SCOPE OF SERVICES

FINANCIAL PROJECT IDENTIFICATION (FPID) NO. 437196-1-32--02

CONTINUING SERVICES CONSULTANT: PLANS DEVELOPMENT AND REVIEW

DISTRICT ONE
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1.0 PURPOSE

The Department requires the support of a Continuing Services Consultant for a wide range of engineering services to assist bringing to completion as expeditiously as possible numerous projects for the Design Office within District One.

The Continuing Services Consultant shall function as an extension of the Department's resources by providing qualified technical and professional personnel to perform to Department Standards and Procedures the duties and responsibilities assigned under the terms of this agreement.

The Continuing Services Consultant shall minimize the Department's need to apply its own resources to assignments authorized by the Department. The Department, at its option, may elect to expand, reduce or delete the extent of each work element described in this scope of services document, provided such action does not alter the intent of this agreement.

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

2.0 SERVICES TO BE PERFORMED

A. Design Support

The Continuing Services Consultant shall assist in production of the following elements: preparing roadway and traffic designs to support the District in CADD with emphasis on 3D design work and other such duties as assigned by the District Design Engineer or his/her designee.

Design support will be provided by two (2) Roadway Designers and two (2) Traffic Designers working In-House.
Duties include, but are not limited to:

- Develop plans and quantities for design projects.
- Develop pavement designs, typical section packages, Design Variations and Exceptions, and other engineering reports as requested.
- Provide constructability reviews for conceptual design projects.
- Conduct analyses, as requested, to support design decisions.
- Develop conceptual designs to determine preliminary scope, pay items, and quantities.
- Conduct field reviews.
- Attend design meetings, public meetings and public hearings.
- Review and provide comments on construction plans and permit plans.
- Develop, review and provide comments on engineering reports.
- Participate on Value Engineering (VE) Review teams.
- Provide post-design support to FDOT Construction and CEI staff and their designee.
- Provide Quality Control Reviews and comments on construction plans, specifications, access permit submittals, utility permit submittals, engineering reports and other documents.
- Advise and provide technical guidance for all stages of the design process.
- Review roadway and traffic design plans for compliance with applicable standards and criteria.
- Attend/conduct meetings for project coordination.

3.0 LENGTH OF SERVICE

The date of service shall be for 60 months. However, it shall be extended each following fiscal quarter until notified otherwise by the FDOT.

4.0 RESPONSIBILITIES OF THE DEPARTMENT

The Department will furnish, without cost to the Continuing Services Consultant, the following services and data in connection with services authorized under terms of this agreement:
A. The Department will furnish offices for designated “field office” personnel with all necessary non-consumable items such as furniture, file space and telecommunication equipment. The Department may provide these furnishings to the Consultant for the Consultant's use during the term of this Agreement. All office furnishings and equipment mentioned herein shall be for use by the Consultant but shall remain the property of the Department. The Consultant shall use all such furnishings during the term of the Agreement and the Consultant shall retain responsibility for risk of loss or damage to furnishings and equipment until they are returned to the Department. However, the Consultant shall not be responsible for loss of or damage to such property not the fault of the Consultant.

B. Personal computers will be maintained by the Department for authorized Consultant staff working within a District One building. Consultant electronics are not allowed to be connected to the Department’s internal computer network.

C. Provide all criteria and full information as to the Department's requirements for consultants' and contractors' services including objectives, constraints, budgetary limitations, and time restraints. Furnish all Department procedures, standards, and policies applicable to the services.

D. Furnish drawings, technical special provisions, schedules, reports and other information prepared by and/or for the Department by others which are available to the Department and which Department considers pertinent to General Consultant's responsibilities, as described herein.

E. Provide access to the Department’s computer network resources in accordance with the consultant agreement and Department procedures (presently found in procedure No. 325-000-002, Transportation Technology Manual dated March 20, 2019.)