

EXHIBIT "A"

SCOPE OF SERVICES

FOR

**PRE-EVENT DISASTER MONITORING/
CONSTRUCTION ENGINEERING & INSPECTION**

SCOPE OF SERVICES

Financial Project ID(s): To Be Determined
Federal Project No.: To Be Determined

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SCOPE OF SERVICES
PRE EVENT DISASTER MONITORING/CONSTRUCTION ENGINEERING &
INSPECTION

1.0 PURPOSE:

The purpose of this Contract is to provide Disaster and Debris Monitoring Construction Engineering and Inspection (CEI) services pursuant to a Governor's and/or Presidential Declaration of a State Emergency. This Contract includes 5 counties within District 7.

The Consultant shall provide services pursuant to the terms of this Agreement and at the direction of the Department's Project Manager or designee within District 7. District boundaries are as described on the Agency Resources Website at the following URL:

<http://www.fdot.gov/agencyresources/districts/>

The Department shall authorize Consultant services on an as-needed basis by issuing one or more Task Work Order(s) specifying the services to be performed, the time for completion and the fees to be paid for said Task Work Order.

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 Consultant is providing these services on a non-exclusive basis.

2.0 SCOPE:

The Consultant shall be responsible for providing services as defined in this Scope of Services in agreement with all Department Manuals, Procedures, Standards, and Specifications, which are hereby incorporated by reference and as amended in this contract.

The projects for which the services are required are:

Financial Project IDs: TBD (provided within the Task Work Order)

Descriptions: TBD (provided within the Task Work Order)

Counties: Citrus, Hernando, Hillsborough, Pasco, Pinellas

The Consultant shall exercise their independent professional judgment in performing their obligations and responsibilities under this Agreement. The authority of the Consultant's lead person, such as the CEI Senior Project Engineer, and the CEI Project Administrator shall be identical to the Department's Resident Engineer and Project Administrator respectively and shall be interpreted as such, however, the Consultant shall seek input from the Department's Project Manager.

The Consultant shall coordinate with the Department's Project Manager to ensure reimbursement eligibility to the Department from the applicable Federal Reimbursement Program(s) (FDRP), which includes but is not limited to, programs of the Federal Highway Administration and the Federal Emergency Management Agency.

3.0 MEDIA OR POLITICAL INTERACTION

All inquiries by a member of the media or any elected official shall be directed to the Department's Public Information Office. The Consultant shall disseminate this guidance to all employees and subconsultants on the Agreement.

4.0 LENGTH OF SERVICE:

The duration of this Contract is five (5) years after the execution of the Contract, unless the duration is extended by the Department and Consultant by mutual agreement one time, or \$5,000,000, whichever comes first.

The Consultant's services for each task shall begin upon issuance of a Task Work Order by the Department.

5.0 DEFINITIONS:

- A. **Agreement:** The Standard Professional Services Agreement between the Department and the Consultant setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of services, and the basis of payment.
- B. **CEI Project Administrator /Engineer:** The employee assigned by the Consultant to be in charge of providing CEI Contract administration services.
- C. **CEI Senior Project Engineer:** The Engineer assigned by the Consultant to be in charge of providing CEI Contract administration. This person may supervise other Consultant employees and act as the lead Engineer for the Consultant.
- D. **Operations Debris Manager:** The employee assigned by the Consultant who functions as the point of contact for the Department and who is responsible for overall project management and coordination of the debris monitoring services required to oversee the debris removal operations.
- E. **CEI Resident Compliance Specialist:** The employee assigned by the Consultant to oversee project specific compliance functions.
- F. **Communications Office:** The Department's office assigned to manage public information.
- G. **Consultant:** The entity that is providing Disaster Monitoring/Construction Engineering and Inspection services for the Department for this Agreement.
- H. **Contractor:** The individual, firm, or company contracting with the Department for performance of work or furnishing of materials.
- I. **Construction Training/Qualification Program (CTQP):** The Department program for training and qualifying technicians in Aggregates, Concrete, Earthwork, and Asphalt. The program is administered by RedVector, Inc. Program information is available at CTQP website.

- J. **Data Manager:** Manages data collected from monitoring operations and is an employee of the Consultant.
- K. **Debris Management Plan:** The plan is a statewide plan with sub-district plans specific to each District which establishes policies, procedures, and guidelines for recovery from debris generating disaster events.
- L. **Department or FDOT:** The Florida Department of Transportation.
- M. **District:** A geographical area created by the Department.
- N. **District Contract Compliance Manager:** The administrative head of the District Contract Compliance Office.
- O. **District Director of Transportation Operations:** The Director of Construction, Maintenance, Traffic Operations, Materials and Safety.
- P. **District Maintenance Engineer (DME):** The administrative head of the disaster/hurricane event. They shall function as the point of contact for all event preparations and recovery efforts on behalf of the District. Also referred to as the Department's Project Manager.
- Q. **District Procurement Services Manager:** The Administrative Head of the Procurement Office. All requests for professional services will be channeled through the appropriate District Procurement Services Manager.
- R. **District Secretary:** The Chief Executive Officer in each of the Department's Districts and the Florida Turnpike Enterprise.
- S. **Emergency Contract:** The written agreement between the Department and the Consultant for the emergency repair/construction contract setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of labor and materials, and the basis of payment. The emergency contract is good only for a specific disaster/hurricane event.
- T. **Emergency Management Office:** The office designated to coordinate the emergency preparedness, response, recovery and mitigation efforts for the Florida Department of Transportation.
- U. **Federal Emergency Management Agency (FEMA):** Federal agency responsible for providing federal response guidelines and policies to assist States in the recovery from widespread disasters.
- V. **Federal Highway Administration (FHWA):** Federal agency responsible for providing stewardship over the construction, maintenance and preservation of the Nation's highways, bridges and tunnels.
- W. **Operations/Resident Project Manager:** The Department employee assigned to monitor the CEI Contract on a day-to-day basis within the Operations area.

- X. **Operations/Resident Engineer:** The Department engineer assigned to a particular County or area to administer Construction and Maintenance Contracts for the Department. This person functions as point of contact at the Operations Center or the Resident Office as appropriate. The Operations/Resident Engineer or their designee shall function as the Operations Recovery Manager and the Department's Project Manager for this contract.
- Y. **Pre-event Contract:** The written agreement between the Department and the Contractor and/or Consultant setting forth the obligations of the parties thereto, including but not limited to the performance of the work, furnishing of labor and materials, and the basis of payment.
- Z. **Temporary Debris Management Sites:** A Florida Department of Environmental Protection authorized site where debris is stored, reduced, burned, ground, or sorted. Debris resides at the site for a relatively short period of time prior to final disposal during the debris management process.

6.0 ITEMS TO BE FURNISHED BY THE DEPARTMENT TO CONSULTANT:

- A. The Department, on as needed basis, shall furnish the documents listed below. These documents may be provided in either paper or electronic format.
 - 1. Copy of Executed Pre-Event Contract(s)
 - 2. Copy of Executed Emergency Contract(s)
 - 3. District Federal Aid Road Maps
 - 4. District Road Atlas
 - 5. Roadway Characteristics Inventory (RCI)
 - 6. District Debris Management Plan
- B. The Department will allow connection to the FDOT Network by the Consultant through either authorized Virtual Private Network (VPN) or approved leased lines. Appropriate approvals must be received from the Department prior to the installation and use.

7.0 ITEMS FURNISHED BY THE CONSULTANT:

7.1 Department Documents:

All Department documents, directives, procedures, and standard forms are available through the Department's Internet website. Most items can be purchased through the following address. All others can be acquired through the District Office or online at the Department's website.

