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November 09, 2022  
Review

EXHIBIT A



SCOPE OF SERVICES

FOR

Financial Project ID: 446011-1-32-01

FDOT District 6

***MONROE***

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## SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES

### HIGHWAY AND BRIDGE/STRUCTURAL DESIGN

This Exhibit forms an integral part of the agreement between the State of Florida Department of Transportation (hereinafter referred to as the DEPARTMENT or FDOT) and [*Consultant Name or leave blank until CONSULTANT is selected*] (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

Financial Project ID: 446011-1-32-01

Related Financial Project ID(s): **446011-1-32-01**

Federal Aid Project No.:

Roadway:

<b>RoadwayId</b>	<b>Begin milepost</b>	<b>End milepost</b>
90010000	1.335	3.969

Project Description: SR5/US-1/N ROOSEVELT BLVD FROM EISENHOWER DR TO S ROOSEVELT

Bridge No(s).:

- **900128**

Railroad Crossing No.: N/A

Context Classification:

- *C3C-Suburban Commercial Mostly non-residential uses with large building footprints and large parking lots within large blocks and a disconnected or sparse roadway network.*
- *C4-Urban General Mix of uses set within small blocks with a well-connected roadway network. May extend long distances. The roadway network usually connects to residential neighborhoods immediately along the corridor or behind the uses fronting the roadway.*

## 1 PURPOSE

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT in connection with the design and preparation of a complete set of construction contract documents and incidental engineering services, as necessary, for improvements to the transportation facility described herein.

- Major work mix includes:
  - **0012 - RESURFACING**
- Major work groups include:
  - **3.1 - Minor Highway Design**
- Minor work groups include:

- *4.1.1 - Miscellaneous Structures*
- *6.3.1 - Intelligent Transportation Systems Analysis and Design*
- *7.1 - Signing, Pavement Marking and Channelization*
- *7.2 - Lighting*
- *7.3 - Signalization*
- *8.1 - Control Surveying*
- *8.2 - Design, Right of Way & Construction Surveying*
- *15.0 - Landscape Architect*

Known alternative contracting methods include: *N/A*

The general objective is for the CONSULTANT to prepare a set of contract documents including plans, specifications, supporting engineering analysis, calculations and other technical documents in accordance with FDOT policy, procedures and requirements. These Contract documents will be used by the contractor to build the project and test the project components. These Contract documents will be used by the DEPARTMENT or its Construction Engineering Inspection (CEI) representatives for inspection and final acceptance of the project. The CONSULTANT shall follow a systems engineering process to ensure that all required project components are included in the development of the Contract documents and the project can be built as designed and to specifications.

The Scope of Services establishes which items of work in the FDOT Design Manual and other pertinent manuals are specifically prescribed to accomplish the work included in this contract, and also indicate which items of work will be the responsibility of the CONSULTANT and/or the DEPARTMENT.

The CONSULTANT shall be aware that as a project is developed, certain modifications and/or improvements to the original concepts may be required. The CONSULTANT shall incorporate these refinements into the design and consider such refinements to be an anticipated and integral part of the work. This shall not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the DEPARTMENT and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the design of the project a contract file in accordance with DEPARTMENT procedures. CONSULTANTS are expected to know the laws and rules governing their professions and are expected to provide services in accordance with current regulations, codes and ordinances and recognized standards applicable to such professional services. The CONSULTANT shall provide qualified technical and professional personnel to perform to Department standards and procedures, the duties and responsibilities assigned under the terms of this agreement. The CONSULTANT shall minimize to the maximum extent possible the DEPARTMENT's need to apply its own resources to assignments authorized by the Department.

The DEPARTMENT will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of contract documents, including Construction documents. The DEPARTMENT's technical reviews are

for high-level conformance and are not meant to be comprehensive reviews. The CONSULTANT shall be fully responsible for all work performed and work products developed under this Scope of Services. The DEPARTMENT may provide job-specific information and/or functions as outlined in this contract, if favorable.

## 2 PROJECT DESCRIPTION

The CONSULTANT shall investigate the status of the project and become familiar with concepts and commitments (typical sections, alignments, etc.) developed from prior studies and/or activities. If a Preliminary Engineering Report is available from a prior or current Project Development and Environment (PD&E) study, the CONSULTANT shall use the approved concepts as a basis for the design unless otherwise directed by the DEPARTMENT.

### ***SR5/US-1/N ROOSEVELT BLVD FROM EISENHOWER DR TO S ROOSEVELT***

#### **2.1 Project General and Roadway (Activities 3, 4, and 5)**

Public Involvement:

CAP Level: 2

***One hybrid Public Meeting***

Other Agency Presentations/Meetings:

Agency	Number of Meetings
City of Key West	[Number]
[Agency Name]	[Number]

Joint Project Agreements:

***This might be needed with City of Key West.***

Specifications Package Preparation:

[List any significant effort]

Estimated Quantities Report Preparation:

[List any significant effort]

Value Engineering: N/A

Risk Assessment Workshop: N/A

Plan Type:

***Plan/Profile***

Typical Section:

Number of Typical Sections: 2

[Description of typical sections, e.g., mainline: four-lane divided urban curb and gutter, 4-foot bike lanes, 5-foot sidewalk, ...]

Pavement Designs:

Number of Pavement Designs: 2

[List number of anticipated pavement designs on this project]

Pavement Type Selection Report(s): N/A

Cross-Slope Correction:

[Identify deficiencies]

Access Management Classification:

- Access Class 6
- Access Class 7

Transit Route Features:

**Routes NL and LKS with 9 bus stops along the corridor and one Bus Shelter with a Bus Bay for the Bus to pull off US-1.**

Major Intersections and Interchanges:

Number of Major Intersections and Interchanges: **Reconstruction of North Roosevelt Boulevard & Eisenhower Drive intersection**

[List all intersections and interchanges that will require additional plan sheets]

Roadway Alternative Analysis: N/A Level of Temporary Traffic Control Plan (TTCP): 2

**Reconstruction of North Roosevelt Boulevard & Eisenhower Drive intersection**

Temporary Lighting: N/A

Temporary Signals: N/A

Temporary Drainage: N/A

Design Variations:

- Others
- Sight Distance

**Others: Lateral Offset, horizontal curve length, unobstructed sidewalk width and intersection sight triangles**

Design Exceptions: N/A

Back of Sidewalk Profiles:

Number of Back of Sidewalk Profiles: 2

**Reconstruction of North Roosevelt Boulevard & Eisenhower Drive intersection**

Selective Clearing and Grubbing: N/A

## 2.2 Drainage (Activities 6a and 6b)

Drainage System Type:

**Reconstruction of North Roosevelt Boulevard & Eisenhower Drive intersection**

Number of stormwater management facility sites: [Number]

Number of cross drains: [Number]

### **2.3 Utilities Coordination (Activity 7)**

The CONSULTANT is responsible to certify that all necessary arrangements for utility work on this project have been made and will not conflict with the physical construction schedule. The CONSULTANT should coordinate with DEPARTMENT personnel to coordinate transmittals to Utility Companies and meet production schedules.

The CONSULTANT shall ensure FDOT standards, policies, procedures, practices, and design criteria are followed concerning utility coordination.

The CONSULTANT may employ more than one individual or utility engineering consultant to provide utility coordination and engineering design expertise. The CONSULTANT shall identify a dedicated person responsible for managing all utility coordination activities. This person shall be contractually referred to as the Utility Coordination Manager and shall be identified in the CONSULTANT proposal. The Utility Coordination Manager shall be required to satisfactorily demonstrate to the FDOT District Utilities Administrator that they have the following knowledge, skills, and expertise:

- A minimum of 4 years of experience performing utility coordination in accordance with FDOT, Federal Highway Administration (FHWA), and American Association of State Highway and Transportation Officials (AASHTO) standards, policies, and procedures.
- A thorough knowledge of the FDOT plans production process and District utility coordination process.
- A thorough knowledge of FDOT agreements, standards, policies, and procedures.

The Utility Coordination Manager shall be responsible for managing all utility coordination, including the following:

- Assuring that Utility Coordination and accommodation is in accordance to the FDOT, FHWA, and AASHTO standards, policies, procedures, and design criteria.
- Assisting the engineer of record in identifying all existing utilities and coordinating any new installations. Assisting the Engineer of Record with resolving utility conflicts.
- Scheduling and performing utility coordination meetings, keeping and distribution of minutes/action items of all utility meetings, and ensuring expedient follow-up on all unresolved issues.
- Distributing all plans, conflict matrixes and changes to affected utility owners and making sure this information is properly coordinated and documented.
- Identifying and coordinating the completion of any FDOT or utility owner agreement that is required for reimbursement, or accommodation of the utility facilities associated with the project.
- Review and certify to the District Utilities Administrator that all Utility Work Schedules are correct and in accordance with the DEPARTMENT's standards, policies, and procedures.
- Prepare, review and process all utility related reimbursable paperwork inclusive of betterment and salvage determination.

The CONSULTANT's utility coordination work shall be performed and directed by the Utility Coordination Manager that was identified and approved by FDOT's Project Manager. Any proposed change of the approved Utility Coordination Manager shall be subject to review and approval by FDOT's Project Manager prior to any change being made in this contract.

Expected Utilities:

- *ATT*
- *Comcast*
- *Florida Keys Aqueduct Authority*
- *Keys Energy Services*
- *Key West Pipeline*
- *Key West Resort Utility*
- *FDOT D6*
- *Infrastructure Corp of America*
- *Operations Management International Inc*

## 2.4 Environmental Permits and Environmental Clearances (Activity 8)

Expected Permits:

- *List expected permits, e.g., USCG, USACE, WMD, etc.*

The DEPARTMENT will provide compensatory wetland mitigation in accordance with Section 373.4137, Florida Statutes.

## 2.5 Structures (Activities 9 - 18)

Bridge:

No.	Bridge Number	Length	Description
1	900128	[Length]	[Description]

Type of Bridge Structure Work

- BDR (Activity 10): *N/A*
- Temporary Bridge (Activity 11): *N/A*
- Short Span Concrete (Activity 12): *N/A*
- Medium Span Concrete (Activity 13): *N/A*
- Structural Steel (Activity 14): *N/A*
- Segmental Concrete (Activity 15): *N/A*
- Movable Span (Activity 16): *N/A*

Retaining Walls: *N/A*

Miscellaneous Structures:

- *Mast Arms*



- *Overhead Sign Structures*

## 2.6 Signing and Pavement Markings (Activities 19 & 20)

No.	Type	Number	Location
1	[Type]	[Number]	[Location]

## 2.7 Signalization (Activities 21 & 22)

Intersections:

*Eisenhower Drive*

*Key West Fire Department Station 1 Entrance*

*First Street/Palm Avenue*

*MAC Millan Drive/Fifth Street*

*Pedestrian Mid-Block crossing @ Key West Lions Club (Overhead Pedestrian Hybrid Beacon)*

*Overseas Market*

*Pedestrian Mid-Block crossing @ 3031-41 North Roosevelt Boulevard Parking (Overhead Pedestrian Hybrid Beacon)*

*Kennedy Drive/Sigsbee Road*

*Sears Town*

*Pedestrian mid-block crossing (Overhead Pedestrian Hybrid Beacon)*

*Pedestrian mid-block crossing @ 24 North Hotel (Overhead Pedestrian Hybrid Beacon)*

*US-1/North Roosevelt Boulevard/South Roosevelt Boulevard*

Traffic Data Collection: *N/A*

Traffic Studies: *N/A*

Count Stations: *N/A*

Traffic Monitoring Sites: *N/A*

## 2.8 Lighting (Activities 23 & 24)

Limits and Proposed Type of Lighting:

Type	Limit
[Type]	[Limits]

## **2.9 Landscape (Activities 25 & 26)**

Include coordination with existing and/or proposed underground utilities including but not limited to FDOT lighting, drainage and Intelligent Transportation Systems (ITS). Landscape coordination with ITS shall include both underground conflicts and above-ground impacts to existing and/or proposed ITS coverage. The CONSULTANT shall closely coordinate with the Department's ITS units to ensure that all conflicts are identified, addressed and mitigated in the Contract Documents.

