EXHIBIT "A"

SCOPE OF SERVICES

FOR

DISTRICT-WIDE MINOR TRAFFIC ENGINEERING DESIGN

Financial Project Identification Number: 254653-1-32-20

FLORIDA DEPARTMENT OF TRANSPORTATION

DISTRICT SEVEN

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EXHIBIT "A"

SCOPE OF SERVICES

DISTRICT-WIDE MINOR TRAFFIC ENGINEERING DESIGN

Financial Project Identification Number: 254653-1-32-20

I. PURPOSE

The purpose of this contract is to provide the DEPARTMENT with traffic engineering services for production or review of plans and traffic engineering reports. Traffic plans to include signing, pavement marking, master signing, signalization, traffic monitoring sites, interconnect communication, traffic control, lighting, intelligent transportation system (ITS) and minor roadway improvements. Traffic engineering reports and documentation include lighting analysis, signal timing, access management, operational and safety analysis.

II. OBJECTIVES

The general objective for this project is to provide District-Wide services for the DEPARTMENT’s Traffic Design Office to design plans, technical specifications, traffic engineering studies, conceptual design plans, recommendations, review of traffic plans and reports, QA/QC and all other works necessary to complete an assigned task.

III. ENGLISH APPLICATION

All project documents and plans will be prepared using English standards and units. All project documents (project reports, public displays, project correspondence, etc.) and plans will be prepared using English standards.

IV. DESCRIPTION OF SERVICES

A. Design of Traffic Plans

Designs may include minor roadway features to comply with ADA or FDOT requirements.

1. Signing and Pavement Marking Plans

Services are to include, but are not limited to, the preparation of scaled drawings for signing and pavement markings, cross-sections at major overhead sign structures, detail of all major signs using the computer programs acceptable to the DEPARTMENT, guide sign worksheets and any
special details that may be required.

The CONSULTANT shall be responsible for modifying the signing and pavement marking plans for projects under construction as determined by the District Traffic Design Engineer (DTDE) or his designated representative.

The CONSULTANT shall also be responsible for preparing master signing plans. Services are to include the preparation of scaled drawings for major guide signs and destination signs. The master signing plans should depict the proposed number of lanes and geometric design of the interchanges. The CONSULTANT shall prepare the inventory of the existing major signs prior to developing the master signing plans.

2. **Signalization and Advanced Traffic Management System (ATMS) Plans**

Plot existing or proposed topography, existing utilities (above ground and below ground), storm sewer, right-of-way, design of proposed improvements, pole schedule including any design information, and any notes or special details needed. Plans will be prepared at the appropriate scale based upon the type of project. The location of the intersections will be identified and provided by the DEPARTMENT.

The CONSULTANT shall identify all new and replacement equipment to accomplish the interconnection either underground or overhead. The CONSULTANT will be responsible for providing the contract plans and technical specifications and coordinate the project with the local maintaining agency, utility companies and the DEPARTMENT.

The CONSULTANT shall coordinate with the DEPARTMENT to ensure consistency in the design of traffic signal appurtenances and street name sign design.

The CONSULTANT shall determine the locations of the railroad crossings that are within 500’ of the signalized intersections and provide signal preemption design per DEPARTMENT’s procedures.

The CONSULTANT shall conduct a field inventory of all existing traffic signal equipment for submittal to the DEPARTMENT. The inventory shall include but is not limited to the following:

- Existing signal and pedestrian phasing
- Controller capabilities and condition
- Interconnect media
- Distance between intersections
- Existing pole conditions, pole type, height and embedment
- Existing size of supporting cables

The CONSULTANT shall attend the utility design meeting with all affected utility agencies and the DEPARTMENT. The CONSULTANT shall be prepared to discuss in depth the affects that the utility locations have on the project design. The CONSULTANT shall be prepared to specifically identify conflicts along with his or her recommendation for resolution. The CONSULTANT shall confirm the location of all electrical service points in writing with the power company.

The CONSULTANT shall be responsible for the design of structures such as mast arm or strain poles and complete foundation design details in the plans. The foundation design shall be based on the actual soil boring data.