Florida Department of Transportation
Maps and Publication Sales
605 Suwannee Street, MS 12
Tallahassee, Florida 32399-0450
Telephone No. (850) 488-9220

<http://www.fdot.gov/publications/publications.shtm>

7.2 Documents:

The following documents will be provided by the consultant:

1. Load Tickets
2. Truck Certification Forms
3. Truck Placards

7.3 Office Automation:

Provide all software and hardware necessary to carry out the responsibilities efficiently and effectively under this Agreement.

Provide each inspection staff with a laptop computer (or tablet) running SiteManager or any subsequent application through Citrix connection using a mobile broadband connection at the jobsite.

All computer coding shall be input by Consultant personnel using equipment furnished by them.

All informational, contractual, and other business required for this project will be through a system of paperless electronic means. When the specifications require a written submission of documentation, such documents must be submitted electronically.

All documents requiring a signature must be executed electronically by both parties in accordance with Chapter 668, Florida Statutes, and have the same force and effect as a written signature. The Department will provide a web-based collaboration site to facilitate the electronic document exchange. All persons requiring access to the collaboration site shall be identified during the preconstruction conference. All persons that normally sign paper documents, and will be using the site, must acquire digital signature certificates.

Ownership and possession of computer equipment and related software, provided by the Consultant, shall remain with the Consultant at all times. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment shall be maintained and operational at all times.

7.4 Field Office:

In most situations, the Consultants shall coexist with the Department's staff at the Department's facility. When Consultant has to provide field offices, the field office must have sufficient room and furnishings to effectively carry out their responsibilities under this Scope of Services. Field Office expenses will be compensated in accordance with Exhibit B, Method of Compensation.

7.5 Vehicles:

Vehicles must be equipped with appropriate safety equipment and must be able to effectively carry out requirements of this Agreement. Vehicles shall have the name

and phone number of the consulting firm visibly displayed on both sides of the vehicle.

For inspection activities, lift trucks with a two (2)-person capacity and a minimum of 45-foot reach are to be provided by the Consultant. The Consultant shall provide all needed Traffic Control installations and vehicles required to complete assigned tasks, included but not limited to crash attenuator trucks and/or traffic control officers.

7.6 Field Equipment:

The Consultant shall supply GPS and GIS instruments, GPS enabled smartphones, cameras, laptop computers, mobile devices, communication equipment, inspection and testing equipment, essential to carry out the work under this Agreement. Such equipment includes those non-consumable and non-expendable items, which are normally needed for a CEI project and are essential in order to carry out the work under this Agreement.

Hard hats and vests shall have the name of the consulting firm visibly displayed.

Equipment described herein and expendable materials under this Agreement will remain the property of the Consultant and must be removed at completion of the work by the Consultant.

The Consultant's handling of nuclear density gauges must be in compliance with their license.

The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement. Field office equipment must be maintained and in operational condition at all times.

7.7 Licensing for Equipment Operations:

The Consultant shall obtain proper licenses for equipment and personnel operating equipment when licenses are required. The Consultant shall make the license and supporting documents available to the Department for verification, upon request.

Radioactive Materials License for use of Surface Moisture Density Gauges shall be obtained through the State of Florida Department of Health.

8.0 LIAISON RESPONSIBILITY OF THE CONSULTANT:

For the duration of the Agreement, keep the Department's Operations/Resident Project Manager informed of all significant activities, decisions, correspondence, reports, and other communications related to its responsibilities under this Agreement.

Facilitate communications between all parties ensuring responses and resolutions are provided in a timely manner. Maintain accurate records to document the communication process.

Inform the designated Department project personnel of any design defects, reported by the Contractor, or observed by the Consultant.

Submit all administrative items relating to Invoice Approval, Personnel Approval, User IDs, Time Extensions, and Supplemental Amendments to the Operations/Resident Project Manager for review and approval.

Each year for the duration of the Contract, and two (2) months prior to hurricane season, the Consultant shall update the list of contacts and proposed staff and provide it to the Department's Project Manager for approval.

For the duration of the contract, the Consultant shall attend meetings as directed by the Department for purposes of coordinating with federal, state or local agencies to assist the Department in its Emergency Response and Recovery Efforts.

9.0 PERFORMANCE OF THE CONSULTANT:

During the term of this Agreement and all supplements thereof, the Department will review various phases of Consultant operations for each activated disaster event—such as damage assessment on roadways and bridges including scour damage assessment of bridges, monitoring, construction inspection, and administrative activities—to determine compliance with this Agreement. As part of the scour damage assessment effort, the Consultant may be required to perform a hydrographic survey. This task may include comparison of post event survey data against existing baseline data. The Consultant shall cooperate and assist Department representatives in conducting the reviews. If deficiencies are indicated, the Consultant shall implement remedial action immediately upon the approval of the Department Project Manager or designee. Department recommendations and Consultant responses/actions are to be properly documented by the Department Project Manager or designee. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies. Remedial actions and required response times include, but are not limited to, the following:

- A. Further subdivide assigned responsibilities, reassign personnel, or assign additional personnel, within two (2) working days of notification.
- B. Replace personnel whose performance has been determined by the Department to be inadequate. Personnel whose performance has been determined to be unsatisfactory shall be removed immediately.
- C. Immediately increase the frequency of monitoring and inspection activities in phases of work that are the Consultant's responsibility.
- D. Increase the scope and frequency of training of the Consultant personnel.

10.0 REQUIREMENTS:

10.1 General:

The Consultant shall have knowledge of and experience in the applicable Federal Reimbursement Program(s) (FDRP), which includes but is not limited to, programs of the Federal Highway Administration and the Federal Emergency Management Agency and state and/or local programs to assist the Department in its Emergency Response and Recovery efforts. The Consultant shall provide

proper documentation to the Department as required by any FDDRP for all operations to ensure reimbursement to the Department from the appropriate agency.

It shall be the responsibility of the Consultant to coordinate the duties under this Agreement to properly document and administer on behalf of the Department the FDRP and other applicable state and/or local programs to assist the Department in its Emergency Response and Recovery efforts.

To facilitate the overall Emergency Response and Recovery efforts, the Department's Emergency Management Office performs reviews of the records to ensure proper documentation for reimbursement through the FEMA Public Assistance (PA) and FHWA Emergency Relief (ER) programs. The Consultant shall coordinate with the Emergency Management Office to ensure that all project documentation meet the requirements of the applicable federal recovery programs.

While this contract scope provides for emergency work off the state road system and/or on private roads, any work off the state road system must be first authorized by the Department and coordinated with the appropriate jurisdiction(s).

The Consultant shall ensure that Department Contractors do not perform any work on private property without receiving authorization from the Department. When Department authorization is provided, Consultant shall ensure the proper Right-of-Entry Form and Indemnification Certification is obtained from the property owner prior to any work commencing.

The Consultant shall assist the Department in performing:

1. Contract Administration – Perform construction inspections and accurately documents all contractor operations to the expectations of the Engineer.
2. Damage Assessment – Perform site inspections of areas designated by the Department, prepare Detailed Damage Inspection Reports (DDIR), FEMA Project Worksheets (PW) and other appropriate forms for use in the determination of reimbursement eligibility, to develop scopes, and determine preliminary cost estimates for proposed work.
3. Environmental permitting of temporary debris management sites, to include any pre and post operations soil and groundwater sampling.
4. Truck Certification
5. Identify debris to be removed, including marking hazardous trees (leaners), hazardous limbs (hangers) and hazardous stumps.
6. Construction Inspection in accordance with Department guidelines and procedures.
7. Quality Assurance and Quality Control of all documentation pertaining to debris removal and monitoring.
8. Assist the Department in responding to public inquiries.
9. Be available to address questions from the Emergency Management Office both during and after services have been performed.

The Consultant shall provide a 24/7 contact number and shall be activated to the appropriate level within two (2) hours upon *issuance of a Task Work Order*. The appropriate activation level shall be determined by the Department.

The Consultant shall report for operations within the time constraints set by the Department Project Manager to begin the services under this Agreement.