Planting Plans: *N/A*

Irrigation Plans: *N/A*

Hardscape Plans: *N/A*

Outdoor Advertising: *N/A*

## **2.10 Survey (Activity 27)**

Design Survey: *N/A*

Subsurface Utility Exploration:  
***VVHs needed for the project.***

Right of Way Survey: *N/A*

Vegetation Survey: *N/A*

## **2.11 Photogrammetry (Activity 28) (N/A)**

## **2.12 Mapping (Activity 29) (N/A)**

## **2.13 Terrestrial Mobile LiDAR (Activity 30) (N/A)**

## **2.14 Architecture (Activity 31) (N/A)**

## **2.15 Noise Barriers (Activity 32) (N/A)**

## **2.16 Intelligent Transportation Systems (Activities 33 & 34) (N/A)**

## **2.17 Geotechnical (Activity 35) (N/A)**

## **2.18 3D Modeling (Activity 36) (N/A)**

## **2.19 Project Schedule**

Within ten (10) days after the Notice-To-Proceed, and prior to the CONSULTANT beginning work, the CONSULTANT shall provide a detailed project activity/event schedule for DEPARTMENT and CONSULTANT scheduled activities required to meet the current DEPARTMENT Production Date. The schedule shall be based upon the [District Schedule Information]. The current production date is *October 07, 2024*. The schedule shall be accompanied by an anticipated payout and fiscal progress curve. For the purpose of scheduling, the CONSULTANT shall allow for a 3 week review time for each phase submittal and any other submittals as appropriate.

The schedule shall indicate all required submittals.

All fees and price proposals are to be based on the negotiated schedule of [Number] months for final construction contract documents. However, the contract deadline is [Number] months from the Notice to Proceed.

Periodically, throughout the life of the contract, the project schedule and payout and fiscal progress curves shall be reviewed and, with the approval of the DEPARTMENT, adjusted as necessary to incorporate changes in the Scope of Services and progress to date.

The approved schedule and schedule status report, along with progress and payout curves, shall be submitted with the monthly progress report.

The schedule shall be submitted in an FDOT system-compatible format.

## **2.20 Submittals**

The CONSULTANT shall furnish construction contract documents as required by the DEPARTMENT to adequately control, coordinate, and approve the work concepts. The CONSULTANT shall distribute submittals as directed by the DEPARTMENT. The DEPARTMENT will determine the specific number of copies required prior to each submittal.

## **2.21 Provisions for Work**

The services performed by the CONSULTANT must comply with all applicable DEPARTMENT's manuals, procedure, policies, and guidelines. Specifically, the CONSULTANT must comply with DEPARTMENT's Project Development and Environmental (PD&E) Manual, FDOT Design Manual (FDM), Structures Manual, and Computer Aided Design and Drafting (CADD) Manual. The DEPARTMENT's manuals and guidelines incorporate, by requirement or reference, all applicable federal and state laws, regulations, and Executive Orders. The CONSULTANT will use the latest editions of the manuals, procedures, and guidelines to perform work for this project.

All work shall be prepared with English units (unless otherwise specified) in accordance with the latest editions of standards and requirements utilized by the DEPARTMENT.

## **2.22 Services to be Performed by the DEPARTMENT**

When appropriate or available, the DEPARTMENT will provide project data including:

- *Numbers for field books*
- *Preliminary Horizontal Network Control*
- *Access for the CONSULTANT to utilize the DEPARTMENT's Information Technology Resources*
- *All Department agreements with Utility Agency Owner (UAO)*
- *All certifications necessary for project letting*
- *Building Construction Permit Coordination (Turnpike)*
- *All information that may come to the DEPARTMENT pertaining to future improvements*
- *All future information that may come to the DEPARTMENT during the term of the CONSULTANT's Agreement, which in the opinion of the DEPARTMENT is necessary for the prosecution of the work*
- *Available traffic and planning data*
- *All approved utility relocations*
- *Project utility certification to the DEPARTMENT's Central Office*
- *Any necessary title searches*
- *Engineering standards review services*
- *All available information in the possession of the DEPARTMENT pertaining to utility companies whose facilities may be affected by the proposed construction*
- *All future information that may come to the DEPARTMENT pertaining to subdivision plans so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right of way*
- *Systems traffic for Projected Design Year, with K, D, and T factors*
- *Previously constructed Highway Beautification or Landscape Construction Plans*
- *Landscape Opportunity Plan(s)*
- *Existing right of way maps*
- *Existing pavement evaluation report for all RRR projects*
- *PD&E Documents*
- *Design Reports*
- *Letters of authorization designating the CONSULTANT as an agent of the DEPARTMENT in accordance with F.S. 337.274*

- *Phase reviews of plans and engineering documents*
- *Regarding Environmental Permitting Services:*
  - *Approved Permit Document when available*
  - *Approval of all contacts with environmental agencies*
  - *General philosophies and guidelines of the DEPARTMENT to be used in the fulfillment of this contract. Objectives, constraints, budgetary limitations, and time constraints will be completely defined by the Project Manager.*
  - *Appropriate signatures on application forms*

### **3 PROJECT COMMON AND PROJECT GENERAL TASKS**

#### **Project Common Tasks**

Project Common Tasks, as listed below, are work efforts that are applicable to many project activities, 4 (Roadway Analysis) through 36 (3D Modeling). These tasks are to be included in the project scope in each applicable activity when the described work is to be performed by the CONSULTANT.

Cost Estimates: The CONSULTANT is responsible for producing a construction cost estimate and reviewing and updating the cost estimate when scope changes occur and/or at milestones of the project. Prior to Phase II plans or completion of quantities, the DEPARTMENT's Long-Range Estimate (LRE) system will be used to produce a conceptual estimate, according to District policy. Once the quantities have been developed (beginning at Phase II plans and no later than Phase III plans) the CONSULTANT shall be responsible for inputting the category information, pay items and quantities into AASHTOWare Project Preconstruction through the use of the DEPARTMENT's Designer Interface.

Technical Special Provisions: The CONSULTANT shall provide Technical Special Provisions for all items of work not covered by the Standard Specifications for Road and Bridge Construction and the workbook of implemented modifications.

A Technical Special Provision shall not modify the Standard Specifications and implemented modifications in any way.

The Technical Special Provisions shall provide a description of work, materials, equipment and specific requirements, method of measurement and basis of payment. Proposed Technical Special Provisions will be submitted to the District Specifications Office for initial review at the time of the Phase III plans review submission to the DEPARTMENT's Project Manager. This timing will allow for adequate processing time prior to final submittal. The Technical Special Provisions will be reviewed for suitability in accordance with the Handbook for Preparation of Specification Packages. The District Specifications Office will forward the Technical Special Provisions to the District Legal Office for their review and comment. All comments will be returned to the CONSULTANT for correction and resolution. Final Technical Special Provisions shall be digitally signed and sealed in accordance with applicable Florida Statutes.

The CONSULTANT shall contact the appropriate District Specifications Office for details of the current format to be used before starting preparations of Technical Special Provisions.

Modified Special Provisions: The CONSULTANT shall provide Modified Special Provisions as required by the project. Modified Special Provisions are defined in the Specifications Handbook.

A Modified Special Provision shall not modify the first nine sections of the Standard Specifications and implemented modifications in any way. All modifications to other sections must be justified to the appropriate District and Central Specifications Offices to be included in the project's specifications package.

Field Reviews: The CONSULTANT shall make as many trips to the project site as required to obtain necessary data for all elements of the project.

Technical Meetings: The CONSULTANT shall attend all technical meetings necessary to execute the Scope of Services of this contract. This includes meetings with DEPARTMENT and/or Agency staff, between disciplines and subconsultants, such as access management meetings, pavement design meetings, local governments, railroads, airports, progress review meetings (phase review), and miscellaneous meetings. The CONSULTANT shall prepare, and submit to the DEPARTMENT's Project Manager for review, the meeting minutes for all meetings attended by them. The meeting minutes are due within five (5) working days of attending the meeting.

Quality Assurance/Quality Control: It is the intention of the DEPARTMENT that design CONSULTANTS, including their subconsultant(s), are held responsible for their work, including plans review. The purpose of CONSULTANT plan reviews is to ensure that CONSULTANT plans follow the plan preparation procedures outlined in the FDOT Design Manual, that state and federal design criteria are followed with the DEPARTMENT concept, and that the CONSULTANT submittals are complete. All subconsultant document submittals shall be submitted by the subconsultant directly to the CONSULTANT for their independent Quality Assurance/Quality Control review and subsequent submittal to the DEPARTMENT.

It is the CONSULTANT'S responsibility to independently and continually QC their plans and other deliverables. The CONSULTANT should regularly communicate with the DEPARTMENT's Design Project Manager to discuss and resolve issues or solicit opinions from those within designated areas of expertise.

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the CONSULTANT and their subconsultant(s) under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all maps, design drawings, specifications, and other documentation prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan shall be one specifically designed for this project. The CONSULTANT shall submit a Quality Control Plan for approval within twenty (20) business days of the written Notice to Proceed and it shall be

signed by the CONSULTANT's Project Manager and the CONSULTANT QC Manager. The Quality Control Plan shall include the names of the CONSULTANT's staff that will perform the quality control reviews. The Quality Control reviewer shall be a Florida Licensed Professional Engineer fully prequalified under F.A.C. 14-75 in the work type being reviewed. A marked up set of prints from a Quality Control Review indicating the reviewers for each component (structures, roadway, drainage, signals, geotechnical, signing and marking, lighting, landscape, surveys, etc.) and a written resolution of comments on a point-by-point basis will be required, if requested by the DEPARTMENT, with each phase submittal. The responsible Professional Engineer, Landscape Architect, or Professional Surveyor & Mapper that performed the Quality Control review will sign a statement certifying that the review was conducted and found to meet required specifications.

The CONSULTANT shall, without additional compensation, correct all errors or deficiencies in the designs, maps, drawings, specifications and/or other products and services.

Independent Peer Review: When directed by the DEPARTMENT, a subconsultant may perform Independent Peer Reviews.

Independent Peer Review and a Constructability/Bidability Review for design Phase Plans document submittals are required on this project. These separate reviews shall be completed by someone who has not worked on the plan component that is being reviewed. These could include, but are not limited to a separate office under the Prime's umbrella, a subconsultant that is qualified in the work group being reviewed, or a CEI. It does not include persons who have knowledge of the day to day design efforts. The Constructability/Bidability Review shall be performed by a person with experience working on Department construction projects (CEI, Contractor, etc.).

The Independent Peer Review for design Phase Plans submittals shall ensure the plans meet the FDM, Standard Plans and FDOT CADD Manual. The Constructability/Bidability Review shall ensure the project can be constructed and paid for as designed. Constructability/Bidability Reviews should be conducted prior to the Phase III and Phase IV submittals, using the Phase Review Checklist (Guidance Document 1-1-A) from the Construction Project Administration Manual (CPAM) as a minimum guideline. The CONSULTANT shall submit this checklist, as well as the "marked-up" set of plans during this review, and review comments and comment responses from any previous Constructability/Bidability reviews. These items will be reviewed by District Design and District Construction.

Supervision: The CONSULTANT shall supervise all technical design activities.

Coordination: The CONSULTANT shall coordinate with all disciplines of the project to produce a final set of construction documents.

#### Project General Tasks

Project General Tasks, described in Sections 3.1 through 3.7 below, represent work efforts that are applicable to the project as a whole and not to any one or more specific project activity. The work described in these tasks shall be performed by the CONSULTANT when included in the project scope.

### **3.1 Public Involvement**

Public involvement includes communicating to all interested persons, groups, and government organizations information regarding the development of the project. The CONSULTANT shall provide to the DEPARTMENT drafts of all Public Involvement documents (e.g., newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least [**Number**] business days prior to printing and / or distribution.

#### **3.1.1 Community Awareness Plan (N/A)**

#### **3.1.2 Notifications (N/A)**

#### **3.1.3 Preparing Mailing Lists (N/A)**

#### **3.1.4 Median Modification Letters (N/A)**

#### **3.1.5 Driveway Modification Letters (N/A)**

#### **3.1.6 Newsletters (N/A)**

#### **3.1.7 Renderings and Fly-Throughs**

The CONSULTANT shall prepare renderings and fly-throughs for use in public meetings.

#### **3.1.8 PowerPoint Presentations**

The CONSULTANT shall prepare PowerPoint presentations for use in public meetings.

