

## SCOPE OF SERVICES

FINANCIAL PROJECT NUMBER 434437-5-32-01 / 436094-3-32-01 / 452580-1-32-01

### GENERAL ENGINEERING CONSULTANT SERVICES

	PAGE NO.
I. PURPOSE	1
II. GENERAL	1
A. Beginning & Length of Service.....	1
III. SERVICES	2
A. Transportation Development.....	2
1. Planning and Modal Transportation .....	2
2. Project Development and Environment.....	3
3. Program Management.....	4
4. Design .....	5
5. Structures.....	6
6. Utility Coordination.....	6
7. Drainage and Permitting.....	7
8. Landscape Architecture Design/Review .....	8
9. Right-of-Way .....	8
10. Surveying and Mapping .....	8
11. Value Engineering.....	8
12. Consultant Project Management .....	9
B. Transportation Operations .....	9

1.	Construction .....	9
2.	Maintenance .....	10
3.	Traffic Operations .....	12
C.	Transportation Support .....	13
1.	Fixed Capital Outlay.....	13
2.	Public Information Consultant.....	13
D.	Other .....	14
IV.	RESPONSIBILITY OF THE DEPARTMENT.....	15
V.	SUBCONTRACTING .....	16
VI.	COMPUTER SERVICES .....	16
VII.	SPECIFICATIONS FOR WORK PRODUCTS .....	18
A.	Plans & Specifications .....	18
B.	Professional Services Contract Documents .....	18
VIII.	CONFLICT OF INTEREST .....	19
IX.	PERSONNEL QUALIFICATIONS AND TRAINING .....	20
X.	PERFORMANCE MEASURES.....	20

## **EXHIBIT “A”**

### **SCOPE OF SERVICES**

#### **I. PURPOSE**

The Florida Department of Transportation (DEPARTMENT) requires the support of the General Engineering Consultant for a wide range of engineering, architectural, landscape architecture, surveying/mapping, planning, environmental, technical, project management, and administrative services to assist bringing to completion as expeditiously as possible numerous projects within the Work Program for District Five and support the operation, maintenance, and construction of the state highway system.

The General Engineering Consultant shall function as an extension of the Department’s resources by providing qualified technical and professional personnel to perform the duties and responsibilities assigned under the terms of this agreement.

The General Engineering Consultant shall minimize to the maximum extent possible the Department’s need to apply its own technical resources to assignments authorized by the Department. The Department, at its option, may elect to expand, reduce, or delete the extent of each work element described in this scope of services document, provided such action does not alter the intent of this agreement. Staffing of positions within the District may be necessary and will be identified at onset of services and throughout life of contract as requested by the Department. In-house staffing may be provided at the District Five’s office(s) or remotely, as deemed necessary by the Department, to support and carry out tasks identified within various units.

The Department shall request General Engineering Consultant services on an as-needed basis. There is no guarantee that any or all the services described in this agreement will be assigned during the term of this agreement. Further, the General Engineering Consultant is providing these services on a nonexclusive basis. The Department, at its option, may elect to have any of the services set forth herein performed by other consultants or Department staff.

#### **II. GENERAL**

##### **A. Beginning & Length of Service**

Services to be provided by the General Engineering Consultant will be initiated and completed as directed by the District Secretary or a District Director for each assignment authorized under this agreement. The Project Manager shall furnish the General Engineering Consultant a Task Work Order outlining the scope of services to be performed, the estimated fees, and schedule. No work shall be performed until a Task Work Order has been issued.

### **III.SERVICES**

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

#### **A. Transportation Development**

##### **1. Planning and Modal Transportation**

The General Engineering Consultant shall be authorized to assist the Department with the following services:

- a. Review and provide technical support of Growth Management functions, such as, Developments of Regional Impact (DRIs) and Comprehensive Plan Amendments (CPAs).
- b. Preparation and updating of a master plan of improvements.
- c. Review Context Classification reports.
- d. Submission and review of design traffic impact analysis and traffic reports for Project Development and Environment (PD&E) Studies.
- e. Preparation of traffic and revenue studies.
- f. Collection of vehicle counts and classification data.
- g. Collection of bicycle and pedestrian counts.
- h. Preparation of Corridor Designation Reports.
- i. Creation and maintenance of a traffic forecasting model utilizing the Department's current software.
- j. Preparation and review of Interchange Access Request (IAR) reports including Interchange Operational Analysis Reports (IOARs), Interchange Justification Reports (IJRs) and Interchange Modification Reports (IMRs).
- k. Project management and support of various Planning, Concept Development, Trail and Modal Transportation programs.
- l. Review, research and coordinate technical memoranda, technical reports, Transportation Improvements Programs (TIPs), Unified Planning Work Programs (UPWPs), Transit Development Plans (TDPs), etc. in relation to intermodal systems.
- m. Evaluation and analysis of concurrency management systems.