The Consultant shall monitor, observe, and inspect the Contractor's work to determine the progress and quality of work, identify and document discrepancies, report significant discrepancies to the Contractor and Department, and direct the Contractor to stop and correct such observed discrepancies.

The Consultant shall ensure that the recovery efforts under their control are progressing in a manner satisfying the expectations as noted in the Department's procedure, Emergency Management Program 956-030-001, 23 CFR 668, and the current edition of the FHWA Emergency Relief Manual, including the supplements prepared by the FHWA Florida Division and the FEMA PA Program. The supplements to the Emergency Relief Manual can be found at <https://www.fhwa.dot.gov/reports/erm/er.pdf>

The Consultant shall assist the Department in negotiating with the Contractor(s) on amendments to the contract(s).

The Consultant shall advise the Department's Project Manager of any significant omissions, substitutions, defects, and deficiencies noted in the work of the Contractor and the corrective action that has been directed to be performed by the Contractor. The Consultant shall note all damages caused by the Contractor, document the damages, and report immediately to the Department.

10.2 Damage Assessment:

The Consultant may be required to assist the Department with the damage assessment and preparation of DDIR FHWA Form 1547. If such service is needed, the Consultant shall start damage assessment operations as directed by the Department's Project Manager as soon as weather conditions allow safe operations to begin. The Consultant shall report the damages to the Department's Project Manager a minimum of once every two hours. The Consultant shall take sufficient and appropriate photos or videos to document the damages. The provision of GPS coordinates of the photos and videos shall be included in the final damage assessment report.

The Consultant shall identify and evaluate the impact of the post-disaster debris and hazardous trees, limbs, and stumps and provide recommendations on the required number and type of crews to respond.

10.3 Monitoring / Inspection:

The Consultant shall coordinate, monitor, observe, and inspect the Contractor's disaster event preparation/recovery activities. Such activities may include but are not limited to the lowering/raising of high-mast lights, debris monitoring, sign

repairs, signal repairs and emergency roadway and bridge repairs. The monitoring of the permanent roadway and bridge repairs will be done by others

The Consultant shall keep detailed accurate records of the Contractor's daily operations to ensure reimbursement eligibility to the Department from the applicable Federal Reimbursement Program(s) (FDRP), which include but are not limited to, programs of the Federal Highway Administration and the Federal Emergency Management Agency. In addition, the Consultant shall ensure that all repairs satisfy Department's Design Standards, the Standard Specifications, Supplemental Specifications and as modified by the Special Provisions of the Recovery Contract(s).

The Consultant shall monitor and inspect the Contractor's Work Zone Traffic Control Plan in accordance with the Department's standards and procedures. Consultant employees performing such services shall be qualified in accordance with the Department's procedures.

The Consultant shall ensure that the materials for the recovery efforts are in accordance with the Department's requirements and satisfy the requirements of 23 CFR 635.410 FHWA Buy America provisions.

The Consultant may be required to perform structural inspections of bridges and ancillary structures (Signs, High Mast Light Poles or Traffic Signal Mast Arms).

10.4 Debris Monitoring Operations:

The Consultant shall monitor and track the Contractor's debris removal activities throughout the entire lifecycle from cradle-to-grave, meaning from the time it is created; during debris clearance operations; while it is transported, treated and stored; and until it is properly disposed. Activities include, but are not limited to, identifying leaners, hangers, and hazardous stumps in advance of the Contractor's debris removal activities and monitoring the following: field operations regarding all disaster-generated debris; debris pickup; debris hauling; debris staging and reduction; temporary debris site management; debris management; final disposal of debris to an approved facility. Any debris items chipped on site must be documented in the same way as any other type of debris.

The Consultant will monitor the Contractor's debris removal operations for compliance with the Department's and District Debris Management Plan. The Department reserves the right to add or remove highway segments at the direction of the Department's Project Manager.

The Consultant shall coordinate with the Department's Project Manager or designee the scheduling of debris removal monitoring and contractor operations. The Consultant shall provide the following:

1. Administration

The listed services shall be performed by the Consultant:

- a. The Consultant shall ensure all reports are provided to the Department's Project Manager or designee and other key Department personnel within timeframes requested by the Department.
- b) The Consultant shall ensure that all required staff report as directed in all issued Task Work Orders.
- c) The Consultant shall ensure all documentation required for payment of Contractor invoices and reimbursement of eligible work activities are appropriately collected, maintained, and prepared for submittal.

2. Project Management

The Operations Debris Manager shall be responsible for the overall project management and coordination of the debris monitoring services required to monitor the debris removal operations. The Operations Debris Manager shall be the point of contact to the Department and shall be on site at the District's Emergency Operations Center within six (6) hours of notification by the Department. The Operations Debris Manager shall assign a manager to monitor the debris removal contractor(s) operations and to provide supervision of the data entry operations and documentation process. The number of personnel required will be dependent on the number of Debris Crews activated. Project management duties include, but are not limited to, the following:

- a. Ensure a minimum of **TBD** trained debris monitors are available to monitor any pre-staging activities and the "first push" (cut & toss) operations within twenty four (24) hours of the original notification by the Department.
- b. Ensure a minimum of **TBD** trained debris monitors are available to monitor all "first pass" and subsequent passes of debris removal and hauling activities within twenty four (24) hours of the original notification by the Department.
- c. Provide trained tower / disposal site monitors to observe and record all debris loads entering the temporary debris management sites.
- d. Provide trained tower / disposal site monitors to observe and record all debris loads exiting the temporary debris management sites for final disposal.
- e. Provide data entry and document processing personnel.
- f. Conduct safety meetings with field staff, as necessary.
- g. Respond to and document issues regarding work ineligible for Federal reimbursement, complaints, damages, accidents or incidents involving the Consultant or Contractor personnel and ensure that they are fully documented and reported.
- h. Coordinate updates and briefings with the Department and the debris removal contractor(s), provide status reports to the District Emergency Operations Center of work activities, progress, and staffing a minimum of two (2) times a day at intervals to be determined by the Department's Project Manager.

- i. Prior to use, ensure that the documentation of environmental authorizations and/or permits are secured by the Contractor for temporary debris management sites and final disposal of debris.
- j. Provide technical expertise and guidance to the Department as applicable to Federal emergency assistance programs.
- k. Review and reconciliation of cut and toss and debris removal contractor invoices submitted to the Department, ensuring invoices are delineated and backed up as defined in section three (3) – Documentation and Data Management.
- l. Preparation of interim operations and status reports and final report, as directed by the Department.

3. Documentation and Data Management

The Consultant must provide FDOT with numerous forms of documentation that are required to seek federal reimbursement. ***The Consultant may exercise the option to utilize electronic debris monitoring if it is approved by the Department.***

The Consultant shall ensure all necessary documentation is provided as follows:

- a. Maintain a database of all contract quantities. All documentation is required to be tabulated in Excel documenting the eligible debris removal and/or disposal activities by the applicable FDRP, as outlined in and in accordance with the District Debris Management Plan and submitted as a package with the invoice,
- b. Complete truck and equipment certifications, and establishment of a QA/QC program throughout the life of the project
- c. For the Time and Materials Phase (Cut and Toss) provide completed and signed timesheets and/or daily logs. Timesheets and daily logs must be signed by all parties.

