Plans (TCPs) upon request.
3. Review and evaluate construction contract packages and recommend possible improvements to strengthen documents that will be used by the Department during construction, including claims avoidance.
4. Review terms and conditions of special provisions and standard specifications and recommend additions to meet construction objectives.
5. Oversight of all activities required of the Engineer of Record during project construction.

## **H. Maintenance**

The GEC may be authorized to perform activities during the maintenance phase as required. These activities may include:

1. Assist Traffic Operations with design phase review for all maintenance of traffic activities for future construction projects; design phase review for signing and marking plans for future construction projects; on-going review of all maintenance

of traffic activities for all construction projects; review and adherence to the Department's "Lane Closure Policy"; develop sign inventory for selected roadway sections. Assist as necessary with safety programs such as Stop and Look Pedestrian Safety Educational Campaigns.

2. Assist District Bridge to provide emergency response overview services, provide structural engineering support for the Skyway Bridge corridor and other structures in the District, provide structures inspection as necessary, provide shop drawing reviews, RFI reviews and design revisions for current construction projects as needed; provide MOT designs and analysis as needed, provide Work Program and Transportation Development support; provide special studies of structures including life-cycle cost analysis; provide load rating of bridges; provide structures inspection record system support including EDMS activities; provide office assistance by staffing the DSMO as requested by the Department.

#### **I. GIS Services**

Provide GIS assistance to the Department as directed, to support the needs of the Work Program.

#### **J. Rendering & Modeling Services**

Prepare art renderings, videos, and three-dimensional site models for proposed projects, both physical and electronic, using innovative cutting-edge technology, such as 3-D printing, etc., for potential presentations to various project stakeholders. All such presentation formats and supporting software tools and 3-D printing devices shall be pre-approved by the Department for use with the deliverables for each specific assignment.

Recommend to the Department and implement approved innovative methodologies to deliver 3-D products to the public, the Department, permitting agencies, municipalities, other government entities, etc.

#### **K. Community Awareness/Public Involvement Services**

The GEC may be authorized to provide support for community awareness and public relations activities, including provide technical assistance, data, information, and materials necessary for the day-to-day exchange of information with the public, all agencies, elected officials, and the general public in order to keep them informed regarding the progress and impacts of proposed projects. These activities may include, but are not limited to:

1. Assisting with general and targeted marketing and public outreach programs, including use of social media.

2. Assisting with various large and small group public meetings, workshops, and hearings, as well as Design-Build pre-proposal meetings, industry forums, page turn meetings, and question & answer sessions, such as assisting with or providing site selection, signs, handouts, exhibits, display boards, notification letters, staff briefings, press briefings, media kits, court reporting, transcripts, written responses to public comments, general public correspondence\*, legal/display advertisements, mass mailings, public opinion polls, brochures, interactive websites, hotlines, publicly-accessible information kiosks, renderings, models, videos, and animations. \*Arrangements shall be made to ensure that when email messages are received from entities external to the Department, a reply (or acknowledgement with commitment date for follow-up) is transmitted within 24 hours.
3. Assisting with presentations to and inquiries from various entities, such as MPO's, citizen advisory committees, city councils and commissions, boards of county commissioners, special district boards, permitting agencies, Senators, Representatives, media outlets, homeowners associations, civic associations, business and industry groups, and other stakeholders.
4. Assisting with and documenting Title VI compliance with special needs requests at public meetings and venues, including bilingual capabilities as necessary.

#### **L. Other Services**

Provide engineering assistance to the Department as directed by the District Secretary, District Directors, District Design Engineer, District Consultant Project Management Engineer, and Procurement Services Administrator or designees, to support the Department in the event of an emergency. Support may include maintenance and repairs assistance, design assistance, traffic maintenance, damage surveys or other related engineering services.

