

EXHIBIT "A"

SCOPE OF SERVICES

FDOT District Five
Environmental Management Office
Continuing Services Contract

FM# 449260-1-32-01

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SCOPE OF SERVICES

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I. OBJECTIVE:

The Florida Department of Transportation (DEPARTMENT), District Five, desires the professional services of a CONSULTANT to assist the District Five Environmental Management Office (EMO) in the performance of miscellaneous EMO-specific services. The CONSULTANT shall provide professional expertise required to coordinate, review, analyze, and document transportation projects and any other miscellaneous tasks associated with the DEPARTMENT, other consultants, governmental agencies, and individuals, as requested.

II. SERVICES:

The CONSULTANT's team shall consist of specialists in the areas of analysis and documentation of various social, cultural, natural and physical environmental impacts of transportation projects. Tasks of each topical area include data collection, surveys, analysis, reviews, reporting, and document preparation. All correspondence, coordination and meeting attendance by the CONSULTANT will be at the direction of, and on behalf of, the DEPARTMENT, and shall be coordinated with the DEPARTMENT accordingly.

If the procedural regulations referenced herein are revised or superseded before the services by the CONSULTANT are rendered, compliance with the most up-to-date version and/or amendments will be required. All CONSULTANT services identified below will be in compliance with applicable Federal, State and local regulations, as well as the latest version of the FDOT Project Development & Environment (PD&E) Manual. (Note that individual chapter numbers are not listed below as they are subject to change.)

The CONSULTANT may be required to provide any one or more of the following services/tasks as required by the DEPARTMENT:

A. Miscellaneous PD&E or National Environmental Policy Act (NEPA) Study Reviews and Documents

Tasks are to be conducted in accordance with the FDOT PD&E Manual. Coordination, project review, and documentation may occur through a variety of mechanisms, including but not limited to: e-mail, telephone conversation, formal written correspondence, report circulation, use of various information resources such as Florida Geographic Data Library (FGDL), Geographic Information Systems (GIS), or other database repositories held by other entities.

Specific tasks to be performed may include, but not be limited to:

1. Conduct Environmental Impact Review for various projects and documents including: Design and Design-Build projects, Local Agency Program (LAP) projects, District right-of-way permits, and Intergovernmental Coordination and Review (ICARS). Tasks may include: GIS/aerial review and field review for environmental issues; review of plans and/or other documents for natural, cultural, physical and social environmental issues; preparation/tracking of comments through ERC or other District Five processes/systems; attendance at project, phase review, and pre-construction meetings; recommendation of Environmental Standard Notes to be included in plans; preparation of necessary memoranda, Class of Action checklists, and pertinent certifications.
2. Prepare Reevaluations of NEPA/Environmental Documents, for final approval from the lead federal agency or the DEPARTMENT's District Secretary, as appropriate and required by the FDOT PD&E Manual.
3. Review or prepare environmental components of Design-Build Requests for Proposals (RFP's).

B. Technical Support for Efficient Transportation Decision Making (ETDM) and Sociocultural Effects (SCE) Evaluations

Assist in the implementation of ETDM and/or SCE-related activities on behalf of the DEPARTMENT as necessary, and as required by the latest versions of the FDOT PD&E Manual, ETDM Manual, and SCE Evaluation Manual. Specific tasks to be performed may include, but not be limited to:

1. Perform ETDM and SCE-related analysis and evaluations, transportation and environmental planning services, policy and engineering analysis, studies, profiles, data collection and retrieval, field reviews, issue identification and documentation, impact assessments and mitigation, checklists, surveys, recommendations, and report-writing in support of DEPARTMENT ETDM and SCE objectives. Demographics, land and multi-modal alternatives transportation planning, including modeling, travel forecasting, operational analysis, and development of preliminary design plans, may also be required. Utilize any of the latest applicable software.
2. Coordinate with Environmental Technical Advisory Team (ETAT) members/agencies, including those serving as Cooperating or Participating Agencies (for NEPA document review), local government Metropolitan and Transportation Planning Organizations (MPOs/TPOs), the public, elected officials, the FDOT Office of Environmental Management (OEM), and other consultants or entities as appropriate and as directed.
3. Assist in compiling lists and tracking projects resulting from ETDM and SCE evaluations. Be proficient in utilizing the ETDM Project Input Utility and ETDM Environmental Screening Tool (EST), as well as the ETDM Manual for the screening/advancing of projects, as necessary.