Daily logs and supporting documentation should clearly show:

- Number of Crews
 - When crews arrived; started work; completed work;
 - When crews were released from the jobsite;
 - Type of equipment utilized;
 - Location of work performed
- d. Complete Load and Cut tickets documenting the eligible debris removal and/or disposal activities. If more than one monitoring firm is deployed, all load and cut tickets and the data entered on them must be in a uniform format.
 - e. Completed load and/or cut tickets must include all the following required information:
 - Name of Contractor and Subcontractor
 - Date
 - Truck Number (ID)
 - Certified Load Capacity
 - Name of Truck Driver
 - Exact loading site GPS Coordinates, *If any standard-type addresses are used, a corresponding set of GPS coordinates must also be included.*
 - City or County

- Pass Classification: First Pass, Second Pass, Subsequent Pass
 - Load Amount or Cut Measurement
 - Name of Disposal Site Location
 - Type of Debris (e.g., vegetative, leaner, hanger, stump, white goods)
 - The monitor's name or another unique identifier (format used must be consistent on all tickets)
 - and/or other information as available and applicable.
 - Monitor's sign off at the pick-up and disposal site as applicable
- f. Provide certified weigh master summary as necessary.
- g. Ensure all tipping fee invoices include all the associated tickets.
- h. Provide Photos of all debris and equipment
- **WITHOUT EXCEPTION**, photographs of leaners, hangers and stumps must clearly show the threat posed to the traveling public by the item and the actual item being measured with a tape measure or stick ruler.
 - Photographs must be in focus with the debris, tickets, or other subjects clearly visible and any text legible. Blurry, partial, or otherwise unusable photographs will not be accepted.
- i. Whenever fill is applied to a hole, including holes left by stump removal, the following details about all fill used must be documented.
- Quantity
 - Type
 - Source
- j. Provide environmental authorizations and/or permits, as applicable. (debris management site, landfill, open burning or air curtain incinerator use, etc.)
- k. All relevant documentation must use the name listed on the official site permits for landfill and debris management sites. Furnish FDOT with a crosswalk document linking the permitted site name. with any nicknames used.
- l. Documentation Naming Convention
Documentation and files provided to FDOT must be named in a format with the following elements. FDOT can provide an example to the consultant.
- County
 - Contractor Name
 - Invoice Number
 - Description of Item
- m. Invoice Packaging
- All Load and/or cut tickets, timesheets and photographs and their corresponding tickets must be labeled by "Contract-Invoice-Date", combined into a single PDF document and saved with the invoice number as the filename. FDOT can provide an example to the consultant.
- n. Ensure invoices are delineated by:
- Road type;

- Road number and county;
 - Pass Classification: First Pass, Second Pass, Subsequent Pass
 - Percentages or time frames in accordance with applicable event specific FEMA guidance;
 - and any other classification as directed by the Department.
- o. Deliverable's must not contain links or data connections to any system or network resource not under the control of FDOT. No work products will be considered delivered to FDOT if the consultant provides said products on a system or network resource not under the control of FDOT.
 - p. Organize, maintain, and provide the Department electronic and paper copies of documentation in a satisfactory manner. All documentation and information related to the project shall be surrendered to the Department and/or District upon completion of the project.
 - q. Coordinate documentation for FEMA and FHWA reimbursement funding requests with the Emergency Management Office.

4. Field Monitoring

The Consultant shall provide trained staff in sufficient numbers to adequately monitor all field operations. Field monitoring duties shall include, but are not limited to, the following:

- a. Provide sufficient staff pre-event (within 24 hours of notification) to monitor Contractor pre-staging activities.
- b. Truck certification and documentation of all vehicles used in the debris removal activities.
- c. Quality assurance / quality control of truck certification measurements throughout life of project.
- d. Provide monitoring services and documentation of all eligible debris removal activities from Federal Aid eligible roadways – First Push (Cut & Toss) and First Pass.
- e. Provide monitoring services and documentation of all eligible debris removal activities on non-Federal Aid eligible roadways, AS DIRECTED BY THE DEPARTMENT – First Push (Cut & Toss) and First Pass.
- f. Provide monitoring services and documentation of all eligible debris removal activities from second and subsequent passes on all roadways, AS DIRECTED BY THE DEPARTMENT.
- g. Ensure that ineligible debris—including ineligible hazardous stumps, leaners, and hangers are NOT collected, cut or removed by the debris removal contractor, unless directed in writing by the Department. If a contractor is witnessed attempting to collect ineligible debris ,and it is determined to be unauthorized, inform the contractor that a load/cut ticket will not be issued. Escalate notification to the Department, document the ineligible work and material, and do not issue a ticket.
- h. Disposal Site / Tower Monitors will observe and record the truck quantity estimates of inbound and outbound debris.
- i. Exit Site Monitors will observe that all outbound trucks are fully discharged of their load prior to exit of the temporary debris management site.

- j. Monitors will ensure that accurate, legible, and complete documentation is provided
- k. Maintain photo documentation (and GPS information as needed) of the debris removal activities, specifically of the hazardous stump removal process, hangers, leaners, or tree removal and/or other special or unusual occurrences in the field.
- l. Document and report activities to the Department which may require remediation, such as: fuel spills, hazardous materials collection locations, and other similar environmental concerns.
- m. Document and report to the Department damages which occur on public or private property as a result of the debris removal operations.
- n. Document and report to the Department any violations of Department of Environmental Protection's (DEP) debris site conditions.
- o. If DEP debris site conditions are violated the Consultant shall oversee tasks sufficient to satisfy the DEP performed by the debris removal contractor.
- p. Provide certified weigh master if necessary.

5. Reporting

The Department requires the Consultant to provide daily status reports and a final report of the debris removal operations. An interim status report may be required at the discretion of the Department.

The daily status report will be provided at a frequency determined by the Department's needs and is anticipated to be shared twice a day at a minimum. The daily status report shall include at a minimum: the daily and cumulative cubic yards/tons collected, delineated by debris type / haul location / FDRP /and pass classification, the number of debris removal crews and equipment operating, and number of debris monitors in field.

If requested by the Department, GIS maps and ***Data collected shall be provided and/or uploaded to the Department's designated dashboard and/or collection tool in a format consistent with the Department's designated system.***

This information will be used as a base map to visually illustrate work zones, leaner, hanger, hazardous stump and debris locations, ticket and tower personnel locations and activities, work progress, and other informational needs.

A final report covering the history of the operations, the locations of temporary debris sites used, remediation and site closure activities, including any environmental reports or authorizations generated; and the locations of final disposal sites and permits, recycling facilities and salvage facilities used during operations. The report may include identification of weakness in the operations and recommendations for future debris activities.

6. Permits

- a. Assist the Department with any permit applications and coordination with environmental agencies.

- b. Conduct any required pre or post operation sampling of soil or groundwater.
- c. Monitor compliance by the contractors to all permit requirements.

10.5 Sign and Signal Repair Monitoring

- a. Documentation and Data Management
 - Location and type of sign or signal.
 - Description of damage
 - Operational status (flashing, isolated, coordinated, and/or supplementary power needed)
 - Photographs of damage
 - Replacement purchase invoices

10.6 Emergency Roadway and Bridge Repair Monitoring

10.6.1 Sampling and Testing

The Consultant shall perform sampling and testing of component materials for emergency repairs of roadway and sign/signal foundations. The minimum sampling frequencies set out in the Department's Materials Sampling, Testing and Reporting Guide shall be met. In complying with the aforementioned guide, the Consultant shall provide daily surveillance of the Contractor's Quality Control activities at the project site and perform the sampling and testing of materials and completed work items that are normally done in the vicinity of the project for verification and acceptance.

The Consultant shall be specifically responsible for job control samples determining the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

The Department shall monitor the effectiveness of the Consultant's testing procedures through surveillance and obtaining and testing independent assurance samples.

Sampling, testing and laboratory methods shall be as required by the Department's Standard Specifications, Supplemental Specifications or as modified by the Special Provisions of the Construction Contract.

Documentation reports on sampling and testing performed by the Consultant shall be submitted to responsible parties during the same week that the construction work is done.

The Consultant shall be responsible for transporting samples to be tested in a Department laboratory to the appropriate laboratory or appropriate local FDOT facility.

The Consultant shall input verification testing information and data into the Department's database. Designated Consultant personnel will be provided written instructions from the Department for performing this task.