### **III. PROVISIONS FOR WORK**

#### **A. Plans and Specifications**

All maps, plans and designs are to be prepared with English values in accordance with all applicable current Department manuals, memorandums, guidelines and other documents, including, but not limited to, the following:

1. General
  - 29 CFR, Part 1910.1101 – Asbestos Standard for Industry, U.S. Occupational Safety and Health Administration (OSHA)
  - 29 CFR, Part 1926, 1101 – Asbestos Standard for Construction, OSHA
  - 40 CFR, Part 61, Subpart M – National Emission Standard for Hazardous Air Pollutants (NESHAP), Environmental Protection Agency (EPA)

- 40 CFR, Part 763, Subpart E – Asbestos-Containing Materials in Schools, EPA
- 40 CFR, Part 763, Subpart G – Asbestos Worker Protection, EPA
- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- Any special instructions from the DEPARTMENT
- Bicycle Facilities Planning and Design Manual
- CADD Manual
- CADD Production Criteria Handbook
- Ch. 469, F.S. – Asbestos Abatement, Florida Department of Business and Professional Regulation (DBPR)
- Ch. 62257, F.A.C. – Asbestos Program, Florida Department of Environmental Protection (DEP)
- Code of Federal Regulations
- Design Traffic Procedure
- Equivalent Single Axle Load Guidelines
- Florida Administrative Codes
- Florida Department of Business & Professional Regulation Rules
- Florida Department of Environmental Protection Rules
- Florida Department of Transportation Basis of Estimates Manual
- Florida Department of Transportation Standard Plans for Road and Bridge Construction
- Florida Department of Transportation Specifications Handbook
- Florida Department of Transportation Materials Manual
- Florida Department of Transportation Design Manual
- Florida Department of Transportation Project Development and Environment Manual
- Florida Department of Transportation Standard Specifications for Road and Bridge Construction
- Florida Statutes
- Florida’s Level of Service Standards and Guidelines Manual for Planning
- Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways (***“Florida Green Book”***)
- Model Guide Specifications – Asbestos Abatement and Management in Buildings, National Institute for Building Sciences (NIBS)
- Policy for Geometric Design of Highways and Streets (***AASHTO “Green Book”***)
- Project Traffic Forecasting Guidelines
- Quality Assurance Guidelines
- Rule 5J-17, F.A.C., Minimum Technical Standards for Professional Surveyors and Mappers
- Safety Standards
- Utility Accommodation Manual (UAM)
- Quality/Level of Service Handbook

- Interchange Access Request User's Guide
  - Highway Capacity Manual
  - Highway Safety Manual
  - Project Traffic Forecasting Handbook & Project Traffic Forecasting Procedures
  - Traffic Analysis Handbook
2. Design Build
- Design-Build Checklist
  - Design-Build Rules, Procedures & Guidelines
  - State Construction Office Design-Build Infonet Site
  - [Design-Build Checklist](#)
  - [D7 Design-Build Procurement Website](#)
  - State Construction Office Design-Build Website
  - [Design-Build Rules, Procedures](#)
  - [Design-Build Documents](#)
3. Permits
- Chapter 373, F.S.
  - Bridge Permit Application Guide, COMDT PUB P16591.3B
  - Section 10 (33 U.S.C. 403)
  - Section 404 authority (33 U.S.C. 1344)
  - (33 CFR 320-332)
  - Section 7(a)(2) of the Endangered Species Act (ESA) and its implementing regulations at 50 CFR Section 402
  - Magnuson-Stevens Fishery Conservation and Management Act,
  - Ch. 68, F.A.C.
  - Hillsborough County Environmental Protection Act (EPC Act), Chapter 84-446, as amended, Laws of Florida.
  - Chapter 95-488, Laws of Florida, and Interlocal Agreement between the EPC and the Tampa Port Authority (TPA)
  - CHAPTER 18-21 F.A.C.
  - Building Permit
4. Drainage
- Cross Drains
  - Drainage Handbooks
  - Drainage Manual
  - Erosion and Sediment Control
  - Hydrology
  - Optional Pipe Materials