4. Prepare Advance Notifications (including necessary hard copy mailouts) and/or Preliminary Environmental Discussions (PEDs); ETDM Summary Reports; and Class of Action Determinations (including permit identification).

C. Wetlands and Other Surface Waters

Services to be performed may require interagency coordination with appropriate environmental regulatory or resource agencies, and may consist of, but not be limited to:

1. Analysis and Surveys - Investigate and delineate jurisdictional wetland limits, wetland communities and/or mitigation alternatives. This task may include wetlands impacts analysis by habitat type and impact amount, analysis of avoidance and minimization alternatives, and assessment of suitable alternative wetland mitigation sites. Additionally, the compilation, synthesis and interpretation of existing data from various sources may be necessary. Assessment of wetland functions and values will be in accordance with the latest regulatory agency-approved evaluation methodology.
2. Report – Prepare a Natural Resources Evaluation (NRE) containing sufficient data relative to the proposed undertaking, in accordance with the FDOT PD&E Manual. The NRE report will detail the results of wetland impacts analyses or surveys, and contain all data used and generated in the analysis, results of the analysis conducted, graphic representations of existing habitat types or communities, and a discussion of conclusions, findings, and recommendations, including mitigative measures that might be necessary to reduce project-related impacts, or other permitting concerns. Data shall be presented in a manner which allows for easy interpretation. A written report detailing mitigation alternatives and recommended actions may also be required. Assist with the preparation of any required transmittal letters to the Florida Department of Environmental Protection (FDEP), Water Management Districts (WMD), or U.S. Army Corps of Engineers (ACOE).

D. Water Resources

Specific tasks may include, but not be limited to evaluation of Aquatic Preserves, Outstanding Florida Waters (OFW), and Sole Source Aquifers (SSA) with the potential to be affected by the project. Prepare the SSA Checklist and Water Quality Impact Evaluation (WQIE) in accordance with the FDOT PD&E Manual. Assist with the preparation of any required transmittal letters to the U.S. Environmental Protection Agency (EPA).

E. Protected Species and Habitats

Services to be performed may require interagency coordination with appropriate environmental regulatory or resource agencies, and may consist of, but not be limited to:

1. Analysis and Surveys - Perform field surveys for federally and state listed endangered and threatened species and state-listed species of special concern, in order to identify those listed species and critical habitats present or with the potential to occur within the areas affected by the project. Conduct species-specific surveys in accordance with the latest U.S. Fish & Wildlife Service (FWS) or Florida Fish and Wildlife Conservation Commission (FWC) survey protocols. In addition, the compilation, synthesis and interpretation of existing data from various sources may be necessary.
2. Report – Prepare an NRE containing sufficient data relative to the proposed undertaking. Services shall be in compliance with the Endangered Species Act of 1973 (as amended) and the FDOT PD&E Manual. The NRE report will contain all data used and generated in the study, survey methodology, results of the study, and a discussion of conclusions, findings and recommendations, including mitigative measures that might be necessary to reduce project-related impacts. It may also contain other non-listed wildlife species. Data shall be reported in a manner which allows for easy interpretation. Assist the DEPARTMENT with the preparation of any required transmittal letters to the FWS or FWC.

F. Essential Fish Habitat

Services to be performed may require interagency coordination with appropriate environmental regulatory or resource agencies, and may consist of, but not be limited to:

1. Analysis and Surveys - Perform field surveys of Essential Fish Habitat (EFH) present or with the potential to be affected by the project. Conduct EFH surveys in accordance with the latest National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) protocols. In addition, the compilation, synthesis and interpretation of existing data from various sources may be necessary.
2. Report – Prepare the EFH Assessment portion of the NRE containing sufficient data relative to the proposed undertaking. Services shall be in compliance with the Magnuson-Stevens Fishery Conservation and Management Act (MSFCMA), and the FDOT PD&E Manual. Assist with the preparation of any required transmittal letters to the NMFS.

G. Section 4(f) Resources

Services to be performed shall be conducted in accordance with the FDOT PD&E Manual as well as the U.S. DOT Act of 1966, Section 4(f) as amended and codified in 49 U.S.C., Section 303 of 1983. Services may consist of preparation of documentation required for determining Section 4(f) applicability, providing information to the DEPARTMENT for use in FDOT OEM's SWEPT 4(f) Tool, including Exception/Exemption Documentation forms, *de minimis* approvals, or Programmatic and Individual Evaluations; in order to assess and document project

impacts and mitigatory measures associated with public parks, recreation areas, wildlife and waterfowl refuges, or historic sites. This task may require coordination with environmental resource or regulatory agencies or representatives from other governmental entities as appropriate. This task may include coordination with the public and attendance at public workshops/hearings/meetings as needed and as required by Section 4(f).