10.6.2 Engineering and Administrative Services

The Consultant shall coordinate the disaster recovery contract administration activities of all parties involved in the disaster event recovery efforts. The Consultant's Engineering Services may include but not limited to the following:

- (1) Assist the Department in separating reimbursable costs from non-reimbursable cost in accordance with applicable federal guidelines.
- (2) Assist the Department in determining the pre-position locations of the contractor(s) prior to a disaster event or hurricane landfall.
- (3) Assist the Department in documenting the pre-disaster activities in coordination with the Department.
- (4) Assist the Department in preparing the Daily Situation Report.
- (5) Prepare and submit daily recovery progress to the Department's Project Manager.
- (6) Provide personnel proficient in the use of computers and scanner operation to input documents into an EDMS. This will require familiarity with the documents and guidelines, posted on the Department's website for EDMS. Duties will include scanning, attributing and retrieving documents that are to be archived electronically.
- (7) Verify that the Contractor is conducting the recovery activities in accordance with National Environmental Policy Act (NEPA) requirements. Complete the NEPA Field Review Form.
- (8) Analyze problems that arise on a recovery contract and proposals submitted by the Contractor, work to resolve such issues, and process the necessary paperwork.
- (9) Produce reports, verify quantity calculations and field measure for payment purposes as needed to prevent delays in Contractor operations and to facilitate prompt processing of such information in order for the Department to make timely payment to the Contractor and request eligible reimbursement from FHWA and FEMA.
- (10) Prepare and make presentations before the Dispute Review Boards in connection with the recovery contract(s) covered by this Agreement.
- (11) Monitor each Contractor and subcontractor's compliance with specifications and special provisions of the Construction Contract in regard to payment of predetermined wage rates in accordance with Department procedures.
- (12) Provide a CEI Resident Compliance Specialist for surveillance of the Contractor's compliance with Construction Contract requirements. The CEI Resident Compliance Specialist is responsible for reviewing, monitoring, evaluating and acting upon documentation required for disaster recovery contract compliance, and maintaining the appropriate files thereof. Typical areas of compliance responsibility include EEO Affirmative Actions for the prime contractor and subcontractor, DBE Affirmative Action, Contractor Formal Training, Payroll, and Subcontracts. The CEI Resident Compliance Specialist must keep all related documents and correspondence accurate and up to date; attend all compliance reviews and furnish the complete project files for review; and assist the District Contract Compliance Manager as requested. Information shall be provided to the Department's Recovery Services Consultant for review as directed by the Department.

- (13) Provide a digital photo log or video of hurricane recovery activities, with heavy emphasis on potential claim items/issues and on areas of real/potential public controversy.

11.0 PERSONNEL:

11.1 General Requirements:

The Consultant shall staff the project with the qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement. Method of compensation for personnel assigned to this project will be in accordance with Exhibit “B, Method of Compensation.” In accordance with 23 CFR 172.9, the methods of payment which shall be used are: lump sum, cost plus fixed fee, cost per unit of work, specific rates of compensation, or a combination thereof. Details of fee will be included in the Task Work Order issued to the Consultant. The Consultant shall provide and maintain an up-to-date list of staff with agreed-to classifications and approved salaries (subject to the contract Exhibit “B”) that would be available to be assigned to specific Task Work Orders. No consultant staff, except those specifically identified in a Task Work Order or those specifically agreed to by the Department Project Manager, shall charge time to that particular Task Work Order. Unless otherwise agreed by the Department, the Department will not compensate straight overtime or premium overtime for the positions of Senior Project Engineer, Project Administrator, Contract Support Specialist, and Associate Contract Support Specialist. Consultant must request approval from the Department’s Project Manager and Procurement for any modifications or additions to the list of available staff prior to the initiation of any work by the modified or added individual. If applicable, new job classifications may be added to the contract via contract amendment. Consultant shall submit a copy of the resume and payroll register before new staff can be added.

11.2 CEI Personnel Minimum Qualifications: (as applicable)

The Consultant shall utilize only competent personnel, qualified by experience, and education. The Consultant shall submit in writing to the Department Project Manager the names of personnel proposed for assignment to the project management team, including a detailed resume for each containing at a minimum, salary, education, and experience. Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes to the Consultant’s Management Staff requires written approval from Department. Staff that has been removed shall be replaced by the Consultant within two (2) days of Department notification.

Before the project begins, all project staff shall have a working knowledge of the current Construction Project Administration Manual (CPAM) and must possess all the necessary qualifications/certifications for obtaining the duties of the position they hold. Cross training of the Consultant’s project staff is highly recommended to achieve a knowledgeable and versatile project inspection team but cross training shall not be at any additional cost to the Department and shall occur as workload permits.

Minimum qualifications for the Consultant personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis. However, a Project Engineer working under the supervision and direction of a Senior Project Engineer or an Inspector working under the supervision and direction of a Senior Inspector shall have six months from the date of hire to obtain the necessary qualifications/certifications provided, all other requirements for such positions are met and the Consultant submits a training plan detailing when such qualifications/certifications will be obtained and other training to familiarize with Department's procedures, Specifications and Design Standards. The Department will have the final approval authority on such exceptions. (Out of state PE licensure is acceptable, however engineering work products can only be signed and sealed by a Florida P.E.)

CEI SENIOR PROJECT ENGINEER – P.E. registered in the State of Florida with hurricane or other disaster related recovery experience. Ability to obtain endorsement in the State of Florida within six months of Project NTP if registered in another state

EXPERIENCE: Six (6) years of engineering experience

Two (2) of those years involved in relevant transportation projects

Exception: Five (5) years for Complex Category 2 (CC2) and PTS bridge structures

A Master's Degree in Engineering may be substituted for one (1) year engineering experience.

QUALIFICATIONS/ CERTIFICATIONS:

FDOT Advanced MOT

CTQP Quality Control Manager (Attend and pass the examination)

To be achieved by Project NTP, if CEI Project Administrator/ Project Engineer holds qualification at time of proposal

G/K/L 202 - Debris Management Planning for State, Local and Tribal Officials

ABILITIES/ RESPONSIBILITIES:

Ability to: Communicate effectively in English (verbally and in writing)

Responsible for: Directing a highly complex and specialized construction engineering administration and inspection program;

Responsible for: Planning and organizing the work of subordinate and staff members;

Responsible for: Developing and/or reviewing policies, methods, practices, and procedures;

Responsible for: Reviewing programs for conformance with Department standards.

CEI PROJECT ADMINISTRATOR/PROJECT ENGINEER - P.E. registered in the State of Florida with disaster recovery experience. Certifications for this position may be obtained within six (6) months from the date of hire provided that this position works under the supervision and direction of a Senior Project Engineer, all other requirements for the position are met, and a training plan is submitted detailing when the qualifications/certifications will be obtained.

EXPERIENCE:

For personnel with Engineering, Engineering Technology or Construction Management degrees:

- Two (2) years of engineering experience in relevant transportation projects.
- A Master's Degree in Engineering, Engineering Technology, or Construction Management may be substituted for one (1) year of engineering experience

For personnel without Engineering, Engineering Technology or Construction Management degrees:

- Eight (8) years of CEI or roadway or bridge construction experience,
- Two (2) of those years involved in relevant transportation projects.

QUALIFICATIONS/ CERTIFICATIONS:

- FDOT Advanced MOT
- CTQP Final Estimates Level II
- CTQP Quality Control Manager (Attend and pass the examination)
- IS-632.A: Introduction to Debris Operations

ABILITIES/ RESPONSIBILITIES:

- Ability to: Communicate effectively in English (verbally and in writing)
- Responsible for: Receiving general instructions regarding assignments and exercising initiative and independent judgment in the solution of work problems.
- Responsible for: Directing and assigning specific tasks to administrative and field staff and assisting in all phases of the construction project.
- Responsible for: Progress estimates and final estimates throughout the construction project duration.

