

SCOPE OF SERVICES

FDOT DISTRICT 6

MODAL DEVELOPMENT GENERAL ENGINEERING CONSULTANT SERVICES

FINANCIAL PROJECT NUMBERS:

439218-2-12-01

Advertisement Number 21669

TABLE OF CONTENTS

I. PURPOSE	3
II. SERVICES	5
A. PROFESSIONAL SERVICES CONTRACTUAL SUPPORT	4
B. MODAL DEVELOPMENT SUPPORT SERVICES	6
C. DESIGN-BUILD PROJECT SUPPORT SERVICES	10
D. PLANNING AND ENVIRONMENTAL MANAGEMENT	10
E. Project Development and Environmental Services (PD&E)	12
F. PROJECT ENGINEERING SUPPORT	15
G. INTELLIGENT TRANSPORTATION SYSTEM (ITS)	19
H. RIGHT-OF-WAY SUPPORT SERVICES	20
I. PROFESSIONAL SURVEYING AND MAPPING	24
J. GEOTECHNICAL SERVICES	26
K. PUBLIC INVOLVEMENT SUPPORT	27
L. MAINTENANCE / TRAFFIC OPERATIONS	27
M. CONSTRUCTION MANAGEMENT SERVICES	28
N. PLANS REVIEW	31
O. PRODUCTION MANAGEMENT	32
P. POST-DESIGN SERVICES	33
Q. IN-HOUSE STAFFING	33
R. OTHER PROFESSIONAL SERVICES	34
III. COMPUTER SERVICES	34
IV. SCHEDULE	34
V. RESPONSIBILITIES TO THE DEPARTMENT	35
VI. SPECIFICATIONS OF WORK	35

I. **PURPOSE**

The Florida Department of Transportation (Department) requires professional services of a General Engineering Consultant (Consultant) for a wide range of engineering, premium transit, modal (Aviation, Seaport, Rail, Freight), survey, architectural, landscaping, technical, management and administrative services as needed to assist in executing projects in the District 6 Work Program.

The Consultant will primarily support the District Six Modal Development Office (MDO).

The Consultant will supplement the Department's resources by providing highly qualified technical and professional personnel to perform the duties assigned under the terms of this agreement.

The Consultants under this contract will NOT be allowed to reject, at will, work assignments issued under this contract, due to pre-existing or pending future project interests which will conflict the Firm, in accordance with restriction on consultant eligibility to compete for Department contracts (Topic 375-030-006). The Consultant shall minimize to the maximum extent possible the Department's need to apply its own resources to assignments authorized by the Department.

A consultant firm who is currently serving as a Prime Consultant on any of the Strategic Miami Area Rapid Transit (SMART) Plan Corridors or who intends to pursue or is involved in any request for proposals (RFP's) to provide design-build services on any of the SMART Plan Corridors is precluded from pursuing this contract whose scope of services includes providing Owner's Representation on behalf of the Department for the SMART Plan.

The Department may request Consultant services on an as needed basis through the issuance of a Task Work Order for the required work. There is no guarantee that any or all of the services described in this Contract will be assigned during the term of this Contract. Furthermore, the Consultant is providing these services on a nonexclusive basis.

The Department, at its option, may elect to have any of the services set forth herein performed by other consultants or Department staff. The Department may elect to expand, reduce, or delete the extent of each work element described in this Scope of Services.

The work is anticipated to consist of, but not limited to, the following:

- Professional Services Contractual Support
- Modal Development Support Service
- Design-Build Project Support Services
- Planning and Environmental Management
- Project Development and Environment (PD&E) Services
- Project Engineering Support
- Project Management Support
- Intelligent Transportation System (ITS)
- Right of Way Support Services
- Professional Surveying & Mapping
- Geotechnical Services

- Public Involvement Support
- Maintenance / Traffic Operations
- Construction Management Services
- Plans Review
- Production Management Scope of Services – General Consultant Engineering
- Post Design Services
- In-House Staffing
- Other Services

II. SERVICES

The following types of work elements may be assigned under the terms of this Agreement:

A. Professional Services Contractual Support

(For all Department services such as PD&E Design Contracts, Design-Build Contracts and Construction related services)

Consultant support for the acquisition of professional services as defined in Section 287.055, Florida Statutes, relative to the acquisition of architecture, professional engineering, landscape architecture and land surveying, and other contractual services in support of the Department. Upon proper authorization, the Consultant may:

1. Assist the Department in Consultant Support as follows:
 - a. Develop scopes of work, special contract provisions and project concept reports.
 - b. Prepare estimated staff loading requirements and estimates of costs for proposed services
 - c. Develop milestone schedules of overall time relationships authorized for the performance of services and coordination between various entities that are to be involved in a project.
 - d. Prepare advertisement drafts. Prepare documentation for obtaining internal Department and when applicable, FHWA, approvals for advertisement.
 - e. Develop contract / procurement documents: Requests for Proposal (RFP), Scope Packages, Addendums, Supplemental Amendment and Task Work Order.
 - f. Prepare for coordinating and/or conducting Scope of Services meetings and preparing official minutes.
 - g. Serve as technical advisors for the Technical Review Committee.

- h. Review and evaluate consultant fee proposals.
 - i. Review and evaluate information related to the acquisition of professional and construction services.
 - j. Preparation of Notice-to-Proceed materials.
 - k. Reviewing and determining validity of consultant claims for extra work and/or extension of time for performance of services.
 - l. Review and evaluate appropriateness of consultant submitted fee proposals for supplemental services.
 - m. Develop, review and document supplemental agreements for extra work or Amendments such as Extensions of Time for performance of services.
 - n. Review and recommend for approval consultants' requests for payment.
 - o. Monitor consultant performance of services to establish adequacy relative to contract requirements.
 - p. Prepare Consultant Termination Agreements or Certificates of Completion.
 - q. Monitor compliance with invoice submittals.
 - r. Other Professional Services Contractual support as necessary.
2. Assist the Department in the coordination and management of:
- a. Standardized Scopes of Services normally solicited from consultants.
 - b. Implementation of the Department standards, procedures and policies.
 - c. Contract / procurement issues.
 - d. Public Private Partnership (PPP) issues.
 - e. Local Agency Program (LAP) issues.
 - f. Federal Transit Administration (FTA) issues.
3. Assist the Department in the coordination and management of various controls and reporting systems to:
- a. Schedule, track and monitor status of professional contracting activities.

- b. Provide and/or obtain subcontract advice on technical matters requiring specialized skills, techniques or equipment.

NOTE: *If the Consultant prepares the scope and/or staff-hour estimates to be used for a project, the Consultant is forbidden to propose for services (either as a prime or sub-consultant) to perform the work specified in the scope of the contract. Also, the Consultant may not assist in any contractual activities related to any projects in which they have contractual involvement as a prime or as a sub-consultant.*

B. Modal Development Support Services

The General Consultant may be authorized to provide support services in modal project plans and specifications review; technical reports/studies review; master plans review; multimodal inventories; transit system safety plans review; design services; rail engineering contract administration and management services and program administration assistance for Aviation, Freight, Intermodal, Rail, Seaport and Transit programs.