- Storm Drain
  - Stormwater Management Facility
  - Temporary Drainage Handbook
5. Survey and Mapping
- All Applicable Florida Statutes and Administrative Codes
  - Applicable Rules, Guidelines codes and Authorities of other Municipal, County, State and Federal Agencies
  - FDOT Right of Way Mapping Handbook
  - FDOT Surveying Procedure Topic 550-030-101
  - Florida Department of Right of Way Procedures Manual
  - Florida Department of Transportation Surveying Handbook
6. Traffic Operation Manuals
- AASHTO – An Information Guide for Highway Lighting
  - AASHTO – Guide for Development of Bicycle Facilities
  - Americans with Disabilities Act
  - Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD)
  - Federal Highway Administration Standard Highway Signs Manual
  - FHWA – Roundabouts: An Informational Guide
  - Florida Department of Transportation – Florida Roundabout Guide
  - Florida Department of Transportation Manual on Uniform Traffic Studies (MUTS)
  - Florida Department of Transportation Median Handbook
  - Florida Department of Transportation Traffic Engineering Manual
  - Minimum Specifications for Traffic Control Signal Devices
  - National Electric Safety Code
  - National Electrical Code
7. Structures
- AASHTO LRFD Bridge Specifications and Interims
  - AASHTO LRFD Movable Highway Bridge Design Specifications and Interims
  - AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaries and Traffic Signals and Interims (*only for structures as designated by the DEPARTMENT*)
  - AASHTO/-AWS-D1. 5M/D1.5: An American National Standard Bridge Welding Code
  - AASHTO Guide Specifications for Structural Design of Sound Barriers
  - Florida Department of Transportation Structures Manual

- Florida Department of Transportation Structures Design Office Temporary Design Bulletins (available on Florida Department of Transportation Structures Website only)
  - Florida Department of Transportation Preferred Details (available on Florida Department of Transportation Structures Website only)
  - Florida Department of Transportation Bridge Load Rating Permitting and Posting Manual
  - AASHTO Guide Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges, 1st Edition (2003) with 2005 Interim Revisions
8. Geotechnical
- FHWA Checklist and Guidelines for Review of Geotechnical Reports and Preliminary Specifications
  - Manual of Florida Sampling and Testing Methods
  - Soils and Foundation Handbook
9. Landscape Architecture
- Florida Highway Landscape Guide
10. Architectural
- Building Codes – Latest Adopted Edition
- Florida Building Code Building
  - Florida Building Code Fuel Gas
  - Florida Building Code Mechanical
  - Florida Building Code Plumbing
  - Florida Building Code Existing Buildings
  - Accessibility for Persons with Disabilities
  - Florida Accessibility Code for Building Construction
  - Florida Administrative Code Chapter 609D, Division of Building Construction
  - Florida Statutes Chapter 553, Building Construction Standards
  - ANSI A117.1 2003 Accessible and Usable Building and Facilities
    - Titles II and III, Americans with Disabilities Act (ADA), Public Law 101-336; and the ADA Accessibility Guidelines (ADAAG)
  - Fire Codes and Rules – Latest Adopted Edition
    - NFPA 70 National Electrical Code
    - NFPA 10 Life Safety Code
    - NFPA 10 Standard for Portable Fire Extinguishers
    - NFPA 11 Standard for Low-Expansion Foam Systems



- NFPA 11A Standard for High- and Medium-Expansion Foam Systems
- NFPA 12 Standard for Carbon Dioxide Extinguishing Systems
- NFPA 13 Installation of Sprinkler Systems
- NFPA 30 Flammable and Combustible Liquids Code
- NFPA 54 National Gas Fuel Code
- NFPA 58 LP – Gas Code
- Florida Fire Prevention Code as adopted by the State Fire Marshall.  
Consult with the Florida State Fire Marshal's office for other frequently used codes.
- Energy Conservation
  - Section 255.251, F.S. Florida Energy Conservation Act of 1974
  - Section 255.255, F.S., Life-Cycle Costs
- Elevators
  - Chapter 61C-5, Florida Elevator Code
  - Chapter 7C-5, Florida Elevator Code
  - ASME A-71.1, Safety Code for Elevators and Escalators
  - Flood Plain Management Criteria
  - Section 255.25, F.S., Approval Required Prior to Construction or Lease of Buildings
  - Rules of the Federal Emergency Management Agency (FEMA)
- Extinguishing Systems
  - NFPA 10 Fire Extinguishers
  - NFPA 13 Sprinkler
  - NFPA 14 Standpipe and Hose System
  - NFPA 17 Dry Chemical
  - NFPA 20 Centrifugal Fire Pump
  - NFPA 24 Private Fire Service Mains
  - NFPA 200 Standard on Clean Agent Fire Extinguishing Systems
- Detection and Fire Alarm Systems
  - NFPA 70 Electrical Code
  - NFPA 72 Standard for the Installation, Maintenance and Use of Local Protective Signaling Systems
  - NFPA 72E Automatic Fire Detectors
  - NFPA 72G Installation, Maintenance and Use of Notification Appliances
  - NFPA 72H Testing Procedures for Remote Station and Proprietary Systems
  - NFPA 74 Household Fire Warning Equipment
  - NFPA 75 Protection of Electronic Computer Equipment
- Mechanical Systems
  - NFPA 90A Air Conditioning and Ventilating Systems
  - NFPA 92A Smoke Control Systems
  - NFPA 96 Removal of Smoke and Grease-Laden Vapors from Commercial Cooking Equipment