CEI CONTRACT SUPPORT SPECIALIST – HS diploma or equiv. plus 4 years of CEI exp. or an Engineering, Engineering Technology, or Construction Management degree. For personnel with Engineering, Engineering Technology, or Construction Management degrees, no prior experience is required

For personnel without Engineering, Engineering Technology, or Construction Management degrees:

- Four (4) years of CEI experience having performed/assisted in project related duties (i.e., Materials Acceptance and Certification (MAC) System input, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.); or
- Two (2) years of experience with 3D Modeling and CADD

QUALIFICATIONS/CERTIFICATIONS: CTQP Final Estimates Level II

ABILITIES/ RESPONSIBILITIES:

- Ability to: Communicate effectively in English (verbally and in writing)

- Responsible for: Exercising independent judgment in planning work details and making technical decisions related to the office aspects of the project
 - Responsible for: Familiarity with the Department's Procedures covering the project related duties as stated above and proficient in the computer programs necessary to perform those duties.
 - Ability to: Become proficient in Trimble Business Center - Heavy Construction Edition (HCE) or approved surface to surface comparison software and Engineering Menu.
 - Proficiency is the knowledge and expertise to:
 - Understand which surfaces are needed from the designer
 - Understand the survey data from the field
 - Prepare the survey data as needed for use in the software
 - Generate accurate earthwork quantities from the software
- **CEI RESIDENT COMPLIANCE SPECIALIST**- HS diploma or equivalent with 1 yr. experience as Resident Compliance Specialist on a construction project OR Two (2) years of assisting the Resident Compliance Specialist in monitoring the project. Prior experience in both State and Federal Aid funded construction projects with FDOT and knowledge of EEO/AA laws and FDOT's DBE and OJT programs

ABILITIES/RESPONSIBILITIES:

- Ability to: Analyze, collect, evaluate data, and take appropriate action when necessary.
- Responsible for: Attending all training workshops or meetings for Resident Compliance Specialists as well as spending time at the District Compliance office as determined necessary.

CEI SENIOR INSPECTOR (CC2) – High School graduate or equivalent, plus five (5) years exp. in constr. engineering inspection in roadway or bridge construction

EXPERIENCE:

- Five (5) years of general bridge construction CEI experience:
 - Two (2) of those years of which must have been involved with the type of CC2 bridge construction project for which CEI services are being provided by this scope.
 - In addition, a minimum of Twelve (12) months of experience must be as the Senior Inspector in primary control of the type CC2 construction project for which CEI services are being provided by this scope.
 - To be in primary control, a Senior Inspector must have supervised two or more inspectors and must have been directly responsible for all inspection requirements related to the construction operations assigned.
- As an exception, only One (1) year of PTS bridge experience will be required.

- CPTS years of experience must have included a minimum of Twelve (12) months of inspection experience in one or both of the following depending on which area the inspector is being approved for: (1) casting yard inspection; (2) erection inspection. In addition, two (2) years of geometry-control surveying experience is required for inspectors that perform or monitor geometry control surveying in a casting yard.
- CPTCB years of experience must include monitoring and inspection of the following: girder erection, safe use of girder erection cranes, girder stabilization after erection, false work for temporary girder support, and PT and grouting operations.
- PTS years of experience must include monitoring of the following: installation of PT ducts and related hardware and post-tensioning and grouting of strands or be the level of experience that meets the criteria for CPTS or CPTCB bridges.
- MB years of experience must have included the inspection of MB mechanical components for machinery inspectors and MB electrical components/systems for electrical inspectors.

QUALIFICATIONS/CERTIFICATIONS: Must have the following as required by the scope of work for the project at the time of NTP:

- CTQP Concrete Field Technician Level I
- CTQP Concrete Field Inspector Level II (Bridges)
- CTQP Asphalt Roadway Level I
- CTQP Asphalt Roadway Level II
- CTQP Earthwork Construction Inspection Level I
- CTQP Earthwork Construction Inspection Level II
- CTQP Pile Driving Inspection
- CTQP Drilled Shaft Inspection
 - Required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures
- CTQP Grouting Technician Level I
- CTQP Post-Tensioning Technician Level I
- CTQP Final Estimates Level I
- FDOT Intermediate MOT
- Nuclear Radiation Safety
- IMSA Traffic Signal Inspector Level I
- Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors

Recommended when the scope of the project includes concrete pavement, grinding concrete pavement, or concrete pavement slab replacement. Courses are available from the Transportation Curriculum Coordination Council (TC3).

- PCC Paving Inspection (TC3CN004-15-T1)
- Diamond Grinding and Grooving (TC3MN009-15-T1)
- Curing, Sawing and Joint Sealing (TC3CN032-16-T1)

ABILITIES/RESPONSIBILITIES:

- Responsible for: Performing highly complex technical assignments in field surveying and construction layout, marking, and checking engineering computations, inspecting construction work, and conducting field tests
- Responsible for: Coordinating and managing the lower level inspectors
- Responsible for: Performing work under the general supervision of the Project Administrator

NOTE: CTQP certifications are not required for debris monitoring.

CEI INSPECTOR – High School diploma or equivalent. plus two (2) years' experience in construction inspection (One (1) year must have been in bridge and/or roadway construction)

QUALIFICATIONS/ CERTIFICATIONS:

Qualifications/certifications for this position may be obtained within six (6) months from the date of hire provided that the position works under the supervision and direction of a Senior Inspector or Senior Engineer Intern, all other requirements for the position are met, and a training plan is submitted detailing when the qualifications/certifications will be obtained.

Must have the following as required by the scope of work for the intended assignment on the project at the time of NTP:

- CTQP Final Estimates Level I
- CTQP Concrete Field Inspector Level I
- CTQP Asphalt Roadway Level I
- CTQP Earthwork Construction Inspection Level I
- CTQP Pile Driving Inspection
- CTQP Drilled Shaft Inspection
- Required for inspection of all drilled shafts including miscellaneous structures such as sign, lighting, and traffic signal structure foundations
- IMSA Traffic Signal Inspector Level I
- FDOT Intermediate MOT
- Nuclear Radiation Safety
- Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors

Recommended when the scope of the project includes concrete pavement, grinding concrete pavement, or concrete pavement slab replacement. Courses are available from the Transportation Curriculum Coordination Council (TC3).

- PCC Paving Inspection (TC3CN004-15-T1)
- Diamond Grinding and Grooving (TC3MN009-15-T1)
- Curing, Sawing and Joint Sealing (TC3CN032-16-T1)

ABILITIES/ RESPONSIBILITIES:

- Ability to: Communicate effectively in English (verbally and in writing)
- Responsible for: Receiving general supervision from and assisting the Senior Inspector in the performance of their duties

CEI INSPECTORS AIDE – High School diploma or equivalent and perform basic mathematical calculations and follow simple technical instructions. Responsible for assisting higher-level inspectors.

QUALIFICATIONS/ CERTIFICATIONS:

FDOT Intermediate MOT - Must obtain within the first six months of the assignment

CEI SECRETARY/CLERK TYPIST- High School diploma or equivalent plus 2 years secretarial and/or clerical experience. Experienced in the use of standard word processing software

ABILITIES/ RESPONSIBILITIES:

- Ability to: Communicate effectively in English (verbally and in writing)
- Ability to: Exercise independent initiative to help relieve the supervisor of clerical detail
- Responsible for: Working under the general supervision of the Senior Project Engineer and staff

ENVIRONMENTAL SPECIALIST- Bachelors degree in physical or natural sciences or engineering with three (3) years of professional experience with general background and knowledge in wetlands ecology, environmental permitting, wildlife surveys, wetland assessment, mitigation and management, management and erosion control practices, and/or hazardous waste and oil spill remediation, site restoration, environmental audits, contamination assessments, soil and groundwater remediation, and underground storage tank services as appropriate for the project.

