EXHIBIT "A" SCOPE OF SERVICES

FDOT DISTRICT SIX

DISTRICT-WIDE TRANSPORTATION NOISE AND AIR QUALITY ANALYSIS AND REPORT SERVICES

FM# 434673-1-22-01

2018
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I. Description

The Florida Department of Transportation, hereinafter called the DEPARTMENT, requires Environmental services to coordinate, review, analyze, report, plan, develop, design, and inspect miscellaneous Transportation Projects associated with the DEPARTMENT, other government agencies, Consultants, and individuals on a District-wide basis.

II. Objective

The DEPARTMENT desires to obtain services from the CONSULTANT for the performance of miscellaneous Air Quality and Transportation Noise Analysis and Reporting services District-wide. The Firm providing services shall be referred to as the CONSULTANT for the remainder of this scope. The CONSULTANT shall provide Professional expertise required to coordinate, review, analyze, report, plan, develop, design, and inspect miscellaneous Transportation Projects and any other miscellaneous tasks associated with the DEPARTMENT, Consultants, local governmental agencies, and individuals, as requested.

III. Consultant Responsibilities

The CONSULTANT’s team shall consist of specialists in environmental areas of air, noise, public involvement, GIS-based data management/computer applications and general PD&E studies. Tasks of each topical area include data collection, sampling, analysis, follow-up reports, summary reports, technical memoranda, public involvement, and interagency and intradepartmental coordination.

If the procedural regulations referenced herein are revised or superseded before the services by the CONSULTANT are rendered, compliance with the most up-to-date version and/or amendments will be required.

The CONSULTANT will provide any one or more of the following services as required by the DEPARTMENT:

A. Transportation Noise Studies

The services to be performed by the CONSULTANT may consist of performing a Noise Analysis and submitting to the DEPARTMENT a written Noise Study Report, or Technical Memorandum as required by the DEPARTMENT, containing sufficient data relative to the proposed undertaking. CONSULTANT services will be in compliance with applicable Federal, State and local regulations, including 23 CFR 772, F.S. 335.17, PD&E Manual Part 2 Chapter 17 and various FHWA guidance documents. Specific procedural guidance will be provided by the DEPARTMENT upon assignment of this task.

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

1. Monitoring - measure noise levels and meteorological conditions in the field.
2. **Model Validation** - use the data obtained during monitoring to validate the model on a particular facility or for a project corridor. Model used shall be the most currently accepted modeling software in accordance with the PD&E Manual Part 2 Chapter 17, FHWA and the DEPARTMENT.

3. **Data Entry** - enter all necessary data obtained during monitoring and model validation efforts to code the project alternatives and future conditions, including roadway profile, future traffic conditions with worst case noise conditions, and vertical and horizontal alignment shifts.

4. **Analysis** - CONSULTANT shall perform iterative modeling of noise abatement features in order to achieve the maximum height and benefit with the lowest cost
   
   a. The CONSULTANT shall assess potential impacts or effects of airport noise and railroad noise on noise sensitive receivers and analyze the impact of proposed traffic noise abatement measures on airport and railroad noise levels to noise sensitive receivers.

   b. The CONSULTANT shall identify potential visual impacts that any potential noise barrier may have on existing legally permitted outdoor advertising signs consistent with the requirements of Part 2, Chapter 17 of the PD&E Manual and Florida Statute 479.25. The CONSULTANT shall perform a search of the Outdoor Advertising database found at [http://www2.dot.state.fl.us/RightOfWay/dbhome.asp](http://www2.dot.state.fl.us/RightOfWay/dbhome.asp) to verify whether any identified outdoor advertising sign in the vicinity of a potential noise barrier is legally permitted under the requirements of 479.25 F. S. The results of this determination will be coordinated with the Outdoor Advertising Section of the Office of Right of Way in Tallahassee. The CONSULTANT shall document potential conflicts for each reasonable and feasible noise attenuation barrier in the Noise Study Report or Technical Memorandum.

   c. The CONSULTANT shall also identify potential noise barrier conflicts or impacts with/on existing landscaping or vegetation and notify the DEPARTMENT of any such conflicts.

   d. The CONSULTANT shall also identify and analyze any potential noise abatement measure impacts and effects to rail roads and utilities. The CONSULTANT shall identify any such locations that pose a potential conflict to the design and construction of proposed noise abatement measures.