1. Aviation Services

- a. Review design plan, drawings and specifications.
- b. Cost estimates reviews.
- c. Construction change order reviews.
- d. Third party contract reviews.
- e. Master plans reviews.
- f. Other technical report reviews.
- g. Project management.
- h. Annual Site visits/project inspection.

2. Freight Mobility Services

The CONSULTANT is required to have expertise and experience, knowledge of, and implementation of all aspects of the Freight and Logistics program. This will include freight and logistics related Economic Development, Commercial Intermodal Access, Intermodal Logistics Centers, Freight Growth Management and Freight Planning, Rail, Trucking, Seaports, and Aviation programs. Specialized areas of expertise must include Free Trade Zones, Land-Use and Zoning Policies, Industrial Building and Utilities, Commercial Real Estate and Financing, Legislative and Public Policy Experts, Supply Chain Optimization, Logistics Technology, Alternative/Clean Energies, and Manufacturing. Expertise in the areas of Seaport, and Aviation Programs Engineering and Planning services is also required.

a. Project management.

The CONSULTANT will support the FDOT by assisting the District Freight

Coordinator (DFC) with his/her primary duties and responsibilities. The DFC is responsible for facilitating public-private, state-local, and state-federal freight transportation investment decisions; develop, implement, and management freight projects; and serve as the primary contact on all freight-related matters and issues. The DFC works to implement the strategies and policies identified in the State's Freight Mobility and Trade Plan (FMTP) as well as the Strategic Intermodal System (SIS). The CONSULTANT will assist the DFC in developing comprehensive and replicable execution plans, studies, and projects that accomplish the FMTP goals. This requires an understanding of the effect of local projects on the overall regional and state transportation system and contextual knowledge of the logistics industry and freight movements.

The CONSULTANT will provide project management support to include:

- Developing and/or updating schedules
- Monitoring the status of work orders
- Reviewing the deliverables of other CONSULTANTS under contract with the MDO
- Attending meetings to represent FDOT with other agencies
- Preparation and delivery of presentations to partner agencies, stakeholder organizations, and the public
- Compilation, organization, and analysis of data
- Participates in various meeting as determined by the Department, which may include development of agendas and meeting materials, meeting logistics, meeting facilitation and provision of staff with special expertise as needed
- Assists the DFC to manage data needs including geographic information systems (GIS), and assists with other modes by coordinating with Transportation Statistics, Systems Planning and Policy Planning to ensure appropriate modal data is collected, maintained, and updated to support multimodal planning and freight planning needs
- Assists the DFC in coordinating between modal offices under Freight and Multimodal Operations (FMO), the ports, the Florida Ports Council (FPC), Enterprise Florida (EFI), the Florida Department of Economic Opportunity (DEO), the Florida Chamber, other partner organizations, and other FDOT offices in the development, assessment and programming of strategic modal investment projects
- Coordinates with various CONSULTANTS and CONSULTANT work products, including those for the Aviation and Spaceports Office, Seaport and Waterways Office, the Rail and Motor Carrier Operations Office, and for the regional FMTP implementation effort
- Responding to public inquiries
- Preparing scopes and cost estimates
- Coordinating and corresponding with internal staff and external agencies providing professional opinions and assessments to FDOT management
- Assistance with administrative tasks

- b. Freight development program.
The CONSULTANT will develop and implement efforts to improve freight mobility, freight infrastructure, and related operations. Provide scope of service, level of effort estimates and contract provisions for various studies and activities.
- c. Technical reports/studies/master plans review.
The CONSULTANT will review technical reports including, but not limited to, planning studies, master plans, traffic studies, and other technical Port-related studies as requested and provide appropriate analyses within ten (10) working days unless otherwise specified. The CONSULTANT will prepare special studies of short duration to address technical and policy issues related to Freight, ILCs, Seaports, Rail, or Motor Carrier planning
- d. Truck parking and intermodal centers.
The CONSULTANT will assist the DFC in researching, coordinating, and developing truck parking and Intermodal Logistic Centers (ILCs). The CONSULTANT will assist in the deployment of alternative delivery-mechanisms for rest-stops/lay-over areas and other truck safety-enhancing facilities. This includes studying and researching public truck parking funding and development strategies, implementing objectives, and following the State's project development process for feasible locations. The CONSULTANT will assist with ILC development program by helping developers locate and integrate sites; and expeditiously resolve local issues. Managing the ILC program also requires coordination with the SIS and potential legislation/procedure change proposals.
- e. Presentation and collateral materials.
The CONSULTANT will assist the DFC by ensuring that all state transportation agencies and divisions integrate freight mobility considerations into their day-to-day business practices and seek opportunities to promote synergies and connections with other statewide policy initiatives (i.e., city councils, counties, Metropolitan Planning Organization (MPO)/Transportation Planning Organization (TPO) and local chambers of commerce). This requires development of presentations and collateral material to communicate, support, and back-up efforts that improve freight mobility and reduce negative impacts. The CONSULTANT will inform and seek input from freight customers/partners (shippers, carriers, and other related state and federal government agencies) using methods such as targeted e-mail lists, surveys, interviews, focus groups and forums. This should encourage participation of businesses in the transportation planning process as well as encourage economic development through inventorying and branding the beneficial transportation characteristics of different areas throughout the District.
- f. Grant application development and review.
The CONSULTANT will assist the FDOT in developing, submitting, and reviewing Federal grant applications. This work mix includes continually navigating the www.grants.gov search function to find appropriate Funding Opportunity Announcement for MDO projects; reviewing eligibility and technical requirements in application instructions; developing grant applications through

research, calculations, and writing; and submitting applications through the online portal. Aside from following Federal procedures for grant application, the

CONSULTANT will adhere to the FDOT grant approval and review process as instructed by the FDOT Project Manager. The CONSULTANT will also review grant applications submitted to the MDO by other CONSULTANTS.

3. Intermodal Services

- a. Review design plan, drawings and specifications.
- b. Cost estimates reviews.
- c. Construction change order reviews.
- d. Third party contract reviews.
- e. Master plans reviews.
- f. Other technical report reviews.
- g. Project management.
- h. Annual Site visits/project inspection.

4. Rail Services

- a. Construction site visits, inspections and complaint resolution.
- b. Preparation of traffic control plans
- c. Routine maintenance and emergency crossing surface rehabilitation.
- d. Signal safety program.
- e. Miscellaneous design services.
- f. Federal Transit Administration (FTA) issues.

5. Seaport Services

- a. Review design plan, drawings and specifications.
- b. Cost estimates reviews.
- c. Construction change order reviews.

- d. Third party contract reviews.
- e. Master plans reviews.
- f. Other technical report reviews.
- g. Project management.
- h. Annual Site visits/project inspection.