QUALIFICATIONS/CERTIFICATIONS: For projects involving management and erosion control practices: FDEP Stormwater Erosion and Sedimentation Control Inspector

11.3 Debris Monitoring Personnel Qualifications (as applicable):

The following qualifications apply only to personnel activated to monitor the District's debris removal operations. All the below debris monitoring personnel besides Data Manager must have training and knowledge of the FHWA and FEMA debris removal documentation reimbursement requirements.

Debris Manager - Must have experience with FEMA and FHWA disaster debris management coordination and two plus years of experience working with a relational database management system. One Debris Manager will be utilized and responsibilities will include:

- Coordinating daily briefings, work progress, staffing, and other key items with the Department;
- Scheduling work for all team members and contractors on a daily basis;
- Monitoring recovery contractors progress and making/implementing recommendations to improve efficiency and speed up recovery work;

- Monitoring project budget, preparing reports and presentations to provide updates to Department;
- Assisting the Department with responding to public concerns and comments;
- Conducting safety inspections;
- Ensuring compliance with contracts by all subcontractors;
- Scheduling and running periodic meetings with field staff and contractors;
- Oversight of the documentation required for the FEMA reimbursement process and procedures; and
- Monitor Contractors work activities and advise the Department Project Manager when all activities have been successfully completed.

Qualifications:

- FDOT Intermediate MOT
- Attend CTQP Quality Control Manager Course and pass the examination.
- IS-632.A: Introduction to Debris Operations

Operations Debris Manager – Must have experience with FEMA or FHWA disaster debris management coordination. Work locations and travel times must be taken into consideration when determining the number of Operations Debris Managers needed as they must be able to respond timely to issues as they arise.

Operations Debris Manager responsibilities include:

- Assisting in the development of daily briefings, work progress, staffing, and other key items;
- Implementing schedules and work plans while ensuring debris removal operations are performed efficiently;
- Managing daily field operations and addressing issues as they arise;
- Reporting the status of debris contractors' progress making/implementing recommendations to improve efficiency and speed up recovery work;
- Resolving issues in the field identified in public concerns and comments;
- Conducting daily safety meetings for debris monitoring personnel;
- Assisting Debris Manager in ensuring compliance with contracts by all subcontractors;
- Ensuring adequate MOT is utilized;
- Managing the certification of volumetric capacity for hauling equipment; and
- Reviewing load calls made from towers at Debris Management Sites to ensure calls are proper.

Qualifications:

- FDOT Intermediate MOT
- Attend CTQP Quality Control Manager Course and pass the examination.
- G/K/L 202 - Debris Management Planning for State, Local and Tribal Officials

Debris Supervisor - – Must have experience with FEMA or FHWA disaster debris management coordination. Work locations and travel times must also be

taken into consideration when determining the number of Debris Supervisors needed as they must be able to respond timely to issues as they arise.

Debris Supervisor responsibilities include:

- Ensuring monitors are working in assigned areas and performing their jobs up to required standards;
- Ensuring that monitors issue load tickets for FEMA-eligible storm debris only;
- Maintaining regular communication with collection monitors in assigned zone and meet with each one frequently;
- Interacting with FEMA and Department representatives in the field to resolve issues;
- Tracking, documenting and reporting any damages to private or public property caused by the debris removal contractors;
- Ensuring that monitors are completing load tickets and field logs accurately;
- Reporting safety concerns or issues to the Debris Operations Manager and help resolve them;
- Maintaining a daily field log and report;
- Reviewing and approving monitor time sheets daily; and
- Attending regular meetings and training sessions.

Qualifications:

- FDOT Intermediate MOT
- Attend CTQP Quality Control Manager Course and pass the examination.
- IS-632.A: Introduction to Debris Operations

Data Manager - Must have two (2) years of experience working with a relational database management system.

Debris Collection, Tower, and Exit Site Monitors - Must have a High School diploma or equivalent and be adequately trained on Debris Operations.

11.4 **Staffing:**

Once authorized, the Consultant shall establish and maintain an appropriate staff through the duration of disaster recovery and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay items, shall be available to resolve disputed final pay quantities until the appropriate Recovery Contract has been paid off.

CEI forces will be required of the Consultant at all times while the Contractor is working. If Contractor operations are substantially reduced or suspended, the Consultant shall reduce its staff appropriately.

In the event that the suspension of Contractor operations requires the removal of Consultant forces from the project, the Consultant will be allowed ten (10) days maximum to demobilize, relocate, or terminate such forces.

11.5 **Subconsultants:**

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

12.0 QUALITY ASSURANCE (QA) PROGRAM:

12.1 Quality Reviews:

The Consultant shall conduct weekly reviews to ensure the Consultant's organization is in compliance with the requirements cited in the Scope of Services. Quality Reviews shall be conducted to evaluate the adequacy of materials, processes, documentation, procedures, training, guidance, and staffing included in the execution of this Agreement. Quality Reviews shall also be developed and performed to achieve compliance with specific QA provisions contained in this Agreement. The weekly reviews shall be submitted to the Department's Project Manager in written form no later than one (1) week following the review.

12.2 QA Plan:

Within thirty (30) days after receiving award of an Agreement, the Consultant shall furnish a QA Plan to the Department Project Manager. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant's organization for providing services pursuant to this Agreement. Unless specifically waived, no payment shall be made until the Department approves the Consultant QA Plan.

Significant changes to the work requirements may require the Consultant to revise the QA Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:

A. Organization:

A description is required of the Consultant QA Organization and its functional relationship to the part of the organization performing the work under the Agreement. The authority, responsibilities and autonomy of the QA organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.

B. Quality Reviews:

The Consultant QA shall detail the methods used to monitor and achieve organization compliance with Agreement requirements for services and products.

C. **Quality Records:**

The Consultant shall outline the types of records, which will be generated and maintained during the execution of his QA program.

D. **Control of Sub-consultants and Vendors:**

The Consultant shall detail the methods used to control sub-consultants and vendor quality.

E. **Quality Assurance Certification:**

An officer of the Consultant firm shall certify that the inspection and documentation was done in accordance with FDOT specifications, plans, Standard Plans, and Department procedures.

12.3 **Quality of Records:**

The Consultant shall maintain adequate records of the quality assurance actions performed by his organization (including subconsultants and vendors) in providing services and products under this Agreement. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. These records shall be available to the Department, upon request, during the Agreement term. All records shall be kept at the primary job site and shall be subject to audit review.

13.0 **CERTIFICATION OF FINAL ESTIMATES: (as applicable)**

13.1 **Final Estimate and As-Built Plans submittal:**

Prepare documentation and records in compliance with the Agreement, Statewide Quality Control (QC) Plan, or Consultant's approved QC Plan and the Department's Procedures.

Submit the Final Estimate(s) and one (1) set of final "as-built plans" documenting Contractor's work (one record set with two copies) as follows:

- (a) Within thirty (30) calendar days of final acceptance; or
- (b) Where all items of work are complete and conditional/partial acceptance is utilized (Lighting, Plant establishment, etc.) for a period exceeding thirty (30) calendar days, the final estimate(s) will be due on the thirtieth (30th) day after conditional/partial acceptance. A memorandum with documentation will be transmitted to the District Final Estimate Manager, with a copy to the Department Project Manager, at final acceptance detailing any necessary revisions to the pay items covered under the conditional/partial acceptance.

The Consultant shall be responsible for making any revisions to the Certified Final Estimate at no additional cost to the Department.

13.2 **Certification:**

Consultant personnel preparing the Certified Final Estimate Package shall be CTQP Final Estimates Level II.

Duly authorized representative of the Consultant firm shall provide a notarized certification on a form pursuant to Department's procedures.