Specific tasks to be performed may include, but not be limited to:

1. Assess Section 4(f) Impacts – to include information on site ownership; recreational activity or historical significance; access and use of the site; applicable lease, easement or restriction clauses; and impacts for each alternative. Constructive use Section 4(f) impacts should also be assessed. Evaluate any properties affected by a project and determine applicability of Section 4(f). Provide information for the DEPARTMENT to incorporate into the SWEPT 4(f) Tool for lead agency approval as warranted.
2. Section 4(f) Evaluations – to include information on whether the project qualifies for *de minimis* documentation; or, if a Programmatic or Individual 4(f) Evaluation is required, identify avoidance alternatives for each property affected by the project, discuss whether avoidance alternatives are feasible and prudent, and identify measures to minimize harm on each affected property.
3. Interagency Coordination – to include coordination with the public official(s) with jurisdiction (OWJs) over the Section 4(f) property, State Historic Preservation Officer (SHPO), and FDOT's State Cultural and Recreational Resources Coordinator.
4. Identification of Section 6(f) Replacement Property – in accordance with the National Park Service (NPS) Land and Water Conservation Fund (LWCF) process, as directed by the DEPARTMENT. Includes preparation of LWCF Proposal Description and Environmental Screening Form, and coordination with FDEP.
5. Report Preparation - including, but not limited to, the items listed in tasks 1-4 above, and in accordance with the latest revisions to the FDOT PD&E Manual.
6. Acquisition and Restoration Council (ARC) – to include identification of state-owned (e.g., by FDEP) conservation lands and applicability per the FDOT PD&E Manual, and preparation of supporting documentation, as directed by the DEPARTMENT.

H. Archaeological and Historical Resources

Services to be performed shall be in coordination with the District Five Cultural Resources Coordinator, and in accordance with the following: FDOT PD&E Manual, FDOT Cultural Resources Management (CRM) Handbook, requirements set forth in Section 106 of the National Historic Preservation Act (NHPA) of 1966,

as amended, codified in 36 CFR Part 800 (Protection of Historic Properties); Chapter 267 of the Florida Statutes and Rule Chapter 1A-46, Florida Administrative Code and Section 267.12, Florida Statutes, Chapter 1A-3; and the standards stipulated in the Florida Division of Historical Resources' (FDHR) *Cultural Resource Management Standards & Operations Manual, Module Three: Guidelines for Use by Historic Preservation Professionals*.

The CONSULTANT key personnel must meet the minimum criteria for Archaeologists, Historians and Architectural Historians as set forth in the Secretary of Interior's *Standards and Guidelines for Archeology and Historic Preservation* and 36 CFR 61.

Specific tasks to be performed may include, but not be limited to:

1. Conduct archaeological and historical field surveys, reconnaissance level to intensive in scope, of cultural resources (prehistoric or historic) potentially affected by the project, as defined by the Area of Potential Effect (APE). Assess resource significance for eligibility for listing on the National Register of Historic Places (NRHP) according to Criteria set forth in 36 CFR 60.4. Prepare the Cultural Resources Assessment Survey (CRAS) including Florida Master Site File Forms, Survey Log Sheet, and NRHP Determination of Eligibility packages if applicable. Determine project effects on any resources that are eligible for listing or listed on the NRHP. The level of CRAS will vary depending on the project scope, ranging from a Section 106 Programmatic Agreement (PA) form, minor project review memo, up to a full CRAS.
2. Prepare a Section 106 Case Study Report, documenting the potential effects of a transportation project on significant cultural resources, in consultation with the SHPO.
3. Prepare an Advisory Council on Historic Preservation (ACHP) electronic Section 106 (e106) Submittal form, to notify the ACHP of a finding that an undertaking may adversely affect historic properties.
4. Prepare a Memorandum of Agreement (MOA) specifying measures to be undertaken to mitigate the effects of a transportation project on a significant cultural resource, in consultation with the SHPO. The MOA should be prepared in accordance with the FDOT CRM Handbook, the ACHP Publication "Preparing Agreement Documents," and any guidelines produced by the FDHR/SHPO.
5. Conduct excavations of prehistoric or historic archaeological resources to mitigate adverse effects to them resulting from transportation projects, in accordance with the FDOT CRM Handbook. Develop a data recovery plan for the excavation prior to the initiation of field work for SHPO and tribal review and approval.