#### **3.1.9 Public Meeting Preparations (N/A)**

#### **3.1.10 Public Meeting Attendance and Follow-up**

The CONSULTANT shall attend public meeting(s), assist with meeting setup and take down. The CONSULTANT shall also prepare a summary of the public meeting that includes all copies of all materials shown or provided at the public meeting. The summary shall also include a listing of all written comments made during or after the meeting and responses to those written comments.

The CONSULTANT will attend the meetings with an appropriate number of personnel to assist the DEPARTMENT'S Project Manager.

It is estimated for this project there will be [**Number**] Public meetings during the design.

#### **3.1.11 Other Agency Meetings**

In addition to scheduled public meetings the CONSULTANT may be required to participate in meetings with local governing authorities and/or Metropolitan Planning Organization (MPO). The CONSULTANT's participation may include, but not be



limited to, presentations during the meeting, note taking, and summarizing the meeting in a memo to the file. It is estimated for this project there will be *NaN* meetings (as indicated in Section 2.1 above) with local governing authorities and/or MPOs during the design.

### **3.1.12 Web Site (N/A)**

## **3.2 Joint Project Agreements**

When the Joint Project Agreement (JPA) deliverable is not prepared by the CONSULTANT, services may include all coordination, meetings, etc., required to ensure compatibility, include JPA documents in the contract plans package and include the JPA documents in the digital delivery package.

## **3.3 Specifications & Estimates**

### **3.3.1 Specifications Package Preparation**

The CONSULTANT shall prepare and provide a specifications package in accordance with the DEPARTMENT'S Procedure Topic No. 630-010-005 Specifications Package Preparation and the Specifications Handbook. The CONSULTANT shall provide the DEPARTMENT names of at least two team members who have successfully completed the Specifications Package Preparation Training and will be responsible for preparing the Specifications Package for the project. The Specifications Package shall be prepared using the DEPARTMENT's Specs on the Web application. The CONSULTANT shall be able to document that the procedure defined in the Handbook for the Preparation of Specifications Packages is followed, which includes the quality assurance/quality control procedures. The specifications package shall address all items and areas of work and include any Mandatory Specifications, Modified Special Provisions, and Technical Special Provisions.

The specifications package must be submitted for review to the District Specifications Office at least 30 days prior to the contract package to Tallahassee or District due date, or sooner if required by the District Specifications Office. This submittal does not require signing and sealing and shall be coordinated through the District's Project Manager. The CONSULTANT shall coordinate with the DEPARTMENT on the submittal requirements, but at a minimum shall consist of (1) the complete specifications package, (2) a copy of the marked-up workbook used to prepare the package, and (3) a copy of the final project plans.

Final submittal of the specifications package must occur at least 10 working days prior to the contract package to Tallahassee due date. This submittal shall be digitally signed, dated, and sealed in accordance with applicable Florida Statutes.

### **3.3.2 Estimated Quantities Report Preparation**

The CONSULTANT shall prepare an Estimated Quantities (EQ) Report in accordance with FDM 902. Includes loading category information, pay items, and

quantities into Designer Interface for AASHTOWare Project Preconstruction (PrP), QA/QC efforts associated with AASHTOWare PrP and the EQ Report.

### **3.4 Contract Maintenance and Project Documentation**

Contract maintenance includes project management effort for complete setup and maintenance of files, electronic folders and documents, developing technical monthly progress reports and schedule updates. Project documentation includes the compilation and delivery of final documents, reports or calculations that support the development of the contract plans; includes uploading files to Electronic Document Management System (EDMS) or Project Suite Enterprise Edition (PSEE).

### **3.5 Value Engineering (Multi-Discipline Team) Review (N/A)**

### **3.6 Prime Consultant Project Manager Meetings**

Includes only the Prime Consultant Project Manager's time for travel and attendance at Activity Technical Meetings and other meetings listed in the meeting summary for Task 3.6 on tab 3 Project General Task of the staff hour forms. Staff hours for other personnel attending Activity Technical Meetings are included in the meeting task for that specific Activity.

### **3.7 Plans Update**

The effort needed for Plans Update services will vary from project to project, depending on size and complexity of the project, as well as the duration of time spent "on the shelf".

Specific services will be negotiated as necessary as a contract amendment.

### **3.8 Post-Design Services**

Post-Design Services may include, but not limited to, meetings, construction assistance, plans revisions, shop drawing review, survey services, as-built drawings, and load ratings. Specific services will be negotiated as necessary as a contract amendment.

Post-Design Services are not intended for instances of CONSULTANT errors or omissions.

### **3.9 Digital Delivery**

The CONSULTANT shall deliver final contract plans and documents in digital format. The final contract plans and documents shall be digitally signed and sealed files delivered to the DEPARTMENT on acceptable electronic media, as determined by the DEPARTMENT.

### **3.10 Risk Assessment Workshop (N/A)**

### **3.11 Railroad, Transit and/or Airport Coordination**

[Provide project-specific information]

### **3.11.1 Aeronautical Evaluation**

The Consultant shall be responsible for complying with the requirements of Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), and for determining whether it is necessary to file any Notice of Proposed Construction or Alteration (FAA Form 7460-1) with the Federal Aviation Administration (FAA), utilizing the FAA Notice Criteria Tool. Place a copy of all pertinent documentation in the Project Documentation folder structure; e.g., Notice Criteria Tool inquiries and responses; FAA Form 7460-1 filed with the FAA; Letters of Determination (along with the records demonstrating compliance with the conditions and deadlines). Report any Letters of Determination, designated other than "Does Not Exceed", to the Central Office (Aviation Office, Airspace and Land Use Manager).

### **3.12 Landscape and Existing Vegetation Coordination**

Coordinate to ensure preservation and protection of existing vegetation. Relocation of existing vegetation may be necessary in some cases. Space for proposed landscape should be preserved and conflicts with drainage, utilities, ITS, and signage should be minimized. Coordination with the District Landscape Architect may be necessary as defined in 4.12. Additionally, coordination with the Florida Scenic Highways program should be included to ensure any requirements of the FSH program are met.

### **3.13 Other Project General Tasks**

*[Describe other project general tasks]*

## **4 ROADWAY ANALYSIS (TBD)**

The CONSULTANT shall analyze and document Roadway Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

### **4.1 Typical Section Package**

The CONSULTANT shall prepare a Typical Section Package.

### **4.2 Pavement Type Selection Report (N/A)**

### **4.3 Pavement Design Package**

The CONSULTANT shall prepare a Pavement Design Package.

### **4.4 Cross-Slope Correction**

The CONSULTANT shall coordinate with the DEPARTMENT to obtain existing cross slope data, determine roadway limits where cross slope is potentially out of tolerance and determine a resolution.

### **4.5 Horizontal/Vertical Master Design Files**

The CONSULTANT shall design the geometrics using the Standard Plans that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian and bicycle concerns, ADA requirements, Safe Mobility For Life Program, access management, PD&E documents and scope of work. The CONSULTANT shall also develop utility conflict information to be provided to project Utility Coordinator in the format requested by the DEPARTMENT.

Note: When the project includes a 3D Model deliverable, also include Activity 36 3D Modeling.

#### **4.6 Access Management**

The CONSULTANT shall incorporate access management standards for each project in coordination with DEPARTMENT staff. The CONSULTANT shall review adopted access management standards and the existing access conditions (interchange spacing, signalized intersection spacing, median opening spacing, and connection spacing). Median openings that will be closed, relocated, or substantially altered shall be shown on plan sheets and submitted with supporting documentation for review with the first plans submittal.

The DEPARTMENT shall provide access management classification information and information derived from PD&E studies and public hearings to be used by the CONSULTANT.

#### **4.7 Roundabout Final Design Analysis**

The CONSULTANT shall finalize the design of the roundabout in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall perform a final roundabout operational analysis that recommends a functional geometric layout that is cost effective, safe and meets the needs of the community. A final roundabout design will be recommended for implementation, and all geometric and operational analysis will be documented in a final roundabout report.

#### **4.8 Cross Section Design Files**

The CONSULTANT shall establish and develop cross section design files in accordance with the FDOT CADD Manual.

Note: If the Cross Sections are prepared using a 3D model, use Task 36.5 instead of Task 4.9 for the Cross Section Design Files.

#### **4.9 Temporary Traffic Control Plan (TTCP) Analysis**

The CONSULTANT shall design a safe and effective TTCP to move vehicular and pedestrian traffic during all phases of construction. The design shall include construction

phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, and detour quantity tabulations, roadway pavement, drainage structures, ditches, front slopes, back slopes, drop offs within clear zone, transit stops, and traffic monitoring sites. Special consideration shall be given to the construction of the drainage system when developing the construction phases. Positive drainage must be maintained at all times. The design shall include construction phasing of roadways to accommodate the construction or relocation of utilities when the contract includes Joint Project Agreements (JPAs).

The CONSULTANT shall investigate the need for temporary traffic signals, temporary highway lighting, detours, diversions, lane shifts, and the use of materials such as sheet piling in the analysis. The Traffic Control Plan shall be prepared by a certified designer who has completed training as required by the DEPARTMENT. Before proceeding with the TTCP, the CONSULTANT shall meet with the appropriate DEPARTMENT personnel. The purpose of this meeting is to provide information to the CONSULTANT that will better coordinate the Preliminary and Final TTCP efforts.

The CONSULTANT shall consider the local impact of any lane closures or alternate routes. When the need to close a road is identified during this analysis, the CONSULTANT shall notify the DEPARTMENT's Project Manager as soon as possible. Proposed road closings must be reviewed and approved by the DEPARTMENT. Diligence shall be used to minimize negative impacts by appropriate specifications, recommendations or plans development. Local impacts to consider will be local events, holidays, peak seasons, detour route deterioration and other eventualities. CONSULTANT shall be responsible to obtain local authorities permission for use of detour routes not on state highways.

#### **4.10 Master TTCP Design Files**

The CONSULTANT shall develop master TTCP files showing each phase of the TTCP. This includes all work necessary for designing lane configurations, diversions, lane shifts, signing and pavement markings, temporary traffic control devices, and temporary pedestrian ways.

#### **4.11 Selective Clearing and Grubbing (N/A)**

#### **4.12 Tree Disposition Plans (N/A)**

#### **4.13 Design Variations and Exceptions**

The CONSULTANT shall prepare the documentation necessary to gain DEPARTMENT approval of all appropriate Design Variation Memorandums, Formal Design Variations and/or Design Exceptions.

A Project Design Variation Memorandum (FDM Form 122-B) shall be prepared to document all non-controlling design elements for a project that do not meet Department criteria. Those elements requiring a more detailed analysis, as per FDM Section 122.2, shall be submitted as Formal Design Variations or Design Exceptions.

#### **4.14 Design Report**

The CONSULTANT shall prepare all applicable report(s) as listed in the Project Description section of this scope. Reports are to be delivered as a signed and sealed pdf file.

#### **4.15 Roadway Quantities for EQ Report**

The CONSULTANT shall determine roadway pay items and quantities and the supporting documentation.

#### **4.16 TTCP Quantities for EQ Report**

The CONSULTANT shall determine temporary traffic control pay items and quantities and the supporting documentation.

#### **4.17 Cost Estimate**

#### **4.18 Technical Special Provisions and Modified Special Provisions**

#### **4.19 Other Roadway Analyses**

#### **4.20 Field Reviews**

#### **4.21 Monitor Existing Structures**

The CONSULTANT shall perform field observations to visually identify existing structures within the project limits which may require settlement, vibration or groundwater monitoring by the contractor during construction in accordance with FDM Chapter 117. The CONSULTANT shall identify the necessary pay items to be included in the bid documents to monitor existing structures.

Optional Services (may be negotiated at a later date if needed): The CONSULTANT shall coordinate with and assist the geotechnical engineer and/or structural engineer to develop mitigation strategies (when applicable).

