EXHIBIT A

SCOPE OF SERVICES

FOR

FINANCIAL PROJECT IDs (FPIDs) **220814-1-32-15 & 220814-1-32-16 & VARIOUS**

FEDERAL PROJECT NOs.: **TBD**

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SCOPE OF SERVICES FOR CONSULTING ENGINEERING SERVICES
LANDSCAPE DESIGN

This Exhibit forms an integral part of the agreement between the State of Florida Department of Transportation (hereinafter referred to as the DEPARTMENT or FDOT) and ***leave blank until CONSULTANT is selected*** (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

Financial Project ID:	***220814-1-32-14 & VARIOUS***
Description:	***MISCELLANEOUS MINOR LANDSCAPE DESIGN PROJECTS***
Location:	***DISTRICTWIDE***

1 PURPOSE

The purpose of this Exhibit is to describe the ***possible*** scope of work and the ***range of*** responsibilities of the CONSULTANT and the DEPARTMENT in connection with the design and preparation of a complete set of construction contract plans and special provisions ***for each specific project to be assigned to the CONSULTANT under this Agreement (hereinafter called "the assigned project"). Each such assignment shall be made with the issuance of a Task Work Order authorization with an accompanying scope of services; no work on a specific project shall begin until a Task Work Order for that project has been authorized in writing under this Agreement by the DEPARTMENT.***

- Major work mix include: ***LANDSCAPE DESIGN***
- Major work groups include: ***15***
- Minor work groups include: ***3.1, 7.1, 7.2, 8.1, & 8.2***

Alternative construction contracting methods have NOT been identified for this project at this time.

The general objective is for the CONSULTANT to prepare a set of plans to be used by the contractor to build the ***assigned*** project, and by the DEPARTMENT to ensure the ***assigned*** project is built as designed and to specifications. Elements of work ***may*** include***, but not be limited to, landscape architecture, minor roadway design elements, intersection analysis, design surveys, minor drainage design, signing and pavement markings, maintenance of traffic, minor lighting, environmental permitting efforts, utility coordination and relocation, cost estimates, design documentation, QA/QC and all necessary incidental items for a complete project.***

The Scope of Services ***for each assigned project will establish*** which items of work, as described in the Plans Preparation Manual and other pertinent manuals to accomplish the work are specifically included in this contract, and also which of the items of work ***may*** be the responsibility of the CONSULTANT or the DEPARTMENT ***for an assigned project.***

The CONSULTANT shall be aware that the Scope of Services for each assigned project will more often only define the general location and intent of each assignment. The CONSULTANT will be responsible for being familiar with appropriate plant types along the given corridors and for providing bold and creative designs.

The CONSULTANT shall be aware that as ***an assigned*** project is developed, certain modifications and/or improvements to the original recommendation may be required. The CONSULTANT is to incorporate these refinements into the design and will consider this effort to be an anticipated and integral part of the work. This will not be a basis for any supplemental fee request(s).

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the DEPARTMENT and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain throughout the design of the project a contract file in accordance with DEPARTMENT procedures. CONSULTANTs are expected to know the laws and rules governing their professions and are expected to provide services in accordance with current regulations, codes and ordinances and recognized standards applicable to such professional services. The Consultant shall provide qualified technical and professional personnel to perform to Department standards and procedures, the duties and responsibilities assigned under the terms of this agreement. The Consultant shall minimize to the maximum extent possible the Department's need to apply its own resources to assignments authorized by the Department.

The DEPARTMENT will provide contract administration, management services, and technical reviews of all work associated with the development and preparation of contract documents, including Construction documents. The Department's technical reviews are for high-level conformance and are not meant to be comprehensive reviews. The CONSULTANT shall be fully responsible for all work performed and work products developed under this Scope of Services. The DEPARTMENT may provide job-specific information and/or functions as outlined in this contract, if favorable.

2 PROJECT DESCRIPTION

The CONSULTANT shall investigate the status of the projects and become familiar with concepts and commitments (typical sections, alignments, etc.) developed from prior studies. If a Preliminary Engineering Report is available from a prior or current Project Development and Environmental (PD&E) study, the CONSULTANT shall use the approved concepts as a basis for the design unless otherwise directed by the DEPARTMENT.

The CONSULTANT shall investigate the status of the ***assigned*** projects and become familiar with concepts and commitments ***(plant types, locations, etc.)*** developed from prior studies. If a Preliminary Engineering Report ***or Field Review Report*** is available from a prior or current Project Development and Environmental (PD&E) study, the CONSULTANT shall use the approved concepts as a basis for the design unless otherwise directed by the DEPARTMENT.

All fees and price proposals for each assigned project (Task Work Order) will be based on a negotiated schedule for final plans production. However, the deadline for this District Wide Miscellaneous Minor Design Contract will occur 60 months from its execution date.

Each Task Work Order Scope of Service will identify the initial design considerations for each technical discipline or service applicable to the assigned project(s).

<u>COORDINATION REQUIREMENTS:</u> The CONSULTANT shall be aware that each assignment shall be coordinated with any and all adjacent County, State or private projects. Each assignment will be assessed to determine the need to be processed as a "goes-with" and at that time a determination will be made as to which project will be the lead project. Federally funded projects will take the lead over State funded projects and the lead project will be responsible for preparing the Specifications Package.

Features installed on FDOT R/W by non-FDOT, private entities should be considered by the CONSULTANT for each assignment as they relate to potential impacts. Within these project limits, landscaping, irrigation, signs, mailboxes, etc. are expected to be encountered and potentially impacted by construction activities. The construction plans must address the course of action for coordination.

2.1 Project General and Roadway (Activities 3, 4, and 5)

Only minor roadway design elements are anticipated for this contract.

Each assigned project, (Task Work Order), will identify the roadway analyses and design elements applicable to be provided by the Consultant and/or the Department. Unless otherwise noted, roadway and design elements are to be in accordance with sections four (4) and five (5) of this document.

2.2 Drainage (Activities 6a and 6b)

Only minor drainage design elements are anticipated for this contract.

Each assigned project, (Task Work Order), will identify the drainage analyses and design elements applicable to be provided by the Consultant and/or the Department. Unless otherwise noted, drainage design elements are to be in accordance with section six (6) of this document.

2.3 Utilities Coordination (Activity 7)

Each assigned project, (Task Work Order), will identify the utility coordination activities and responsibilities to be provided by the Consultant and/or the Department. Unless otherwise noted, utility elements are to be in accordance with section seven (7) of this document.

2.4 Environmental Permits, Compliances, and Clearances (Activity 8)

Each assigned project, (Task Work Order), will identify the environmental services and responsibilities, analyses and design elements applicable to be provided by the

Consultant and /or the Department. Unless otherwise noted, environmental services and permitting elements are to be in accordance with section eight (8) of this document.

2.5 Structures (Activities 9 – 18) (Not applicable to this project)

2.6 Signing and Pavement Markings (Activities 19 & 20)

Only minor signing and pavement marking design elements are anticipated for this contract.

Each assigned project, (Task Work Order), will identify the signing and pavement markings applicable to be provided by the Consultant and/or the Department. Unless otherwise noted, signing and pavement markings are to be in accordance with sections nineteen (19) and twenty (20) of this document.

2.7 Signalization (Activities 21 & 22) (Not applicable to this project)

2.8 Lighting (Activities 23 & 24)

Each assigned project, (Task Work Order), will identify the <u>minor</u> lighting design elements applicable to be provided by the Consultant and /or the Department.