6. Document and perform mitigation measures with regard to significant historical cultural resources (e.g., houses, buildings, or bridges occurring individually or as Historic Districts), meeting the requirements of the MOA and any other regulatory document governing mitigation of the resource. These include, but are not limited to, the specifications of the Historic American Building Survey (HABS), the Historic American Engineering Record (HAER), or the Secretary of Interior's Standards for mitigation-related work.
7. Prepare and process cultural materials such as artifacts and documents obtained from cultural resource surveys and/or mitigation measures in accordance with Federal curation standards set forth in 36 CFR Part 79, and with standards and procedures promulgated by the FDHR.
8. Assist in the Section 106 Compliance Process (NHPA of 1966, as amended), including consultation with the SHPO, Historic Compliance Review Section of the FDHR, ACHP, FDOT OEM, Tribal Historic Preservation Officer (THPO) and tribal representatives, and other interested parties, as directed. Assist the DEPARTMENT with issues related to Native American coordination as directed.
9. Assist in the Section 4(f) Evaluation process (e.g., *de minimis* findings for SHPO no adverse effect determinations), including consultation with the SHPO and other interested parties.
10. Conduct archaeological monitoring of construction projects, as directed by the DEPARTMENT. Assist in preparation of archaeological monitoring notes for construction plans.
11. Assist with the preparation of any required transmittal letters to FDOT OEM, SHPO, and Federally-recognized tribes.
12. Coordinate with the public; attend public workshops/hearings as needed and as required by F.S. 267 or Section 106.

I. Contamination

Specific tasks may include, but not be limited to: performing contamination screening evaluations of known or potential contamination sites for projects; and preparation of Contamination Screening Evaluation Reports (CSER), in accordance with the FDOT PD&E Manual. Coordination with appropriate environmental resource and regulatory agencies, as well as the District Five Contamination Impact Coordinator, may be required as part of this task.

J. Highway Traffic Noise

Perform Noise Analyses and submit Noise Study Reports during the PD&E or final design phases, containing sufficient data relative to the proposed undertaking, in compliance with 23 CFR 772, F.S. 335.17, and various FHWA guidance

documents, and in accordance with the FDOT PD&E Manual. Specific procedural guidance will be provided by the DEPARTMENT upon assignment of this task.

Services may include, but not be limited to:

- (1) Monitoring - measure noise levels in the field, and identify noise-sensitive sites;
- (2) Analysis - collect and document data necessary, and complete data entry into most currently accepted noise model;
- (3) Evaluation - evaluate results to determine the significance of determined levels in relation to noise level standards;
- (4) Recommendations - evaluate noise abatement measures and provide preliminary design data on proposed noise barriers, or other effective noise abatement measures;
- (5) Report - preparation of a Noise Study Report to contain all generated data, methodology, results, discussion of findings, recommendations and conclusions; including any mitigative measures that might be necessary to reduce construction and other project-related impacts;
- (6) Public Coordination - coordinate with public in response to public inquiries; attend public workshops, hearings, meetings as needed in support of the District 5 noise program. (Also see task M.3.)

K. Air Quality

Perform air quality analyses, in compliance with existing procedures and methodologies, and in accordance with the FDOT PD&E Manual. Services may include, but not be limited to: air quality screening tests, desktop reviews, or modeling; and submittal of appropriate documentation including Air Quality Screening Technical Memoranda or Air Quality Reports, containing sufficient data, findings, recommendations and conclusions, including any mitigative measures that might be necessary relative to the proposed undertaking. Specific procedural guidance will be provided by the DEPARTMENT upon assignment of this task.

L. Farmland

Conduct a farmlands impact evaluation and prepare a farmland conversion impact rating form, in accordance with the FDOT PD&E Manual and the latest Natural Resources Conservation Service (NRCS) guidelines.

M. Public Engagement

Conduct various public involvement activities on behalf of the DEPARTMENT as necessary, and as required by the FDOT PD&E Manual. SCE evaluations described in the FDOT PD&E Manual and SCE Guidelines (latest version) may require developing and implementing a community involvement/public information program to assist in informing the public of the status and impacts of a transportation improvement.