#### **4.22 Technical Meetings**

#### **4.23 Quality Assurance/Quality Control**

#### **4.24 Independent Peer Review**

#### **4.25 Supervision**

#### **4.26 Coordination**

### **5 ROADWAY PLANS (TBD)**

The CONSULTANT shall prepare Roadway, TTCP, Utility Adjustment Sheets, plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

## **5.1 Key Sheet**

## **5.2 Typical Section Sheets**

### **5.2.1 Typical Sections**

### **5.2.2 Typical Section Details**

## **5.3 General Notes/Pay Item Notes**

## **5.4 Project Layout**

## **5.5 Plan/Profile Sheet**

## **5.6 Profile Sheet**

## **5.7 Plan Sheet**

## **5.8 Special Profile**

## **5.9 Back-of-Sidewalk Profile Sheet**

## **5.10 Interchange Layout Sheet**

## **5.11 Ramp Terminal Details (Plan View)**

## **5.12 Intersection Layout Details**

## **5.13 Special Details**

## **5.14 Cross-Section Pattern Sheets**

## **5.15 Roadway Soil Survey Sheets**

## **5.16 Cross Sections**

## **5.17 Temporary Traffic Control Plan Sheets**

## **5.18 Temporary Traffic Control Cross Section Sheets**

## **5.19 Temporary Traffic Control Detail Sheets**

## **5.20 Utility Adjustment Sheets**

## **5.21 Selective Clearing and Grubbing Sheets (N/A)**

## **5.22 Tree Disposition Plan Sheets (N/A)**

## **5.23 Project Control Sheets**

## **5.24 Environmental Detail Sheets**

Preparation of detail sheets for potential environmental issues such as, underground fuel tanks and monitoring wells, septic tanks within the proposed right of way. All piping and

pumps in association with the above referenced issues shall also be located and identified by the survey. The CONSULTANT shall relay to the DEPARTMENT any findings of contaminated soil, monitoring wells, or any features (particularly springs or sinks) relating to contamination or hazardous material.

Coordination with Permits/Environmental staff and preparing Dredge & Fill Detail sheets where applicable.

#### **5.25 Utility Verification Sheets (SUE Data)**

#### **5.26 Quality Assurance/Quality Control**

#### **5.27 Supervision**

### **6a DRAINAGE ANALYSIS**

The CONSULTANT shall analyze and document Drainage Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall be responsible for designing a drainage and stormwater management system. All design work shall comply with the requirements of the appropriate regulatory agencies and the DEPARTMENT's Drainage Manual.

The CONSULTANT shall coordinate fully with the appropriate permitting agencies and the DEPARTMENT's staff. All activities and submittals should be coordinated through the DEPARTMENT's Project Manager. The work will include the engineering analyses for any or all of the following:

#### **6a.1 Drainage Map Hydrology**

Create a (pre- and/or post-condition) working drainage basin map to be used in defining the system hydrology. This map shall incorporate drainage basin boundaries, existing survey and/or LiDAR and field observations, as necessary, to define the system. Basin delineations shall also include any existing collection systems in a logical manner to aid in the development of the hydraulic model. Include coordination hours needed to convey drainage hydrologic features onto produced drainage maps.

#### **6a.2 Base Clearance Calculations**

Analyze, determine, and document high water elevations per basin which will be used to set roadway profile grade and roadway materials. Determine surface water elevations at cross drains, floodplains, outfalls and adjacent stormwater ponds. Determine groundwater elevations at intervals between the above-mentioned surface waters. Document findings in a Base Clearance Report.

#### **6a.3 Pond Siting Analysis and Report**



Evaluate pond sites using a preliminary hydrologic analysis. Document the results and coordination for all the project's pond site analyses. The Drainage Manual provides specific documentation requirements.

#### **6a.4 Design of Cross Drains**

Analyze the hydraulic design and performance of cross drains. Check existing cross drains to determine if they are structurally sound and can be extended. Document the design as required. Determine and provide flood data as required.

#### **6a.5 Design of Ditches**

Design roadway conveyance and outfall ditches. This task includes capacity calculations, longitudinal grade adjustments, flow changes, additional adjustments for ditch convergences, selection of suitable channel lining, design of side drain pipes, and documentation. (Design of linear stormwater management facilities in separate task.)

#### **6a.6 Design of Stormwater Management Facility (Offsite or Infield Pond)**

Design stormwater management facilities to meet requirements for stormwater quality treatment, attenuation and aesthetics. Develop proposed pond layout (contributing drainage basin, shape, contours, slopes, volumes, tie-ins, aesthetics, etc.), perform routing, pollutant/nutrient loading calculations, recovery calculations, design the outlet control structure and buoyancy calculations for pond liners when necessary.

#### **6a.7 Design of Stormwater Management Facility (Roadside Treatment Swales and Linear Ponds)**

Design stormwater management facilities to meet requirements for stormwater quality treatment, attenuation and aesthetics. Develop proposed pond layout (contributing drainage basin, shape, contours, slopes, volumes, tie-ins, aesthetics, etc.), perform routing, pollutant/nutrient loading calculations, recovery calculations and design the outlet control structure.

#### **6a.8 Design of Floodplain Compensation**

Determine floodplain encroachments, coordinate with regulatory agencies, and develop proposed compensation area layout (shape, contours, slopes, volumes, etc.). Document the design following the requirements of the regulatory agency.

#### **6a.9 Design of Storm Drains**

Delineate contributing drainage areas, determine runoff, inlet locations, and spread. Calculate hydraulic losses (friction, utility conflict and, if necessary, minor losses). Determine design tailwater and, if necessary, outlet scour protection.

#### **6a.10 Optional Culvert Material**

Determine acceptable options for pipe materials using the Culvert Service Life Estimator.

#### **6a.11 French Drain Systems**

Design French Drain Systems to provide stormwater treatment and attenuation. Identify location for percolation tests and review these, determine the size and length of French Drains, design the control structure/weir, and model the system of inlets, conveyances, French Drains, and other outfalls using a routing program.

#### **6a.11.1 Existing French Drain Systems**

Include this task if French Drains are proposed and the existing systems must be analyzed for a pre- versus post comparison of the peak stages and/or discharges.

#### **6a.12 Drainage Wells**

Design the discharge into deep wells to comply with regulatory requirements. Identify the location of the well, design the control structure/weir, and model the system using a routing program.

#### **6a.13 Drainage Design Documentation Report**

Compile drainage design documentation into report format. Include documentation for all the drainage design tasks and associated meetings and decisions, except for stand-alone reports, such as the Pond Siting Analysis Report and Bridge Hydraulics Report.

#### **6a.14 Bridge Hydraulic Report**

Calculate hydrology, hydraulics, deck drainage, scour, and appropriate counter measures. Prepare report and the information for the Bridge Hydraulics Recommendation Sheet.

#### **6a.15 Temporary Drainage Analysis (N/A)**

#### **6a.16 Drainage Quantities for EQ Report**

The CONSULTANT shall determine drainage pay items and quantities and the supporting documentation.

#### **6a.17 Cost Estimate**

Prepare cost estimates for the drainage components, except bridges and earthwork for stormwater management and flood compensation sites.

#### **6a.18 Technical Special Provisions / Modified Special Provisions**

#### **6a.19 Hydroplaning Analysis**

Perform a hydroplaning analysis to assist in the determination of the appropriate roadway geometry for all necessary locations (both typical sections and critical cross sections) as needed. See the FDOT Hydroplaning Guidance and FDOT Design Manual (FDM) Chapters 210 and 211 for more information.

#### **6a.20 Existing Permit Analysis**

Data gathering including desktop analysis of local, state and federal Drainage permits.

#### **6a.21 Other Drainage Analysis**

Includes all efforts for a drainage task not covered by an existing defined task.

#### **6a.22 Noise Barrier Evaluation**

Evaluate the capacity of drainage openings in noise barriers and locate them to ensure flows are accommodated.

#### **6a.23 Erosion Control Plan**

Includes analysis and design of the Erosion Control Plan. Includes creating the design file.

#### **6a.24 Field Reviews**

#### **6a.25 Technical Meetings**

Meetings with Department staff, regulatory agencies, local governments such as meetings with District Drainage Engineer, the Water Management District, FDEP, etc.

#### **6a.26 Environmental Look-Around Meetings**

Convene a meeting with Department staff, regulatory agencies, local governments and other stakeholders to explore watershed wide stormwater needs and alternative permitting approaches.

#### **6a.27 Quality Assurance/Quality Control**

#### **6a.28 Independent Peer Review**

#### **6a.29 Supervision**

#### **6a.30 Coordination**

### **6b DRAINAGE PLANS**

The CONSULTANT shall prepare Drainage plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

#### **6b.1 Drainage Map (Including Interchanges)**

#### **6b.2 Bridge Hydraulics Recommendation Sheets**

#### **6b.3 Drainage Structures**

#### **6b.4 Lateral Ditch Plan/Profile & Cross Sections**

#### **6b.5 Retention/Detention/Floodplain Compensation Pond Details & Cross Sections**

#### **6b.6 Erosion Control Plan**

## **6b.7 SWPPP**

## **6b.8 Quality Assurance/Quality Control**

## **6b.9 Supervision**

# **7 UTILITIES**

The CONSULTANT shall identify utility facilities and secure agreements, utility work schedules, and plans from the Utility Agency Owners (UAO) ensuring all conflicts that exist between utility facilities and the DEPARTMENT's construction project are addressed. The CONSULTANT shall certify all utility negotiations have been completed and that arrangements have been made for utility work to be undertaken.

## **7.1 Utility Kickoff Meeting**

Before any contact with the UAO(s), the CONSULTANT shall meet with the District Utility Office (DUO) to receive guidance, as may be required, to assure that all necessary coordination will be accomplished in accordance with DEPARTMENT procedures. CONSULTANT shall bring a copy of the design project work schedule reflecting utility activities. The Consultant shall be prepared to discuss the projects applied utility schedule logic and current UAO contact information.

## **7.2 Identify Existing Utility Agency Owner(s)**

The Consultant shall identify all Utility Agency Owners (UAOs) in the corridor and within and adjacent to the project limits that may be impacted by the project. Identification shall include the updates UAO contact information. The Consultant shall contact Sunshine 811, perform a field visit, and review prior FDOT utility permits, reports, existing plans, and surveys provided.

## **7.3 Make Utility Contacts**

First Contact: The CONSULTANT shall send letters and plans to each Utility Agency Owner (UAO), one set for the utility office, and one set to the DEPARTMENT Offices as required by the District. Includes contact by phone for meeting coordination. Request type, size, location, easements, and cost for relocation if reimbursement is claimed. Request the voltage level for power lines in the project area. Send UAO requests for reimbursement to FDOT for a legal opinion. Include the meeting schedule (if applicable) and the design schedule. Include typical meeting agenda. If scheduling a meeting, give a 4-week notice.

Second Contact: At a minimum of 4 weeks prior to the meeting, the CONSULTANT shall transmit Phase II plans and the utility conflict information (when applicable and in the format requested by the DEPARTMENT) to each UAO having facilities located within the project limits, and one set to the DEPARTMENT Offices as required by the District.

Third Contact: Identify agreements and assemble packages. The CONSULTANT shall send agreements, letters, the utility conflict information (when applicable and in the format requested by the DEPARTMENT) and plans to the UAO(s) including all component sets, one set for the utility office, one set to construction and maintenance if required. Include the design schedule.

Not all projects will have all contacts as described above.

#### **7.4 Exception Processing**

The CONSULTANT shall be responsible for transmitting/coordinating the appropriate design reports including, but not limited to, the Resurfacing, Restoration and Rehabilitation (RRR) report, Preliminary Engineering Report, Project Scope and/or the Concept Report (if applicable) to each UAO to identify any condition that may require a Design Alternative. The CONSULTANT shall identify and communicate to the UAO any facilities in conflict with their location or project schedule. The CONSULTANT shall assist with the processing of design alternative involving Utilities with the UAO and the DEPARTMENT. Assist with processing per the UAM.

#### **7.5 Preliminary Utility Meeting**

The CONSULTANT shall schedule (time and place), notify participants, and conduct a preliminary utility meeting with all UAO(s) having facilities located within the project limits for the purpose of presenting the project, review the current design schedule, evaluate the utility information collected, provide follow-up information on compensable property rights from the FDOT Legal Office, discuss the utility work by highway contractor option with each utility, and discuss any future design issues that may impact utilities. This is also an opportunity for the UAO(s) to present proposed facilities. The CONSULTANT shall keep accurate minutes and distribute a copy to all attendees.