Anticipated, potential lighting design elements for this contract will be limited to very minor capacities such as aesthetic lighting and/or pedestrian lighting. Consultant Prequalification type 7.2 will NOT be required and lighting design efforts will NOT be described or negotiated in Section 24.0. The Task Work Order will define the specific requirements and the efforts will be negotiated accordingly in other sections of the staffhour forms.

2.9 Landscape Architecture (Activities 25 & 26)

Each assigned project, (Task Work Order), will identify the landscape, analyses and design elements applicable to be provided by the Consultant and /or the Department. Unless otherwise noted, landscape analysis services and landscape plans elements are to be in accordance with section twenty-five (25) and twenty-six (26) of this document.

2.10 Survey (Activity 27)

Each assigned project, (Task Work Order), will identify the survey services applicable to be provided by the Consultant and /or the Department. Unless otherwise noted, survey services are to be in accordance with section twenty-seven (27) of this document.

2.11 Photogrammetry (Activity 28) (Not applicable to this project)

2.12 Mapping (Activity 29) (Not applicable to this project)

2.13 Terrestrial Mobile LiDAR (Activity 30) (Not applicable to this project)

2.14 Architecture (Activity 31) (Not applicable to this project)

2.15 Noise Barriers (Activity 32) (Not applicable to this project)

2.16 Intelligent Transportation Systems (Activities 33 & 34) (Not applicable for this project)

2.17 Geotechnical (Activity 35) (To Be Provided by the DEPARTMENT)

Any necessary geotechnical efforts will be provided by the DEPARTMENT as required for the assigned project(s).

2.18 3D Modeling (Activity 36) (Not applicable for this project)

2.19 Project Schedule

The CONSULTANT shall be aware that due to unforeseen commitments or funding opportunities, expeditious timeframes may have to be applied to certain assignments/projects.

Within ten (10) days after the Notice-To-Proceed ***for an assignment***, and prior to the CONSULTANT beginning work, the CONSULTANT shall provide a detailed project activity/event schedule ***with actual dates and Department activity/event numbers*** for DEPARTMENT and CONSULTANT scheduled activities required to meet the current DEPARTMENT Production Date. ***The schedule shall be based upon the durations and schedule negotiated during the project staff hour negotiations process.*** For the purpose of scheduling, the CONSULTANT shall allow for a ***three (3)*** week review time for each phase review and other submittals as appropriate.

The schedule shall indicate, ***at a minimum, proposed dates for phase submittals of plans and all other appropriate milestones and*** required submittals.

Periodically, throughout the life of the contract, the project schedule shall be reviewed and, with the approval of the DEPARTMENT, adjusted as necessary to incorporate changes in the Scope of Services and progress to date.

The approved ***monthly updated project*** schedule and schedule status report, shall be submitted with the monthly progress report ***to the DEPARTMENT's Design Project Manager***. ***The CONSULTANT will also be required to make monthly schedule updates for tasks assigned to the CONSULTANT in FDOT Project Suite Enterprise Edition (PSEE). Schedule updates are due the last Friday of each month.***

Initial and revised schedule***s*** shall be submitted ***electronically in *.pdf, Word, or Excel*** format.

Additional information, the PSEE link, and schedule update training can be found at http://www.fdot.gov/designsupport/Districts/D3/default.shtm .

2.20 Submittals

The CONSULTANT shall furnish construction contract documents as required by the DEPARTMENT to adequately control, coordinate, and approve the work concepts. The CONSULTANT shall distribute submittals as directed by the DEPARTMENT. The DEPARTMENT will determine the specific number of copies required prior to each submittal.

The DEPARTMENT's Electronic Review and Comment (ERC) system will be used for project reviews. Upon Notice to Proceed, the DEPARTMENT's Design Project Manager will coordinate with the CONSULTANT to provide the required access into the ERC system.

Phase Submittal Delivery: The delivery will include ONLY the submittal components (not the entire project directory and files). The delivery will be transmitted to the DEPARTMENT's Design Project Manager via ftp site, FTA, or other electronic file storage media and will include all construction plans components (roadway, signing & pavement marking, signalization, etc.) in *.pdf format, as well as the other submittal components described below for each submittal. The CONSULTANT shall coordinate with the DEPARTMENT's Design Project Manager to determine whether hard copy sets of plans or CDs/DVDs are required at any or all phase submittals. The CONSULTANT shall provide a *.kmz file of the project with each submittal. The *.kmz file needs to include the layers necessary to compare proposed construction features with the existing utilities as well as the limits of construction (LOC) and right-of-way (R/W).

Design Report: The requirements for a Design Report (aka: Design Documentation Book/ Design Docs/ Doc Book/ 3R Report) and an ADA Survey Report are described in Section 4.13.

PRIOR TO FIRST PHASE SUBMITTAL:

Quality Assurance/ Quality Control (QA/QC) Plan: The CONSULTANT shall submit their QA/QC Plan that will be used during the design of this project to the DEPARTMENT's Design Project Manager for reference within 20 (twenty) calendar days of the written Notice to Proceed. As a minimum, the QA/QC Plan shall include the details of all plan review processes to be utilized and sufficient file documentation to show that the QA/QC plan has been followed. See Section 3.0 (Project Common Tasks).

Alignment Submittals: Centerline/Baseline of Survey alignment submittals shall be submitted to the District Survey Office for approval and copies shall be submitted to the DEPARTMENT's Design Project Manager, D3 R/W Mapping Office, and the Prime CONSULTANT.

The Prime CONSULTANT shall wait for approval from the District Survey Office before utilizing the alignment for design purposes.

Survey Submittals: ***The Survey Subconsultant shall transmit their submittals to the District 3 Survey Office as well as the Prime CONSULTANT. The Survey Subconsultant shall copy the DEPARTMENT's Design Project Manager on all submittal correspondence. These survey submittals are to be made prior to the phase I, II, III, and IV plans submittals.***

UAO Identification / Sunshine 811 "Design" Ticket: ***A copy of the Sunshine 811 "design" ticket listing all utility owners within the project limits shall be transmitted to the Design Project Manager and the Area Utility Manager at the onset of the design survey effort. The ticket shall be included with all phase submittals. See Section 7.2 for additional information regarding this requirement.***

Miscellaneous Design/ Production Document Submittals: ***The CONSULTANT shall submit to the DEPARTMENT for review, and receive concurrence for, the Initial Project Schedule, the Community Awareness Plan, the Typical Section Package, Design Variations and/or Exceptions (if applicable), and other documents as required by the Plans Preparation Manual (PPM) and the Scope of Services.***

PHASE I (Upon Request of the DEPARTMENT's Design Project Manager):

The CONSULTANT shall submit to the DEPARTMENT's Design Project Manager for distribution:

- ***one (1) electronic copy of the Plans,***
- ***one (1) electronic copy of the QC Marked-up Plans,***

The submittal shall, at a minimum, include *.pdf files of the components listed above, as well as the Design Report, *.kmz file of the project, and Sunshine 811 "design" ticket.

Along with the Phase I plans submittal, the CONSULTANT shall submit the construction cost estimate using the DEPARTMENT's Long Range Estimating System (L.R.E.). The District Preliminary Estimates Office will provide the CONSULTANT with a version of the L.R.E. in the system for their use.

Following the PHASE I review and prior to the PHASE II submittal, the District Survey Office requests that the prime CONSULTANTS provide the Survey SubConsultants with the plans and allow time for a review to check the survey/ construction layout, alignments, control information (including R/W control if applicable), curve data, layout information, etc.