- n. Preparation and review of corridor access management plans and access management classifications.
- o. Development and preparation of Level of Service (LOS) analysis studies.
- p. Conduct and/or review analyses related to the Efficient Transportation Decision Making (ETDM) process, Sociocultural Effects (SCE) evaluations and Public Involvement Plan (PIP) activities.
- q. Assist with the Strategic Intermodal Systems (SIS) plan development and implementation.
- r. Support Department staff in performing and/or development Geographic Information Systems (GIS) and related Transportation Statistics and Planning functions.
- s. Attend meetings, conduct field inventories, and/or perform on-site reviews.
- t. Prepare project scopes, action plans, written reports of findings, computer aided design drawings or other graphics.
- u. Assist in the development and maintenance of tools related to transportation impacts and project prioritization.
- v. Provide peer reviews on planning, concept development, trails and modal development related documents.
- w. Perform Planning and Concept Development Studies.
- x. Prepare scopes and cost estimates.
- y. Provide Public Involvement Program Services.
- z. Provide return on investment and cost benefit analyses.

## 2. Project Development and Environment

The General Engineering Consultant may be authorized to review and comment on the Project Development and Environment (PD&E) submittals and coordinate preconstruction and design activities between design and PD&E staff, FHWA, FDOT Office of Environmental Management (OEM), other interested agencies, and the public.

The General Engineering Consultant may be authorized to assist the Department with the following services:

- a. Perform, assist, and/or review PD&E studies in accordance with Department procedures and the PD&E Manual.

- b. Perform, assist, and/or review Alternative Corridor Evaluations (ACE) Analysis and report in accordance with Department procedures and PD&E Manual.
- c. Perform, assist, and/or review engineering and environmental analyses and documentation in accordance with Department procedures and the PD&E Manual.
- d. Conduct and/or review analyses related to the Efficient Transportation Decision Making (ETDM) process, Sociocultural Effects (SCE) evaluations, and Public Involvement Plan (PIP) activities.
- e. Analyze alternative designs, review overall compatibility of designs from a constructability point of view, and develop reports and schedules.
- f. Provide a peer review and analyze the alternative designs so as to minimize the total project cost, including right of way, construction and long-term maintenance.
- g. Prepare and/or coordinate the preparation of Planning, PD&E, Design, ROW. and Construction cost estimates.
- h. Provide Public Involvement Program services, including attending, assisting, and preparation of public and stakeholder meetings.

### 3. Program Management

The General Engineering Consultant shall be authorized to assist the Department with the following services:

- a. **Production Scheduling:** Provide necessary staff and/or services to support critical path scheduling. This includes establishing and monitoring of project scheduling requirements and major milestone events for engineering/construction activities for all phases in the lifecycle of a project.
- b. **Specifications Support:** Assist with specifications package preparation activities and review. Perform quality control reviews of construction contract packages to ensure compliance with Department policies and procedures. Assist with identifying plan notes that are redundant or conflict with the Standard Specifications. Ensure construction contract packages are complete, accurate, and submitted in a timely manner to the appropriate contracting office.
- c. **Estimates Support:** Review and update all estimates for snapshots and work program using FDOT estimating platform. Review and analyze estimates prepared by Engineer of Record. Analyze industry trends impacting material and labor costs. Perform statistical analysis, and regression modeling. Compile and assimilate moderately complex data, information, and statistics. Prepare reports and maintain records. Perform predictive modeling, parametric estimation, and probability factors to forecast various outcomes. Present findings in person and through report

writing. Present findings in small and large group settings. Analyze bid data from contractors and prepare technical memorandums to assist project award committees.