#### **7.6 Individual/Field Meetings**

The CONSULTANT shall meet with each UAO as necessary, separately or together, throughout the project design duration to provide guidance in the interpretation of plans, review changes to the plans and schedules, standard or selective clearing and grubbing work, and assist in the development of the UAO(s) marked/RGB plans and work schedules. The CONSULTANT is responsible for motivating the UAO to complete and return the necessary documents after each Utility Contact or Meeting.

#### **7.7 Collect and Review Plans and Data from UAO(s)**

The CONSULTANT shall review UAO marked plans and data individually as they are received for content, accuracy, utility type, material, and size. Provide to the EOR (designer) for inclusion in the plans. Forward all requests for UAO reimbursement and supporting documentation to the DUO.

#### **7.8 Subordination of Easements Coordination**

The CONSULTANT, if requested by the DEPARTMENT, shall transmit to and secure from the UAO the executed subordination agreements prepared by the appropriate

DEPARTMENT office. The CONSULTANT shall coordinate with the DUO the programming of the necessary work program funds to compensate the UAO.

### **7.9 Utility Design Meeting**

The CONSULTANT shall schedule (time and place), notify participants, and conduct a Utility meeting with all affected UAO(s). The CONSULTANT shall be prepared to discuss impacts to existing trees/vegetation and proposed landscape, drainage, traffic signalization, temporary traffic control plans (TTCP) (construction phasing), review the current design schedule and letting date, evaluate the utility information collected, provide follow-up information on compensable property rights from FDOT Legal Office, discuss with each UAO the utility work by highway contractor option, discuss any future design issues that may impact utilities, etc., to the extent that they may have an effect on existing or proposed utility facilities with particular emphasis on drainage and TTCP with each UAO. The intent of this meeting shall be to assist the UAOs in identifying and resolving conflicts between utilities and proposed construction before completion of the plans, including utility adjustment details. Also, to work with the UAOs to recommend potential resolution between known utility conflicts with proposed construction plans as may be deemed practical by the UAO. The CONSULTANT shall keep accurate minutes of all meetings and distribute a copy to all attendees within 3 days. See Task 4.5 (Horizontal/Vertical Master Design File) and Task 4.8 (Cross Section Design Files) for utility conflict location identification and adjustments.

### **7.10 Review Utility Markups & Work Schedules and Processing of Schedules & Agreements**

The CONSULTANT shall review utility marked up plans and work schedules as they are received for content and coordinate review with the designer. Send color markups and schedules to the appropriate DEPARTMENT office(s) such as survey, geotechnical, drainage, structures, lighting, roadway, signals, utilities, landscape architecture, municipalities, maintaining agency, and District Traffic Operations for review and comment if required by the District. Coordinate with the District for execution. Distribute Executed Final Documents. Prepare Work Order for UAO(s). The CONSULTANT shall coordinate with the DUO the programming of necessary Work Program funds.

### **7.11 Utility Coordination/Follow-up**

The CONSULTANT shall provide utility coordination and follow up. This includes follow-up, interpreting plans, and assisting the UAOs with completion of their work schedules and agreements. Includes phone calls, face-to-face meetings, etc., to motivate and ensure the UAO(s) complete and return the required documents in accordance with the project schedule. Ensure the resolution of all identified conflicts. The CONSULTANT shall keep accurate minutes of all meetings and distribute a copy to all attendees. This task can be applied to all phases of the project.

### **7.12 Utility Constructability Review**

The CONSULTANT shall review utility schedules against construction contract time, and phasing for compatibility. Coordinate with and obtain written concurrence from the

construction office. See Task 4.5 (Horizontal/Vertical Master Design File) and Task 4.8 (Cross Section Design Files) for utility conflict identification and adjustments.

### **7.13 Additional Utility Services**

The CONSULTANT shall provide additional utility services. Additional services will be determined when the services are required and requested. This item is not usually included in the scope at the time of negotiation. It is normally added as a supplemental agreement when the need is identified.

### **7.14 Processing Utility Work by Highway Contractor (UWHC)**

This includes coordination of utility design effort between the DEPARTMENT and the UAO(s). The CONSULTANT shall conduct additional coordination meetings, prepare and process the agreements, review tabulation of quantities, perform UWHC constructability and bidability review, review pay items, cost estimates and Technical Special Provisions (TSP) or Modified Special Provision (MSP) prepared by the UAO. This does not include the utility design effort. This item is not usually included in the scope at the time of negotiation. It is normally added as a supplemental agreement when the need is identified. Effort for the EOR is not included in this task, see Roadway Analysis Task Group 4.

### **7.15 Contract Plans to UAO(s)**

If requested by the District, the CONSULTANT shall transmit the contract plans as processed for letting to the UAO(s). Transmittals to UAO(s) via electronic delivery or another agreeable format.

### **7.16 Certification/Close-Out**

This includes hours for transmitting utility files to the DUO and preparation of the Utility Certification Letter. The CONSULTANT shall certify to the appropriate DEPARTMENT representative the following:

All utility negotiations (Full execution of each agreement, approved Utility Work Schedules, Technical Special Provisions or Modified Special Provisions written, etc.) have been completed with arrangements made for utility work to be undertaken and completed as required for proper coordination with the physical construction schedule.

OR

An on-site inspection was made and no utility work will be involved.

OR

Plans were sent to the Utility Companies/Agencies and no utility work is required.

### **7.17 Other Utilities**

The CONSULTANT shall provide other utility services. This includes all efforts for a utility task not covered by an existing defined task. Required work will be defined in the scope and negotiated on a case-by-case basis.

## **8 ENVIRONMENTAL PERMITS and ENVIRONMENTAL CLEARANCES**

The CONSULTANT shall notify the DEPARTMENT Project Manager, Environmental Permit Coordinator, and other appropriate DEPARTMENT personnel in advance of all scheduled meetings with the regulatory agencies to allow a DEPARTMENT representative to attend. The CONSULTANT shall copy in the Project Manager and the Environmental Permit Coordinator on all permit related correspondence and meetings. The Consultant shall use current regulatory guidelines and policies for all permits required as identified in Section 2.4.

### **8.1 Preliminary Project Research**

The CONSULTANT shall perform preliminary project research and shall be responsible for regulatory agency coordination to assure that design efforts are properly directed toward permit requirements. The research shall include but should not be limited to a review of the project's PD&E documents including the Environmental Document, Natural Resources Evaluation Report, and Cultural Resources Assessment Survey Report.

The CONSULTANT shall research any existing easements or other restrictions that may exist both within or adjacent to the proposed project boundary. Project research may include but should not be limited to review of available: District Right of Way files and databases; federal, state, and local permit files and databases; and local government information including county and property appraiser data. The CONSULTANT shall determine if any Sovereign Submerged Lands easements need to be modified or acquired. Any applicable information will be shown on the plans as appropriate.

### **8.2 Field Work**

#### **8.2.1 Pond Site Alternatives:**

The CONSULTANT shall review alternative pond sites as directed by the DEPARTMENT and information shall be included in the Pond Siting Report.

#### **8.2.2 Establish Wetland Jurisdictional Lines and Assessments:**

The CONSULTANT shall be responsible for, but not limited to, the following activities:

- Determine landward extent of wetlands and other surface waters as detailed in Rule Chapter 62-340, F.A.C., as ratified in Section 373.4211, F.S.; United States Army Corps of Engineers (USACE) Wetland Delineation Manual (Technical Report Y-87-1); Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (ERD/EL TR-10-20).
- Collect all data and information necessary to determine the jurisdictional boundaries of wetlands and other surface waters as defined by the rules or



regulations of each permitting agency processing a DEPARTMENT permit application for the project.

- Set seasonal high-water levels in adjacent wetlands with biological indicators
- Obtain a jurisdictional determination as defined by the rules or regulations of each permitting agency processing a DEPARTMENT permit application for the project.
- Prepare aerial maps showing the jurisdictional boundaries of wetlands and other surface waters. Aerial maps shall be reproducible, of a scale of 1"=400' or more detailed and be recent photography. The maps shall show the jurisdictional boundaries of each agency. Photo copies of aerials are not acceptable. When necessary, a wetland specific survey will be prepared by a registered surveyor and mapper. All surveyed jurisdictional boundaries are to be tied to the project's baseline of survey.
- Prepare a written assessment of the current condition and functional value of the wetlands and other surface waters. Prepare data in tabular form which includes the ID number for each wetland (and other surface water, if necessary) impacted, size of wetland to be impacted, type of impact, and identify any wetland (by ID number and size) within the project limits that will not be impacted by the project.
- Prepare appropriate agency forms to obtain required permits. Forms may include but are not limited to the USACE "Wetland Determination Data Form - Atlantic and Gulf Coastal Plain Region"; the USACE "Request for Corps Jurisdictional Determination"; Uniform Mitigation Assessment Method forms and/or project specific data forms.

### **8.2.3 Species Surveys:**

The CONSULTANT shall conduct wildlife surveys as defined by rules or regulations of any permitting agency, or commenting agency that is processing a DEPARTMENT permit.

### **8.3 Agency Verification of Wetland Data**

The CONSULTANT shall be responsible for verification of wetland and other surface water data identified in Section 8.2 and coordinating regulatory agency field reviews, including finalization of assessments and jurisdictional determinations with applicable agencies.

### **8.4 Complete and Submit All Required Permit Applications**

The CONSULTANT shall collect the data and information necessary to prepare the permit applications and obtain the environmental permits required to construct the project as identified in the Project Description and as described in 8.4.1, 8.4.2, and 8.15 (Other Environmental Permits). The CONSULTANT shall prepare each permit application in accordance with the rules and/or regulations of the regulatory agency responsible for issuing a specific permit and/or authorization to perform work. The permit application

packages must be approved by the DEPARTMENT prior to submittal to regulatory agencies.

The CONSULTANT will submit all permit applications, as directed by the DEPARTMENT, and be responsible for payment of all permit and public noticing fees, unless directed otherwise by the DEPARTMENT.

#### **8.4.1 Complete and Submit all Required Wetland Permit Applications:**

The CONSULTANT shall prepare, complete, and submit required wetland permit (i.e. ERP, Section 404) application packages to the appropriate regulatory agencies. This includes, but is not limited to, applications submitted to WMDs and/or DEP, and USACE. The application package may include but is not limited to attachments (e.g. project location map, aerials, affidavit of ownership, pictures, additional technical analysis, etc.), a cover letter with project description as well as completion of applicable agency forms. The CONSULTANT shall prepare and respond to agency Requests for Additional Information (RAIs), including necessary revisions to the application package. All responses and completed application packages must be approved by the District Permit Coordinator prior to submittal to the regulatory agencies. Geotechnical permitting should also be prepared, submitted, and obtained.

#### **8.4.2 Complete and Submit all Required Species Permit Applications:**

The CONSULTANT shall prepare, complete and submit required species permit applications to the appropriate agencies. This includes federal and state protected species permit application packages as required. The work includes completion of application package (e.g. project location map, aerials, affidavit of ownership, pictures, additional technical analysis, etc.), and cover letter with project description as well as completion of applicable forms. The CONSULTANT shall respond to agency RAIs, including necessary revisions to the application package. All responses and completed applications must be approved by the District Permit Coordinator prior to submittal to the regulatory agency.

### **8.5 Coordinate and Review Dredge and Fill Sketches**

The CONSULTANT shall review Dredge and Fill Detail sheets to ensure information on the sketch(es) meet the requirements of the regulatory agencies and are appropriate for environmental permit application submittal and acquisition. The CONSULTANT will also provide environmental data/information as needed to support the preparation of the Dredge and Fill sketches.

### **8.6 Complete and Submit Documentation for Coordination and/or USCG Bridge Permit Application**

The CONSULTANT shall be responsible for the level of effort needed for the USCG authorization in accordance with the regulatory agency requirements.

#### **8.6.1 Prepare and submit required documents for USCG Coordination**

The CONSULTANT shall complete appropriate documentation required for the USCG to determine the navigability of the waterway and whether a USCG permit will be required.

#### **8.6.2 Complete and submit USCG Bridge Permit Application**

The CONSULTANT shall prepare and submit required USCG bridge permit application. The CONSULTANT shall be responsible for acquiring the USCG approval.

#### **8.7 Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application**

The CONSULTANT shall be responsible for the preparation of the ROW Occupancy permit application in accordance with the regulatory agency requirements. The CONSULTANT shall be responsible for acquiring the ROW Occupancy permit.