PHASE II (Upon Request of the DEPARTMENT's Design Project Manager):

The CONSULTANT shall submit to the DEPARTMENT's Design Project Manager for distribution:

- ***one (1) electronic copy of the Plans,***
- ***one (1) electronic copy of the QC Marked-up Plans,***
- ***one (1) electronic copy of any Technical Special Provision (if applicable)***

The submittal shall, at a minimum, include *.pdf files of the components listed above, as well as the Design Report, *.kmz file of the project, Sunshine 811 "design" ticket, Utility Conflict Matrix, and a scanned copy of the Constructability Phase Review Checklist (per the Construction Project Administration Manual (CPAM)).

Along with the Phase II plans submittal, the CONSULTANT shall submit the construction cost estimate using the DEPARTMENT's Long Range Estimating System (L.R.E.). The District Preliminary Estimates Office will provide the CONSULTANT with a version of the L.R.E. in the system for their use.

The CONSULTANT shall submit plans to each of the affected local government(s) designated contact for a three-week review. See Section 3.1.2 of this document for details regarding Local Government Involvement.

PHASE III:

The CONSULTANT shall submit to the DEPARTMENT's Design Project Manager for distribution:

- ***one (1) electronic copy of the Plans,***
- ***one (1) electronic copy of the QC Marked-up Plans,***
- ***one (1) electronic copy of any Technical Special Provision (if applicable)***
- ***one (1) electronic copy of the CONSULTANT's Construction Cost Estimate,***
- ***one (1) electronic copy of the CONSULTANT's Contract Time Estimate,***

The submittal shall, at a minimum, include *.pdf files of the components listed above, as well as the Design Report, *.kmz file of the project, Sunshine 811 "design" ticket, Utility Conflict Matrix, and a scanned copy of the Constructability Phase Review Checklist (per the Construction Project Administration Manual (CPAM)).

The CONSULTANT shall submit plans to each of the affected local government(s) designated contact for a three-week review. See Section 3.1.2 of this document for details regarding Local Government Involvement.

PHASE IV:

The CONSULTANT shall submit to the DEPARTMENT's Design Project Manager for distribution:

- ***one (1) electronic copy of the Plans,***
- ***one (1) electronic copy of the QC Marked-up Plans,***
- ***one (1) electronic copy of the CONSULTANT's Construction Cost Estimate,***
- ***one (1) electronic copy of the CONSULTANT's Contract Time Estimate,***

The submittal shall, at a minimum, include *.pdf files of the components listed above, as well as the Design Report, *.kmz file of the project, Sunshine 811 "design" ticket, Utility Conflict Matrix, and a scanned copy of the Constructability Phase Review Checklist (per the Construction Project Administration Manual (CPAM)).

SUBMITTAL FOR "THE SHELF":

The CONSULTANT must submit a District 3 Change Memo to the District Preliminary Estimates Office to have Project Preconstruction (PrP) unlocked if changes are made following the PHASE IV submittal that affect the pay-items or quantities in PrP. A copy of the District 3 Change Memo can be obtained from the DEPARTMENT's Design Project Manager or the District Preliminary Estimates Office.

Upon addressing the PHASE IV review comments, the CONSULTANT shall submit to the DEPARTMENT's Design Project Manager the following in an electronic format via ftp site, FTA, or other electronic file storage media:

- ***PHASE IV Plans,***
- ***PHASE IV QC Marked-up Plans,***
- ***Design Report,***
- ***Engineer's Construction Cost Estimate,***
- ***CONSULTANT's Contract Time Estimate,***
- ****.kmz file of the project,***
- ***Sunshine 811 "design" ticket,***
- ***Utility Conflict Matrix,***
- ***Constructability Phase Review Checklist***

The CONSULTANT shall transmit the applicable electronic project files to the DEPARTMENT's Area Utility Manager.

PHASE IV RE-SUBMITTAL:

If the project spends one (1) year or more "on the shelf" and/or substantial changes have been made during Plans Update to the plans, pay items, or quantities after the Phase IV review, the CONSULTANT shall prepare a second

Phase IV submittal. This submittal will include the requirements listed for Phase IV. This submittal will be made well in advance of the Final Submittal to the DEPARTMENT's Plans Processing Group. This will allow time to address comments in advance of the Final Submittal.

The DEPARTMENT's Design Project Manager will determine whether the Phase IV re-submittal will include a distribution to the local governments. See Section 3.1.2 of this document for details regarding Local Government Involvement.

The CONSULTANT must submit a District 3 Change Memo to the District Preliminary Estimates Office to have PrP unlocked if changes are made during Plans Update that affect the pay-items or quantities in PrP. A copy of the District 3 Change Memo can be obtained from the DEPARTMENT's Design Project Manager or the District Preliminary Estimates Office.

The CONSULTANT must submit an electronic copy of the Plans Update Memo to describe in general terms the changes made to each sheet since the project was "shelved". A copy of the Plans Update Memo can be obtained from the DEPARTMENT's Design Project Manager.

The CONSULTANT must submit a Final Plans Change Memo for the District Design Office to describe in general terms the changes made to each sheet since the project was "shelved". A copy of the Final Plans Change Memo can be obtained from the DEPARTMENT's Design Project Manager.

The effort for preparing a PHASE IV Re-Submittal will be negotiated as a part of the Plans Update Services. See Section 3.7 for more information regarding Plans Update.

<u>FINAL PLANS SUBMITTAL TO PLANS PROCESSING</u>:

This submittal will occur upon addressing PHASE IV (or PHASE IV RE-SUBMITTAL) comments or following the Plans Update phase and less than one (1) year spent "on the shelf".

If changes are made to the plans after the PHASE IV review that affect the pay-items or quantities in PrP, the CONSULTANT must submit a District 3 Change Memo to the District Preliminary Estimates Office to have PrP unlocked. A copy of the District 3 Change Memo can be obtained from the DEPARTMENT's Design Project Manager or the District Preliminary Estimates Office.

The CONSULTANT must submit an electronic copy of the Plans Update Memo to describe in general terms the changes made to each sheet since the project was "shelved". A copy of the Plans Update Memo can be obtained from the DEPARTMENT's Design Project Manager.

<u>Final Project Submittal to ERC</u>: The CONSULTANT shall submit the following to the DEPARTMENT's Design Project Manager via ftp site, FTA, or other

electronic file storage media to post to ERC for the District's Plans Processing Group's review:

- ***electronic *.pdf copy of each component of the final plans. The plans must be electronically sealed using the Digital Delivery method for the second and subsequent submittals. Not the first.***
- ***a complete Specifications Package including any Technical Special Provisions and/or incentive/disincentive cost analyses and backup documentation (when necessary)***
- ***the Project-CADD.zip folder with all project design files***
- ***the Compliance Certification Checklist Report. This report shall be signed by the Engineer of Record to certify that all electronic deliverables are complete, in the proper format, and all plans and specifications are signed and sealed with the same program.***

Any design changes since the previous submittal affecting utilities must be coordinated with the DEPARTMENT's Design Project Manager and submitted to the DEPARTMENT's Area Utility Manager so that Utility Work Schedules can be updated.

The CONSULTANT will expeditiously address the comments received in ERC and be prepared to resubmit the final plans package once the review period in ERC is complete. A minimum of two (2) complete reviews using the ERC system will occur at this juncture, followed by subsequent Final Project CD/DVD submittals as necessary.