- d. Local Agency Programs Project Management: Perform Project Management administration on behalf of the Department for Local Agency Program projects. Includes, but is not limited to; review of project schedules, coordination, direction and guidance, funding, and managing of production project activities in coordination with other Department units, local agency(ies), and Engineer(s) of Record. Involves serving as District representative through all phases of project development encompassing application review, project development, and construction.
- e. Provide necessary staff and/or services to support Districtwide GIS systems and/or development of GIS projects, data and systems related to GIS.
- f. Assist with administration and coordination of District's Design Build Push Button contract. Includes, but is not limited to, coordination amongst various units, internal/external parties in relation to review of potential projects and corresponding activities; project application, development, ERC reviews, status updates, and construction.

#### 4. Design

The General Engineering Consultant shall be authorized to assist the Department with the following services:

- a. Review/coordinate and/or manage the work of Design staff including phase submittals as directed by the Department.
- b. Assist in expediting and obtaining necessary permits as authorized.
- c. Assist in evaluation and preparation of revised/supplemental environmental assessments.
- d. Advise and consult on questions of engineering with respect to the design and/or construction of a project.
- e. Accomplish design activities as authorized.
- f. Provide special engineering services including special studies and economic advisory/analytical services such as benefit/cost analyses.
- g. Assist in the production of highway construction plans.
- h. Assist the Department with highway design, pavement design, and pavement types selection.

- i. Assist with computer aided drafting and design (CADD) resources.
- j. Assist with Highway Design, taking into account the Florida Department of Transportation adopted roadway design standards, specifications, and established criteria.
- k. Assist with utility coordination services as authorized.
- l. Establish, monitor and/or evaluate project scheduling requirements and major milestone events for engineering/construction activities.
- m. Develop, implement, and/or maintain a program-wide document control and filing system.
- n. Perform Quality Assurance reviews of design plans and supporting documents.
- o. Provide project specific public involvement/community awareness as authorized.
- p. Provide LEED (Leadership in Energy and Environmental Design) Review, Certification and Quality Assurance, and Commissioning.

## 5. Structures

The General Engineering Consultant shall be authorized to assist the Department with the following services:

- a. Review/coordinate the work of Structures Design staff including phase submittals as directed by the Department.
- b. Advise and consult on questions of Structures design and/or analysis with respect to the design and/or construction of a project.
- c. Perform structural design activities as authorized for bridge and all other transportation related structures.
- d. Perform Quality Assurance/Quality Control reviews of design plans and supporting documents per phase submittal.

## 6. Utility Coordination

The General Engineering Consultant shall be authorized to assist with Utility coordination. Services may include, but are not limited to the following activities:

- a. Provide phase reviews of construction plans and Utility Work by Highway Contractor (UWHC) plans.



- b. Attend project development meetings on projects developed by the District in-house Design staff.
  - c. Provide overview on project management assignments where the Design Consultant is responsible for the actual utility coordination.
  - d. Provide independent peer reviews and constructability/biddability reviews of construction plans and Utility Work by Highway Contractor (UWHC) plans.
7. Drainage and Permitting
- a. Hydraulic Design of Highway drainage system for all types of projects.
  - b. Design water management systems per state and water management district criteria.
  - c. Obtain state and federal statewide environmental resource permits (SWERP).
  - d. Prepare Bridge Hydraulics Reports/Bridge Hydraulics Recommendation Sheets.
  - e. Prepare Hydraulics Reports for Project Development Studies.
  - f. Perform hydraulic studies on existing drainage problems and make recommendations.
  - g. Design field surveys including topography cross sections, drainage and outfalls, utilities right of way and other surveys including field investigations.
  - h. Geotechnical investigation and analysis.
  - i. Subcontract video inspection services to determine condition of existing drainage structures and pipe.
  - j. Investigate subsurface conditions to discover voids under the roadway.
  - k. Make recommendations and prepare plans for the rehabilitation and repair of existing storm drainage structures and facilities.
  - l. Perform technical reviews with written review comments of other Consultant Projects, including; Plans and Drainage Calculations, Stormwater Pollution Prevention Plans, Field Reviews, etc.
  - m. A qualified Coastal Engineer as specified in section 4.8.2.2 of the 2023 FDOT Drainage Manual will be required for this contract.

- n. Design of a stormwater reuse system and / or review of either continuous simulation modeling or static design of the pump system required to distribute the reuse water.
- o. Landscape Architect services as required.