6. Transit Services

- a. Transit/Highway plans review.
- b. Safety Compliance Inspections and Reports.
- c. Park and Ride facilities inspections.
- d. Commuter Assistance and Park and Ride lot signage design.
- e. Commuter Assistance Program - Administration.
- f. Commuter Assistance Program - Evaluation.
- g. Administration of FTA Section 5310 and Section 5311 programs.
- h. Vehicle inventory for FTA Section 5310 and Section 5311 programs.
- i. Transit planning services.

C. Design-Build Project Support Services

The General Consultant may be authorized to provide support services in the development of Request for Proposals (RFP), Design Criteria Packages and Concept Plans for Design-Build projects.

NOTE: *If the Consultant prepares the scope and/or staff-hour estimates to be used for a project, the Consultant is forbidden to propose for services (either as a prime or sub-consultant) to perform the work specified in the scope of the contract. Also, the Consultant may not assist in any contractual activities related to any projects in which they have contractual involvement as a prime or as a sub-consultant.*

D. Planning and Environmental Management

The General Consultant may be authorized to perform or assist in activities during the Planning and PD&E phases as necessary to achieve quality plans and documents. These activities may include, but are not limited to:

1. Preparation, design and review of:

- a. Local comprehensive plans, Master plans & Permits.
- b. Interchange modification or Justification reports.
- c. Traffic reports.
- d. DRI's.
- e. Corridor designation reports.
- f. Access management.
- g. Project concept report.
- h. Community awareness plans, public hearings and public inquiries.
- i. TIP/STIP and work program issues.
- j. Public transportation, aviation, freight, intermodal, rail, seaport and transit programs.
 - 3. Traffic control planned routine maintenance crossing rehabs
 - 4. Railroad closure studies
 - 5. Signal safety
 - 6. Quiet Zone
- k. Landscaping plans.
- l. Environmental and contamination tasks.
- m. FTA Capital investment
- n. Other Planning and PD&E programs/issues.

2. Assistance with:

- a. Traffic forecasting modeling.
- b. Collecting traffic data.
- c. Roadway Characteristic Inventory (RCI).

- d. Reviewing plans and coordinating issues between District departments, FHWA, FTA, local agencies, other agencies and the public.

3. Assistance in the processing of projects from PD&E to final plans including:

- a. Analyzing alternative designs.
- b. Reviewing overall compatibility of preliminary or final designs from a constructability point of view.
- c. Developing reports and schedules.
- d. Monitoring and expediting the completeness of preliminary or final design.
- e. Coordinating the adjustment and relocation of utilities.
- f. Assisting in securing permits.
- g. Providing peer reviews.
- h. Coordinating legal issues with the Department's Legal office.
- i. Analyzing the alternative preliminary or final designs so as to minimize the total project costs, including right-of-way, construction and long-term maintenance.
- j. Prepare, manage and review of applicable environmental studies and the completion of required environmental documentation to obtain approval from appropriate Federal agency. This may include the preparation of Categorical Exclusion, Environmental Assessment/Findings of No Significant Impacts (EA/FONSI), reevaluations and the supporting reports. This also includes coordinating with appropriate agencies, local officials, interested parties and the general public.
- k. Assisting in providing cultural resource programs.
- l. Other issues as necessary to achieve final plans.

E. Project Development and Environmental (PD&E) Support

The CONSULTANT will assist FDOT with the performance of miscellaneous engineering, PD&E scope of services, and environmental studies on specific portions of transportation improvement projects and other associated incidental tasks such as, but not limited, to implementation of the Efficient Transportation Decision Making (ETDM) tool and Socio-Cultural effects. These studies shall assist the FDOT in obtaining Location Design and Concept Acceptance (LDCA) from the Office of Environmental Management (OEM). The Project Development Process shall follow the latest publication of FDOT's "Project

Development and Environment Manual" and all subsequent revisions. Throughout this Scope of Services portion of this CONSULTANT Contract, the publication will be referred to as the "PD&E Manual".

The CONSULTANT, over the life of the contract, shall be able to provide full time or part time staffing at the District 6 headquarters to support the MDO work effort. The CONSULTANT should be prepared to provide qualified technical professionals at any level requested.

The PD&E Manual incorporates all the requirements of the National Environmental Policy Act (NEPA); Federal law and executive orders; applicable Federal regulations included in the Federal Highway Administration Federal-Aid Policy Guide; and applicable State laws and regulations including Chapter 339.155 of the Florida Statutes. The project documentation prepared by the CONSULTANT in accordance with the PD&E Manual must, therefore, follow all applicable State and Federal laws, executive orders, and regulations.

Some documents are required to be signed and sealed by a Registered Professional Engineer and Register Landscape Architect working for the CONSULTANT. The following types of work elements may be assigned in through INDIVIDUAL TASK WORK ORDERS.

a. Public Involvement

The work elements consist of, but are not limited to, the following:

- (1) Defining the Public Involvement Program
- (2) Preparing a Notice of Intent
- (3) Preparing and conducting Kick-Off Meetings, Citizen Advisory Committees, Scoping Meetings, or Informational Meetings
- (4) Identifying and inspecting meeting sites
- (5) Developing and maintaining mailing lists
- (6) Developing and publishing project newsletters
- (7) Conducting Public Hearings
- (8) Publishing notices that Location and Design and Concept Acceptance has been received from OEM
- (9) Preparing presentation materials for Public Involvement Meetings

b. Engineering

Work elements consist of, but are not limited to, the collection of information and data necessary to perform the engineering analysis and documentation required for a project. This effort can vary significantly between tasks.

As part of this component, the existing conditions will be analyzed to determine deficiencies and establish or substantiate the project purpose and need. Project alternatives will be developed to satisfy the identified deficiencies or need. The development of alternatives will consist of corridor studies in addition to the evaluation of various alignments within an identified corridor. The evaluation of alternatives will include transit or transportation system improvement options.

The Engineering component will include all engineering analysis necessary for the development and comparison of alternatives. This will also include economic analysis, construction cost estimates, and value engineering reviews.

The Engineering component will generally include the preparation of conceptual plans, or master plans, for all viable alternatives. Also included may be the preparation of roadway plans – typically 30%, right of way plans – typically 30%, geotechnical investigations, and

bridge concept studies. The requirements will be defined in through INDIVIDUAL TASK WORK ORDERS.

The following are some of the deliverables that document the Engineering component:

- (1) Aerial Photography or Low Aerial Mapping (LAMP)
- (2) Surveys (Location, Right of Way, or Design)
- (3) Corridor Reports
- (4) Preliminary Engineer Reports (Draft and Final)
- (5) Traffic Reports
- (6) Value Engineering Reports
- (7) Conceptual Plans (Master Plans) for alternatives
- (8) Location Hydraulics Report
- (9) Roadway Plans (typically 30%)
- (10) Soils Surveys and Geotechnical Reports
- (11) Bridge Hydraulics Reports
- (12) Bridge Development Reports
- (13) Approved Typical Section Packages
- (14) Pavement Design Reports
- (15) Access Management Plans
- (16) Project Concept Summary Reports
- (17) Conceptual Stage Relocation Plans

c. Environmental

Work elements consist of, but are not limited to, the collection of information and data necessary to perform the environmental analysis and documentation required for the project. This effort can vary significantly between tasks. This effort will require the ability to utilize Geographic Information Systems (GIS) to conduct analyses in determining environmental impacts.