<u>Final Project Submittal</u>: The CONSULTANT shall submit the following to the DEPARTMENT's Design Project Manager via ftp site, FTA, or other electronic file storage media for the District's Plans Processing Group's review once the ERC reviews are complete:

- ***final plans electronically sealed using the Digital Delivery method***
- ***a complete Specifications Package including any Technical Special Provisions and/or incentive/disincentive cost analyses and backup documentation (when necessary)***
- ***the Project-CADD.zip folder with all project design files***
- ***the Compliance Certification Checklist Report. This report shall be signed by the Engineer of Record to certify that all electronic deliverables are complete, in the proper format, and all plans and specifications are signed and sealed with the same program.***
- ***all project data and its location noted in the project journal.***

Upon addressing all comments received during the Final Plans Processing review, the CONSULTANT shall transmit electronic project files to the DEPARTMENT's Area Utility Manager as described in the requirements above.

Original survey field books will be submitted to the District Survey Office as well as all other applicable deliverables required by the District's Survey CONSULTANT Checklist.

2.21 Provisions for Work

All work shall be prepared with English units in accordance with the latest editions of standards and requirements utilized by the DEPARTMENT which include, but are not limited to, publications such as:

- General
  - Title 29, Part 1910, Standard 1910.1001, Code of Federal Regulations (29 C.F.R. 1910.1001) – Asbestos Standard for Industry, U.S. Occupational Safety and Health Administration (OSHA)
  - 29 C.F.R. 1926.1101 – Asbestos Standard for Construction, OSHA
  - 40 C.F.R. 61, Subpart M - National Emission Standard for Hazardous Air Pollutants (NESHAP), Environmental Protection Agency (EPA)
  - 40 C.F.R. 763, Subpart E – Asbestos-Containing Materials in Schools, EPA
  - 40 C.F.R. 763, Subpart G – Asbestos Worker Protection, EPA
  - ADA Standards for Accessible Design
  - AASHTO – A Policy for Geometric Design of Highways and Streets
  - AASHTO – Highway Safety Manual
  - Rule Chapter 5J-17, F.A.C., Minimum Technical Standards for Professional Surveyors and Mappers
  - Chapter 469, Florida Statutes (F.S.) – Asbestos Abatement
  - Rule Chapter 62-257, F.A.C., Asbestos Program
  - Rule Chapter 62-302, F.A.C., Surface Water Quality Standards
  - Code of Federal Regulations (C.F.R.)
  - Florida Administrative Codes (F.A.C.)
  - Chapters 20, 120, 215, 455, Florida Statutes (F.S.) – Florida Department of Business & Professional Regulations Rules
  - Florida Department of Environmental Protection Rules
  - FDOT Basis of Estimates Manual
  - FDOT CADD Manual
  - FDOT Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System
  - FDOT Flexible Pavement Design Manual
  - FDOT Handbook for Preparation of Specifications Package
  - FDOT Instructions for Design Standards
  - FDOT Instructions for Structures Related Design Standards
  - FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (“Florida Greenbook”)
  - FDOT Materials Manual
  - FDOT Pavement Type Selection Manual
  - FDOT Plans Preparation Manual
  - FDOT Procedures and Policies
  - FDOT Project Development and Environmental Manual

- FDOT Project Traffic Forecasting Handbook
- FDOT Public Involvement Handbook
- FDOT Rigid Pavement Design Manual
- FDOT Standard Specifications for Road and Bridge Construction
- FDOT Utility Accommodation Manual
- FHWA - Manual on Uniform Traffic Control Devices (MUTCD)
- FHWA - NCHRP Report 672, Roundabouts: An Informational Guide
- FHWA Roadway Construction Noise Model (RCNM) and Guideline Handbook
- Florida Fish and Wildlife Conservation Commission - Standard Manatee Construction Conditions 2005
- Florida Statutes (F.S.)
- Florida's Level of Service Standards and Guidelines Manual for Planning
- Model Guide Specifications – Asbestos Abatement and Management in Buildings, National Institute for Building Sciences (NIBS)
- Quality Assurance Guidelines
- Safety Standards
- Any special instructions from the DEPARTMENT

- Roadway
  - FDOT – Florida Intersection Design Guide
  - FDOT - Project Traffic Forecasting Handbook
  - FDOT - Quality/Level of Service Handbook
  - Florida's Level of Service Standards and Highway Capacity Analysis for the SHS
  - Transportation Research Board (TRB) - Highway Capacity Manual
- Permits
  - Chapter 373, F.S. – Water Resources
  - US Fish and Wildlife Service Endangered Species Programs
  - Florida Fish and Wildlife Conservation Commission Protected Wildlife Permits
  - Bridge Permit Application Guide, COMDTPUB P16591.3C
  - Building Permit
  - ***US Army Corps of Engineers, 33 CFR 325.1 (d)***
- Drainage
  - FDOT Bridge Hydraulics Handbook
  - FDOT Culvert Handbook
  - FDOT Drainage Manual
  - FDOT Erosion and Sediment Control Manual
  - FDOT Exfiltration Handbook
  - FDOT Hydrology Handbook
  - FDOT Open Channel Handbook
  - FDOT Optional Pipe Materials Handbook
  - FDOT Storm Drain Handbook
  - FDOT Stormwater Management Facility Handbook

- FDOT Temporary Drainage Handbook

- Survey and Mapping
  - ***District 3 Surveying Guidelines***
  - ***Survey Safety Handbook***
  - ***Minimum Technical Standards for Surveying and Mapping Rule 5J-17***
  - ***All other applicable Department procedures, handbooks, and manuals***
  - All applicable Florida Statutes and Administrative Codes
  - Applicable Rules, Guidelines Codes and authorities of other Municipal, County, State and Federal Agencies.
  - FDOT Right of Way Mapping Handbook
  - FDOT Surveying and Mapping Procedure Topic 550-030-101
  - Florida Department of Transportation Right of Way Procedures Manual
  - Florida Department of Transportation Surveying Handbook

- Traffic Engineering and Operations and ITS
  - AASHTO - An Information Guide for Highway Lighting
  - AASHTO - Guide for Development of Bicycle Facilities
  - FHWA Standard Highway Signs Manual
  - FDOT - Florida Roundabout Guide
  - FDOT Manual on Uniform Traffic Studies (MUTS)
  - FDOT Median Handbook
  - FDOT Traffic Engineering Manual
  - Minimum Specifications for Traffic Control Signal Devices
  - National Electric Safety Code
  - National Electrical Code

- Florida's Turnpike Enterprise
  - Florida's Turnpike Plans Preparation and Practices Handbook (TPPPH)
  - Florida's Turnpike Traffic Pacing Design Guide Drawings
  - Florida's Turnpike Lane Closure Policy
  - Florida's Turnpike Drainage Manual Supplement
  - Rigid Pavement Design Guide for Toll Locations with Electronic Toll Collection
  - Flexible Pavement Design Guide for Toll Locations with Electronic Toll Collection

- Traffic Monitoring
  - American Institute of Steel Construction (AISC) Manual of Steel Construction, referred to as "AISC Specifications"
  - American National Standards Institute (ANSI) RP-8-00 Recommended Practice for Roadway Lighting
  - AASHTO AWS D1.1/ANSI Structural Welding Code – Steel
  - AASHTO D1.5/AWS D1.5 Bridge Welding Code
  - FHWA Traffic Detector Handbook
  - FDOT General Interest Roadway Data Procedure
  - FHWA Traffic Monitoring Guide