#### 8. Landscape Architecture Design/Review

The General Engineering Consultant shall be authorized to assist the Department with the following services:

- a. The Consultant shall provide professional landscape architectural expertise required to coordinate, review, report, develop, design, plan, and inspect miscellaneous tasks associated with the Department, consultants, local government agencies and individuals as requested..
- b. Perform field assessments, reviews, surveys, reports and scoping.
- c. Prepare conceptual and final designs, reports, and maintenance plans.
- d. coordinate, review, prepare, and revise as-built plans or reports or other related items, as requested.
- e. Perform Quality Assurance/Quality Control reviews of landscaping design plans and supporting documents per phase submittal.

#### 9. Right-of-Way

The General Engineering Consultant may be authorized to provide the services necessary to support the Department's efforts to plan, direct, and control the right-of-way program.

#### 10. Surveying and Mapping

The General Engineering Consultant shall be authorized to provide services for incidental surveying and mapping support services as authorized in accordance with Department procedures.

#### 11. Value Engineering

The General Engineering Consultant shall provide a Certified Value Specialist (CVS), qualified in value engineering of highway and bridge projects, and/or team members for conducting Value Engineering studies as authorized in accordance with Department procedures.

## 12. Consultant Project Management

The General Engineering Consultant shall be authorized to assist the District Consultant Project Management and Program Management areas with project management and production activities associated with ongoing projects. The work efforts may include, but are not limited to the following:

- a. Maintains design project management and control starting at scope development until end of construction.
- b. Coordinates phases of work between Consultants and other disciplines (Right-of-Way, Traffic Operations, Planning, Roadway Design, etc.) to maintain schedules and projected production/mail dates.
- c. Attends meetings and field reviews and handles correspondence with public and private parties as required.
- d. Facilitates communication on project objectives, issues, and progress with local governments, agencies, project stakeholders, and the public.
- e. Advises and assists Consultants in application and determination of geometric design, traffic analysis, plans quantity calculations, cost analysis, pavement structure design, and interpretation of engineering policy and overall plans preparation.
- f. Coordinate review of work packages of Consultants such as but not limited to, Line & Grade submittals, Initial Plans Review, Final Plans Review, Structure Plans, Bridge Development Report, Bridge Hydraulic Recommendation, Pond Siting Report, Pavement Constructability, and other various technical report and submittals as required from the Design Consultant.
- g. Assist 4P (Priority Projects Programming Process) with various project management functions and/or design activities.

## B. Transportation Operations

### 1. Construction

The General Engineering Consultant may be authorized to assist the Department with the following services: Analyze contract change requests, claims and disputes during the course of construction and recommend appropriate action.

- a. Prepare and/or monitor the preparation of as-built plans.

- b. Prepare, review and recommend approval of Critical Path Method (CPM) schedules.
- c. Prepare, review and recommend approval of Contract Time Memos, including analysis of time and coordination with Design and Construction staff.
- d. Assist the District Training Coordinator in the development and preparation of lesson plans and/or instruction for various training courses.
- e. Provide necessary staff to adequately perform Construction Engineering and Inspection (CEI) services on construction projects.
- f. Assist the District and Resident Final Estimates Offices in preparation and review of final/monthly estimates in accordance with Department procedures.
- g. Assist the District Compliance Office in performing monthly reviews and visit DOT resident offices and CEI offices.
- h. Assist in constructability review of plans and specifications.
- i. Study the need for and recommend advanced construction contracts for clearing, grubbing, and removal of obstacles and buildings prior to sectional construction contract awards.
- j. Review and report on compliance for each segment of construction.
- k. Monitor the project safety program.
- l. Perform special studies.
- m. Coordinate utility relocation activities with CEI consultant and utility company.
- n. Prepare and implement a public awareness program.
- o. Provide oversight of CEI consultants in their work as to their compliance with their contracts with the Department.
- p. Review/approve shop and erection drawings as submitted by design consultants and/or contractors.

## 2. Maintenance

The General Engineering Consultant may be authorized to assist the Department with the following services:

- a. Prepare scope of services for bridge inspection contracts, perform bridge inspections, review bridge inspection reports, and recommend corrective actions, prepare special analyses and documentation to correct identified deficiencies,

conduct load rating analysis, conduct scour analysis, and complete major and minor design tasks for bridge repair.