- NFPA 204M Smoke and Heating Venting
- Miscellaneous Systems
  - NFPA 45 Laboratories Using Chemicals
  - NFPA 80 Fire Doors and Windows
  - NFPA 88A Parking Structures
  - NFPA 105 Smoke and Draft-Control Door Assemblies
  - NFPA 110 Emergency and Standby Power Systems
  - NFPA 220 Types of Building Construction
  - NFPA 241 Safeguard Construction, Alteration, and Operations
  - Florida Administrative Code 4A-47 Uniform Fire Safety for Elevators
  - Florida Administrative Code 4A-51 Boiler Safety
- Other
  - Chapter 64E-6 FAC: Standards for On-Site Sewage Disposal Systems (Septic Tanks)
  - Chapter 17-6.070 FAC: Wastewater Facilities (Treatment Plants)
  - Chapter 17-761 FAC: Underground Storage Tank Rules
  - Chapter 10D-6 FAC: On Site Sewage Disposal Systems (Septic Tanks)

These documents are revised periodically by the responsible agencies and adopted by authorities having jurisdiction on building projects. The design Consultant and the project manager are advised to obtain applicable versions of these documents from the responsible agency prior to use.

- American Concrete Institute
- American Institute of Architects – Architect’s Handbook of Professional Practice
- American Society for Testing and Materials – ASTM Standards
- Brick Institute of America
- DMS – Standards for Design of State Facilities
- Florida Building Code
- Florida Concrete Products Association
- Florida Department of Transportation – ADA/Accessibility Procedure
- Florida Department of Transportation – Building Code Compliance Procedure
- Florida Department of Transportation – Design Build Procurement and Administration
- Florida Department of Transportation – Standard Specifications for Road and Bridge Construction
- Florida Department of Transportation – Structures Manual
- Florida Department of Transportation Standard Plans
- National Concrete Masonry Association
- National Electrical Code (current edition)
- National Fire Protection Association – Life Safety Code (current edition)
- Portland Cement Association - Concrete Masonry Handbook

## 11. Intelligent Transportation Systems

- Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways  
[https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/roadway/floridagreenbook/2016floridagreenbookfinal-982972170.pdf?sfvrsn=946ed802\\_2](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/roadway/floridagreenbook/2016floridagreenbookfinal-982972170.pdf?sfvrsn=946ed802_2)
- Turnpike Design Handbook (TDH) and associated Guide Drawings  
<http://www.floridasturnpike.com/design/html>
- Turnpike Supplement to the FDOT Structures Manual
- Turnpike Supplement to the FDOT Drainage Manual
- General Tolling Requirements (GTR)
- Turnpike Landscape Branding Guidelines
- Turnpike Lane Closure Policy
- Turnpike U-Turn Policy
- Traffic Monitoring:
- FHWA Traffic Detector Handbook
- FDOT General Interest Roadway Data Procedure
- FHWA Traffic Monitoring Guide
- FDOT's Traffic/Polling Equipment Procedures
- AISC Manual of Steel Construction (referred to as "AISC Specifications")
- American National Standards Institute (ANSI) RP-8-00 Recommended Practice for Roadway Lighting
- AASHTO AWS D1.1/ANSI Structural Welding Code – Steel
- AASHTO D1.5/AWS D1.5 Bridge Welding code
- Chapter 62-302 Florida Administrative Code – Surface Water Quality Standards
- Federal Highway Administration (FHWA) Roadway Construction Noise Model (RNCM) and Guideline Handbook
- Florida Fish and Wildlife Conservation Commission – Standard Manatee Construction Conditions 2005

### B. Surveying and Mapping Services

The GEC shall ensure that all surveying and mapping work, as applicable, is performed in accordance with all Florida Statutes and Administrative Codes, including but not limited to: Surveying & Mapping Topic No. 550-030-101, Temporary Traffic Control Training Topic No. 625-010-010, and any special instructions from the appropriate District Surveyors.