- FDOT's Traffic/Polling Equipment Procedures

- Structures
  - AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications and Interims
  - AASHTO LRFD Movable Highway Bridge Design Specifications and Interims
  - AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals, and Interims.
  - AASHTO/-AWS-D1. 5M/D1.5: An American National Standard Bridge Welding Code
  - AASHTO Guide Specifications for Structural Design of Sound Barriers
  - AASHTO Manual for Condition Evaluation and Load and Resistance Factor Rating (LRFR) of Highway Bridges
  - FDOT Structures Manual
  - FDOT Structures Design Office Temporary Design Bulletins (available on FDOT Structures web site only)
  - FDOT Preferred Details (available on FDOT Structures web site only)
  - FDOT Load Rating Manual

- Geotechnical
  - FHWA Checklist and Guidelines for Review of Geotechnical Reports and Preliminary Specifications
  - Manual of Florida Sampling and Testing Methods
  - Soils and Foundation Handbook

- Landscape Architecture
  - Florida Department of Agriculture and Consumer Services Grades and Standards for Nursery Plants

- Architectural
  - Building Codes
  - Florida Building Code:
    - Building
    - Fuel Gas
    - Mechanical
    - Plumbing
    - Existing Building
  - Florida Accessibility Code for Building Construction
  - Rule Chapter 60D, F.A.C., Division of Building Construction
  - Chapter 553, F.S. – Building Construction Standards
  - ANSI A117.1 2003 Accessible and Usable Building and Facilities
  - Titles II and III, Americans With Disabilities Act (ADA), Public Law 101-336; and the ADA Accessibility Guidelines (ADAAG)

- Architectural – Fire Codes and Rules

- National Fire Protection Association (NFPA) - Life Safety Code
- NFPA 70 - National Electrical Code
- NFPA 101 - Life Safety Code
- NFPA 10 - Standard for Portable Fire Extinguishers
- NFPA 11 - Standard for Low-Expansion Foam Systems
- NFPA 11A - Standard for High- and Medium-Expansion Foam Systems
- NFPA 12 - Standard for Carbon Dioxide Extinguishing Systems
- NFPA 13 - Installation of Sprinkler Systems
- NFPA 30 - Flammable and Combustible Liquids Code
- NFPA 54 - National Gas Fuel Code
- NFPA 58 - LP-Gas Code
- Florida Fire Prevention Code as adopted by the State Fire Marshal – Consult with the Florida State Fire Marshal's office for other frequently used codes.

- Architectural – Extinguishing Systems
  - NFPA 10 - Fire Extinguishers
  - NFPA 13 - Sprinkler
  - NFPA 14 - Standpipe and Hose System
  - NFPA 17 - Dry Chemical
  - NFPA 20 - Centrifugal Fire Pump
  - NFPA 24 - Private Fire Service Mains
  - NFPA 200 - Standard on Clean Agent Fire Extinguishing Systems
- Architectural – Detection and Fire Alarm Systems
  - NFPA 70 - Electrical Code
  - NFPA 72 - Standard for the Installation, Maintenance and Use of Local Protective Signaling Systems
  - NFPA 72E - Automatic Fire Detectors
  - NFPA 72G - Installation, Maintenance, and Use of Notification Appliances
  - NFPA 72H -Testing Procedures for Remote Station and Proprietary Systems
  - NFPA 74 - Household Fire Warning Equipment
  - NFPA 75 - Protection of Electronic Computer Equipment
- Architectural – Mechanical Systems
  - NFPA 90A - Air Conditioning and Ventilating Systems
  - NFPA 92A - Smoke Control Systems
  - NFPA 96 - Removal of Smoke and Grease-Laden Vapors from Commercial Cooking Equipment
  - NFPA 204M - Smoke and Heating Venting
- Architectural – Miscellaneous Systems
  - NFPA 45 - Laboratories Using Chemicals
  - NFPA 80 - Fire Doors and Windows
  - NFPA 88A - Parking Structures
  - NFPA 105- Smoke and Draft-control Door Assemblies
  - NFPA 110 - Emergency and Standby Power Systems

- NFPA 220 - Types of Building Construction
- NFPA 241 - Safeguard Construction, Alteration, and Operations
- Rule Chapter 69A-47, F.A.C., Uniform Fire Safety For Elevators
- Rule Chapter 69A-51, F.A.C., Boiler Safety

- Architectural – Energy Conservation
  - Rule Chapter 60D-4, F.A.C., Rules For Construction and Leasing of State Buildings To Insure Energy Conservation
  - Section 255.255, F.S., Life-Cycle Costs

- Architectural – Elevators
  - Rule Chapter 61C-5, F.A.C., Florida Elevator Safety Code
  - ASME A-17.1, Safety Code for Elevators and Escalators
  - Architectural – Flood Plain Management Criteria
  - Section 255.25, F.S., Approval Required Prior to Construction or Lease of Buildings
  - Rules of the Federal Emergency Management Agency (FEMA)

- Architectural – Other
  - Rule Chapter 64E-6, F.A.C., Standards for On Site Sewage Disposal Systems (Septic Tanks)
  - Rule Chapter 62-600, F.A.C., Domestic Wastewater Facilities
  - Rule Chapter 62-761, F.A.C., Underground Storage Tank Systems
  - American Concrete Institute
  - American Institute of Architects - Architect's Handbook of Professional Practice
  - American Society for Testing and Materials - ASTM Standards
  - Brick Institute of America
  - DMS - Standards for Design of State Facilities
  - Florida Concrete Products Association
  - FDOT – ADA/Accessibility Procedure
  - FDOT – Building Code Compliance Procedure
  - FDOT – Design Build Procurement and Administration
  - LEED (Leadership in Energy and Environmental Design) Green Building Rating System
  - National Concrete Masonry Association
  - National Electrical Code
  - Portland Cement Association - Concrete Masonry Handbook
  - United State Green Building Council (USGBC)

2.22 Services to be Performed by the DEPARTMENT

Project Data:

When appropriate the DEPARTMENT will provide project data currently on file, including, when available:

- Available traffic and planning data.
- Systems traffic for Projected Design Year, with K, D, and T factors.
- Existing right of way maps.

- Existing cross slope data for all RRR projects.
- Existing pavement evaluation report for all RRR projects.
- PD&E Documents
- Design Reports
- ***Straight Line Diagram (SLD)***
- ***Existing as-built construction plans***
- ***Long Range Estimates (LRE)***

Regarding Utilities:

- All Department agreements with Utility Agency Owner (UAO).
- All approved utility relocations.
- All available information in the possession of the DEPARTMENT pertaining to utility companies whose facilities may be affected by the proposed construction.
- Project utility certification to the DEPARTMENT's Central Office.
- ***Provide Utility Coordination***

Regarding Surveying Services:

- ***Provide a number sequence for each survey field book required for the project***
- ***Provide the Primary and Secondary Horizontal and Vertical control for the project***
- ***Approve all surveyed roadway centerline alignments prior to being used by the Prime Design Consultant***
- ***Provide phase reviews of the survey data and phase reviews of the survey elements within the plans***

Regarding Environmental Permitting Services:

- Approved Permit Document when available
- Approval of all contacts with environmental agencies.
- General philosophies and guidelines of the DEPARTMENT to be used in the fulfillment of this contract. Objectives, constraints, budgetary limitations, and time constraints will be completely defined by the Project Manager.
- Appropriate signatures on application forms.