If mast arms are not utilized, then span wires supported by concrete or steel poles shall be provided. The CONSULTANT shall include the pole and foundation design information in the plans. The CONSULTANT shall also size the catenary cables and include the size and grades for the cables in the plans.

3. Roadway Lighting Plans

The CONSULTANT shall provide complete lighting plans for roadway, intersection, interchange, and overhead sign lighting. Services shall include but are not limited to preparation of the key sheet, base plan sheets, quantities, pole data and legend, general notes, pole locations, conduit and conductor size and locations, load center design, underdeck lighting design details, bridge conduit run and junction box details.

The CONSULTANT shall be responsible for preparing roadway lighting analysis and calculations report (or brief memo for Retro-fit signalized intersection crosswalk lighting) to the District Traffic Design Engineer for review and approval prior to preparing the lighting plans. The report shall include an analysis of different types of pole heights and pole spacings. The CONSULTANT shall be responsible for coordinating with the power company and District Utility Engineer for power service locations and connections. The CONSULTANT shall be responsible for obtaining the as-built plans and contacting the area maintenance office for the location and type of the existing load centers.

The CONSULTANT shall attend the utility design meeting with all affected utility agencies and the DEPARTMENT. The CONSULTANT shall be prepared to discuss in depth the affects that the utility locations have on the
project design. The CONSULTANT shall be prepared to specifically identify conflicts along with his or her recommendation for resolution to the DEPARTMENT no later than fourteen (14) days following the request for design. The CONSULTANT shall confirm the location of all electrical service points in writing with the power company.

B. Traffic Engineering Study Types and Conceptual Designs

1. Intersection Analysis

Task 1: Traffic Volume Data

The CONSULTANT shall perform turning movement counts at fifteen-minute intervals including turning, pedestrian and bicycle volumes. Counts shall encompass the morning and evening peak traffic periods and any other period necessary as determined by study needs or location.

Task 2: Field Inventory

The CONSULTANT shall conduct a field inventory of each intersection under study and prepare a condition diagram and/or topographical survey or in another format approved by the DEPARTMENT. Condition diagram shall include intersection geometry, including width of lanes and length of storage lanes, all traffic control devices, and other roadway or roadside elements that contribute to the quality of the project. Color photographs shall be taken of all intersection approaches with emphasis on obtaining visual information which would be of value to the DEPARTMENT.

Task 3: Accident Analysis

The CONSULTANT shall obtain accident data from the DEPARTMENT and shall prepare the collision diagram for each location. The accident diagram shall depict the most recent data available. The collision diagram shall be drawn on the DEPARTMENT’s standard forms contained in the Manual of Uniform Traffic Studies. The accident rate shall be calculated using total intersection average daily traffic and be shown on the collision diagram.

Task 4: Improvement Recommendations

The CONSULTANT shall prepare a report which presents the conceptual recommendations from the results of previous tasks. As a minimum, the report shall include geometric, channelization, roundabouts, lighting, signalization phasing and signal display improvements. The proposed intersection improvements shall be supported by printouts and explanations.
of the computerized intersection analysis and the peak period field investigations. The recommended improvements shall be presented in conceptual form and shall be prioritized relative to the severity of the deficiency and the probable degree of improvement in the overall system should the corrective measure be implemented.

2. **Signing and Pavement Marking Evaluation**

This study involves the inventory and analysis of the complete highway signing system within the right-of-way in a specific roadway or interstate segment. The purpose of the study is to point out any deficiencies or inconsistencies relative to the MUTCD and the DEPARTMENT’s signing policies of the present signing system and to identify candidate improvements that would serve to make highway signing within the area more uniform and better able to communicate needed information to the motoring public.

**Task 1: Field Inventory**

The CONSULTANT shall conduct a field inventory of all regulatory, warning, guide, and any hazardous or confusing signs and supplemental markings irrespective of ownership or condition.