#### **8.8 Prepare Coastal Construction Control Line (CCCL) Permit Application**

The CONSULTANT shall be responsible for the preparation of the CCCL permit application and acquire the final "Notice to Proceed" authorization from the Florida Department of Environmental Protection (FDEP). Legal advertisements shall be published one time in a newspaper that meets the notification requirements of the FDEP.

#### **8.9 Prepare USACE Section 408 Application to Alter a Civil Works Project**

The CONSULTANT shall be responsible for the preparation of the Section 408 (33 USC 408) application and obtaining Section 408 permission.

#### **8.10 Compensatory Mitigation Plan**

If impacts cannot be avoided, the CONSULTANT shall prepare a mitigation plan to be included as a part of the application(s).

Prior to the development of mitigation alternatives, the CONSULTANT shall meet with the Project Manager and Environmental Permit Coordinator to determine the DEPARTMENT's policies in proposing mitigation. The CONSULTANT shall develop a mitigation plan based upon the general guidelines provided by the DEPARTMENT.

The CONSULTANT will be directed by the DEPARTMENT to investigate the mitigation options that meet federal and state requirements in accordance with section 373.4137, F.S. Below are mitigation options:

- Purchase of mitigation credits from a mitigation bank
- Payment to DEP/WMD for mitigation services
- Monetary participation in offsite regional mitigation plans
- Creation/restoration of wetlands

In the event that physical creation or restoration is the only feasible alternative to offset wetland impacts, the CONSULTANT shall collect all of the data and information necessary to prepare mitigation plans acceptable to all permitting agencies and

commenting agencies who are processing or reviewing a permit application for a DEPARTMENT project.

Prior to selection of a final creation/restoration mitigation site, the CONSULTANT will provide the following services in the development of a mitigation plan:

- Preliminary jurisdictional determination for each proposed site
- Selection of alternative sites
- Coordination of alternative sites with the DEPARTMENT/all environmental agencies
- Written narrative listing potential sites with justifications for both recommended and non-recommended sites.

### **8.11 Mitigation Coordination and Meetings**

The CONSULTANT shall coordinate with DEPARTMENT personnel prior to approaching any environmental permitting or commenting agencies. Once a mitigation plan has been reviewed and approved by the DEPARTMENT, the CONSULTANT will be responsible for coordinating the proposed mitigation plan with the environmental agencies. The CONSULTANT will provide mitigation information needed to update the FDOT Environmental Impact Inventory.

### **8.12 Regulatory Agency Support**

The CONSULTANT shall provide regulatory agency support which may include but is not limited to preparing: a Statement of Findings or Memorandum for the Record; Public Notice; Findings of Fact; and Biological Opinion.

### **8.13 Technical Support to the DEPARTMENT for Environmental Clearances and Re-evaluations (use when CONSULTANT provides technical support only)**

The CONSULTANT shall provide engineering and environmental support for the DEPARTMENT to obtain environmental clearances for all changes to the project after the PD&E study was approved. These changes include but are not limited to pond or mitigation sites identified, land use or environmental changes, and major design changes.

#### **8.13.1 NEPA or SEIR Re-evaluation**

During the development of the final design plans, the CONSULTANT shall be responsible for coordinating with the District Project Manager to provide necessary engineering information required in the preparation of the re-evaluation by the DEPARTMENT. The preparation of environmental re-evaluations includes those as listed in Part 1, Chapter 13 of the DEPARTMENT's PD&E Manual: Right of Way, Design Change, and Construction Advertisement.

Re-evaluations will be completed in accordance with Part 1, Chapter 13 of the PD&E Manual. The CONSULTANT shall provide information to update the Project Commitment Record for incorporation into the re-evaluation.

It is the responsibility of the CONSULTANT to provide the District Project Manager with engineering information on major design changes including changes in typical

section, roadway alignment, pond site selection, right of way requirements, bridge to box culvert, drainage, and traffic volumes that may affect noise models.

#### **8.13.2 Archaeological and Historical Resources**

The CONSULTANT shall provide necessary technical information to the District's Project Manager to analyze the impacts to all cultural and historical resources due to changes in the project in accordance with Part 2, Chapter 8 of the PD&E Manual.

#### **8.13.3 Wetland Impact Analysis**

The CONSULTANT shall provide necessary technical information to the District's Project Manager to analyze the impacts to wetlands and other surface waters in accordance with Part 2, Chapter 9 of the PD&E Manual due to changes in the project.

#### **8.13.4 Essential Fish Habitat Impact Analysis**

The CONSULTANT shall provide necessary technical information to the District's Project Manager to analyze the impacts to essential fish habitat in accordance Part 2, Chapter 17 of the PD&E Manual due to changes in the project.

#### **8.13.5 Protected Species and Habitat Impact Analysis**

The CONSULTANT shall provide necessary technical information to the District's Project Manager to analyze the impacts to all protected species and habitat in accordance with Part 2, Chapter 16 of the PD&E Manual due to changes in the project. The CONSULTANT shall perform the necessary analysis to complete agency consultation in accordance with Section 7 or Section 10 of the Endangered Species Act.

### **8.14 Preparation of Environmental Clearances and Re-evaluations (use when CONSULTANT prepares all documents associated with a re-evaluation)**

The CONSULTANT shall prepare reports and clearances for all the changes to the project that occurred after the PD&E study was approved. These changes could include but are not limited to pond and/or mitigation sites identified, land use or environmental changes, and major design changes.

#### **8.14.1 NEPA or SEIR Re-evaluation**

During the development of the final design plans, the CONSULTANT shall be responsible for collecting the data and preparing a re-evaluation in accordance with Part 1, Chapter 13 of the PD&E Manual.

#### **8.14.2 Archaeological and Historical Resources**

The CONSULTANT shall collect data necessary to completely analyze the impacts, due to changes in the project or project area, to all cultural and historic resources, and prepare a Cultural Resource Assessment Survey Report, in accordance with Part 2, Chapter 8 of the PD&E Manual.

### **8.14.3 Wetland Impact Analysis**

The CONSULTANT shall analyze the impacts to wetlands due to changes to the project and complete the wetlands section of a Natural Resources Evaluation Report, in accordance with Part 2, Chapter 9 of the PD&E Manual.

### **8.14.4 Essential Fish Habitat Impact Analysis**

The CONSULTANT shall analyze the impacts to essential fish habitat due to changes to the project and complete the Essential Fish Habitat section of a Natural Resources Evaluation Report, in accordance with Part 2, Chapter 17 of the PD&E Manual.

### **8.14.5 Protected Species and Habitat Impact Analysis**

The CONSULTANT shall collect data necessary to prepare the protected species and habitat section of the Natural Resources Evaluation Report, and analyze the impacts to protected species and habitat by the changes to the project, in accordance with Part 2, Chapter 16 of the PD&E Manual. The CONSULTANT shall perform the necessary analysis to complete agency consultation in accordance with Section 7 or Section 10 of the Endangered Species Act.

## **8.15 Other Environmental Permits**

### **8.16 Contamination Impact Analysis**

The CONSULTANT shall prepare Contamination Screening Evaluation for the project limits including stormwater ponds and floodplain compensation sites as described in Part 2, Chapter 20, of the PD&E Manual. The appropriate level of analysis and deliverable type will be approved by the DEPARTMENT's Project Manager and District Contamination Impact Coordinator. The draft Level 1 Contamination Screening Evaluation document shall be submitted to the DEPARTMENT's Project Manager and District Contamination Impact Coordinator for review and final approval. The CONSULTANT shall include an evaluation of any new contamination impacts due to changes to the project from the PD&E design concept, if applicable, and any new discharges or new potential contamination impacts not evaluated in any previously completed Contamination Screening Evaluation. The project impacts, conclusions and recommendations, figures, tables and appendices will be provided in a Level I Contamination Screening Evaluation Report.

The DEPARTMENT will provide Level II assessment services. If contamination is identified within the limits of construction, the CONSULTANT shall coordinate with the District Contamination Impact Coordinator to properly mark identified contamination areas in the plans and develop specifications as appropriate.

### **8.17 Asbestos Survey**

The Department will provide asbestos and metal based coatings survey services.

If asbestos or metal based coatings above threshold levels are found on the bridge(s), the CONSULTANT shall coordinate with the District Contamination Impact Coordinator to

obtain plan notes, general notes, specifications, pay item notes, and Operation and Maintenance (O&M) plan for any asbestos to remain in place.

#### **8.18 Technical Meetings**

#### **8.19 Quality Assurance/Quality Control**

#### **8.20 Supervision**

#### **8.21 Coordination**

### **9 STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWINGS**

The CONSULTANT shall analyze, design, and develop contract documents for all structures in accordance with applicable provisions as defined in Section 2.19, Provisions for Work. Individual tasks identified in Sections 9 through 18 are defined in the Staff Hour Estimation Handbook and within the provision defined in Section 2. 20, Provisions for Work. Contract documents shall display economical solutions for the given conditions.

The CONSULTANT shall provide Design Documentation to the DEPARTMENT with each submittal consisting of structural design calculations and other supporting documentation developed during the development of the plans. The design calculations submitted shall adequately address the complete design of all structural elements. These calculations shall be neatly and logically presented on digital media or, at the DEPARTMENT's request, on 8 1/2"x11" paper and all sheets shall be numbered. The final design calculations shall be signed and sealed by a Florida-licensed professional engineer. A cover sheet indexing the contents of the calculations shall be included and the engineer shall sign and seal that sheet. All computer programs and parameters used in the design calculations shall include sufficient backup information to facilitate the review task.

#### **9.1 Key Sheet and Index of Drawings**

#### **9.2 Project Layout**

#### **9.3 General Notes and Bid Item Notes**

#### **9.4 Miscellaneous Common Details**

#### **9.5 Incorporate Report of Core Borings**

#### **9.6 Standard Plans- Bridges**

#### **9.7 Existing Bridge Plans**

#### **9.8 Structures Quantities for EQ Report**

#### **9.9 Cost Estimate**

#### **9.10 Technical Special Provisions and Modified Special Provisions**

**9.11 Field Reviews**

**9.12 Technical Meetings**

**9.13 Quality Assurance/Quality Control**

**9.14 Independent Peer Review**

**9.15 Supervision**

**9.16 Coordination**

**10 STRUCTURES - BRIDGE DEVELOPMENT REPORT (N/A)**

*N/A*

**11 STRUCTURES - TEMPORARY BRIDGE (N/A)**

*N/A*

**12 STRUCTURES - SHORT SPAN CONCRETE BRIDGE (N/A)**

*N/A*

**13 STRUCTURES - MEDIUM SPAN CONCRETE BRIDGE (N/A)**

*N/A*

**14 STRUCTURES - STRUCTURAL STEEL BRIDGE (N/A)**

*N/A*

**15 STRUCTURES - SEGMENTAL CONCRETE BRIDGE (N/A)**

*N/A*

**16 STRUCTURES - MOVABLE SPAN (N/A)**

*N/A*

**17 STRUCTURES - RETAINING WALLS (N/A)**

*N/A*

**18 STRUCTURES - MISCELLANEOUS**

The CONSULTANT shall prepare plans for Miscellaneous Structure(s) as specified in Section 2.5.