- b. Assist the Department in the review of permit application and implementation including field reviews and analyses.
- c. Assist the Department in the planning, scheduling and management of transportation related maintenance contracts.
- d. Assist the Department with the inspection, certification, evaluation, and permitting of surface and stormwater management and conveyance systems.
- e. Assist the Department with the evaluation, design and permitting of water and wastewater facilities.
- f. Assist the Department with engineering, design, and other related functions for hazardous materials.
- g. Assist the Department with National Pollutant Discharge Elimination Systems (NPDES) permit compliance.
- h. Assist the Department with preparing emergency response plan for roadway spills, providing skilled support personnel to respond to emergencies and other related duties as authorized.
- i. Assist the Department in performing Phase I environmental audits and Phase II and Phase III environmental assessment/investigations.
- j. Assist the Department in performing design environmental assessment inspections on storage tank management systems.
- k. Assist the Department with minor design, plans and document review, scope development, management of district wide materials and geotechnical consultants, and construction monitoring.
- l. Assist the Department with data collection and evaluation of straight-line diagrams, roadway characteristics inventory, Highway Performance Monitoring System (HPMS), base maps, and other inventories as needed.
- m. Assist the Department with the Electronic Data Management System (EDMS) as needed.
- n. Assist the Department with performing the Maintenance Rating Program (MRP) period review as needed.
- o. Perform field inspections, data collection, analyses, evaluations, and develop report of findings with licensed professional recommendations, estimates, plans,

specifications, permits, or other necessary deliverables as required to remediate issues for assigned projects.

### 3. Traffic Operations

The General Engineering Consultant may be authorized to assist the Department with the following services:

- a. Perform design phase review for all signing and marking, signalization, intelligent transportation systems (ITS), and lighting plans for future construction projects.
- b. Perform review of maintenance of traffic activities for construction projects.
- c. Review and report on adherence to the Department's "Lane Closure Policy".
- d. Develop sign inventory for selected roadway sections.
- e. Perform data collection and studies.
- f. Preparation and updating of a master plan of improvements.
- g. Perform software development for intelligent transportation systems applications.
- h. Perform database optimization and maintenance.
- i. Provide Traffic Incident Management (TIM) program administration.
- j. Retime traffic signals.
- k. Inspect signalized intersection, ITS device, or other traffic control devices for needed repairs.
- l. Verify compliance with contract documents for the installation and/or maintenance of signalized intersection, ITS devices, or other traffic control devices.
- m. Architect and implement networks.
- n. Develop specifications for system hardware, digital system design, and utilization.
- o. Develop power system design and including power distribution, standby power supply, lightning protection, and load determination especially on existing systems.
- p. Review/coordinate and/or manage the work of design staff including phase submittals as directed by the Department.
- q. Assist in expediting and obtaining necessary permits as authorized.

- r. Assist in evaluation and preparation of revised/supplemental environmental assessments.
- s. Advise and consult on questions of engineering with respect to the design and/or construction of a project.
- t. Perform operational modeling.
- u. Perform review of access management projects.
- v. Perform review of driveway connection permits and associated documentation (i.e. Traffic Impact Analysis).
- w. Development of signing plans and sign designs for limited and non-limited access roadways.
- x. Retiming of traffic signals, review of traffic signal timing plans, and analysis/modification of signal timing related to complaints/concerns.
- y. Develop/maintain an inventory of traffic signal systems and equipment.
- z. Rail/Highway grade crossing inventory.
- aa. Inspect PTMS Site and recommend repairs.

## C. Transportation Support

### 1. Fixed Capital Outlay

The General Engineering Consultant may assist the Department with architectural, electrical, mechanical, and structural services as they relate to the facilities, including buildings and grounds, owned, and maintained by the Department.

### 2. Public Information Consultant

The General Engineering Consultant may assist the Department with the provision of Public Information Consultant (PIC) services for the Public Information Office (PIO) to include, but not limited to the following:

- a. Acts as the social media and web communications liaison.
- b. Assists with the management of Public Involvement and Marketing contracts, including the review and approval of consultant invoices.
- c. Assists in the preparation, production, and dissemination of materials.