As a minimum, the inventory shall note the sign type, message, and location by section and mile post and general condition of the display panel(s). The CONSULTANT shall also note any obvious sign visibility constraints or any other problems with sign symbols or legends that may result in erroneous, insufficient, or inaccurate information being conveyed to the motorist. Actual physical measurements of sign panels, symbols and copy shall not be mandatory; however, such measurements may be necessary at particular locations to properly describe a problem condition.

As a part of this task, the CONSULTANT shall also note the sufficiency and quality of those pavement markings which constitute an integral supplementary part of the traffic regulation, warning, or guidance provided by the traffic signs under study. Such supplemental markings requiring study exist at rail-highway grade crossings, school zones, pedestrian crossings, and at channelized intersections with lane use signs. Physical dimensions of existing supplemental markings are not mandatory, but may be necessary to properly demonstrate the existence of a problem condition.

**Task 2: Analysis of Signing System**

The results of the signing and marking inventory shall be analyzed by the CONSULTANT’s traffic engineers. Deficiencies of existing signing and
markings shall be derived from an analysis of system conformance with MUTCD and FDOT standards, condition and effectiveness of individual signs and supplemental markings, uniformity of sign application, consistency of sign messages, the existence of contradictory or confusing signs, over proliferation, visibility, and other factors affecting the overall effectiveness and quality of the signing and supplementary marking system. Special emphasis is to be placed on the assessment of the level, quality, and continuity of information provided by guide signs within the study area.

Task 3: Improvement Recommendations

Based upon the signing and marking system deficiencies identified in the previous task, the CONSULTANT shall develop a listing of candidate improvements directed at correcting those deficiencies. Recommended improvements shall be presented in conceptual form and shall be prioritized relative to the severity of the deficiency and the probable degree of improvement (i.e. high, medium, low) in the overall system should the corrective measures be implemented.

As a final step in this task, the CONSULTANT shall develop a conceptual recommendation for a practical signing and marking improvement project or projects which include the most cost-effective candidate improvements.

3. Median Opening Analysis

The purpose of this task is to analyze the operation of an existing median opening. The CONSULTANT shall determine what impact the median opening is having on intersection operations and recommend a solution to reduce or eliminate the impact.

Task 1: Turning Movement Counts

The CONSULTANT shall perform turning movement count (TMC) at the median opening in fifteen-minute intervals.

Task 2: Accident Analysis

The CONSULTANT shall obtain accident data from the DEPARTMENT and shall prepare the collision diagram for each location. The accident diagram shall depict the most recent data available. The collision diagram shall be drawn on the DEPARTMENT’s standard forms contained in the Manual of Uniform Traffic Studies. The accident rate shall be calculated using total intersection average daily traffic and be shown on the collision diagram.
Task 3: Aerial Photography

The CONSULTANT shall furnish an aerial photograph of a location as specified by the DEPARTMENT. The photograph image shall then be transferred to a standard size reproducible plan set or sheets in a standard scale as specified by the DEPARTMENT. The specific location may be an individual intersection or a roadway segment.

Task 4: Improvement Recommendation

The CONSULTANT shall analyze the data to determine what impact the median opening is having on intersection operation, evaluate the available options and recommend a solution to reduce or eliminate the impact.

4. Special Traffic Engineering Studies

Scope and submittal requirements will be developed on a case by case basis.

C. Intelligent Transportation System (ITS) Design Projects

The CONSULTANT shall provide services for a variety of Intelligent Transportation systems (ITS) on a task assignment basis. Services include feasibility studies, master planning, concept design, technology assessment, design, preparation of plans, TSPs, engineer’s estimate, testing and integration, connectivity, traffic control, or other services as needed.

Scoping:

The CONSULTANT may be required to assist the DEPARTMENT in preparation of the scope of work for the area or sub-area as identified by the DEPARTMENT.

Conceptual Design Analysis and Evaluation:

The CONSULTANT shall be responsible for preparing a study to assess the feasibility of deploying Advanced Traffic Management System (ATMS) along specific County or jurisdictions and corridors within the District. The feasibility study shall address the initial and ultimate development of an ATMS framework and logical limits for specific corridors. The output from the feasibility study will form the basis for detailed design, implementation and identification of future work plans.