Regarding Pavement Design and Geotechnical Services:

- ***Provide Pavement Survey Information (coring, testing and report preparation)***
- ***Provide Pavement Design(s)***
- ***Provide necessary Geotechnical Support***

Miscellaneous Services:

- All certifications necessary for project letting.
- Access for the CONSULTANT to utilize the DEPARTMENT's Information Technology Resources.
- Building Construction Permit Coordination
- All information that may come to the DEPARTMENT pertaining to future improvements.
- All future information that may come to the DEPARTMENT during the term of

the CONSULTANT's Agreement, which in the opinion of the DEPARTMENT is necessary for the prosecution of the work.

- Letters of authorization designating the CONSULTANT as an agent of the DEPARTMENT in accordance with F.S. 337.274.
- Phase reviews of plans and engineering documents.
- Any necessary title searches.
- Engineering standards review services.
- All future information that 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.
- ***Conduct project specific presentations given to Local Governments and MPO/TPOs as necessary and as prepared/supported by the CONSULTANT***

3 PROJECT COMMON AND PROJECT GENERAL TASKS

Project Common Tasks

Project Common Tasks, as listed below, are work efforts that are applicable to many project activities, 4 Roadway Analysis through 35 Geotechnical. These tasks are to be included in the project scope in each applicable activity when the described work is to be performed by the CONSULTANT.

Cost Estimates: The CONSULTANT shall be responsible for producing a construction cost estimate and reviewing and updating the cost estimate when scope changes occur and/or at milestones of the project. Prior to 60% plans and completion of quantities, the DEPARTMENT's Long Range Estimate (L.R.E.) system will be used to produce a conceptual estimate, according to District policy. Once the quantities have been developed (beginning at 60% plans and no later than 90% plans) the CONSULTANT shall be responsible for inputting the pay items and quantities into AASHTOWare Project Preconstruction through the use of the DEPARTMENT's Designer Interface for generating the summary of quantities and the FDOT's in-house estimates. A Summary of Pay Items sheet shall be prepared with all required Phase II, III, and IV Plans submittals.

Phase I - The project shall be established in PrP by Phase I (30%). The District Preliminary Estimates Office will create the project(s) in the system upon receiving a copy of the Notice to Proceed for the design contract. The District Preliminary Estimates Office will also create a version in the L.R.E. System for the CONSULTANT's use at Phase I. The CONSULTANT can request access to the assigned L.R.E. through the DEPARTMENT's Design Project Manager. For the Phase I (30%) submittal, the CONSULTANT shall submit the cost estimate using the DEPARTMENT's Long Range Estimating (L.R.E.) system. This estimate will be reviewed by the District Preliminary Estimates Office within the L.R.E. System. The Phase I (30%) L.R.E. shall be complete and ready for review at the time of the plans submittal.

Phase II - A Project Summary of Pay Items sheet shall be prepared with Phase II and subsequent plans submittals. The Phase II (60%) submittal shall have all pay items

identified with or without quantities. If quantities have not been determined at this point, the CONSULTANT shall load a quantity of "1.0". For the Phase II (60%) submittal, the CONSULTANT shall submit the cost estimate using the DEPARTMENT's Long Range Estimating (L.R.E.) system. This estimate will be reviewed by the District Preliminary Estimates Office within the L.R.E. System. The Phase II (60%) L.R.E. shall be complete and ready for review at the time of the plans submittal.

Phases III & IV – At Phase III (90%) the CONSULTANT shall have all quantities loaded into PrP, with only minor changes anticipated at subsequent submittals. Within PrP, the CONSULTANT shall run a Project Edit Report for the project at Phases III and IV just prior to submitting the plans to the DEPARTMENT for review. The "Project Edit Report" lists all pay items loaded in the project (by category) and identifies obsolete pay items in PrP. The complete submittal package, including the CONSULTANT's construction cost estimate, will be provided to the District Preliminary Estimates Office at phases III (90%) and IV (100%). If the project includes a Special Detour, the CONSULTANT shall prepare and submit a Special Detour Quantity Worksheet for submittals beginning at Phase III (90%). The Special Detour Worksheet should be submitted at every subsequent phase submittal and updated if necessary. The above shall be provided for each component set of plans (i.e., Roadway, Bridge, Signing and Marking, etc.).

Technical Special Provisions: The CONSULTANT shall provide Technical Special Provisions for all items of work not covered by the Standard Specifications for Road and Bridge Construction and the workbook of implemented modifications.

A Technical Special Provision shall not modify the first nine sections of the Standard Specifications and implemented modifications in any way. All modifications to other sections must be justified to the appropriate District Specifications Office to be included in the project's specifications package.

The Technical Special Provisions shall be technical in nature and shall provide a description of work, materials, equipment and specific requirements, method of measurement and basis of payment. Proposed Technical Special Provisions will be submitted to the District Specifications Office for initial review at the time of the Phase III plans review submission to the DEPARTMENT's Project Manager. This timing will allow for adequate processing time prior to final submittal. The Technical Special Provisions will be reviewed for suitability in accordance with the Handbook for Preparation of Specification Packages. The District Specifications Office will forward the Technical Special Provisions to the District Legal Office for their review and comment. All comments will be returned to the CONSULTANT for correction and resolution. Final Technical Special Provisions shall be electronically signed and sealed in accordance with applicable Florida Statutes.

The CONSULTANT shall contact the appropriate District Specifications Office for details of the current format to be used before starting preparations of Technical Special Provisions.

Field Reviews: The CONSULTANT shall make as many trips to the project site as required to obtain necessary data for all elements of the project.

Technical Meetings: The CONSULTANT shall attend all technical meetings necessary to execute the Scope of Services of this contract. This includes meetings with DEPARTMENT and/or Agency staff, between disciplines and subconsultants, such as access management meetings, pavement design meetings, local governments, railroads, airports,, progress review meetings (phase review), and miscellaneous meetings. The CONSULTANT shall prepare, and submit to the DEPARTMENT's Project Manager for review, the meeting minutes for all meetings attended by them. The meeting minutes are due within five (5) days of attending the meeting.

Quality Assurance/Quality Control ***(QA/QC)***: It is the intention of the DEPARTMENT that design CONSULTANTS, including their subconsultant(s), are held responsible for their work, including plans review. The purpose of CONSULTANT plan reviews is to ensure that CONSULTANT plans follow the plan preparation procedures outlined in the Plans Preparation Manual***/FDOT Design Manual***, that state and federal design criteria are followed with the DEPARTMENT concept, and that the CONSULTANT submittals are complete. All subconsultant document submittals shall be submitted by the subconsultant directly to the CONSULTANT for their independent Quality Assurance/Quality Control review and subsequent submittal to the DEPARTMENT.

It is the CONSULTANT'S responsibility to independently and continually QC their plans and other deliverables. The CONSULTANT should regularly communicate with the DEPARTMENT's Design Project Manager to discuss and resolve issues or solicit opinions from those within designated areas of expertise.

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications and other services furnished by the CONSULTANT and their subconsultant(s) under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all maps, design drawings, specifications, and other documentation prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan shall be one specifically designed for this project. The CONSULTANT shall submit a Quality Control Plan for approval within twenty (20) business days of the written Notice to Proceed and it shall be signed by the CONSULTANT's Project Manager and the CONSULTANT QC Manager. The Quality Control Plan shall include the names of the CONSULTANT's staff that will perform the quality control reviews. The Quality Control reviewer shall be a Florida Licensed Professional Engineer fully prequalified under F.A.C. 14-75 in the work type being reviewed. A marked up set of prints from a Quality Control Review indicating the reviewers for each component (structures, roadway, drainage, signals, geotechnical, signing and marking, lighting, landscape, surveys, etc.) and a written resolution of comments on a point-by-point basis will be required, if requested by the DEPARTMENT, with each phase submittal. The responsible Professional Engineer, Landscape Architect, or Professional Surveyor & Mapper that performed the Quality Control review will sign a statement certifying that the review was conducted and found to meet required specifications.