- d. Assists with research, interviews, and written articles.
- e. Photographs district events.
- f. Assists the State PIO as needed.
- g. Responds to external inquiries from the media and the public. Stays current on new uses of communications technologies.
- h. Designs and disseminates a variety of electronic and printed media.
- i. Attends and promotes public meetings/hearings, public information and construction workshops, and community awareness meetings.
- k. Assists in disseminating information for local and statewide education/safety programs.
- l. Logs calls from the media, public and elected officials into SharePoint tracking system.
- m. Assists in the coordination and implementation of special events.
- n. Provides administrative support to the Public Information Director as needed.
- o. May need to respond to emergencies on nights and weekends.

**D. Other**

The General Engineering Consultant may be authorized to assist the Department with the following services:

**a. Emergency Management:**

All staff provided under this contract are considered essential staff for hurricane, emergency or special event preparation, response and recovery. The Consultant shall provide (2) consultants per county for a total of (18), to serve as the District Emergency Operations Center Liaison. The consultant's role within the County EOC is to act as liaison between the FDOT and the Host County monitoring and exchanging information for the purpose of communicating and coordinating response and recovery operations.



- b. Provide necessary staff and/or services to support Districtwide Geographic Information System (GIS) systems and/or development of GIS projects, data, and systems related to GIS.
- c. Animation services may include, but are not limited to, fly through videos, static videos, 2-dimensional (2D) renderings, and 3-dimensional (3D) animation models. Technical requirements include access to graphics processing unit (GPU) farm or equivalent for animation services.
- d. Provide graphic design capabilities and support services.
- e. Provide specialized reports, analysis, and data as it pertains to contract management to the department as requested.

At the direction of the Department, the Consultant may be required to prepare reports and documents, as well as perform other analysis and special studies to support planning and project development activities, during the term of this Agreement. The Department may require professional services of the Consultant for a wide range of engineering, architectural, environmental, landscape architecture, and registered land surveying in support of program areas not otherwise identified in this Agreement to supplement or replace the services being provided to the Department by other consultants.

#### **IV. RESPONSIBILITY OF THE DEPARTMENT**

The Department will furnish, without cost to the General Engineering Consultant, the following services, and data under the terms of this Agreement:

- A. Provide all criteria and full information as to the Department's requirements for consultants' and contractors' services including objectives, constraints, budgetary limitations, and time restraints.
- B. Furnish all Department procedures, standards, and policies applicable to the services.
- C. Furnish drawings, specifications, schedules, reports and other information prepared by and/or for the Department by others which are available to the Department and which the Department considers pertinent to the General Engineering Consultant's responsibilities, as described herein.
- D. Provide numbers for field books in which to record field data.
- E. Provide existing plans, studies, and other available data.
- F. Furnish all necessary utility form letters, agreements, relocation schedules and other document forms as needed.

G. Review and comment on the submittals from the General Engineering Consultant.

## **V. SUBCONTRACTING**

Services assigned to subconsultants must be approved in advance by the Department in accordance with Section 7 (Assignment and Subcontractors) of the Standard Professional Services Agreement. All subconsultants must be qualified by the Department to perform all work assigned to them.

In the event services of a subconsultant are authorized, the Consultant shall obtain a schedule of rates, and the Department shall review and must approve any rates to be paid to the subconsultant. The Consultant shall not have a subconsultant render services until such time as the Department establishes the subconsultant as an authorized subconsultant in the Agreement with the rates to be paid.

## **VI. COMPUTER SERVICES**

The General Engineering Consultant may utilize the Department's data processing and computer services in accordance with the Standard Consultant Agreement.

Computations based on computer programs other than the Department's must conform to the Department's general format. (See "Plans Preparation Manual").

The Department will allow the Consultant to utilize the Department's data processing and computer resources for programs requested by the Consultant and approved by the Department in accordance with the following Department publications; Chapter 2 – Access to the Department's Transportation Technology Manual, Topic No. 325-000-002 and, Security and Use of Information Technology Resources, Topic No. 350-060-020.

The Department may direct in-house Consultants to utilize their own computer equipment to connect into the Department's Guest Network.

- The Consultant Firm will be required to pay for a VPN account to use with the Guest Network.
- Once VPN access has been established and connection made, the Consultant will have access to all FDOT resources.
- The Consultant is required to supply all necessary hardware and software to perform their duties.

Computations based on computer programs other than the Department's must conform to the Department's general format.

The Consultant may be required to provide and maintain an Information Technologies staff with sufficient expertise to primarily perform any, and all IT support and initiatives

associated with performance of the professional services herein. IT staff capabilities should include, but not be limited to: end-user software support and training; programming and database support and audio-visual equipment and support.