1. Assess Problems, Needs, Issues and Objectives

A one-day cooperative development session shall be facilitated by the CONSULTANT with participation by the project stakeholders. The stakeholders
include representatives from the local government, Metropolitan Planning Organization, FDOT, Police, Emergency Management Services, and others as deemed necessary. The objective of this workshop will be to identify traffic management, control, and operations problems, needs, and issues governing the development and deployment of a traffic management system along the specified corridors. The CONSULTANT shall use the output of this workshop to define the project goals and objectives, which reflect stakeholders' expectations of the deployed traffic video monitoring system.

2. Develop Master Plan and Conceptual Design

As part of the feasibility study, the CONSULTANT shall develop a master plan and conceptual design for selected corridors. The conceptual design shall be sufficiently detailed to enable estimating cost and benefits associated with development of detailed design plans and specifications for build-out deployments. The communication design and routing for each phase of the corridors shall be detailed in the feasibility study.

3. Determine Benefits and Costs Associated with Staged and Build-Out Deployments

The CONSULTANT shall develop potential cost and benefits associated with Stage I and build-out deployments using the conceptual design. The costs shall be based on comparable project implementations and reflective of current cost of the traffic video monitoring equipments. The CONSULTANT shall hold a final wrap-up workshop to present the results of the feasibility study to FDOT and project stakeholders.

Plans Preparation, Specifications and Estimates:

After the viable alternative is selected, the CONSULTANT shall develop the contract plans by plotting the existing or proposed topography and existing utilities (above ground and underground). The CONSULTANT shall be responsible for preparing the contract plans and the technical specifications for the system devices, communications, and software and hardware integration to include communications splicing details for center-to field devices and center-to-center connectivity. The CONSULTANT shall prepare a cost estimates for each assigned project and alternatives.

ITS Operational Strategies:

The CONSULTANT shall consider legacy system requirements and existing and future needs and requirements of the owner agency and make recommendations on central control system, local controller hardware and firmware, adaptive control software, and migration strategy.
Public and Other Local Government Agencies Involvement:

The CONSULTANT is to be aware that public involvement is a process based on achieving two-way communication between the DEPARTMENT and the public. As part of the public and other local government agencies involvement process, the CONSULTANT may be required to perform conflict resolution and participate in coordination meeting(s).

D. Review of Shop Drawing Submittals:

The CONSULTANT shall render services as necessary to ensure that the shop drawing submittal meets all the requirements of the contract documents. As a minimum, the CONSULTANT shall perform the following services:

1. Verify that the shop drawing submittals meet the requirements of the plans, special provisions and other applicable contract documents.

2. Process the submittal in accordance with the requirements in the standard specifications for road and bridge construction in addition to other District requirements.

3. Inform the District of any errors and/or omissions detected in the plans as a result of the review.

4. Submit to the District Traffic Design Engineer (DTDE) or his designated representative a letter summarizing the findings and/or recommendations and as many marked-up copies of the shop drawing submittal as required by the above mentioned specifications. Return all support documents used in the Task Work Order.

5. Return all support documents used in the Task Work Order.

E. Review or QA/QC of Traffic Plans and Documents

The CONSULTANT shall provide an experienced traffic engineer on an as-needed basis to aid the traffic design office in reviewing the traffic engineering plans and documents prepared by others or quality assurance quality control (QA/QC) of in-house projects.

V. PROVISIONS FOR WORK

A. Design of Traffic Plans

B. Traffic Engineering Study Types and Conceptual Designs

The CONSULTANT shall be responsible for preparing various traffic engineering study types for which authorization will be issued by the DEPARTMENT.

C. Intelligent Transportation System (ITS) Design

The CONSULTANT will be required to design and assist the DEPARTMENT in a variety of ITS projects that are identified and authorized by the DEPARTMENT for design and implementation.

D. Review of Shop Drawing Submittals

The CONSULTANT will be required to perform engineering services for the review of shop drawings for the non-structural items of roadway lighting, signalization and related projects throughout the District.