5. **Evaluation** - evaluate results to determine the significance of determined levels in relation to noise level standards.

6. **Recommendations** - evaluate noise abatement measures and provide preliminary design data on proposed noise abatement walls, or other effective noise abatement measures. Develop and propose noise contours for use by local zoning agencies. Provide this information and recommended noise abatement measure data to the DEPARTMENT.
7. **Technical Memorandum/Report** - preparation of a Noise Study Report or Technical Memorandum to contain all generated data, methodology, results, discussion of findings, recommendations and conclusions; including any mitigative measures that might be necessary to reduce construction and other project-related impacts.

8. **Public Coordination** - coordinate with public in response to public inquiries; attend public workshops, hearings, meetings as needed in support district-wide noise program. (See Public Involvement part e). Conduct door-to-door surveys of benefitted receptors if the need arises, to be determined by the DEPARTMENT.

9. **Aesthetics** - The CONSULTANT will propose aesthetic treatments on the noise abatement measure for DEPARTMENT approval. CONSULTANT shall also analyze any impacts that proposed noise abatement measures will have on the community aesthetics in the area, including but not limited to existing landscaping, viewsheds, outdoor signage and NHRP-eligible historic sites.

**B. Air Quality Studies**

The services to be performed by the CONSULTANT may consist of monitoring pollutants listed in the PD&E Manual Part 2 Chapter 16, performing an Air Quality Analysis, and submitting to the DEPARTMENT a written Air Quality Technical Memorandum, or Report as required by the DEPARTMENT, containing sufficient data relative to the proposed undertaking. CONSULTANT services will be in compliance with applicable Federal, State and local regulations, including 40 CFR 93, Florida DEPARTMENT of Environmental Protection Rule Chapter 62-204 F.A.C. and the Clean Air Act as amended. Specific procedural guidance will be provided by the DEPARTMENT upon assignment of this task.

Specific tasks to be performed by the CONSULTANT may include but not be limited to:

1. **Monitoring** - measure carbon monoxide and meteorological parameters in the field.

2. **Modeling, Data Entry and Analysis** - perform Air Quality Screening Tests, Air Quality Desktop Review analyses, and data entry for Air Quality Modeling in accordance with procedures and methodologies in accordance with the FDOT PD&E Manual Part 2 Chapter 16 and using the latest accepted modeling software.

3. **Evaluation** - evaluate results to determine significance in relation to Air Quality Standards and the State Implementation Plan as appropriate.

4. **Technical Memorandum/Report** - preparation of an Air Quality Report or Air Quality Technical Memorandum containing all the data used, results, discussion of findings, recommendations and conclusions, including any mitigative measures that may be necessary to reduce project related impacts. Make revisions to documents such as meeting minutes, presentations documents and other reports.

**C. Preparation of Design Plans**
All plans and designs are to be prepared in accordance with the latest Standard Specifications adopted by AASHTO and FDOT Design Manual, Standard Plans and in accordance with Public Involvement results.

CONSULTANT’s peer review of the plans and calculations are required, and the results of such reviews must be indicated on these documents prior to submittal to the DEPARTMENT. The designer's and reviewer's names are to appear on the calculations and plans sheets. A statement that such peer review has been accomplished is to be submitted for approval. Implementation of a Quality Assurance Plan is subject to audit to assure compliance.

If the work is divided between a general CONSULTANT and a sub-CONSULTANT, the general CONSULTANT is the Engineer of Record and should take all prudent and necessary steps in reviewing, coordinating, and directing the sub-CONSULTANT's work.

Plans shall be submitted to the DEPARTMENT for review at 30%, 60%, 90%, and 100% Plans stages or as directed by the DEPARTMENT Project Manager. The content of phase review packages shall conform to FDOT requirements.

Plans shall be prepared utilizing the most current program/format required by FDOT and shall be submitted electronically for review using the Electronic Review Comment system.