The CONSULTANT shall, without additional compensation, correct all errors or deficiencies in the designs, maps, drawings, specifications and/or other products and services.

Independent Peer Review: When directed by the DEPARTMENT, a subconsultant may perform Independent Peer Reviews.

Prior to staffhour negotiations, the CONSULTANT shall coordinate with the DEPARTMENT's Design Project Manager to determine whether Independent Peer Reviews ***and/or*** Constructability/Bidability Review***s through this design contract will be*** required on this project. These separate reviews shall be completed by someone who has not worked on the plan component that is being reviewed. These could include, but are not limited to a separate office under the Prime's umbrella, a subconsultant that is qualified in the work group being reviewed, or a CEI. It does not include persons who have knowledge of the day to day design efforts. The Constructability/Bidability Review shall be performed by a person with experience working on Department construction projects (CEI, Contractor, etc.).

The Independent Peer Review for design Phase Plans submittals shall ensure the plans meet the FDM***, Standard Plans*** and CADD Manual. The Constructability/Bidability Review shall ensure the project can be constructed and paid for as designed. Constructability/Bidability Reviews should be conducted prior to the Phase III and Phase IV submittals, using the Phase Review Checklist (Guidance Document 1-1-A) from the Construction Project Administration Manual (CPAM) as a minimum guideline. The CONSULTANT shall submit this checklist, as well as the "marked-up" set of plans during this review, and review comments and comment responses from any previous Constructability/Bidability reviews. These items will be reviewed by District Design and District Construction.

Supervision: The CONSULTANT shall supervise all technical design activities.

Coordination: The CONSULTANT shall coordinate with all disciplines of the project to produce a final set of construction documents.

Project General Tasks

Project General Tasks, described in Sections 3.1 through 3.13 below, represent work efforts that are applicable to the project as a whole and not to any one or more specific project activity. The work described in these tasks shall be performed by the CONSULTANT when included in the project scope.

3.1 Public Involvement

Each assigned project, (Task Work Order), will identify the necessary Community Awareness Plan (CAP) level and will follow the necessary guidelines listed below as appropriate.

Prior to negotiations for each task, the CONSULTANT shall coordinate with the DEPARTMENT'S Design Project Manager and Public Information Director to discuss the specific public involvement activities anticipated for each assigned task.

3.1.1 Community Awareness Plan

All projects require the development of a Community Awareness Plan (CAP) utilizing the District Three Community Awareness Plan Template. A copy of the Template can be obtained from the DEPARTMENT's Design Project Manager.

Each assigned project, (Task Work Order), will identify the necessary CAP Level and follow the necessary guidelines listed in this section as appropriate.

Prepare a Community Awareness Plan (CAP) for review and approval by the DEPARTMENT within 30 calendar days after receiving Notice to Proceed. The objective of the plan is to notify local governments, affected property owners, tenants, and the public of the DEPARTMENT'S proposed construction and the anticipated impact of that construction. The CAP shall address timeframes for each review and shall include tentative dates for each public involvement requirement for the project. The CAP will also document all public involvement activities conducted throughout the project's duration. In addition to the benefits of advance notification, the process should allow the DEPARTMENT to resolve controversial issues during the design phase. ***Four areas of specific concern are: (1) Influences on access to businesses and residences, (2) Drainage, (3) Maintenance of Traffic during construction, and (4) right-of-way acquisition.***

3.1.2 Notifications

PHASE SUBMITTAL NOTIFICATIONS:

The CONSULTANT shall prepare an email notification and a distribution list for plans at Phase II, Phase III, and any subsequent Phase IV re-submittal to the office(s) designated by the local government(s) and applicable regional authorities for a three-week review. The email notifications and plans will be distributed by the DEPARTMENT. The need to re-submit Phase IV Plans will depend on the duration of time spent "on the shelf" and the amount of changes that have occurred since the last submittal to the Local Governments at Phase III. See Section 2.20 regarding Phase IV re-submittals. The Phase IV re-submittal to the Local Governments should take place well in advance of the Final Submittal to the District for Plans Processing to allow time to address comments received from the Local Governments.

Each comment or request provided by the local government shall be evaluated by the CONSULTANT and discussed with the DEPARTMENT's Design Project Manager. Responses will be prepared by the CONSULTANT for the District Consultant Project Management Engineer's signature. All comments or requests shall be responded to in writing within thirty (30) calendar days of receipt of comments.

TARGETED PROJECT NOTIFICATIONS (IF APPLICABLE):

Targeted Project Notifications shall be prepared by the CONSULTANT for all parties affected <u>by particular activities within the subject project's limits (not throughout)</u>.

Targeted Email Notifications and Mass Mail-outs shall provide:

- ***FPID Number***
- ***State Road Number and Local Road Name***
- ***Project Limits***
- ***A Project Map***
- ***Type of Work***
- ***Construction Letting Timeframe (ie, Spring 20XX, Winter 20XX)***
- ***DEPARTMENT contact persons***

Targeted Email Notifications to Public Officials:

- ***Targeted Email Notifications shall be prepared as an email by the CONSULTANT for all pertinent public officials as described in Section 3.1.3. The email notification to the public officials shall be emailed by the DEPARTMENT following the Phase II distribution.***
- ***In addition to the email notification, a flier or tri-fold will be required as an attachment to relay all of the pertinent information described above.***
- ***The CONSULTANT shall submit the draft email notification along with the attachment(s) and distribution list at the designated time in the project schedule. The distribution list shall be an MS Excel file and shall include the name, title, and email address of each intended recipient.***

Mail-out to Targeted Property Owners:

- ***A notification letter and/or a project information flier/ tri-fold will be prepared and sent to all property owners, tenants, and business operators adjacent to the specified work activities and as defined in Section 3.1.3. This notification shall be mailed by the CONSULTANT following the Phase II distribution.***
- ***Property owners and tenants within the "targeted limits" can be contacted through mass mailings and/or hand delivered flyers. Letters shall be prepared for the District Consultant Project Management Engineer's signature and shall be on DEPARTMENT letterhead.***
- ***A notification letter will be prepared and sent to property owners, tenants, and business operators where existing, privately owned landscaping/ hardscaping/ signs/ brick pavers/ mailboxes/ etc. are expected to be impacted by construction activities. This notification shall be mailed by the CONSULTANT following the Phase II distribution.***

PROJECT NOTIFICATIONS OR PUBLIC MEETING/WORKSHOP/ OR HEARING INVITATIONS (IF APPLICABLE):

Project Notifications OR Public Meeting/Workshop/Hearing Invitations shall be prepared by the CONSULTANT for all parties affected by the subject project.