As part of this component, the existing social, economic, and environmental setting of the area affected by a project (including all its alternatives) will be reviewed. This will include coordination with local, State, and Federal agencies to determine the classification or significance of environmental resources.

Environmental work elements will include all environmental analysis necessary for the development and comparison of environmental consequences or impacts for all alternatives. This component also includes the work necessary to identify potential environmental permit involvement, any coordination efforts necessary with permit agencies, and the development of conceptual mitigation alternatives to offset adverse environmental impacts.

Environmental work elements will include the preparation of the environmental reports necessary to document the impacts to the environment. The requirements for documentation will be defined through INDIVIDUAL TASK WORK ORDERS.

The following are some of the deliverables that document the Environmental component:

- (1) Advance Notification Packages

- (2) Class of Action Determination
- (3) Type II Categorical Exclusion
- (4) Environmental Assessment (Draft and Final)
- (5) Finding of No Significant Impact
- (6) Draft Environmental Impact Statement (Draft and Final)
- (7) Section 4(f) Evaluation
- (8) Cultural Resources (Section 106) Assessment and Memorandum of Agreement
- (9) Water Quality Impact Evaluation
- (10) Noise Study Report
- (11) Air Quality Report
- (12) Wetland Evaluation Report
- (13) Contamination Screening Evaluation Report
- (14) Endangered Species Biological Assessment Report
- (15) Essential Fish Habitat Assessment
- (16) Public Hearing Transcripts

F. Project Engineering Support

The Consultant may be directed to perform the following services:

1. Management

a. Project Development Services and Support

- 1) Review engineering documents including, but not limited to plans, engineering reports and all environmental documents.
- 2) Review and recommend project limits or work for project design.
- 3) Develop conceptual design documents, including but not limited to, project design criteria, pavement design, traffic control plans, geotechnical information and surveying that form the basis of the preliminary engineering and design contract packages.

b. Project Control Services Support

- 1) Monitor project scheduling requirements and major milestone events for engineering/construction activities such as the following:
 - a) Project Development and Environmental Studies
 - b) Design
 - c) Environmental
 - d) Permits
 - e) Right of Way / Property acquisition / Demolitions
 - f) Utility and railroad relocations
 - g) Construction
 - h) Landscape

- i) Intelligent Transportation Systems (ITS)
 - 2) Evaluate physical progress of design activities versus schedule progress and report significant variances.
 - 3) Prepare and issue periodic status reports on project progress and document problems and delays.
 - 4) Prepare engineering estimates of project costs operations & maintenance impacts and renewal and replacement impacts.
 - 5) Assist in or prepare comparative cost estimates:
 - a) Claims analyses
 - b) Level of work efforts (man hour estimates)
 - 6) Prepare and update project cash flow requirements.
- c. Administrative Support

The General Consultant may be authorized to:

- 1) Maintain project files. Program/project files shall be transferred to the Department upon completion of the work or as otherwise directed by the Department.
- 2) Analyze claims against the Department arising out of a project or work thereon and provide support as required to effect the settlement of such claims.
- 3) Furnish trial exhibits, expert testimony by the General Consultant in hearings, condemnation proceedings or other litigation with respect to acquisition of right-of-way, easements and other forms of property taking required for a project.

2. Design and Permitting Support

The Consultant may be authorized to perform the following:

a. Design Support

- 1) When required, provide the Department with engineering support staff to serve as the Department's technical expert in roadway, structures, drainage, traffic design, BRT, major transit initiatives, transit engineering, ITS, LAP, consultant PM and other staff as needed. Serve as expert witness for the Department.

- 2) Review and coordinate the work with other agencies and consultants related to design projects.
- 3) Review and comment on the preparation by the Department and other consultants of plans and construction documents and of preliminary and final estimates of construction costs. Recommend acceptance and approval by the Department for such plans, specifications and estimates based on such reviews. Prepare and/or review design exceptions, design variations, typical section packages, pavement design packages and other appropriate items necessary for design. Perform post design reviews. Prepare public interest finding justification request and gain FHWA, FTA approval.
- 4) Review design development for compliance with approved project design criteria. Perform shop drawing reviews.
- 5) Review and provide written response on the adequacy of all submittals by other agencies and design consultants for all plans, projects and reports related to the Department criteria including, but not limited to, structural plans, roadway plans, building plans and engineering reports.
- 6) Advise and consult on questions of engineering with respect to project design.
- 7) Monitor design consultants' performance to determine adequacy of work performed relative to contract requirements.
- 8) Review and provide written responses regarding the development of design and construction comparative cost estimates.
- 9) Assist in evaluation of environmental documentation.
- 10) Advise and consult on questions of engineering with respect to existing and proposed construction on the State highway system or local roadway.
- 11) Accomplish incidental and emergency design activities as may be required and authorized.
- 12) Provide special engineering services, including special studies and economic advisory/analytical services.
- 13) Provide final design work for special projects as determined by the Department.

- 14) Coordination and support for all activities related to the Right of Way Administration Property Acquisition Program including, but not limited to, coordination with property appraisal firms, environmental consultants and the Department General Counsel and eminent domain attorneys.
- 15) Provide geotechnical advisory support services where directed.
- 16) Provide support and coordination on communications for public awareness.
- 17) Review, coordinate and verify available traffic data and develop additional data as directed.
- 18) Provide traffic operations support to include traffic counts, developing pavement and signing plans, signalization plans and other functions as directed by the Department.
- 19) Accomplish other minor design activities as may be authorized, such as developing Traffic Control Plans or Landscaping Plans.
- 20) Perform design reviews for major projects as deemed necessary. Examples include the Premium Transit Projects – NW 27 Ave (North Corridor) SW 88th Street (Kendal Corridor), and Flagler Street as well as other premium transit corridors as illustrated in the most recent version of the Strategic Miami Area Rapid Transit (SMART) Plan Map
- 21) Perform design reviews for Express Lanes and the Automatic Vehicle Identification System/Electronic Toll and Traffic Management System/Violation Enforcement Systems collectively known as *SunPassTM* and on an as needed basis, assist in managing the implementation and/or installation thereof in accordance with design requirements and schedule.
- 22) Assist in reviewing architectural design, structural, heating and air conditioning, electrical, illumination, plumbing and water supply for conformance to general standards.
- 23) Assist in providing for activities required for value engineering, risk analysis, partnering, dispute review board and other engineering/construction activities as required by the Department.
- 24) Archive and retain all plans, submittals and Contract Documents. Assure that all said documents are located within the Department's Electronic Document Management System and final plans, as-buils and contract

close-out documents in the appropriate developmental software format and in PDF form.