E. Review or QA/QC of Traffic Plans

The CONSULTANT will be required to perform engineering services for the review or QA/QC of traffic plans for signing, pavement marking, signalization and roadway lighting contract plans.

VI. DESIGN DOCUMENTATION

A. Project Design Report

To facilitate design and quality assurance/control reviews for each project, the CONSULTANT shall commence a written Project Design Report at the onset of the services.
The purpose of the Project Design Report is to provide the DEPARTMENT with a clear understanding of project objectives, design criteria, and procedural approaches. Also, this document assists the CONSULTANT, as well as the DEPARTMENT, in assuring conformance to established criteria.

The Project Design Report shall provide a detailed description of the project requirements and set forth technical criteria established for the project. Other key elements shall include an ongoing narrative detailing the design assumptions and decisions made during the project. This document shall also include a copy of any other pertinent supporting data. This document shall be periodically updated (at least with each phase submittal) as additional criteria are established during the project and shall also serve as the basis for reports, design analyses, and plan preparation.

The written Project Design Report shall be prepared on 8½” x 11” inch pages, one side, and shall be bound (loose leaf) on the left-hand side. A title page shall be included and will provide the following information:

1. Project Design Report
2. Florida Department of Transportation
3. Financial Project ID
4. Federal Project ID
5. County Name
6. County Section Number
7. Project Description
8. Date Prepared/Date Updated
9. CONSULTANT’s name and address

B. Design Notes and Computations

The CONSULTANT shall submit to the DEPARTMENT design notes and computations to document the design methodology conclusions during the development of the project design and construction plans.

The design notes and computations shall be recorded on one-sided 8½” x 11” computation sheets, fully titled, numbered, dated, indexed and signed by the designer and checker. Computer output forms and other oversized sheets shall be reduced to 8½” x 11” inch size. The data shall be bound, indexed and titled in a hardback, loose leaf folder for submittal to the DEPARTMENT.

Two (2) copies of the design notes and computations shall be submitted to the DEPARTMENT with each of the Phase II, III and IV review plans. When the plans are submitted for final review Phase IV, the design notes and computations corrected for any DEPARTMENT comments shall be resubmitted. At the project completion,
a final set of the design notes and computations, properly endorsed by the CONSULTANT shall be organized, indexed and submitted with the record set of plans and tracings.

The design notes and calculations shall include, but not be limited to, the following data as applicable:

1. Design criteria used for the project.
2. Traffic analyses.
4. Earthwork calculations not included in the quantity computation booklet or on the plans.
5. Calculations showing cost comparisons of various alternatives considered.
6. Documentation of decisions reached resulting from meetings, telephone conversations or site visits.
7. Calculations of quantities.
8. Bridge clearance calculations.
9. An officer of the CONSULTANT firm shall be required to certify that each submittal, plans, reports, right-of-way maps, and legal descriptions, etc., has been prepared and checked in accordance with the structural analysis and design calculations.
10. Right-of-way calculations.

VII. QUALITY CONTROL

A. Quality Assurance Reviews

The CONSULTANT shall conduct quality assurance reviews with the requirements cited in the Scope of Services and the CONSULTANT's approved quality assurance/quality control plan. Reviews shall be conducted to evaluate the adequacy of materials, documentation, processes, procedures, training, guidance and staffing included in the execution of this contract. Quality reviews shall also be developed and performed to assure compliance with specific quality assurance/control provisions contained in this contract.
B. Quality Control Plan

The CONSULTANT shall furnish a Quality Control (QC) Plan to the DEPARTMENT. The Quality Control Plan shall detail the procedures, evaluation criteria, and instruction to his organization to assure conformance with the contract. Unless specifically waived, no payment shall be made until the CONSULTANT's Quality Control Plan is approved by the DEPARTMENT. Significant changes to the work requirements may require the CONSULTANT to revise their Quality Control Plan. It shall be the responsibility of the CONSULTANT to keep their QC Plan current with the work requirements. The CONSULTANT's Quality Control Plan shall demonstrate how all design efforts are to be checked, back checked and rechecked on a continual basis throughout the plan production schedule.