Specific tasks to be performed may include, but not be limited to:

1. Response to Public Inquiries – Assist the DEPARTMENT in response to various public inquiries as needed.
2. Documentation of Environmental Activities - such as noise barrier construction or other activities for future public involvement use, project files and/or permit compliance reports.
3. Noise Barrier Workshop - prepare for and conduct a noise barrier workshop, public meeting or individual public contact with affected property owners to determine desirability for proposed noise abatement measures; prepare, circulate and explain noise barrier indenture forms to affected property owners; coordinate with affected Homeowner/Property Owner Associations, and perform follow-up contact to obtain input from all affected residents; assist the DEPARTMENT in assessing affected property owners' desirability for noise abatement structures including aesthetic preferences; assist the DEPARTMENT in making a final determination whether to construct proposed barriers, and in documentation of these decisions.
4. Section 106 and Section 4(f) – prepare materials and/or attend public involvement meetings as required by Section 106 and Section 4(f) regulations.

N. Interagency and Intra-agency Coordination

Provide assistance and services as needed on behalf of FDOT District Five, in providing qualified opinion and assistance in development of District or statewide procedures and processes as related to the scope of this contract. Provide consultation, conduct research and review of documentation prepared by others, and conduct coordination. Participate in meetings conducted by other parties/agencies on behalf of FDOT District Five as specifically authorized (e.g., assist the DEPARTMENT in its coordination activities with the public and other agencies as related to projects potentially affecting FDOT facilities).

O. Expert Witness Services

Provide expert witness services for any and all scope tasks listed in Exhibit A for legal proceedings on DEPARTMENT issues or projects. This may include, but is not limited to, preparation for litigation/court proceedings, answering interrogatory documents, and participation in court proceedings on behalf of the DEPARTMENT.

P. Quality Assurance Reviews

Provide a quality assurance review of environmental documents or studies performed by the DEPARTMENT or its consultants to ensure a quality product in compliance with all applicable standards and guidelines. This may include, but is not limited to, independent field investigation, analysis, and review of federal and state environmental documents to ensure preparation in accordance with the FDOT PD&E Manual and all other applicable federal, state and local regulations.

Q. Environmental Production Control

Provide assistance to the DEPARTMENT Project Manager on administrative functions related to environmental production control. This may include, but is not limited to: tracking the need for environmental Reevaluation documents at certain project milestones;

determining funding type of various project phases as it relates to environmental evaluation using the DEPARTMENT's Work Program system; coordinating with DEPARTMENT personnel to obtain updates on project schedules, activities and milestones as they relate to environmental evaluations; reviewing the DEPARTMENT's Guaranteed Letting List and adding new projects to a maintained spreadsheet or production control list; incorporating changes into a maintained spreadsheet or production control list received from the DEPARTMENT Project Manager; researching DEPARTMENT files to obtain key dates and other pertinent environmental information to complete a maintained spreadsheet or production control list; and assisting with developing new tracking spreadsheets.

R. In-House Staff Support and Consultant Services

The CONSULTANT may be required, on an as-needed-basis, to provide personnel to conduct scope-related consulting services directly from the District Five premises, in order to facilitate coordination and the completion of certain tasks. These services may include any of the labor categories negotiated under the terms of this contract, to include senior personnel on an anticipated limited basis and middle/technician level personnel on a more frequent as-needed basis.

S. Access to Private and Public Property

The CONSULTANT, as the DEPARTMENT's agent, is authorized to gain access to private property to conduct environmental assessments and evaluations in conjunction with tasks identified in this Scope of Services. It is the responsibility of the CONSULTANT to provide reasonable notice to the property owner before entering such property for the purposes of said environmental evaluations and assessments. Such authority is granted by the DEPARTMENT's District Five, in accordance with Florida Statutes, *Section 337.274, Authority of Department agent or employee to enter lands, waters, and premises of another in the performance of duties.*

III. SPECIFICATIONS FOR WORK PRODUCTS

The CONSULTANT shall ensure that all products of Task Work Orders (TWOs) be prepared on PCs using DEPARTMENT approved software, stored on DVDs/CDs, or in another format if requested by the DEPARTMENT, and provided to the DEPARTMENT. All documentation shall be in Microsoft Word, Microsoft Excel and Adobe Portable Document Format (PDF), or in another format if requested by the DEPARTMENT. Any analysis files, programming source codes, form designs, raw source database and other ancillary files shall be transferred to the DEPARTMENT at the closure of each work order, or at any time specified by the DEPARTMENT Project Manager.