### **C. Professional Services Contract Documents**

The GEC shall ensure that all contract documents and support forms have been prepared using Microsoft Office software (Word or Excel) and stored on appropriate devices. A sequential naming convention shall be applied to the files and documentation provided to the Department. All documents are to be formatted to print on a sheet-feed laserprinter.

## **IV. DEPARTMENT RESPONSIBILITIES**

When appropriate the Department will provide those services and materials as set forth below:

- Provide project data currently on file.
- Provide numbers for field books.
- Provide general philosophies and guidelines of the Department to be used in the fulfillment of this contract. Objectives, constraints, budgetary limitations, and time constraints will be completely defined by the Project Manager.
- Provide letters of authorization designating the Consultant as an agent of the Department in accordance with F.S. 327.274.
- Provide access for the Consultant to utilize the Department's Information Technology Resources.

Regarding Environmental Permitting Services:

- Provide the appropriate signatures on application forms.

## **V. CONSULTANT RESPONSIBILITIES**

1. The Consultant shall provide an overall Project Manager, acceptable to the Department, who will be the primary point of contact with the Department for the scope, schedule, manpower coordination and completion of all Task Work Orders. The Consultant Project Manager shall appoint, with the concurrence of the Department Project Manager and Department individual Task Work Order Managers, a Consultant individual Task Work Order Manager. The Consultant Project Manager shall meet with the Department staff on a regular basis as requested by the Department Project Manager and shall provide monthly progress reports in a mutually agreeable format, by Task Work Order, no later than two weeks after the end of the billing cycle of each month unless agreed to by the Department Project Manager. These progress reports shall be the basis for evaluation and processing of invoices for payment, unless otherwise stated in the Task Work Order.
2. The Consultant shall provide and maintain an up-to-date list of staff with agreed-to classifications and approved salaries (subject to the contract Exhibit "B") that would be available to be assigned to specific Task Work Orders. No Consultant staff, except those specifically identified in a Task Work Order or those specifically agreed to by the Department Project Manager, shall charge time to that particular Task Work Order.

3. Consultant must request approval from the Department's Project Manager for any modifications or additions to the list of available staff prior to the initiation of any work by that individual. If applicable, new job classifications may be added to the contract via contract amendment. Consultant shall submit a copy of the resume and payroll register when staff is added.
4. The Consultant shall provide sufficient staff, either the specific staff person requested or acceptable staff at defined levels of expertise as agreed to by the Department's Task Work Order Manager, in a timely manner to complete all assigned work. If, at any time, the Department Task Work Order Manager determines that the number or expertise of particular staff assigned to a specific task is inadequate, the Department Project Manager and the Task Work Order Manager shall coordinate with the Consultant Project Manager to ensure adequate staff with the proper level of expertise is made available to ensure the timely completion of the work.
5. The Consultant shall provide all agreed to services, products and documentation within the required time schedule as defined in the individual Task Work Order.
6. The Consultant shall provide monthly invoices for work performed within 15 days of the end of the month for work performed during the preceding month, unless specifically agreed to by the Department Project Manager. The Department shall apprise the Consultant when a Task Work Order is funded by "operating budget", which must be invoiced before the end of the Department's fiscal year. Work on operating funds Task Work Orders must be completed by June 30th, with a final invoice received by the Department no later than September 1st, of the fiscal year the funds are encumbered. A final invoice for "operating budget" Task Work Orders shall be provided no later than 30 days after the Task Work Order terminates.
7. The Consultant shall verify to the Department Project Manager that all computers used by Consultant staff have a resident anti-virus program acceptable to the Department.
8. The Consultant shall ensure that all documents and support forms have been prepared on software approved by the Department's Project Manager and stored as specifically agreed to in an individual Task Work Order. A sequential naming convention should be applied to the files and documentation provided to the Department. Specific project documentation requirements will be specified in the respective Task Work Orders.