CONSULTANT peer review of the plans and calculations are required, and the results of such review must be indicated on these documents prior to submittal to the DEPARTMENT. The designers' and reviewers' names are to appear on the calculations and plans sheets. A statement that such peer review has been accomplished is to be submitted to the DEPARTMENT by the CONSULTANT. Peer review shall also be a continuing process throughout the schedule to address problem areas and help accelerate design decisions to minimize delays to production.

The plan shall include, but not be limited to, the following areas:

1. Organization

   A description is required of the CONSULTANT's Quality Control Organization and its functional relationship to the part of the organization performing the work under the contract. The authority, autonomy and responsibilities shall be detailed, as well as the names and qualifications of personnel in the Quality Control Organization.

2. Quality Control Reviews

   The CONSULTANT shall detail methods used to monitor and assure compliance of his organization with the contract requirements for services.

3. Proposed Quality Assurance Records

   The types of records that shall be generated and maintained by the CONSULTANT during the execution of their Quality Control Program shall be outlined.

4. Control of Subconsultants
The methods used by the CONSULTANT to control the quality of services of their subconsultants shall be detailed and complete.

5. Quality Assurance Certification

With good engineering practices and represent quality products.


The CONSULTANT shall report on their quality assurance effort as part of their regular monthly progress reports.

C. Quality Assurance Records

The CONSULTANT shall maintain adequate records of the quality assurance actions performed by his organization (including subconsultants) in providing services under this contract. 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 contract term. All records shall be kept at the primary project office site. All records are subject to audit review. The Quality Control Program shall also include a second level of review or a "technical peer review".

The peer review comments for each submittal shall be summarized with a response of what action was taken for each comment and submitted to the DEPARTMENT along with the marked-up plans.

III. DEPARTMENT RESPONSIBILITIES

A. The DEPARTMENT, at their option, may delegate any or all DEPARTMENT functions and responsibilities to a General CONSULTANT which shall act as an extension of the DEPARTMENT's staff and should receive the same courtesies and cooperation as the DEPARTMENT.

B. The DEPARTMENT will furnish the following items to the CONSULTANT:

1. Pre-numbered survey books in which to record field data.

2. Standard DEPARTMENT disks for use in CONSULTANT provided concrete monuments for the bench line.

3. Approval of all contacts with regulatory agencies and local governments.
4. Phase reviews of all plans and right-of-way maps, etc.

5. Authorization to utilize the DEPARTMENT's Data Processing and Computer Services for programs requested by the CONSULTANT and approved by the Department.


7. Sign, submit and review environmental permit applications.

8. All available traffic and planning data (the CONSULTANT may request this directly from Planning personnel).

9. Approved utility relocations.

10. Advise the CONSULTANT in all utility negotiation matters.

11. Project utility certification to the DEPARTMENT's Central Office.


13. All available information in the possession of the DEPARTMENT pertaining to subdivision plats so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right-of-way.

IX. GENERAL

A. Meetings

1. The CONSULTANT shall attend a kick-off meeting (optional) scheduled by the DEPARTMENT. The purpose of this introductory meeting is three-fold:
   
   a. The DEPARTMENT shall render all relevant information in its possession. This may include traffic data, planning information, etc.
   
   b. The DEPARTMENT shall establish any ground rules upon which the plans process shall be developed.
   
   c. The DEPARTMENT shall explain the financial administration of the contract.

2. The CONSULTANT shall make such reviews, attend such meetings, and make such contacts as are necessary to maintain the project schedule and for
proper preparation of plans, specifications, special provisions, coordination with utilities (including the utility pre-design conference) and coordination with designers of adjacent sections (if applicable).

3. The CONSULTANT shall meet on a monthly basis with representatives of the DEPARTMENT at the DEPARTMENT's office, the CONSULTANT's office, by phone (at discretion of Department) or at the project site, for the purpose of reviewing the status of each project. The CONSULTANT’s Project Manager shall also attend one (1) field walk through for each project with the DEPARTMENT’s Project Manager and other DEPARTMENT staff responsible for the plan reviews. The CONSULTANT shall provide summary minutes within five (5) working days after each meeting for review and approval by the DEPARTMENT.