- 25) Provide Geographic Information System (GIS) services and assist in the maintenance, operation and updating of the District's GIS in support of the District's enterprise GIS initiatives, whereby information of multiple origin and type are integrated and distributed for multiple purposes.
- 26) Develop, implement and maintain GIS web pages and online applications in support of streamlining business processes, workflow automation, and data analysis in the Design Department as necessary.
- 27) Other design support efforts as required by the Department.

b. Permitting Support

- 1) Prepare and provide permit application(s) as required for submittal to other agencies by the Department including, but not limited to: forms, sketches, plans and hydraulic calculations. Review and provide written comments on permit requirements and compliance. This will include permits issued by the Department as well as those required by outside agencies.
- 2) Provide an inventory of environmental permits, permit requirements, permitting schedule and permit preparation support.
- 3) Assist in the review of plans and provisions for environmental compliance.
- 4) Review local zoning requirements for compliance and coordination with these agencies.
- 5) Review plans, special provisions and construction activities for permit compliance.

G. Intelligent Transportation System (ITS)

The Consultant may be directed, on a case-by-case basis, to assist and support the Department staff in providing the following ITS related services:

1. Cost estimates and implementation plans for all Department related ITS needs.
2. Expertise in ITS needs within the transportation industry.
3. Project Management for all ITS related services.

4. Coordination and management for all Scopes of Services described herein as they relate to engineering, ITS and system-wide needs.

H. Right-of-Way Support Services

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 and managing the contracts associated with the Property Management and all activities and programs related to Right of Way processes including but not limited to:

1. Acquisition, Negotiation, Closing and Order of Taking: These disciplines encompass those services described in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Rule 14-66.007 and Chapter 14-75 of the Florida Administrative Code. The Consultant shall conduct negotiations for the acquisition of each parcel in accordance with all current departmental policies and procedures.

Website reference:

<http://www.dot.state.fl.us/rightofway/ProceduresManual.shtml>

An accurate and complete working file shall be established and maintained for each parcel. All original acquisition documents shall be transmitted to the District's Records & Funds Administrator within five working days after completion/execution/recording of the document. The Consultant's responsibilities shall include, but not be limited to, the following:

- a. Negotiations: Review title searches provided by the Department and verify all title work, parcel interests and all parcel register information. Review right of way maps and/or sketches and construction plans provided by the Department; identify discrepancies, if any. Verify that all legal descriptions, right of way maps, surveys, documents, data and appraisals are current and consistent with one another. Initiate negotiations by making a purchase offer to the property owner based on the approved market value estimate, and, if necessary, address related parcel interests, business damages, replacement housing payments, and explanation of relocation benefits. Issue all applicable notices to owners and tenants in accordance with State and Federal laws and regulations, and departmental policies and procedures. Consultant shall thoroughly document all contacts with the property owner and his or her representatives; ensure that an executed authorization letter has been received prior to negotiating with a property owner's representative; work with the Department's Eminent Domain attorneys when appropriate for strategizing; conduct in-depth interviews with business owners to determine eligibility for potential business damage claims, and obtain appropriate documentation.

- b. Business Damages: Conduct negotiations (when applicable) for business damages with business owners based on their initial offers to the Department, and obtain documentation of their claims, if necessary.
- c. Settlements and Closings: Document negotiation attempts to reach an agreement. Receive counter-offers from property owners or their representatives for consideration by the Department. When appropriate, prepare justifications and recommendations for administrative settlements, and submit such recommendations to the Department's Project Manager for further handling. Conduct real estate closings and all related activities including, but not limited to, obtaining updated title searches, municipal lien searches, and searches with the Secretary of State's Office. Provide documentation showing the satisfaction of all liens and transfers, recordation of all title documents, and collection and payment of prorated real estate taxes and/or outstanding or delinquent taxes and all appropriate fees and costs relating to documentary stamps, if applicable.
- d. Suit Preparation: Review the title search(s) provided by the Department, verify all title information, all parcel interests and obtain all suit information from property owners. The Consultant must comply with Department procedures, the Florida Public Disclosure Act, the Florida Rules of Court, and local Rules of Court. Under the supervision of the Department's Project Manager and/or District Attorney, the Consultant shall provide comprehensive administrative support in the area of preparation and styling of lawsuit packages, organization and arrangement of pleadings, and all required photocopying. Updated appraisals shall be ordered by the Consultant, through the Department's Project Manager, when necessary. Once a suit package is complete, it shall be submitted to the Department's Project Manager or designee for review by an eminent domain attorney. Corrections and revisions, when required, shall be made by the Consultant, who shall file the lawsuit (including e-filing, if necessary), obtain a hearing date, maintain all necessary copies of filed court documents, and provide status reports to the Department's Project Manager and/or District Attorney.

The Consultant shall perform a title or pencil search of instruments recorded affecting a parcel within two business days prior to the date a suit is filed, and another search within two business days after the Lis Pendens appears in the public record. If revisions or amendments are required as a result of the title or pencil searches, the Consultant shall report these findings to the Department's Project Manager and/or District Attorney, and prepare the necessary revisions or amendments.

- e. Legal Support: The Consultant shall be capable of providing personnel to assist the Department's attorney in obtaining Orders of Taking including, but not limited to, providing testimony and responding to interrogatories.

Consultant shall prepare and deliver the “30-Day Notice to Vacate” notices to any occupants of improvements located within the area of acquisition after closing, or, in the case of eminent domain actions, after deposit of monies with the County Clerk of the Courts.

- f. File Retirement: Within thirty (30) days after title transfer on a parcel, the Consultant shall have the agent’s working file thoroughly reviewed and compared to the Department’s official file-checklist, and transmit a complete/retired file to District Right of Way Records Management Division.
 - g. Right of Way Management System Services: The Consultant will be responsible to enter all data into the RWMS for the project, parcel and parcel interests during all Acquisition, Negotiation, Closing and Order of Taking services to ensure accuracy, completeness; and to insure the integrity of the RWMS application.
2. Relocation Services: These disciplines encompass those services described in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Rule 14-66.007, and Chapter 14-75 of the Florida Administrative Code. The Consultant shall comply with all current requirements, and policies and procedures of the Department in providing relocation services. Consultant responsibilities shall include, but not be limited to, the following:
- a. Conceptual Stage/Needs Assessment Plans: Researching, preparing, and maintaining a copy of the Conceptual Stage Relocation Plan and/or Needs Assessment Survey Plan.
 - b. Establishing and maintaining an accurate and complete working file for displaced individuals in accordance with the Department’s numbering and District’s filing system.
 - c. Preparing claim packages, and submitting them to the Department’s Project Manager for approval.

Within thirty (30) days after the completion of all relocation activities, the Consultant shall deliver the relocation file for each parcel to the Department’s Project Manager or its District Right of Way Administrator, Relocation. The Department’s Project Manager and/or its District Right of Way Administrator, Relocation shall review and approve each file to ensure all requisite originals are included therein. Each file must contain all necessary notices, and any correspondence. All appropriate costs and payments shall be calculated correctly, and all computations that determine compensation for relocation shall be prepared, reviewed, and approved by separate, qualified individuals, including any and all inputting into RWMS.