## **VI. COMPUTER SERVICES**

- A. The full-time GEC staff will be authorized to use the Department's internet technology resources.
- B. Any computations based on computer programs other than the Department's must conform to the Department's general format. (see FDOT Design Manual).

## **VII. PERSONNEL QUALIFICATIONS**

The Consultant shall assign only competent technical and professional personnel qualified by the necessary experience and education to perform assigned work. The Consultant is responsible for ensuring that staff assigned to work under this Agreement has the training established by the Department as a prerequisite for Consultant staff to perform work. If the required training is such that it can be applied by the trainee to work on other contracts, (regardless of whether or not the trainee would work on other agreements), the cost of the trainee's time and expenses associated with the training is not directly billable to the Department on this contract, and shall only be recoverable through overhead for the Consultant firm.

## **VIII. SUBCONSULTANT SERVICES**

Services assigned to any subconsultants must be approved in writing and in advance by the Department Project Manager, Procurement Office, and the Consultant Project Manager in accordance with this Agreement. All subconsultants must be technically qualified by the Department to perform all work assigned to them. Additional subconsultants with specialized areas of expertise may be required to complete specific Task Work Order assignments. Any subconsultant to be hired and all work assignments to be performed, and all rates of compensation shall be agreed to by the Department Project Manager, Procurement Office and the Consultant Project Manager and documented in the contract file prior to any work being performed by the subconsultant.

## **IX. CONSULTANT NOT EMPLOYEE OR AGENT**

The Consultant and its employees, agents, representatives, or subconsultants/ subcontractors are not employees of the Department and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, Consultant and its employees, agents, representatives, or subconsultants/subcontractors are not agents of the Department or the State for any purpose or authority such as to bind or represent the interests thereof, and shall not represent that it is an agent or that it is acting on the behalf of the Department or the State. The Department shall not be bound by any unauthorized acts or conduct of Consultant.

## **X. OWNERSHIP OF WORKS AND INVENTIONS**

The Department shall have full ownership of any works of authorship, inventions, improvements, ideas, data, processes, computer software programs, and discoveries (hereafter called intellectual property) conceived, created, or furnished under this Agreement, with no rights of ownership in Consultant or any subconsultants/subcontractors. Consultant and subconsultants/subcontractors shall fully and promptly disclose to the Department all intellectual property conceived, created, or furnished under this Agreement. Consultant or subconsultant/subcontractor hereby assigns to the Department the sole and exclusive right, title, and interest in and to all intellectual property conceived, created, or furnished under this Agreement, without further consideration. This Agreement shall operate as an irrevocable

assignment by Consultant and subconsultants/subcontractors to the Department of the copyright in any intellectual property created, published, or furnished to the Department under this Agreement, including all rights thereunder in perpetuity. Consultant and subconsultants/subcontractors shall not patent any intellectual property conceived, created, or furnished under this Agreement. Consultant and subconsultants/subcontractors agree to execute and deliver all necessary documents requested by the Department to effect the assignment of intellectual property to the Department or the registration or confirmation of the Department's rights in or to intellectual property under the terms of this Agreement. Consultant agrees to include this provision in all its subcontracts under this Agreement.

## **XI. CONTRACT MANAGEMENT**

The GEC shall provide a full-time administrative team approved by the Department's Project Manager. Their responsibility consists of providing monthly progress reports, internal project assignments, monthly invoices, internal coordination, and assurance of compliance to all administrative contract procedures as they apply to the GEC.

The GEC will assure that all Consultant personnel (including subconsultants) that will be assigned either full or part time at any of the various District Offices are aware of and comply with the Department's rules and regulations as it applies to conduct and the use of Department resources. The GEC will be responsible for coordinating with the District Office Operations' staff to obtain the security credentials required for access to the necessary work locations. The GEC will also be required to advise the District Office Operations staff of any personnel changes that may occur throughout the term of the contract.

## **XII. BEGINNING & LENGTH OF SERVICES**

- A. Services to be provided by the GEC will be initiated and completed as directed by the District Project Management Engineer or their delegate for each Task Work Order authorized under this Agreement.
- B. The Procurement Services Manager shall furnish the GEC a Task Work Order outlining the services to be performed, and the estimated fees to be paid for services authorized pursuant to the Scope of Services document attached to the Task Work Order. No work shall be performed until a Task Work Order has been issued.