4. The CONSULTANT shall provide the proper coordination and information exchange between the subconsultants, Project Manager, the DEPARTMENT, other agencies, local municipalities, and the public.

5. The CONSULTANT shall conduct monthly meetings with the CONSULTANT team which shall consist of the CONSULTANT's production managers, Subconsultant’s production managers and the DEPARTMENT’s Project Management representative.

B. Submittals

All plans and design documents are to be prepared in accordance with all applicable DEPARTMENT manuals and guidelines and the desires of the DEPARTMENT as made known to the CONSULTANT. The plans shall be accurate, legible, and complete in design, furnished in reproducible form and shall be complete and suitable for bidding purposes. All final plans and specifications, deliverables provided for herein shall support a fully electronic advertisement, bidding and letting process for the construction contract in a manner acceptable to the DEPARTMENT, including compliance with District Seven’s “Processing Guideline for Electronic Projects”. In addition to any required hard copies, the CONSULTANT shall provide .pdf files for all plans phase submittals. Beginning with the Second Mail submittal for letting, the CONSULTANT shall provide electronic “smart” files. In addition to any required hard-copies, all other documents that require DEPARTMENT review shall be submitted in an electronic medium acceptable to the DEPARTMENT Project Manager, including processing through the DEPARTMENT's Electronic Review and Comment system (ERC).

All design documents (including plans) shall be furnished at each submittal stage, as applicable. The CONSULTANT shall contact the DEPARTMENT's Project Manager before submittal to verify the exact quantity for each item and the
location(s) where the material shall be delivered. The CONSULTANT shall be responsible for sorting and packaging all submittal material and delivering all packages to locations furnished by the DEPARTMENT's Project Manager. The CONSULTANT shall utilize a standard submittal letter provided by the DEPARTMENT to organize and accompany each submittal package delivered. Each package shall be enclosed in an envelope or envelopes and addressed as instructed by the DEPARTMENT's Project Manager. Plans larger than 11” x 17” shall be rolled and delivered in a tube or other container to protect the plans.

C. Phase Reviews

Plans will be reviewed by the DEPARTMENT at intervals specified by the DEPARTMENT, including phase review submittals, Phase II (60%), Phase III (90%), Phase IV (100%), Phase V (100%) resubmittal and other non-structure plans submittals, and Bridge Development Report, 30% Plans, 90% Plans, 100% bridge plans submittals. Contents of design submittals are to conform to “Design Submittals” and to the Department Plans Preparation Manual.

The CONSULTANT shall be responsible for all phase review coordination. A joint office phase review meeting with DEPARTMENT personnel, other appropriate agencies, and the CONSULTANT’s staff (including their Constructability Reviewers) shall be scheduled to resolve critical issues and/or design problems affecting the project. For at least one phase review, a field walk through review, by the CONSULTANT's Project Manager, FDOT Project Manager, and other appropriate FDOT personnel (including Construction and Maintenance) shall be conducted. The CONSULTANT shall transmit phase review plan sets to each reviewer by means of a document transmittal letter that shall include the phase review meeting date, place and time. CONSULTANT peer reviews of the plans and calculations are required for each phase prior to submittal. A marked set of prints indicating the reviewers for each component will be required with each phase submittal.

It is the intention of the DEPARTMENT that Design Consultants are held responsible for their work, including plans review. Detailed checking of CONSULTANT plans or assisting in designing portions of the project for the CONSULTANT is not the intent of having external design Consultants. The purpose of CONSULTANT plan reviews is to ensure that CONSULTANT plans follow the plan preparation procedures outlined in the Design manual, that state and federal design criteria are followed with the DEPARTMENT concept, and that the CONSULTANT submittals are complete and that designs are cost effective.