Concrete Box Culverts

**18.1 Concrete Box Culverts**



**18.2 Concrete Box Culverts Extensions**

**18.3 Concrete Box Culvert Data Table Plan Sheets**

**18.4 Concrete Box Culvert Special Details Plan Sheets**

Strain Poles

**18.5 Steel Strain Poles**

**18.6 Concrete Strain Poles**

**18.7 Strain Pole Data Table Plan Sheets**

**18.8 Strain Pole Special Details Plan Sheets**

Mast Arms

**18.9 Mast Arms**

**18.10 Mast Arms Data Table Plan Sheets**

**18.11 Mast Arms Special Details Plan Sheets**

Overhead/Cantilever Sign Structure

**18.12 Cantilever Sign Structures**

**18.13 Overhead Span Sign Structures**

**18.14 Special (Long Span) Overhead Sign Structures**

**18.15 Monotube Overhead Sign Structure**

**18.16 Bridge Mounted Signs (Attached to Superstructure)**

**18.17 Overhead/Cantilever Sign Structures Data Table Plan Sheets**

**18.18 Overhead/Cantilever Sign Structures Special Details Plan Sheets**

High Mast Lighting

**18.19 Non-Standard High Mast Lighting Structures**

**18.20 High Mast Lighting Special Details Plan Sheets**

Noise Barrier Walls (Ground Mount)

**18.21 Horizontal Wall Geometry**

**18.22 Vertical Wall Geometry**

**18.23 Summary of Quantities - Aesthetic Requirements**

**18.24 Control Drawings**

#### **18.25 Design of Noise Barrier Walls Covered by Standards**

#### **18.26 Design of Noise Barrier Walls not Covered by Standards**

#### **18.27 Aesthetic Details**

Special Structures

#### **18.28 Fender System**

#### **18.29 Fender System Access**

#### **18.30 Special Structures**

#### **18.31 Other Structures**

#### **18.32 Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles**

#### **18.33 Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles (No As built or Design Plans Available)**

#### **18.34 Analytical Evaluation of Signal and Sign Structures, and High Mast Light Poles**

#### **18.35 Ancillary Structures Report**

### **19 SIGNING AND PAVEMENT MARKING ANALYSIS**

The CONSULTANT shall analyze and document Signing and Pavement Markings Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

#### **19.1 Traffic Data Analysis**

The CONSULTANT shall review the approved preliminary engineering report, typical section package, traffic technical memorandum and proposed geometric design alignment to identify proposed sign placements and roadway markings. Perform queue analysis.

#### **19.2 No Passing Zone Study**

The CONSULTANT shall perform all effort required for field data collection, and investigation in accordance with the DEPARTMENT's Manual on Uniform Traffic Studies.

The CONSULTANT shall submit the signed and sealed report to the DEPARTMENT for review and approval.

#### **19.3 Signing and Pavement Marking Master Design File**

The CONSULTANT shall prepare the Signing & Marking Design file to include all necessary design elements and all associated reference files.

#### **19.4 Multi-Post Sign Support Calculations**

The CONSULTANT shall determine the appropriate column size from the DEPARTMENT's Multi-Post Sign Program(s).

#### **19.5 Sign Panel Design Analysis**

Establish sign layout, letter size and series for non-standard signs.

#### **19.6 Sign Lighting/Electrical Calculations**

The CONSULTANT shall analyze and document Lighting/Electrical Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT shall prepare a photometric analysis to be submitted as part of the Lighting Design Analysis Report. An analysis shall be provided for each new and/or modified sign panel which requires lighting.

The Consultant shall submit voltage drop calculations and load analysis for each new and/or modified sign panel which requires lighting.

#### **19.7 S&PM Quantities for EQ Report**

The CONSULTANT shall determine signing and pavement marking pay items and quantities and the supporting documentation.

#### **19.8 Cost Estimate**

#### **19.9 Technical Special Provisions and Modified Special Provisions**

#### **19.10 Other Signing and Pavement Marking Analysis**

#### **19.11 Field Reviews**

#### **19.12 Technical Meetings**

#### **19.13 Quality Assurance/Quality Control**

#### **19.14 Independent Peer Review**

#### **19.15 Supervision**

#### **19.16 Coordination**

### **20 SIGNING AND PAVEMENT MARKING PLANS**

The CONSULTANT shall prepare a set of Signing and Pavement Marking Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums that includes the following.

#### **20.1 Key Sheet & Signature Sheet**

#### **20.2 General Notes/Pay Item Notes**

### **20.3 Project Layout**

### **20.4 Plan Sheet**

### **20.5 Special Details**

### **20.6 Service Point Details**

### **20.7 Guide Sign Data**

### **20.8 Cross Sections (Sign Installations)**

### **20.9 Quality Assurance/Quality Control**

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

### **20.10 Supervision**

## **21 SIGNALIZATION ANALYSIS**

The CONSULTANT shall analyze and document Signalization Analysis Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

### **21.1 Traffic Data Collection (N/A)**

### **21.2 Traffic Data Analysis**

The CONSULTANT shall determine signal operation plan, intersection geometry, local signal timings, pre-emption phasing & timings, forecasting traffic, and intersection analysis run.

### **21.3 Signal Warrant Study**

### **21.4 Systems Timings**

The CONSULTANT shall determine proper coordination timing plans including splits, force offs, offsets, and preparation of Time Space Diagram.

### **21.5 Reference and Master Signalization Design File**

The CONSULTANT shall prepare the Signalization Design file to include all necessary design elements and all associated reference files.

#### **21.6 Reference and Master Interconnect Communication Design File**

The CONSULTANT shall prepare the Interconnect Communication Design file to include all necessary design elements and all associated reference files.

#### **21.7 Overhead Street Name Sign Design**

The CONSULTANT shall design Signal Mounted Overhead Street Name signs.

#### **21.8 Pole Elevation Analysis**

#### **21.9 Traffic Signal Operation Report**

*[As defined by the District]*

#### **21.10 Signalization Quantities for EQ Report**

The CONSULTANT shall determine signalization pay items and quantities and the supporting documentation.

#### **21.11 Cost Estimate**

#### **21.12 Technical Special Provisions and Modified Special Provisions**

#### **21.13 Other Signalization Analysis**

#### **21.14 Field Reviews**

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include, but is not limited to, the following:

- Existing Signal and Pedestrian Phasing
- Controller Make, Model, Capabilities and Condition/Age
- Condition of Signal Structure(s)
- Type of Detection as Compared with Current District Standards
- Interconnect Media
- Controller Timing Data

#### **21.15 Technical Meetings**

#### **21.16 Quality Assurance/Quality Control**

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT

shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

#### **21.17 Independent Peer Review**

#### **21.18 Supervision**

#### **21.19 Coordination**

### **22 SIGNALIZATION PLANS**

The CONSULTANT shall prepare a set of Signalization Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums, which includes the following:

#### **22.1 Key Sheet & Signature Sheet**

#### **22.2 General Notes/Pay Item Notes**

#### **22.3 Signalization Plan Sheets**

#### **22.4 Interconnect Plans**

#### **22.5 Traffic Monitoring Site (N/A)**

#### **22.6 Guide Sign Data**

#### **22.7 Special Details**

#### **22.8 Service Point Details**

#### **22.9 Mast Arm/Monotube Tabulation Sheet**

#### **22.10 Strain Pole Schedule**

#### **22.11 TTCP Signal (N/A)**

#### **22.12 Temporary Detection Sheet**

#### **22.13 Quality Assurance/Quality Control**

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that

the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

#### **22.14 Supervision**

### **23 LIGHTING ANALYSIS**

The CONSULTANT shall analyze and document Lighting Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

#### **23.1 Lighting Justification Report**

The CONSULTANT shall prepare a Lighting Justification Report. The report shall be submitted under a separate cover with the Phase I plans submittal, titled Lighting Justification Report. The report shall provide analyses for mainlines, interchanges, and arterial roads and shall include all back-up data such that the report stands on its own. Back up data shall include current ADT's, general crash data average cost from the Florida Highway Safety Improvement Manual, crash details data from the last three years, and preliminary lighting calculations.

The report shall address warrants to determine if lighting warrants are met, and shall include a benefit-cost analysis to determine if lighting is justified. The report shall include calculations for the night-to-day crash ratio as well as a table summarizing the day-time and the night-time crashes. The report shall follow the procedures outlined in the FDOT Manual on Uniform Traffic Studies (MUTS) manual which utilize ADT, Three Year Crash Data, night/day crash ratio, percentage of night ADT, etc.

#### **23.2 Lighting Design Analysis Report (LDAR)**

The CONSULTANT shall prepare a Preliminary Lighting Design Analysis Report in accordance with the requirements of the FDOT Design Manual. The report shall be submitted under a separate cover with the Phase II plans submittal. After approval of the preliminary report, the CONSULTANT shall submit a revised report for each submittal.

#### **23.3 Voltage Drop Calculations**

The CONSULTANT shall submit voltage drop calculations showing the equation or equations used along with the number of luminaries per circuit, the length of each circuit, the size conductor or conductors used and their ohm resistance values. The voltage drop incurred on each circuit (total volts and percentage of drop) shall be calculated, and all work necessary to calculate the voltage drop values for each circuit should be presented in such a manner as to be duplicated by the District.

The Voltage Drop Calculations shall be submitted as part of the Lighting Design Analysis Report.

#### **23.4 FDEP Coordination and Report**

### **23.5 Reference and Master Design Files**

The CONSULTANT shall prepare the Lighting Design file to include all necessary design elements and all associated reference files.

### **23.6 Temporary Highway Lighting (N/A)**

### **23.7 Design Documentation**

The CONSULTANT shall submit a Design Documentation with each plans submittal under a separate cover and not part of the roadway documentation book. At a minimum, the design documentation shall include:

- Phase submittal checklist.
- Structural calculations for special conventional pole concrete foundations.
- Correspondence with the power company concerning new electrical service.

### **23.8 Lighting Quantities for EQ Report**

The CONSULTANT shall determine lighting pay items and quantities and the supporting documentation.

### **23.9 Cost Estimate**

### **23.10 Technical Special Provisions and Modified Special Provisions**

### **23.11 Other Lighting Analysis**

### **23.12 Field Reviews**

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include but is not limited to the following:

- Existing Lighting Equipment
- Load Center, Capabilities and Condition/Age
- Condition of Lighting Structure(s)
- Verification of horizontal clearances
- Verification of breakaway requirements

### **23.13 Technical Meetings**

### **23.14 Quality Assurance/Quality Control**

### **23.15 Independent Peer Review**

### **23.16 Supervision**

### **23.17 Coordination**



## **24 LIGHTING PLANS**

The CONSULTANT shall prepare a set of Lighting Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

### **24.1 Key Sheet & Signature Sheet**

### **24.2 General Notes/Pay Item Notes**

### **24.3 Pole Data, Legend & Criteria**

### **24.4 Project Layout**

### **24.5 Plan Sheets**

### **24.6 Special Details**

### **24.7 Service Point Details**

### **24.8 Temporary Highway Lighting Plan Sheets**

### **24.9 Quality Assurance/Quality Control**

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

### **24.10 Supervision**

## **25 LANDSCAPE ANALYSIS**

The CONSULTANT shall analyze and document Landscape Architecture Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

### **25.1 Data Collection**

All research required to collect data necessary to complete the initial design analysis. Includes identifying local ordinances and collection of other project data.

### **25.2 Site Inventory and Analysis for Proposed Landscape**

Includes identification of opportunities and constraints for the proposed landscape project based on existing site conditions. Identify available planting areas for nursery landscape material. Summary of analysis, if required, is included in conceptual design. Roll plots may be required.

#### **25.2a Selective Clearing and Grubbing Site Inventory**

#### **25.2b Inventory and Analysis**

#### **25.2c1 Vegetation Disposition Plan-Mainline**

#### **25.2c2 Vegetation Disposition Plan-Interchange**

#### **25.3 Planting Design (N/A)**

#### **25.4 Irrigation Design (N/A)**

#### **25.5 Hardscape Design (N/A)**

#### **25.6 Roll Plots**

Task includes any roll plots for the project to aid in developing final plans (landscape opportunity, disposition, site inventory and analysis, etc.)

#### **25.7 Landscape Quantities for EQ Report**

The CONSULTANT shall determine landscape pay items and quantities and the supporting documentation.

#### **25.8 Cost Estimates**

#### **25.9 Technical Special Provisions and Modified Special Provisions**

#### **25.10 Inspection Services**

Services may include: on-site inspection, construction, observation, monitoring, supervision, and any reporting requirements.

#### **25.11 Other Landscape Services**

#### **25.12 Outdoor Advertising**

Includes all work required to determine locations of all outdoor advertising permitted within the roadway project limits. Includes all work required to determine the proposed view zones and the supporting documentation.

#### **25.13 Field Reviews (N/A)**

#### **25.14 Technical Meetings / Public Meetings**

#### **25.15 Quality Assurance/Quality Control**

#### **25.16 Independent Peer Review**

#### **25.17 Supervision**

#### **25.18 Project Coordination**

#### **25.19 Interdisciplinary Coordination**

### **26 LANDSCAPE PLANS**

The CONSULTANT shall prepare a set of Landscape Plans which includes the following.