In performance of IT support and initiatives for performance of the contracted professional services, the Consultant shall comply with the following requirements:

- In matters of computer security, the Consultant is to coordinate with the DEPARTMENT Office of Information Technology (OIT) for compliance to procedure, policy and/or direction originating from Information Security Manager's (ISM) office.
- In matters of application development, the Consultant is to coordinate with the DEPARTMENT OIT for compliance to procedure, policy and/or direction originating from the Application Services Manager's (ASM) office.
- The Consultant is to support the DEPARTMENT OIT by adhering to the Department's policies and procedures, which govern the use of technology, computers, infrastructure, acquiring of resources, and the Internet/Intranet.
- The Consultant is to coordinate with the DEPARTMENT OIT their technology purchases and process an Information Resources Request (IRR) or seek a statement from the DEPARTMENT OIT stating that an IRR is not required for such purchases.
- The Consultant shall promote efficient and effective use of technology staff and resources. The Consultant is to coordinate with the DEPARTMENT OIT for network infrastructure improvements, equipment relocations, travel, staffing, and hours worked to prevent absence or of duplicate information system support.

#### **Consultant Not Employee or Agent**

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

#### **Security Plan**

The Department requires that the Consultant create and submit a Security Plan. The Security Plan may be requested by contacting the Department's Information Security Manager (ISM).

The Security Plan must be submitted to the Department as specified in the Scope of Work for any Task Work Order containing Information Technology resources. Upon receipt of the Security Plan, the Department will have fourteen (14) days to review and approve the Security Plan in its sole discretion. After the Security Plan is approved, the Consultant shall keep the Security Plan updated as necessary or upon notification by the Department of a deficiency in the Security Plan. Any change to the Security Plan must be approved by the Department.

**Chapter 74-1 F.A.C., Florida Information Technology Project Management and Oversight Standards**

Governed by the Agency for State Technology (AST), Chapter 74-1 F.A.C., Florida Information Technology Project Management and Oversight Standards, establishes project management principles that State Agencies are required to follow when implementing information technology projects. The Department must adhere to the State project management standards and ensure that all project documentation created by the Vendor, Department, or in collaboration, is developed and maintained in accordance with Chapter 74-1 F.A.C. The Vendor must be familiar with the State project management standards and be prepared to work with the Department to satisfy all requirements. It is important for the Vendor to recognize that documentation, monitoring, or reporting requirements could change mid-project, based on the project's AST Risk and Complexity Assessment, outlined in 74-1.002. The Vendor must be adaptable to changes required by Chapter 74-1 F.A.C., without increasing cost to the Department.

**Chapter 74-2 F.A.C., Information Technology Security**

Governed by the Agency for State Technology (AST), Chapter 74-2 F.A.C., Information Technology Security, also known as the Florida Cybersecurity Standards (FCS), establishes cybersecurity standards for information technology (IT) resources. State Agencies are required to follow these standards in the management and operations of state IT resources. The Department must adhere with the Florida Cybersecurity Standards for all Information Technology projects created by the Vendor, Department, or in collaboration. The Vendor must be familiar with the State cybersecurity standards and be prepared to work with the Department to satisfy all requirements.

Florida Cybersecurity Standards, 74-2 F.A.C. Section 74-2.002 (4) requires that agencies determine the potential security impact of all systems. If the system is found to have a categorization of moderate impact or higher, a system security plan (SSP) will be required. The SSP must address the security setup of the system, ensuring that required security controls are in place and listing the required information described in Section 74-2.003(5)(g)(4). The SSP must be submitted and approved by the FDOT Information Security Manager (ISM). An SSP template is available from the FDOT ISM.

## **VII. SPECIFICATIONS FOR WORK PRODUCTS**

### **A. Plans & Specifications**

The General Engineering Consultant shall ensure that all work efforts are completed in accordance with the latest standards adopted by the Department.

### **B. Professional Services Contract Documents**

The General Engineering Consultant shall ensure that all products of Task Work Orders be prepared using Department approved software, stored on DVDs/CDs, and provided to the Department. All documentation shall be in Microsoft Word, Microsoft Excel and Adobe

Portable Document Format (PDF). Any analysis files, programming source codes, form designs, raw source database and other ancillary files shall be transferred to the Department at the closure of each task work order or any moment specified by the Department project manager.