- d. In the event of litigation, the Consultant shall provide the Department's Project Manager with all the necessary information, including the estimated dollar amounts of the relocations for all litigated parcels. The Consultant shall also provide personnel to assist the Department's Project Manager and attorney in obtaining all information pertinent to relocation appeals including, but not limited to, providing testimony and accumulating information. The appropriate Consultant personnel shall be available to testify at any relocation appeal hearing, during the life of the contract.
- e. Providing field surveillance and documentation of business and residential relocations when required or when so instructed by the Department's Project Manager.
- f. Reviewing all available information, and resolving discrepancies, if any, between parcels inventories, appraisal reports (whether approved or unapproved), relocation inventories, property owners' inventories, and tenant inventories.
- g. Explaining relocation benefits to owners and tenants through personal contact and in writing where necessary, and documenting files accordingly.
- h. Maintaining up-to-date resource lists of comparable replacement housing and business locations in accordance with fair housing laws and pertinent civil rights requirements. The names, addresses and telephone numbers of any listing broker or owner should be included in such lists.
- i. Maintaining up-to-date surveys of available replacement housing and business sites. Relocation agents must have access to the local multiple listing services and utilize these services to identify available replacement properties.
- j. Presenting all required relocation notices and entitlements to owners and tenants in a timely manner as per Department procedure.
- k. Preparing claim packages in a timely manner per Department procedure, and submitting them to the Department's Project Manager in accordance with the general requirements for relocation payment approvals (per relevant departmental procedures).
- l. Preparing all invoices for requesting warrants for payment claims, and forwarding them through the Department's Project Manager for review. The Consultant shall respond within two days of an invoice query with corrections.

- n. For each parcel assigned, the Consultant shall provide written certification to the Department, that all policies, procedures, regulations, and statutes were followed, and that all relocates have been moved from the right of way.
 - o. Issuing and delivering “30-Day Notice to Vacate” notices as appropriate.
 - p. Notifying the Department's Project Manager of the need for eviction notices, and preparing eviction packages.
3. **Litigation Support Services:** The Consultant and Sub consultant(s), if any, shall perform litigation support services, as necessary, on any assignments set forth by the Department's Project Manager. Litigation support may include, but is not limited to, the following:
- a. Pre-hearing, pre-mediation, or pre-trial preparation and participation.
 - b. Attendance at Orders of Taking, mediations, depositions, trials, or other court hearings.
 - c. Preparation of all necessary pleadings thru Order of Taking (OT) filing and transfer of title thru Order of Taking deposit.
 - d. Any other support deemed necessary by the Department's District Right of Way Manager, Project Manager, or assigned attorney to successfully mediate, litigate and defend the Department's position thru transfer of title.

Any person employed by the Consultant for work on a project, in any capacity, shall be available to testify in any eminent domain proceedings or administrative hearings when so requested by the Department.

4. **Mediation Support Services:** The Consultant may be required to participate in the non-binding pre-litigation mediation process including, but not limited to, scheduling, notification of parties, preparation of the mediation report, and presenting the Department's position at the formal mediation. Final authority for mediation rests with the Department. The Consultant may also be required to provide support services to FDOT client representative and FDOT attorney involved in court order mediation.

I. Professional Surveying and Mapping

The Consultant shall provide professional staff to advise and confer with the Department in the performance of Professional Surveying and Mapping functions, whether in the support of design operations or stand alone survey operations.

The Consultant may be authorized to perform the following:

- 1. Location Survey

- a. Review/coordinate and manage the work of surveying and mapping consultants.
- b. Review and provide written response on the adequacy of all location/design surveys.
- c. Advise and consult on questions of surveying and mapping with respect to project intent.
- d. Incidental survey work as required.
- e. Monitor surveying and mapping consultants' performance of services to determine adequacy of Work performed relative to Contract intent.
- f. Advise and consult on questions of surveying and mapping with respect to the construction of the project.
- g. Provide surveying and mapping support services as required.
- h. Establish and maintain a record keeping system and archives.
- i. Meet and coordinate with public officials of government agencies and civic groups as required.
- j. Provide management services necessary to coordinate, plan, direct and control the surveying and mapping program.
- k. Manage the contracts associated with the surveying and mapping program in accordance with the Department surveying and mapping procedures and directives.

2. Right-of-Way Mapping

- a. Review, coordinate and manage the work of surveying and mapping consultants.
- b. Review and comment on the preparation of consultant Right-of-Way mapping; review and comment on the preparation of consultant Legal Descriptions; review and comment on the preparation of consultant Appraisal Sketches. Based on such reviews, recommend acceptance and approval by the Department of said items.
- c. Advise and consult on questions of surveying and mapping with respect to project intent.

- d. Incidental survey work as required.
- e. Monitor surveying and mapping consultants' performance of services to determine adequacy of Work performed relative to Contract intent.
- f. Advise and consult on questions of surveying and mapping with respect to the acquisition of property interests for the project.
- g. Provide surveying and mapping support services as required.
 - 1) Establish and maintain a record keeping system and archives.
 - 2) Meet and coordinate with public officials of government agencies and civic groups as required.
 - 3) Provide management services necessary to coordinate, plan, direct and control the surveying and mapping program.
 - 4) Manage the contracts associated with the surveying and mapping program in accordance with the Department surveying and mapping procedures and directives.

J. Geotechnical Services

The Consultant shall provide geotechnical services in support of the Department's Production, Construction and Maintenance offices. The services, when requested by the Department, may include, but are not limited to, the following:

- 1. Geotechnical plan review during all phases in design.
- 2. Review test borings and other field testing.
- 3. Review geotechnical laboratory testing in case of conflicts.
- 4. Assist the CEI in reviewing Ground Penetration Radar and other geophysics tests.
- 5. Assist in reviewing and evaluating pile installation plans.
- 6. Pile Driving Analyzer (PDA) services.
- 7. Determination of production pile length and installation criteria.
- 8. Construction support for any foundation, as requested by construction.
- 9. Evaluation of drilled shaft installation plan.

10. Condition survey and documentation of existing structures.
11. Assist and recommend Monitoring devices for noise and vibration if required.
12. Review installed geotechnical instrumentation.
13. Calculate and interpret geotechnical instrumentation data.
14. Review installed water observation wells for adequacy and compliance.
15. Review and inspect sheetpile wall installation and prestressed soil anchors.
16. Assist in analyzing unforeseen conflicts and/or events of a geotechnical nature, provide or review proposed repair methods and monitor the implementation of repair methods.
17. Shop drawing review.
18. Contamination investigation.

K. Public Involvement Support

The Consultant may be directed, on a case-by-case basis, to assist and support the Department's Public Information and Public Communication staff in providing the following public awareness services associated with the Department's Work Program, to lead or participate in any public information programs and to inform the public on the status and impact of Work Program projects as follows:

1. Provide information to the public through establishment of contact with the media and use of any communication tools necessary to effectively inform the public. This includes, but is not limited to the Department's weekly traffic advisories on construction projects for roadway closures, detours, etc.
2. Coordinate and Schedule public meetings, workshops, hearings and other possible communications vehicles in order to provide project status information.
3. Assist the Department staff in public outreach, public information updates, public meetings, community awareness plans, public involvement plans, coordination of updating elected officials, public communications support, etc.
4. Assist the Department staff, as needed, to update, enhance and develop the Department's website as it relates to content and project information.
5. Attend regular meetings with the Department's Public Information and Public Communication staff.