Plans shall also include an impact analysis of railroad and utilities. The CONSULTANT shall determine what effects, if any, the DEPARTMENTS project will have on rail roads and utilities as concerns Noise and Air Quality Impacts. The CONSULTANT shall inform the DEPARTMENT if any consultation shall be needed with any railroad or utility and shall perform such consultation at the direction of the DEPARTMENT.

D. Geotechnical Investigations

Any geotechnical investigations which may be required to prepare design plans shall be conducted in accordance with the DEPARTMENT’s designated standards as directed by the DEPARTMENT’s District Geotechnical Engineer. All geotechnical investigations, reports or recommendations shall be submitted to the DEPARTMENT’s District Geotechnical Engineer for review prior to incorporation into the final project design.

E. Interagency and Intra-Agency Coordination and Meetings

Provide assistance and services as needed in coordination on behalf of FDOT District Six in providing qualified opinions and assistance in development of District or statewide procedures and processes as related to the scope of this contract. Provide consultation, conduct research, conduct review of documentation prepared by others, and conduct coordination. Participate in meetings conducted by other parties/agencies on behalf of FDOT District Six as specifically authorized on a per task basis as appropriate to the scope of this contract. For example, the CONSULTANT may be required to assist the DEPARTMENT in its coordination activities with the public and other agencies as related to
projects potentially affecting FDOT facilities including transit or multi-modal studies, ecosystem restoration or infrastructure resiliency studies/projects related to climate change.

F. Public Involvement

The CONSULTANT may be required to conduct Public Involvement Activities on behalf of the DEPARTMENT as necessary, and as required by the FDOT PD&E Manual Part 1 Chapter 9 Socio-Cultural Effects Evaluation, PD&E Manual Part 2 Chapter 17 Noise and 23 CFR 772. The CONSULTANT will assist the DEPARTMENT in conducting meetings and workshops, including the preparation of agendas, meeting minutes, handouts, presentation materials, scheduling and logistical support. Specific tasks to be performed by the CONSULTANT may include, but not be limited to:

1. **Presentation and Writing Skills** - The CONSULTANT shall have the necessary presentation and writing skills to perform work on behalf of the DEPARTMENT and represent the DEPARTMENT in a professional and knowledgeable manner to the Public. CONSULTANT shall be able to make public presentations using a variety of formats and in a variety of settings as required by the DEPARTMENT.

2. **Informational Displays** - preparation of all displays, physical and digital, related to Air or Noise as required: slide and video presentations, video animation and computer imaging (including 3-Dimensional Imaging and Simulations), and display boards. Production of educational or project related videos, CD/DVDs (or other state-of-the-art technology) as needed for conveyance of pertinent Air and Noise information to the public, internal or external training, internal or external presentations or project documentation.

   a. The CONSULTANT shall prepare the following to aid the public in understanding the noise evaluation process. All materials are to be reviewed and approved by the DEPARTMENT prior to the Public Workshop and Hearing.

      i. Handout giving brief overview of the Traffic Noise and Air Quality evaluation process and the Traffic Noise Evaluation Schedule (example available from the DEPARTMENT).

      ii. A set of aerials identifying noise sensitive sites and the site of the air quality modeling if modeling is required.

      iii. Concept Plans which adequately display each viable alternative and the location of noise sensitive sites. Concept plans will include community and road names. All communities and roads discussed in the report will be shown on the concept plans.

      iv. For the Public Hearing, a table summarizing the noise sensitive sites that would be affected by each alternative.

      v. Development of an electronic public information brochure to explain noise
and air issues.

vi. Other materials as requested by the DEPARTMENT.

3. **Hearing Debriefing** - to include a review with DEPARTMENT personnel. Attendance and participation in the hearings as required.

4. **Project File** - maintenance of a project file to include newspaper articles, letters, correspondence, reports etc. Preparation of a Final report as required. Project file copy will be made available digitally to the DEPARTMENT and will be housed by the DEPARTMENT after completion of the project.
   
   a. **Documentation of Environmental Activities** - such as noise barrier construction or other activities for future public involvement use, project files and/or permit compliance files.
   
   b. Assistance with NEPA Assignment and StateWide Environmental Project Tracker (SWEPT) activities – such as training, file management and documentation, NEPA Audit Preparations and Responses.
   
   c. Staff augmentation, if required.

