SCOPE OF SERVICES
FOR CONSULTING ENGINEERING SERVICES
PROJECT DEVELOPMENT AND ENVIRONMENT STUDY AND DESIGN

PROJECT DESCRIPTION

This Scope of Services provides for both Project Development and Environment Studies and Design (optional) of intersection improvements for the CR 210 at CR 2209 (St. Johns Parkway) intersection in St. Johns County, FL. The Financial Identification Number is 441371-1-22-01.

The work will take place in two phases. Phase I is the PD&E Study and Phase II is the Design.

Some tasks, such as survey, may be accomplished early in the PD&E phase and the resulting data will be used throughout the project.

Work on Phase II, Design, may be authorized to begin upon authorization by the DEPARTMENT. A Supplemental Agreement and written notice to proceed will be executed prior to starting work on the Phase II Design work.
SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES
PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDIES

This Exhibit forms an integral part of the agreement between the State of Florida Department of Transportation (hereinafter referred to as the DEPARTMENT) and _____________ (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

- **Financial Project ID:** 441371-1-22-01
- **Federal Aid Project ID:** D218-111-B
- **County:** St. Johns
- **Description:** CR 210 at CR 2209 (St. Johns Parkway) intersection Improvements PD&E Study

1. **PURPOSE**

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT in connection with the Preliminary Engineering (Conceptual Design), and Environmental Studies necessary to comply with Department procedures and to obtain Environmental Certification for the proposed improvements to this intersection.

The general objective is for the CONSULTANT to provide professional services needed by the DEPARTMENT during the Project Development and Environment (PD&E) Study. This project will include the option to provide the design services for this project.

2. **PROJECT DESCRIPTION**

The CONSULTANT will establish the widening / reconstruction alternatives and alignments, in consultation with the DEPARTMENT, to be analyzed and documented in the PD&E Study. The CONSULTANT is to study alternatives that minimize impacts to the natural, social, cultural and physical environment.

The work will take place in two phases. Phase I is the PD&E Study and Phase II is the Design.

Work on Phase II, Design, may be authorized to begin upon authorization by the DEPARTMENT. A Supplemental Agreement and written notice to proceed will be executed prior to starting work on the Phase II Design work.

2.1 Schedule

The CONSULTANT will be responsible for identification of a detailed project activity/event schedule for the DEPARTMENT and CONSULTANT activities required to meet the current DEPARTMENT schedule.

2.2 Submittals

The CONSULTANT shall furnish plans and documents as required by the DEPARTMENT to adequately control, coordinate, and approve work. The CONSULTANT shall distribute submittals as directed by the DEPARTMENT. The Project Manager will determine the specific number of copies.
2.3 Provisions for Work

All maps, plans, reports, and designs are to be prepared using the Imperial system of units and in accordance with all applicable DEPARTMENT manuals, memorandums, and guidelines.

3. WORK TASKS

Work will be assigned on an as needed basis. The activities may include any work needed to support the PD&E Study for this project.

Work will be controlled via the project schedule. The activities necessary to meet the project schedule will be approved by the project manager; however, it is the responsibility of the CONSULTANT to advise the project manager on activities that the CONSULTANT determines are necessary to deliver the project. These include activities to be performed by the CONSULTANT, DEPARTMENT, or other consultants and advisors.

3.1 Project Development and Environment Support

The CONSULTANT will support the DEPARTMENT in the PD&E Study. The anticipated Class of Action for this project is a Type I Categorical Exclusion (CE). The work tasks may include, but are not limited to:

- Public involvement
- Concept development
- Traffic counts and forecasts
- Survey
- Geotech
- Data collection & analysis
- Alternative analysis
- Preliminary Engineering Report (PER)
- Analysis and documentation of environmental impacts and necessary approvals

4. PROJECT REQUIREMENTS

4.1 Liaison Office

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

4.2 Key Personnel

The CONSULTANT’s work shall be performed and directed by the key personnel identified in the proposal by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by the DEPARTMENT. The CONSULTANT shall identify the key personnel to be assigned to the project and their hourly rates. The CONSULTANT must have an approved overhead billing rate to charge overhead. Hourly rates may not change throughout the life of the project without the DEPARTMENT’s approval.
4.3 Progress Reporting

The CONSULTANT shall meet with the DEPARTMENT as required and shall provide written progress and schedule status reports that describe the work performed on each activity. Progress and schedule status reports shall be delivered to the DEPARTMENT monthly. The Project Manager will make judgment on whether work of sufficient quality and quantity has been accomplished.

4.4 Quality Control

The CONSULTANT shall be responsible for insuring that all work products conform to DEPARTMENT standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the CONSULTANT. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

Prior to submittal of the first invoice, the CONSULTANT shall submit to the DEPARTMENT’S Project Manager for approval the proposed method or process of providing Quality Control for all work products. The Quality Control Plan shall identify the products to be reviewed, the personnel who perform the reviews, and the method of documentation.

4.5 Correspondence

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

4.6 Professional Endorsement

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

4.7 Computer Automation

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

4.8 Coordination with other Consultants

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

4.9 Optional Services

At the DEPARTMENT’s option, the CONSULTANT may be requested to provide optional services. The fee for these services shall be negotiated in accordance with the terms detailed in exhibit B, Method of Compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project(s). A supplemental agreement adding the additional services shall be executed in accordance with paragraph 2.00 of the standard consultant agreement.
5. INVOICING LIMITS

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

6. SERVICES TO BE PERFORMED BY THE DEPARTMENT

The DEPARTMENT will provide those services and materials as set forth below:

- Project data currently on file.
- All available information in the possession of the DEPARTMENT pertaining to utility companies whose facilities may be affected by the proposed construction.
- All future information that is in possession or may come to the DEPARTMENT pertaining to subdivision plans, so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right-of-way.
- Coordination with the Federal Highway Administration.
- Existing FDOT right-of-way maps.
- The DEPARTMENT will permit the CONSULTANT to utilize the DEPARTMENT’S computer facilities upon proper authorization as described in the DEPARTMENT Procedure No. 261_009.
- The DEPARTMENT will provide available FDOT crash data.