#### **26.1 Key Sheet & Signature Sheet**

#### **26.2 Plant Schedule (Sheet no longer produced) (N/A)**

#### **26.3 General Notes/Pay Item Notes**

#### **26.4 Planting Plans for Linear Areas (N/A)**

#### **26.5 Planting Plans for Non-Linear Areas (Stormwater Facilities, Rest Areas, Interchanges and Toll Plazas) (N/A)**

#### **26.6 Planting Details (N/A)**

#### **26.7 Irrigation Plans for Linear Areas (N/A)**

#### **26.8 Irrigation Plans for Non-Linear Areas (Stormwater Facilities, Rest Areas, Interchange and Toll Plazas) (N/A)**

#### **26.9 Irrigation Details (N/A)**

#### **26.10 Hardscape Plans and Details (N/A)**

#### **26.11 Maintenance Plan**

The CONSULTANT shall include a written plan for care and maintenance of the plants and beds, hardscape, and irrigation system after the establishment period. The landscape maintenance plan will be developed in performance based language and will be in coordination with the local government entity who assumes the maintenance obligation.

#### **26.12 Quality Assurance/Quality Control**

#### **26.13 Supervision**

### **27 SURVEY**

The CONSULTANT shall perform survey tasks in accordance with all applicable statutes, manuals, guidelines, standards, handbooks, procedures, and current design memoranda.

The CONSULTANT shall submit all survey notes and computations to document the surveys. All field survey work shall be recorded in approved media and submitted to the DEPARTMENT. Field books submitted to the DEPARTMENT must be of an approved type.

The field books shall be certified by the surveyor in responsible charge of work being performed before the final product is submitted.

The survey notes shall include documentation of decisions reached from meetings, telephone conversations or site visits. All like work (such as bench lines, reference points, etc.) shall be recorded contiguously. The DEPARTMENT may not accept field survey radial locations of section corners, platted subdivision lot and block corners, alignment control points, alignment control reference points and certified section corner references. The DEPARTMENT may instead require that these points be surveyed by true line, traverse or parallel offset.

#### **27.1 Horizontal Project Control (HPC)**

Establish or recover HPC, for the purpose of establishing horizontal control on the Florida State Plane Coordinate System or datum approved by the District Surveyor (DS) or District Location Surveyor (DLS); may include primary or secondary control points. Includes analysis and processing of all field collected data, and preparation of forms.

#### **27.2 Vertical Project Control (VPC)**

Establish or recover VPC, for the purpose of establishing vertical control on datum approved by the District Surveyor (DS) or the District Location Surveyor (DLS).; may include primary or secondary vertical control points. Includes analysis and processing of all field collected data, and preparation of forms.

#### **27.3 Alignment and/or Existing Right of Way (R/W) Lines**

Establish, recover or re-establish project alignment. Also includes analysis and processing of all field collected data, existing maps, and/or reports for identifying mainline, ramp, offset, or secondary alignments. Depict alignment and/or existing R/W lines (in required format) per DEPARTMENT R/W Maps, platted or dedicated rights of way.

#### **27.4 Aerial Targets**

Place, locate, and maintain required aerial targets and/or photo identifiable points. Includes analysis and processing of all field collected data, existing maps, and/or reports. Placement of the targets will be at the discretion of the aerial firm.

#### **27.5 Reference Points**

Reference Horizontal Project Control (HPC) points, project alignment, vertical control points, section, ¼ section, center of section corners and General Land Office (G.L.O.) corners as required.

#### **27.6 Topography/Digital Terrain Model (DTM) (3D)**

Locate all above ground features and improvements for the limits of the project by collecting the required data for the purpose of creating a DTM with sufficient density.

Shoot all break lines, high and low points. Effort includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

#### **27.7 Planimetric (2D)**

Locate all above ground features and improvements. Deliver in appropriate electronic format. Effort includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

#### **27.8 Roadway Cross Sections/Profiles**

Perform cross sections or profiles. May include analysis and processing of all field-collected data for comparison with DTM.

#### **27.9 Side Street Surveys**

Refer to tasks of this document as applicable.

#### **27.10 Underground Utilities**

Designation includes 2-dimensional collection of existing utilities and selected 3-dimensional verification as needed for designation. Location includes non-destructive excavation to determine size, type and location of existing utility, as necessary for final 3-dimensional verification. Survey includes collection of data on points as needed for designates and locates. Includes analysis and processing of all field collected data, and delivery of all appropriate electronic files.

#### **27.11 Outfall Survey**

Locate all above ground features and improvements for the limits of the project by collecting the required data for the purpose of a DTM. Survey with sufficient density of shots. Shoot all break lines, high and low points. Includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

#### **27.12 Drainage Survey**

Locate underground data (XYZ, pipe size, type, condition and flow line) that relates to above ground data. Includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

#### **27.13 Bridge Survey (Minor/Major)**

Locate required above ground features and improvements for the limits of the bridge. Includes field edits, analysis and processing of all field collected data, existing maps, and/or reports.

#### **27.14 Channel Survey**

Locate all topographic features and improvements for the limits of the project by collecting the required data. Includes field edits, analysis and processing of all field collected data, maps, and/or reports.

#### **27.15 Pond Site Survey**

Refer to tasks of this document as applicable.

#### **27.16 Mitigation Survey**

Refer to tasks of this document as applicable.

#### **27.17 Jurisdiction Line Survey**

Perform field location (2-dimensional) of jurisdiction limits as defined by respective authorities, also includes field edits, analysis and processing of all field collected data, preparation of reports.

#### **27.18 Geotechnical Support**

Perform 3-dimensional (X,Y,Z) field location, or stakeout, of boring sites established by geotechnical engineer. Includes field edits, analysis and processing of all field collected data and/or reports.

#### **27.19 Sectional/Grant Survey**

Perform field location/placement of section corners, 1/4 section corners, and fractional corners where pertinent. Includes analysis and processing of all field-collected data and/or reports.

#### **27.20 Subdivision Location**

Survey all existing recorded subdivision/condominium boundaries, tracts, units, phases, blocks, street R/W lines, common areas. Includes analysis and processing of all field collected data and/or reports. If unrecorded subdivision is on file in the public records of the subject county, tie existing monumentation of the beginning and end of unrecorded subdivision.

#### **27.21 Maintained R/W**

Perform field location (2-dimensional) of maintained R/W limits as defined by respective authorities, if needed. Also includes field edits, analysis and processing of all field collected data, preparation of reports.

#### **27.22 Boundary Survey**

Perform boundary survey as defined by DEPARTMENT standards. Includes analysis and processing of all field-collected data, preparation of reports.

#### **27.23 Water Boundary Survey**

Perform Mean High Water, Ordinary High Water and Safe Upland Line surveys as required by DEPARTMENT standards.

#### **27.24 Right of Way Staking, Parcel / Right of Way Line**

Perform field staking and calculations of existing/proposed R/W lines for on-site review purposes.

#### **27.25 Right of Way Monumentation**

Set R/W monumentation as depicted on final R/W maps for corridor and water retention areas.

#### **27.26 Line Cutting**

Perform all efforts required to clear vegetation from the line of sight.

#### **27.27 Work Zone Safety**

Provide work zone as required by DEPARTMENT standards.

#### **27.28 Vegetation Survey (N/A)**

#### **27.29 Tree Survey**

Locate individual trees or palms within the project limits.

#### **27.30 Miscellaneous Surveys**

Refer to tasks of this document, as applicable, to perform surveys not described herein. The percent for Supplemental will be determined at negotiations. This item can only be used if authorized in writing by the District Surveyor (DS), District Location Surveyor (DLS) or their representative.

#### **27.31 Supplemental Surveys**

Supplemental survey days and hours are to be approved in advance by DS or DLS. Refer to tasks of this document, as applicable, to perform surveys not described herein.

#### **27.32 Document Research**

Perform research of documentation to support field and office efforts involving surveying and mapping.

#### **27.33 Field Review**

Perform verification of the field conditions as related to the collected survey data.

#### **27.34 Technical Meetings**

Attend meetings as required and negotiated by the Surveying and Mapping Department.

#### **27.35 Quality Assurance/Quality Control (QA/QC)**

Establish and implement a QA/QC plan. Also includes subconsultant review, response to comments and any resolution meetings if required, preparation of submittals for review, etc.

### **27.36 Supervision**

Perform all activities required to supervise and coordinate project. These activities must be performed by the project supervisor, a Florida P.S.M. or their delegate as approved by the District Surveying Office.

### **27.37 Coordination**

Coordinate survey activities with other disciplines. These activities must be performed by the project supervisor, a Florida P.S.M. or their delegate as approved by the District Surveying Office.

## **28 PHOTOGRAMMETRY (N/A)**

*N/A*

## **29 MAPPING (N/A)**

*N/A*

## **30 TERRESTRIAL MOBILE LiDAR (N/A)**

*N/A*

## **31 ARCHITECTURE DEVELOPMENT (N/A)**

*N/A*

## **32 NOISE BARRIERS IMPACT DESIGN ASSESSMENT IN THE DESIGN PHASE (N/A)**

*N/A*

## **33 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS (N/A)**

*N/A*

## **34 INTELLIGENT TRANSPORTATION SYSTEMS PLANS (N/A)**

*N/A*

## **35 GEOTECHNICAL (N/A)**

*N/A*

## **36 3D MODELING (N/A)**

*N/A*

## **37 PROJECT REQUIREMENTS**



### **37.1 Liaison Office**

The DEPARTMENT and the CONSULTANT will designate a Liaison Office and a Project Manager who shall be the representative of their respective organizations for the Project. While it is expected the CONSULTANT shall seek and receive advice from various state, regional, and local agencies, the final direction on all matters of this project remain with the DEPARTMENT Project Manager.

### **37.2 Key Personnel**

The CONSULTANT's work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by DEPARTMENT.

### **37.3 Progress Reporting**

The CONSULTANT shall meet with the DEPARTMENT as required and shall provide a written monthly progress report with approved schedule, schedule status, and payout curve or by using the earned value method that describe the work performed on each task. The report will include assessing project risk through monthly documentation of identifying and updating the risk category and approach for monitoring those tasks. Invoices shall be submitted after the DEPARTMENT approves the monthly progress report and the payout curve or with earned value analysis. The Project Manager will make judgment on whether work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished.

### **37.4 Correspondence**

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this contract shall be provided to the DEPARTMENT for their records within one (1) week of the receipt or mailing of said correspondence.

### **37.5 Professional Endorsement**

The CONSULTANT shall have a Licensed Professional Engineer in the State of Florida sign and seal all reports, documents, Technical Special Provisions and Modified Special Provisions, and plans as required by DEPARTMENT standards.

### **37.6 Computer Automation**

The project will be developed utilizing Computer Aided Drafting and Design (CADD) systems. The DEPARTMENT makes available software to help assure quality and conformance with policy and procedures regarding CADD. It is the responsibility of the CONSULTANT to meet the requirements in the FDOT CADD Manual. The CONSULTANT shall submit final documents and files as described therein.

### **37.7 Coordination with Other Consultants**

The CONSULTANT is to coordinate his work with any and all adjacent and integral consultants so as to effect complete and homogenous plans and specifications for the project(s) described herein.

### **37.8 Optional Services**

At the DEPARTMENT's option, the CONSULTANT may be requested to provide optional services. The fee for these services shall be negotiated in accordance with the terms detailed in Exhibit B, Method of Compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s). Additional services may be authorized by Letter of Authorization or supplemental amendment in accordance with paragraph 2.00 of the Standard Consultant Agreement. The additional services may include Construction Assistance, Review of Shop Drawings, Final Bridge Load Rating, update (Category II) bridge plans electronically (CADD) for the Final "As-Built" conditions, based on documents provided by the DEPARTMENT (CADD Services Only) or other Services as required.

### **38 INVOICING LIMITS**

Payment for the work accomplished shall be in accordance with Method of Compensation of this contract. Invoices shall be submitted to the DEPARTMENT, in a format prescribed by the DEPARTMENT. The DEPARTMENT Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to ensure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the DEPARTMENT.

The CONSULTANT shall provide a list of key events and the associated total percentage of work considered to be complete at each event. This list shall be used to control invoicing. Payments will not be made that exceed the percentage of work for any event until those events have actually occurred and the results are acceptable to the DEPARTMENT.