5. **Response to Public Inquiry** - assist the DEPARTMENT in response to various public and media inquiries as needed. Services may include, but not be limited to, responses to e-mails and written correspondence, telephone conversations and teleconferences. Responses shall be closely coordinated with the DEPARTMENT.

6. **Public Workshops and Public Hearing** - the certified noise specialist shall be present at the Public Workshop and the Public Hearing to address public comment. At the required noise methodology meeting with the DEPARTMENT, the noise specialist will be provided examples and further information on the traffic noise component of the public involvement process.
   
   a. **Noise Barrier Workshop** - prepare for and conduct a noise barrier workshop, public meeting or individual public contact with affected property owners to determine desirability for proposed noise abatement measures; prepare, circulate and explain noise barrier indenture forms to affected property owners; coordinate with affected Property Owners Associations, and perform follow-up contact to obtain input from all affected residents; assist the DEPARTMENT in assessing affected property owners’ desirability for noise abatement structures including aesthetic preferences; assist the DEPARTMENT in making a final determination whether to construct proposed barriers, and in documentation of these decisions.
   
   b. **Public Workshop** - be prepared to discuss the potential for noise impacts, utilizing generalized noise contours and/or field review data identifying noise sensitive sites.
c. **Public Hearing** - be prepared to discuss the results of the traffic noise impact analysis and noise abatement evaluation through reference to a draft Noise Study Report.

7. **Additional Public Meetings** - In addition, to the Public Workshop and Public Hearing, the CONSULTANT may be required to hold and/or attend up to two (2) additional Public Meetings with the adjacent communities to discuss the DEPARTMENT’s policies and procedures and other technical issues concerning noise. The Noise Specialist and the Project Manager will be expected to attend these meetings. The CONSULTANT will be responsible for required presentation materials.

G. **Expert Witness Services**

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

H. **Quality Assurance Reviews**

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

I. **Represent the DEPARTMENT at Noise Task Team Meetings**

If needed, the CONSULTANT shall be capable of representing the DEPARTMENT at periodic Noise Task Team conferences in a professional manner. CONSULTANT shall bring up DEPARTMENT concerns and questions at the conference and shall provide the DEPARTMENT with any information discussed at the conference. Information shall be provided in a manner and format determined by the DEPARTMENT.

J. **Review PD&E Chapters**

The CONSULTANT shall review any proposed PD&E Chapter revisions proposed by the DEPARTMENT’s Central Office and provide comments and comprehensive review with consideration to consistency within the PD&E Manual and to effects of proposed changes on DEPARTMENT procedures, projects and contracts.

K. **Provide policy reviews and recommendations**

The CONSULTANT shall review any proposed draft policy recommendations or revisions proposed by the DEPARTMENT’s Central Office and provide comments and comprehensive review with consideration to consistency within the PD&E Manual and to effects of proposed changes on DEPARTMENT procedures, projects and contracts.
L. Review Legislation

The CONSULTANT shall review any proposed draft legislation as requested by the DEPARTMENT's Central Office and provide comments and comprehensive review with consideration to consistency within the PD&E Manual and to effects of proposed changes on DEPARTMENT procedures, projects and contracts.

M. Project Development and Evaluation of Engineering Studies

The CONSULTANT may be required to assist the DEPARTMENT in development and evaluation of engineering and environmental studies for transportation improvements. Tasks associated with the required engineering analysis may include evaluation of transportation noise and air impacts of alternative transportation improvements or systems to the extent necessary to select the best improvement or system.

Tasks are to be conducted in accordance with the FDOT PD&E Manual. Coordination, project review, and documentation may occur through a variety of mechanisms, including but not limited to: email, telephone conversation, formal written correspondence.