L. Maintenance / Traffic Operations

The General Consultant may be authorized to perform or assist in activities relating to Maintenance / Traffic Operations as necessary to assist the Production department in achieving quality construction projects. These activities may include, but are not limited to:

1. Assist Traffic Operations activities such as 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.
2. All other Traffic Operations request including but not limited to: signal warrant study, intersection analysis, turning movement counts, pedestrian counts, safety reports, spot speed study, etc.
3. Assist District Structures & Facilities to provide emergency response overview services, provide structural engineering support as needed for bridges in the district, provide bridge 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 Production support.
4. Assist other maintenance areas on an as-needed basis as necessary.

M. Construction Management Services

1. Construction Support
 - a. Provide constructability and bid-ability review of plans and specifications, as necessary, in packaging of construction contract bids.
 - b. Review and evaluate pre-bid construction contract document packages and recommend possible changes for improvement to strengthen these documents as a management tool during construction.
 - c. Review terms and conditions of special provisions, technical special provisions and standard supplemental specifications to recommend changes to better meet construction objectives.
 - d. Study the need for and recommend advanced construction contracts for clearing, grubbing and removal of obstacles and buildings prior to letting of individual construction contracts.
 - e. When authorized, assist in developing and monitoring of construction contracts.
 - f. Ensure compliance for each segment of construction as to distribution of approved drawings and specifications and other data in reference to contract

terms and conditions; i.e. permits, regulations, coordination, construction methods, utilities, communication and alternative construction methods.

- g. Coordinate project support services.
- h. Coordinate utility relocation within active construction contracts.
- i. Prepare Contract Scopes of Services, technical special provisions, Specifications, Requests for Proposal and other contract related documents.
- j. Review and respond to questions of an engineering nature in relation to active construction problems on projects.
- k. Assist in preparation and advertising for bids, review of bids and awards of contracts for construction.
- l. Conduct and/or participate in pre-bid conferences for construction contracts.
- m. Attend and participate in pre-construction conferences to assist project managers and CEIs.
- n. Review and determine validity of claims for entitlement of extra work and/or time extension for performance of construction related services.
- o. Review and evaluate appropriateness of submitted fee proposals for supplemental agreements and work orders on construction related services.
- p. Review and recommend approval of contractors' requests for payment.
- q. Monitor the turnaround time of shop drawings and request for information as submitted by contractors.
- r. Assist in preparing all construction related documents, including but not limited to, Certificates of Completion, release and waiver of liens and other documents including required community outreach criteria for the management and oversight of construction related activities.
- s. Assist in preparing construction related documents for Dispute Review Board and/or Litigation, should the need arise.
- t. Conduct and/or participate in the pre-bid conference for both construction and maintenance contracts.
- u. Attend and participate in value engineering studies.
- v. Assist in developing Engineer's estimate for projects not requiring plans.

- w. Perform or oversee any and all other CEI functions necessary for timely and cost effective project completion in accordance with industry practice and in the best interest of the Department.

2. Construction Management Support

- a. Review construction inspection reports relating to Contractor(s) performance and communicate, through CEI(s) only and with Contractor(s) if necessary, regarding non-conformance with plan specifications, workmanship, etc. Provide CEI services as requested by Construction.
- b. Analyze contract change requests during the course of construction and recommend the appropriate action.
- c. Review and analyze claims and disputes and recommend courses of actions. Provide for independent review and analysis of claims, including independent review, analysis and verification of accounting procedures used by contractors in the submittal of claims.
- d. Overview construction contracts including recommendations to the Department's Program Manager for appropriate courses of action with authority delegated to the Construction Program Manager as defined in the Department's Standard Specifications for Road and Bridge Construction.
- e. Monitor and provide technical support to the CEI construction manager for the project construction quality control/quality assurance program with regard to:
 - 1) Conformance
 - 2) Reliability
 - 3) Acceptance
 - 4) Rejection, requiring:
 - a) Rework
 - b) Repair
 - c) Replacement
 - d) Re-verification
 - 5) Document quality control
 - 6) Material Testing Surveillance
- f. Administer a quality assurance/quality control program to review and evaluate CEI Consultant's performance in accordance with Department procedures, specifications and rules. Review and evaluate CEI recommendation regarding contractor's performance in accordance with Department procedures, specifications and rules, as necessary, and directed by the Department's Program Manager.

- g. Monitor the CEI Consultant's preparation of record drawings to verify that they are being prepared and maintained in a timely manner.
- h. Provide project inspectors and engineering technicians to the Department's Program Manager on an as needed or emergency basis.
- i. Provide incidental CEI services as directed.

N. Plans Review

Review and comment on the contract plans packages prepared by the in-house design section or consultant design team. Based upon such reviews, recommend acceptance and approval by the Department of such plans, specifications and estimates.

In reviewing documents, certain basic tasks must be carried out as follows:

1. Provide review comments through the Department's Electronic Review Comments (ERC) application.
2. Readdress comments that receive inadequate responses.
3. Ensure that subsequent plans reflect the changes indicated by previous responses.
4. Identify and report on design components that require Design Variance or Design Exception.
5. Make sure that the description of work to be constructed is clear and concise.
6. Review Plan Set to make sure that all work has an appropriate Pay Item, or in the case of Lump Sum projects, ensure that FDOT's Lump Sum Project Guidelines are followed.
7. Make sure that the summaries of quantities are accurate and are in accordance with the Basis of Estimates Manual.
8. Review construction cost estimates.
9. Determine the amount of time that the work specified can be reasonably accomplished (determine contract time including procurement time and construction days).
10. Review design documents and inspect the job site to make sure that field conditions have been investigated and clearly represented in the contract documents.
11. Review such items as Utilities, Maintenance of Traffic, R/W Requirements, Transit Requirements, Construction Sequences and Phasing, Permit Requirements and

Conditions, Quantities, and Equipment requirements. Note any items that may generate future problems on a proposed project.

12. Determine the feasibility of construction equipment ingress, egress and placement at the job site. For utility relocations, retaining walls and bridge construction, determine if the work will require any temporary retaining structures for equipment placement and if failure of a temporary structure would jeopardize the safety of the general public. For existing bridges being widened, particular attention shall be given to feasibility of placing construction equipment within the median area of dual bridges.
13. Review and comment on the effectiveness of technical special provisions.
14. Ensure that plans comply with approved typical section packages and approved pavement design.

Reviews will utilize the Review Team's experience and knowledge regarding design, environmental issues, permitting, utility coordination, joint project agreements, and construction methods and procedures. Constructability reviews will include a field visit, notation to special environment, and job site conditions.