The CONSULTANT shall complete all work performed under this contract in accordance with current DEPARTMENT Policies, Procedures, Guidelines, Standards, and any other regulations applicable to the services. The CONSULTANT shall correct or revise, without additional compensation, any work product that is found to be in error or deficient. The CONSULTANT shall perform all analyses, develop recommendations, and provide all documents by the specific time defined in each of the TWOs. The CONSULTANT shall copy the DEPARTMENT Project Manager regarding all correspondence (phone calls, email etc.) with any and all representatives.

All work prepared by the CONSULTANT as part of this contract will be the sole property of the DEPARTMENT. Files, software, graphics, or any related materials developed for the District through the contract will be specified in each Work Order as deliverables.

IV. METHOD OF COMPENSATION

Payments for each TWO will be specified on the corresponding Letter of Authorization. After negotiations, the DEPARTMENT will issue the Letter of Authorization for each TWO, which will include a copy of scope of services with descriptions on expected work tasks, schedules, staffing requirements, documentation requirements, and the total allowable cost. The required TWO form will be prepared and signed by both the CONSULTANT Project Manager and the DEPARTMENT Project Manager prior to the initiation of any work.

Unless the work is required in response to an emergency declaration by the Secretary of the Department of Transportation, no work shall be commenced by the CONSULTANT until receipt of a TWO.

Payment for the work accomplished will be in accordance with Exhibit B of this contract.

V. RESPONSIBILITIES OF THE DEPARTMENT

The DEPARTMENT will provide a Project Manager, who will be responsible for the day-to-day management of this contract, including coordination with the CONSULTANT pertaining to the development and execution of TWOs. The DEPARTMENT will direct the CONSULTANT's work through TWOs that describe the project requirements for which CONSULTANT services are required. The CONSULTANT may assist in preparing a given TWO including clarifying production and technical details. The DEPARTMENT will designate a Professional Services Contract Manager who shall represent the DEPARTMENT in all matters pertaining to contract administration.

The DEPARTMENT will provide guidance in documentation preparation, review and commentary of draft and final reports/documentation, and will provide all necessary assistance in interagency consultation.

VI. RESPONSIBILITIES OF THE CONSULTANT

1. The CONSULTANT shall provide an overall Project Manager, who will be the primary point of contact for the CONSULTANT for the scope, schedule, staff coordination, negotiation of task staff hours and completion of all TWOs. The CONSULTANT shall meet with the DEPARTMENT Project Manager on a regular basis and shall provide a project schedule and monthly progress reports by TWO. These progress reports shall be the basis for evaluation and processing of invoices for payment.
2. The CONSULTANT shall provide and maintain a list of staff of the following classifications that would be available to be assigned to specific TWOs, including:
 - a. Project Manager
 - b. Environmental Specialist, Senior Environmental Specialist
 - c. Environmental Scientist, Chief Scientist
 - d. Scientist, Senior Scientist (*re: Historians*)

- e. Archaeologist, Senior Archaeologist, Chief Archaeologist
 - f. Planner, Chief Planner
 - g. GIS Specialist, Technician Aid
 - h. Clerical
3. 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 Project Manager, in a timely manner within the TWO schedule. If, at any time, the DEPARTMENT's Project Manager determines that the number or expertise of particular staff assigned to a specific task is inadequate, the DEPARTMENT's Project Manager shall coordinate with the CONSULTANT Project Manager to remedy the situation so as to ensure the timely completion of the work.
 4. The CONSULTANT shall perform the required services and complete each TWO within the specified time limits, while maintaining the required degree of accuracy. The CONSULTANT shall provide all equipment, materials, accessories, transportation, and incidentals that are required to perform the services. The CONSULTANT shall be responsible for assuring that an adequate number of skilled personnel are available for the duration of this contract.
 5. For all categories, salary rates will be negotiated prior to beginning the contract. Any category not listed above but later determined to be required must be amended to the Contract prior to the issuance of the TWOs that apply the new category.
 6. The CONSULTANT shall perform all analyses, develop recommendations, and document all by specific time as defined in each of the TWOs. All the documents created for this project shall be ready for internet posting.
 7. The CONSULTANT shall complete all work performed under this contract in accordance with current DEPARTMENT Policies, Procedures, Guidelines, Standards, and other information applicable to the services. The CONSULTANT shall perform all tasks in accordance with specified District Court of Appeals Rules, applicable Florida Statutes, and other State laws and policies, including applicable Homeland Security guidelines.
 8. The CONSULTANT shall correct or revise, without additional compensation, any work product that is found to be in error or deficient.