In addition to the specific environmental studies and public involvement activities described in this Scope of Services above, the CONSULTANT may be required to provide the following professional services for engineering review and evaluation. The CONSULTANT shall ensure that all preliminary engineering plans and documents are prepared in accordance with the latest standards adopted by the DEPARTMENT. Deliverables shall be accurate, legible, complete, drawn to the appropriate scale and furnished in reproducible format on material acceptable to the DEPARTMENT and within the agreed-upon schedule for the project.

1. Traffic Counts
2. Design Concept Plans
3. Traffic for Air/Noise Analysis
4. Video Productions
5. Digitized or Raster Files for Photography
6. Cost Estimates
7. Base Conceptual Plans by plotting existing right-of-way, street names, cultural and natural resources, land uses, and property lines

The CONSULTANT shall prepare and analyze design concepts to minimize environmental impacts, balanced against project costs and Public necessity. Estimated costs shall include, but not be limited to, the following: right-of-way, mitigation, construction and maintenance to ensure selection of the optimum transportation improvement or system.
N. Environmental Compliance Program Support

Provide assistance to DEPARTMENT as needed in inspection, monitoring, communication, and coordination regarding environmental compliance associated with Construction phase projects. Assist, as requested by the DEPARTMENT, in conducting Noise and Air Quality Measurements and/or assessments of construction phase and maintenance phase project sites.

O. GIS Services

The CONSULTANT may be required to prepare, provide and/or print various types of maps or figures for inclusion in the noise and/or air technical memoranda or reports as required by the DEPARTMENT. GIS analysis and database compilation, management, or other advanced GIS modeling including 3-Dimensional or spatial analyses, if needed.

P. Electronic Document Archival Services - Enterprise Electronic Data Management System (EEDMS)

The DEPARTMENT will provide the CONSULTANT with the Intermodal Systems Development Office (ISDO) Guidelines for filing in support of EDMS processes and other related documents. The CONSULTANT will comply with the FDOT Procedure Topic 325-080-003 - Electronic Data Management Systems (EDMS) Requirements and with all requirements of Chapter 1B-26.003 F.A.C. - Electronic Record Keeping, which establishes minimum technical requirements. Additional information for reference is also available at: http://www.dot.state.fl.us/Construction/DesignBuild/CONSULTANTCEI/OfficeAutomation.shtml

The CONSULTANT will provide personnel proficient in the use of computers and scanner operation to prepare documents for input into EDMS. The CONSULTANT must adhere to all requirements posted on the DEPARTMENT’s website for EDMS. Duties will include scanning and supporting the DEPARTMENT with attributing documents that are to be archived electronically.

The CONSULTANT will schedule and attend EDMS informational meeting(s) with the DEPARTMENT and provide appropriate staff to attend and participate as necessary.

Q. Environmental Document Reevaluations

Reevaluations are to be prepared according to the FDOT PD&E Manual and at the direction of the DEPARTMENT Project Manager. Final approval of these documents is obtained from the Federal Highway Administration (FHWA) or the DEPARTMENT’S District Secretary, as appropriate.

R. Provide Noise and Air Quality Training

The CONSULTANT will provide training on an as-needed basis to the DEPARTMENT staff. In addition, the CONSULTANT will provide all needed materials and equipment for the training. Training location will be coordinated with the DEPARTMENT. Training information will be consistent with the most up-to-date laws, regulations, policies and guidelines.
S. Review proposed USEPA and FHWA regulations on Air and Noise

The CONSULTANT will review proposed U.S. Environmental Protection Agency (USEPA), and FHWA regulations in the areas of Traffic Noise and Air Quality Analysis and/or regulations at the DEPARTMENT’S direction and provide input on their application to the NEPA process and the DEPARTMENT’s projects. The CONSULTANT will also incorporate the use of any and all new pertinent regulations into the work being conducted on behalf of the DEPARTMENT.

T. Wildlife studies, contamination assessments, or other technical tasks

The CONSULTANT will provide additional services as necessary to support any phase of project development before, during or after PD&E, including Right-of-Way Acquisition, Design, Construction, Maintenance or Operations.

IV. DEPARTMENT Responsibilities

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

The DEPARTMENT will also be responsible for providing traffic data, project plans, sign inventory and roadway survey information to the CONSULTANT in an electronic format. CONSULTANT shall be responsible for printing any hard copies they may need.