The General Engineering Consultant shall complete all work performed under this contract in accordance with current Department Policies, Procedures, Guidelines, Standards, and other information applicable to the services. The General Engineering Consultant shall correct or revise, without additional compensation, any work product that is found to be in error or deficient. The General Engineering Consultant shall perform all analyses, develop recommendations, and document all by specific time as defined in each of the task work orders. The General Engineering Consultant shall copy the Project Manager regarding all correspondence (phone calls, email etc.) with any, and all representatives. All work prepared by the General Engineering Consultant as part of this contract will be the sole property of the Department. Files, software, graphics, or any related materials developed for the District through the contract will be specified in each task work order as deliverables.

## **VIII. CONFLICT OF INTEREST**

The Consultant and its subconsultants shall not enter into any other contract with the Department during the term of this Agreement which would create or involve a conflict of interest with the services provided herein (please refer to the Department's Procedure No. 375-030-006, Conflict of Interest Procedure for Department Contracts for additional guidance). Questions regarding potential conflicts of interest shall be addressed to the District Secretary, for resolution.

- A. The Consultant is not eligible to pursue any advertised Planning Studies, Project Development and Environmental Studies or design projects as either a Prime or subconsultant, without first submitting a Conflict of Interest letter requesting and receiving approval of the District Secretary.
- B. The Consultant is not eligible to pursue any advertised Public Private Partnership (PPP) projects as either a Prime or subconsultant. Subconsultants to the Consultant who had a role in the development of the PPP project may not directly or indirectly serve in any capacity for any PPP proposer team.
- C. The Consultant or any affiliate is not eligible to pursue any advertised work in the Consultant's area of oversight or for any project which the Consultant developed the solicitation documents or Scope of Services. Subconsultants are also ineligible to pursue projects where they participated in the development of solicitation documents or Scope of Services or have an oversight responsibility. The term "affiliate" shall mean business concerns, organizations, or individuals where, directly or indirectly, either one controls or has the power to control the other, or third-party controls or has the power to control both, regardless of whether the entities have separate vendor IDs. Indications of control include interlocking management or ownership, identity of interests among family members, shared facilities and equipment, and common use of employees.

## **IX. PERSONNEL QUALIFICATIONS AND TRAINING**

The Consultant shall assign only competent technical and professional personnel qualified by the necessary experience and education to perform assigned work. The Consultant is responsible for ensuring that staff assigned to work under this Agreement has the training established by the Department as a prerequisite for Consultant staff to perform work.

## **X. PERFORMANCE MEASURES**

The Department expects the Consultant to provide professional services as defined in this contract's Scope of Services, Exhibit A. The Department will measure the Consultant's performance in each program area (if applicable): Transportation Support, Transportation Development, Transportation Operations.

The Consultant's performance will be monitored by the Department and an evaluation will be conducted biannually from the contract's execution. The Consultant shall be rated based on the Consultant's ability to meet measured technical, functional, and operational performance standards for each program area. These areas shall include:

- Contract Administration/Management Support
- Staffing
- Quality
- Schedule/Delivery of Scope
- Innovation

The Department will utilize a points-based scorecard to evaluate the Consultant's performance that will be based on the 5-point scoring system reflected below. At the Department's discretion, points may be awarded to the nearest ½ of a point.

- 1 = Unacceptable Performance
- 2 = Below Satisfactory Performance
- 3 = Satisfactory Performance
- 4 = Above Satisfactory Performance
- 5 = Outstanding Performance

After each biannual evaluation by Department personnel, the Consultant will receive a composite score. The individual scores will be for each applicable program area while the composite score will be the average score for all applicable areas. If the Consultant is graded below 3.5 in their composite score for two (2) years within the 5-year period or a 2.5 or below in a single year in any applicable program area during the 5-year term of the Agreement, the Department reserves the right in any one year to terminate the contract, and/or utilize another Consultant firm to provide such services, and/or re-procure the services.

The Consultant shall make the best effort to minimize the impact of any failures which result in lower performance scores assessed by the Department. Furthermore, the Consultant shall take corrective action to immediately remedy any failures and provide a

corrective action plan subject to Department approval to prevent reoccurrence of the problem(s) associated with the poor performance score(s).

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