13.3 **Offer of Final Payment:**

The Consultant shall prepare the Offer of Final Payment package as outlined in Chapter 14 of the Review and Administration Manual. The package shall accompany the Certified Final Estimates Package submitted to the District Final Estimates Office (DFEO). The Consultant shall be responsible for forwarding the Offer of Final Payment Package to the Contractor.

14.0 AGREEMENT MANAGEMENT:

14.1 General:

- (1) With each monthly invoice submittal, the CEI Senior Project Engineer shall provide a reviewed and approved Status Report for the Agreement. This report shall provide the CEI Senior Project Engineer's accounting of the additional Agreement calendar days allowed to date, an estimate of the additional Agreement calendar days anticipated to be added to the original Agreement schedule time, an estimate of the Agreement completion date, and an estimate of the Consultant funds expiration date per Agreement schedule for the prime Consultant and for each subconsultant.
- (2) When the Consultant identifies a condition that will require an Amendment Request (AR) to the Agreement, the CEI Consultant Senior Project Engineer shall communicate the need to the Department Project Manager for an approval in concept. Once received, the Consultant shall prepare and submit the AR, and all accompanying documentation to the Department Project Manager for approval and further processing. The Consultant shall submit ARs to allow the Department one week to process, approve, and execute the AR. The content and format of the AR and accompanying documentation shall be in accordance with the instructions and format to be provided by the Department.
- (3) When the Consultant identifies a condition that will require a Supplemental Amendment Request (SAR) to the Agreement, the or CEI Consultant Senior Project Engineer shall communicate this condition/need to the Department Project Manager and request approval in concept. Once received, the Consultant shall prepare and submit the SAR, and all accompanying documentation to the Department Project Manager for approval and further processing. The Consultant shall submit SARs to allow the Department two (2) weeks to process, approve, and execute the SAR. The content and format of the SAR and accompanying documentation shall be in accordance with the instructions and format to be provided by the Department.
- (4) The CEI Senior Project Engineer for the project shall be responsible for performing follow-up activities to determine the status of each AR and SAR submitted to the Department.

14.2 Invoicing Instructions:

Monthly invoices shall be submitted to the Department in a format and distribution schedule defined by the Department, no later than the 20th day of the following month.

If the monthly invoice cannot be submitted on time, notify the Department prior to the due date stating the reason for the delay and the planned submittal date. Once submitted, CEI Senior Project Engineer shall notify the Operations/Resident Project Manager via e-mail of the total delay in calendar days and the reason(s) for the delay(s).

All invoices shall be submitted to the Department in electronic and hard copy formats in accordance with District Construction and Consultant Invoice Transmittal System (CITS) procedures. The Operations/Resident Project Manager must receive hard copy documentation within three (3) workdays of electronic submittal or the electronic submittal will be rejected. (Saturday, Sunday, and Department holidays are not considered workdays).

Completed and signed timesheets and/or daily logs documenting and certifying the hours worked and identifying the location(s) where the work was performed must be. Daily logs and other supporting documentation must clearly show when staff arrived; started work; completed work; and were released from the jobsite.

Timesheets and daily logs must be signed by all parties.

All charges to the individual project will end no later than thirty (30) calendar days following final acceptance; or where all items of work are complete and conditional/partial acceptance is issued; unless authorized in writing by the Department.

A Final Invoice must be submitted to the Department no later than the 60th day following Final Acceptance of the individual project or as requested by the Department.

15.0 OTHER SERVICES:

Upon *issuance of a Task Work Order*, the Consultant shall perform additional services in connection with the disaster recovery effort not otherwise identified in this Agreement. The following items are not included as part of this Agreement but may be required by the Department to supplement the Consultant services under this Agreement.

- A. Assist in preparing for arbitration hearings or litigation that occurs during the Agreement time in connection with the construction project covered by this Agreement.
- B. Provide qualified engineering witnesses and exhibits for any litigation or hearings in connection with the Agreement.

16.0 CLAIMS REVIEW:

In the event the Contractor submits a claim for additional compensation and/or time after the Consultant has completed this Agreement, the Consultant shall, upon execution by the Department and the Consultant of an Amendment to this Agreement providing for compensation for such services, analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim. Compensation for such services will be negotiated and effected through a Supplement to this Agreement.

17.0 CONTRADICTIONS:

In the event of a contradiction between the provisions of this Scope of Services and the Consultant's proposal as made a part of their Agreement, the provisions of the Scope of Services shall apply.

18.0 THIRD PARTY BENEFICIARY:

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third-party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a claim, cause of action, lien or any other damages or any relief of any kind pursuant to the terms or provisions of this Agreement.

19.0 DEPARTMENT AUTHORITY:

The Department shall be the final authority in considering contract modifications.

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES EVALUATION PACKAGE
EXPANDED LETTER OF RESPONSE PROPOSAL - CONSULTANT EVALUATION**

Name of Project: Pre-Event - Disaster Monitoring/Construction Engineering & Inspection
Financial Project No (s): TBD
Name of Consultant: _____
Name of TRC: _____

Instructions: This Evaluation form shall be completed for each firm. Each firm's scores shall be totaled, and the Technical Review Committee member name and date entered. Each TRC member must return the completed evaluations to PSU and include their signature. This form will be used to summarize each reviewer's scores onto the Professional Services Selection Package form 375-030-2A for review and final decision by the Selection Committee.

	SCORE
1. <u>UNDERSTANDING THE SCOPE</u> (0-40)	_____
<ul style="list-style-type: none">• The Consultant firm shall demonstrate their understanding of the scope of services including any unique issues involved in the projects listed and their ability to meet the challenges.• Assumptions (if any) should be clearly stated	_____
2. <u>PROPOSED PROJECT STAFFING</u> (0-30)	_____
<p>The Consultant firm shall discuss the availability of qualified staff.</p> <ul style="list-style-type: none">• Provide the name of the Project Manager and names and roles of key personnel• Explain the organization of its team and functional responsibility of each subconsultant• Describe the staffing quality and availability, experience on similar projects.• Describe effective methods and response commitment of the team under emergency conditions, including but not limited to communications, logistics, and quality control.	_____
3. <u>QUALITY ASSURANCE</u> (0-10)	_____
<p>The Consultant firm shall demonstrate their implementation and commitment to a Quality Assurance Program that is specific to this FDOT contract and key aspects of the firm's QA program that are most important to its success.</p> <ul style="list-style-type: none">• Present their project review and QA/QC approach. Include discussion on types of documents to be reviewed, frequency of reviews, official and unofficial reviews.• Discuss Project QA/QC responsibilities.	_____
4. <u>COMMUNICATION</u> (0-20)	_____
<p>The Consultant will illustrate their past history including, but not limited to, timely submittal of Invoices, personnel action requests, response for fee proposals and committing requested personnel In a timely manner. Discuss the Department's ability to communicate with the firm's CEI Consultant Engineer and the commitment of that Engineer in responding to the Department.</p> <ul style="list-style-type: none">• with subconsultants• with the Department	_____
Total Score: _____	

The following space should be used to summarize any major comments which the Technical Review Committee member considers relevant to the firm's overall score.

TRC Member: _____
(Print name and sign)

Date: _____

Attachment D – Required Certifications

Note: A majority of the forms are available in Word format at the following web site: <http://www.fdot.gov/procurement/formmenu.shtm>

Form numbers:

[375-030-83 Professional Services Commitment Form](#)

[375-030-60, Vendor Certification Regarding Scrutinized Companies Lists](#)

[375-030-30 Truth in Negotiations Certificate](#)

[375-030-32 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts](#)

[375-030-33 Certification for Disclosure of Lobbying Activities on Federal Aid Contracts](#)

[375-030-34 Disclosure of Lobbying Activities](#)

[375-031-06, E-Verify Form](#)

[050-020-26, Exempt Documents Form](#)