D. CONSULTANT's Schedule of Activities

The CONSULTANT shall provide a schedule and project milestones accompanied by an anticipated payout curve. The schedule and anticipated payout curve shall be prepared in a format acceptable to the DEPARTMENT.
The CONSULTANT shall prepare and submit a detailed schedule for CONSULTANT activities on the project, monthly written narrative progress reports (format to be furnished by the DEPARTMENT), and attend monthly project meetings. This schedule shall be updated and resubmitted for the DEPARTMENT's approval whenever schedule changes are made. The schedule shall indicate submission dates for the Phase II, Phase III, Phase IV, and final traffic plans. For purposes of scheduling, the CONSULTANT shall allow for three (3) weeks of DEPARTMENT review of each traffic design and non-structure plans submittal.

E. Disposition of Plan Review Comments

The CONSULTANT shall submit in writing to the DEPARTMENT, within two (2) weeks of receipt of comments, the disposition of all plan review comments.

F. Coordination With Other CONSULTANTs

The CONSULTANT is to coordinate his work with any adjacent and integral CONSULTANTs to effect complete and homogeneous plans and specifications for the project(s) described herein.

The CONSULTANT shall coordinate his work with local governmental entities to ensure design and right-of-way requirements for the project are compatible with local public works improvements and right-of-way activities.

G. Construction Cost Estimates and Trans*port Quantities

The CONSULTANT shall provide input into the DEPARTMENT's computer system a Long Range Estimate (LRE). An undated copy of the LRE shall be submitted with each Phase Review and anytime, during the development of the project, that the scope of work has changed and would impact the estimated cost of Construction.

The CONSULTANT shall input the plans pay items and estimated quantities into the DEPARTMENT's Trans*port system prior to the Phase III, Phase IV, and Final plans submittal. Pay items loaded prior to the Phase III submittal shall have a quantity of one for its estimated quantity.

Note: The CONSULTANT will expend the necessary effort to ensure that the cost estimates submitted are as accurate and current as all known conditions at the time of the submittal.


The CONSULTANT shall provide Technical Special Provisions for all items of work
not covered by the Standard Specifications, Supplemental Specifications or Recurring Special Provisions. The current Supplemental Specifications and Recurring Special Provisions are available from the District Specifications Engineer, upon request. Standard Specifications, Supplemental Specifications or Recurring Special Provisions should not be modified unless absolutely necessary to control specific project requirements. Any modifications must be justified to the DEPARTMENT's Specification Office to be included in the Project's Specification Package as Technical Special Provisions. The Technical Special Provisions shall be signed, sealed and dated in accordance with Chapter 471 or Chapter 481, FS as appropriate.

The CONSULTANT shall be responsible for reviewing the specifications (prepared by the District) during the preparation of the specs. It is the DEPARTMENT’s intent to have the Engineer of Record (E.O.R.) bring to the DEPARTMENT’s attention any conflicts, errors, oversights, etc., when comparing the specification to the plans package. Upon completion of the final specifications, the Specifications Engineer shall be responsible for providing the E.O.R. with a final copy.

I. Americans With Disabilities Act (ADA)

All pedestrian features included in this project shall be designed in full compliance to the American With Disabilities Act (ADA).

J. Computer Disk Scanning

All disks shall be scanned for viruses prior to submitting to FDOT. Failure to scan for and remove viruses may result in a lower CONSULTANT work performance evaluation.

X. COMPUTER SERVICES

The use of FDOT Computer-Aided Design and Drafting (CADD) Manual is mandatory for the performance of services required in connection with this project.


XI. BEGINNING AND LENGTH OF SERVICES

The services to be rendered by the CONSULTANT may commence upon execution of this CONSULTANT Agreement. Individual projects shall be assigned for a period of sixty (60) months from the date of this Agreement, or until a total accumulated fee of $1,500,000 is reached, whichever occurs first.
The DEPARTMENT shall furnish the CONSULTANT a Task Work Order outlining the services to be performed, the estimated fees to be paid for the authorized services, and the length of time to complete the Task Work Order. The Task Work Order shall be signed by the DEPARTMENT’s Procurement Services Manager. No work will be commenced by the CONSULTANT until a Task Work Order has been issued.