In addition, the DEPARTMENT will maintain close contact with the CONSULTANT to ensure that major purchases are not incurred for materials, goods, and services that can be provided by the DEPARTMENT.

V. Subcontracting

Due to the nature and scope of the required services, it may be necessary for the CONSULTANT to subcontract portions of the specialized work, public involvement, and computer modeling. The subcontracted firm(s) must be approved and qualified by the DEPARTMENT prior to the initiation of any work.

The CONSULTANT shall be fully responsible for the satisfactory completion of all subcontracted work.

VI. Project Assignments

Individual projects or any other environmental activities as required by the DEPARTMENT shall be assigned on an as needed basis. For each project, the CONSULTANT will be required to respond with a written proposal of the tasks to be conducted as well as a staff-hour and cost estimate (personnel, job classification, areas of specialty, percent of time devoted to task(s) and estimated cost). A schedule of activities will be provided as-needed. Once the DEPARTMENT
and the CONSULTANT agree as to the services to be performed and the associated costs, the DEPARTMENT Project Manager shall furnish the CONSULTANT with a Letter of Authorization or Task Work Order. Unless the work is required in response to an emergency declaration by the Secretary of the Department of Transportation, no work shall be commenced by the CONSULTANT until receipt of a Letter of Authorization/Task Work Order.

Copies of all correspondence and memoranda regarding major public and agency contacts will be provided to the DEPARTMENT either in written format or electronic transmission as directed. Frequent telephone contact will be maintained with the DEPARTMENT’S Project Manager as well as other key personnel in both the District and Central Offices of the DEPARTMENT.

The CONSULTANT will submit progress reports to the DEPARTMENT Project Manager on a monthly basis in the manner specified by the DEPARTMENT. Monthly progress meetings will be held throughout the course of the project.

VII. Computer Services

The CONSULTANT shall provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under this Agreement. All computer coding shall be input by CONSULTANT personnel using equipment furnished by them.

Ownership and possession of computer equipment and related software, which is provided by the CONSULTANT, shall remain at all times with the CONSULTANT. The CONSULTANT shall retain responsibility for risk of loss or damage to said equipment during performance of this Agreement.

Current technical specifications for office automation can be viewed at: http://www.dot.state.fl.us/Construction/DesignBuild/CONSULTANT/officeAutomation.shtm

In addition, the CONSULTANT shall be authorized to use the latest accepted version of the following DEPARTMENT computer programs:

For Noise Analysis: TNM
For Air Quality Analysis: CO FL 2012
MOVES
CAL 3/qhc

Should the CONSULTANT desire to use any of the remaining DEPARTMENT computer programs, permission must be obtained in accordance with Section 23.00 of the Standard CONSULTANT Agreement. Computations based on other computer programs must conform to the DEPARTMENT’s general format (see Plans Preparation Manual).

VIII. Standards and Guidelines for Work

In addition to Laws, Regulations, Standards and Guidelines previously mentioned, all work
will conform to the following:

b. F.S. Chapter 339, Transportation Finance and Planning
c. 42 U.S.C., National Environmental Policy Act (NEPA)
d. All other applicable DEPARTMENT Procedures and Directives and their updates

IX. Method of Compensation

Payment for the work accomplished will be in accordance with Exhibit B of this Contract. Invoices shall be submitted to the DEPARTMENT for review and processed through the Contract Invoice Transmittal System (CITS) in a format prescribed by the DEPARTMENT. The DEPARTMENT Project Manager and the CONSULTANT shall monitor the cumulative invoiced billings to ensure the reasonableness of the billings compared to the project schedule and the work accomplished and accepted by the DEPARTMENT.

X. Change in Personnel of the CONSULTANT Team

Any change in key personnel of the CONSULTANT Team, after final selection and contract award, shall require prior approval by the DEPARTMENT. Key personnel include the certified noise specialist, the air quality specialist and the project manager. Personnel replacements for these positions will require at a minimum an equivalent level of education, certification and experience. CONSULTANT is to be available for meetings with the DEPARTMENT to discuss personnel changes at the DEPARTMENT’s offices.