The Consultant shall ensure that all construction plans, as applicable, are prepared in accordance with the latest standards adopted by applicable AASHTO manuals, FDOT Design Standards, FDOT Standards Specifications, current Department memorandums, FDOT Plans Preparation Manuals, FDOT Structures Design Guidelines, FDOT Structures Detailing Manual, FDOT Flexible & Rigid Pavement Design Manual, FDOT Drainage Manual, and shall be accurate, legible, complete in design, and drawn to the appropriate scale.

O. Production Management

The General Consultant may be authorized to perform the following services:

Project Control Services Support

1. Establish and monitor project scheduling requirements and major milestone events for engineering/construction activities such as the following:
 - a. Design
 - b. Right-of-Way
 - c. Environmental
 - d. Permits
 - e. Residential and business relocations
 - f. Demolitions
 - g. Utility and railroad relocations
 - h. Maintenance of Traffic plans
 - i. Construction

2. Evaluate and validate consultant submitted schedules and their overall compliance with project milestone objectives.
3. Evaluate physical progress of design activities versus schedule progress and report significant variances.
4. Prepare and issue periodic (monthly) status reports on project progress and document problems and delays.
5. Develop and maintain a cost engineering system.
6. Prepare and update project cash flow requirements.
7. Maintain record of committed costs, estimated costs remaining to commit, and estimate at completion cost.
8. Assist in preparing or prepare comparative cost estimates.
9. Estimate level of work efforts (man-hour estimates).

Administrative Project Support

The Consultant may be authorized to develop, implement, and maintain a program-wide document control and filing system which shall govern the distribution and file copies of all program-related correspondence, reports, plans, technical data, etc. Said system shall be subject to Department approval. Program/project files shall be transferred to the Department upon completion of the work or as otherwise directed by the Department.

P. Post-Design Services

The Consultant shall provide the Department with the services of a qualified team to conduct the following tasks:

1. Review shop drawings for projects designed by his staff or other consultants for conformance with the contract plans, the special provisions and FDOT Plans Preparation Manual.
2. Review design computations made by the Contractor Specialty Engineer or other Consultants.
3. Assist in resolving construction problems.

Q. In-House Staffing

The Consultant shall provide in-house staff to work in the office of the Department's Project Manager or other location, to assist in any of the tasks outlined in the Scope of Services, or serve in other capacities as needed. Working hours for the assigned staff person(s) shall be

under the Department's normal working hours unless modified by the Department Project Manager and approved by the Consultant's Project Manager.

R. Other Professional Services

Perform engineering assistance to the Department as directed by the District Secretary, District Directors or designees, to support the Department. Support may include engineering designs, maintenance and repairs assistance, design assistance, traffic maintenance, damage surveys or other related services.

III. COMPUTER SERVICES

The Consultant shall provide all necessary computer services to the Department for the completion of responsibilities pursuant to the Contract.

The following also applies:

1. The Department will permit the Consultant to utilize the Department's Data Processing and Computer Services for programs requested by the Consultant and approved by the Department.
2. Computations must be based on computer programs used by in-house Design staff (MS Word, Excel, Geopak, ASAD, Microstation, AutoCAD, Digital Delivery, ArcGIS desktop, EDMS, etc.). The Consultant will scan/file project documents, plans, and files as directed by the Department Project Manager into approved data management systems. Any deviation from this must be approved by the Department's project manager. This is intended for files which are to be archived with the rest of the project documents.
3. Computations based on computer programs other than the Department's, must conform to the Department's general format. (see "Plans Preparation Manual").
4. The Consultant shall establish, a connection at all times to the Department's electronic mail system for the purposes of receiving and sending transmissions of electronic mail. It shall be the Consultant's responsibility to have sufficient staff trained to maintain this operation during normal working hours.

IV. SCHEDULE

Plans Review: To meet plan review schedules determined by the department, the Consultant shall complete each phase plans review within the following number of working days after receiving assignment through the Electronic Review Comments (ERC) application:

Plans Review Phase 1	15 Work Days
Plans Review Phase 2	15 Work Days
Plans Review Phase 3	15 Work Days

Plans Review Phase 4 15 Work Days

Construction Time Estimate Preparation 7 Work Days

The days shown are maximum time limits. The actual time allowed on some projects may be reduced depending on production schedules.

Design Services: The schedule for a particular engineering service or element shall be assigned when the work is authorized.

V. RESPONSIBILITIES TO THE DEPARTMENT

The Department will furnish to the Consultant, the following services and data to the Consultant in connection with services authorized under the terms of this Contract:

1. Provide all criteria and full information as to the Department's requirements for consultants' and contractors' services including objectives, constraints, budgetary limitations and time constraints.
2. Furnish all Department procedures, standards, forms and policies applicable to the Services.
3. Furnish drawings, specifications, schedules, reports and other information prepared by and/or for the Department by others which are available to the Department and which the Department considers pertinent to Consultant's responsibilities, as described herein.
4. Provide existing structural, roadway and other plans, as available.
5. Furnish available traffic, safety (accident), and planning data.
6. Advise the Consultant on all engineering requirements and Department updates.

VI. SPECIFICATIONS OF WORK

Provided below are lists of standards utilized by the Department. These lists are by no means all inclusive, but suggestive of the regulations governing the Consultant's performance. The Consultant shall comply with all applicable Federal, State and Local Regulations in performance of services.

A. Plans & Specifications

The Consultant shall ensure that all documents, studies and construction plans, as applicable, are prepared in accordance with the latest editions of the standards utilized by the Department, which include, but are not limited to, publications such as:

1. AASHTO, "A Policy on Geometric Design of Highways and Streets"

2. FDOT Soils and Foundations Manual
3. FDOT Flexible and Rigid Pavement Design Manuals
4. FHWA Manual on Uniform Traffic Control Devices
5. FDOT Standard Specifications for Road and Bridge Construction
6. FDOT Design Manual
7. FDOT Florida Greenbook
8. South Florida Building Codes, Miami-Dade County Edition
9. Standard Building Code
10. FDOT Basis of Estimates Manual
11. FDOT Construction Project Administration Manual
12. Federal Highway Program Manual
13. FDOT Drainage Manual
14. FDOT Sample, Testing and Reporting Guide
15. FDOT Structures Manual
16. AASHTO Roadside Design Guide
17. FDOT Standard Plans for Road Construction
18. FDOT Standard Plans for Bridge Construction
19. FDOT Utility Accommodation Manual
20. FDOT D6 ERC Library Files
21. FDOT D6 Design Handbook
22. FDOT D6 District 6 Quality Control Plan for Project Design
23. FDOT D6 Drainage Requirements
24. FDOT D6 Lighting & Signalization Requirements
25. FDOT D6 ITS Guidelines
26. FDOT CADD Manual
27. 2017 Accessing Transit Design Handbook Update
28. Typical Sections for Exclusive Transit Running Ways
29. State Park and Ride Guide
30. Traffic Methodologies for Bus Rapid Transit Corridors

B. Professional Services Contract Documents and Retention

The Consultant shall ensure that all hard copies/electronic copies of Contract documents, support documentation are stored at the Consultant's office through project completion.

Once a project is closed out, delivery of project files to the Department must be coordinated with the Department.