Email Notifications and Mass Mail-outs shall provide:

- ***FPID Number***
- ***State Road Number and Local Road Name***
- ***Project Limits***
- ***A Project Map***
- ***Type of Work***
- ***Construction Letting Timeframe (ie, Spring 20XX, Winter 20XX)***
- ***DEPARTMENT contact persons***
- ***Meeting/Workshop Date, Time, Location, and Format (if applicable)***
- ***Meeting/Workshop Location Map (if applicable)***

Email Notification to Public Officials:

- ***Notifications shall be prepared as an email by the CONSULTANT for all pertinent public officials as described in Section 3.1.3. The email notification to the public officials shall be emailed by the DEPARTMENT no less than 15 calendar days before a public meeting/workshop/hearing or following the Phase II distribution for CAP II projects without a public meeting/workshop/hearing.***

- ***In addition to the email notification, a flier or tri-fold will be required as an attachment to relay all of the pertinent information described above.***

- ***The CONSULTANT shall submit the draft email notification along with the attachment(s) and distribution list at the designated time in the project schedule. The distribution list shall be an MS Excel file and shall include the name, title, and email address of each intended recipient.***

Mail-out to Property Owners:

- ***A notification/invitation letter and/or a project information flier/ tri-fold will be prepared and sent to all property owners, tenants, and business operators as defined in Section 3.1.3. This notification shall be mailed by the CONSULTANT no less than 10 calendar days before the meeting/workshop/hearing or following the Phase II distribution for CAP II projects without a public meeting/workshop/hearing.***

- ***Property owners and tenants can be contacted through mass mailings and/or hand delivered flyers. Letters shall be prepared for the District Consultant Project Management Engineer's signature and shall be on DEPARTMENT letterhead.***

- ***A notification letter will be prepared and sent to property owners, tenants, and business operators where existing, privately owned landscaping/ hardscaping/ signs/ brick pavers/ mailboxes/ etc. are expected to be impacted by construction activities. This notification shall be mailed by the CONSULTANT following the Phase II distribution.***

Media Notification (for projects with Public Meetings/Workshops, To Be Prepared By The DEPARTMENT):

- ***Press releases will be prepared by the District Public Information Office for publishing during the week of Public Information Meetings/Workshops/Hearings. Any press release or advertisement will indicate that the meeting/workshop/hearing is a DEPARTMENT activity and will be coordinated by the CONSULTANT. Two (2) newspaper display advertisements no less than (4"X6") with graphic will be published in the local section, the first shall be 14 calendar days in advance of the meeting/workshop/hearing, and the second will be the day before the meeting/workshop/hearing date. If there is not a daily newspaper in the area, notice will run on publishing day if it falls prior to the meeting/workshop/hearing date.***
- ***In addition, notice of public meetings/workshops/hearings will be posted in the Florida Administrative Register a minimum of 14 calendar days prior.***

All notification/invitation letters intended for physical mail-out shall be on DEPARTMENT letterhead. The CONSULTANT shall pay postage for the mail-out to property owners and will be responsible for the physical mail-out effort (printing, envelope stuffing, stamping, etc.).

The CONSULTANT must review all notices, letters, and attachments for accuracy and spelling and ensure that notices are sent to the person currently holding the public official positions. The CONSULTANT must attempt to affirm the validity of all email addresses submitted for each notification.

Examples of any of this correspondence can be made available upon request to the DEPARTMENT's Design Project Manager.

3.1.3 Preparing Mailing Lists

PHASE SUBMITTAL NOTIFICATIONS:

The distribution list for the phase submittal notifications described in Section 3.1.2 will be submitted to the DEPARTMENT's Design Project Manager at Phase II, Phase III, and any subsequent Phase IV re-submittal. The distribution list shall be an MS Excel file and shall include the name, title, and email address of each intended recipient.

Mail-out to Public Officials:

- ***Public Officials who are to receive notification of projects shall include, (but not be limited to):***

  County
  - ***County Manager***
  - ***County Public Information Director***
  - ***County Commissioners***
  - ***County Public Works Director***
  - ***County Engineer***

  City
  - ***City Commission***
  - ***Mayor***
  - ***City Manager***
  - ***Engineer / Public Work Director***

  Regional
  - ***Regional Planning Council/ MPO/ TPO/ TPA***
  - ***College Campus Facilities Department***

  Regional Authorities (Governor Appointed)
  - ***Northwest Florida Transportation Corridor Authority (NFTCA)(if applicable – for projects along or intersecting US 98 or alternate US 98 routes)***
  - ***Santa Rosa Bay Bridge Authority (if applicable – for Santa Rosa County projects along or affecting SR 281, SR 30, or SR 8 (I-10) within close proximity to SR 281 and the Garcon Point Bridge)***
  - ***Mid-Bay Bridge Authority (if applicable – for Okaloosa and Walton County projects along or affecting SR 293, SR 30, SR 20, SR 85, or SR 285 within close proximity to SR 293)***

PRELIMINARY FIELD INVESTIGATION NOTIFICATIONS:

The preliminary field investigation notifications shall be mailed by the CONSULTANT in accordance with the guidance and timeframes provided in Section 3.1.2.

The CONSULTANT shall prepare a mailing list to include all properties–where R/W impacts are likely to occur. The CONSULTANT shall utilize Direct Mail Services, Tax Collector Office and/or any other source to identify and obtain the addresses of property owners and business operators along the project. The CONSULTANT is expected to implement delivery receipts and/or certified mail options to ensure that property owners/tenants are notified.

TARGETED PROJECT NOTIFICATIONS:

Targeted Project Notifications shall be prepared by the CONSULTANT for all parties affected by particular activities within the subject project's limits (not throughout).

The mailing list shall be prepared by the CONSULTANT to include all affected parties. The mailing list will be submitted along with the notifications to the DEPARTMENT's Design Project Manager for review and approval.

Targeted Email Notifications to Public Officials:

- ***Public Officials who are to receive notification of projects and shall include, (but not be limited to):***

  Federal/State
  - ***Legislative Delegation/Congress (Federal & State)***
  - ***Water Management Districts***
  - ***US Post Master***
  - ***Florida Highway Patrol (Major & Commander)***
    ****especially if Troop Headquarters is located in municipality***
  - ***Military Installations (if within project's proximity)***

  County
  - ***County Manager***
  - ***County Public Information Director***
  - ***County Commissioners***
  - ***County Public Works Director***
  - ***County Engineer***
  - ***County Emergency Management Director***
  - ***Sheriff's Department***
  - ***Sheriff's Department Public Information / Public Affairs***
  - ***County Airport Director***
  - ***County Seaport Director***
  - ***County Public Transit System***
  - ***County Schools Superintendent***
  - ***Transportation Director***
  - ***Fire & Rescue Departments***

  City
  - ***City Commission***
  - ***Mayor***
  - ***City Manager***
  - ***Engineer / Public Work Director***
  - ***City Police Chief***

Regional

- ***Merchants Association***
- ***Chamber of Commerce***
- ***Convention & Visitors Bureau***
- ***Tourist Development Regional Planning Council/ MPO/ TPO/ TPA***
- ***Local Americans with Disabilities Act (ADA)/ Pedestrian Advocacy Groups***
- ***Local Hospitals***
- ***Seaport Authority***
- ***Airport Authority***
- ***Local Colleges/Universities (if within project's proximity)***

Regional Authorities (Governor Appointed)

- ***Northwest Florida Transportation Corridor Authority (NFTCA)(if applicable – for projects along or intersecting US 98 or alternate US 98 routes)***
- ***Santa Rosa Bay Bridge Authority (if applicable – for Santa Rosa County projects along or affecting SR 281, SR 30, or SR 8 (I-10) within close proximity to SR 281 and the Garcon Point Bridge)***
- ***Mid-Bay Bridge Authority (if applicable – for Okaloosa and Walton County projects along or affecting SR 293, SR 30, SR 20, SR 85, or SR 285 within close proximity to SR 293)***

Mail-out to Targeted Property Owners:

- ***A notification will be written and sent to all property owners, tenants, and business operators whose property, home, or business lies in whole or in part within a minimum of 300 feet of the "targeted limits". In addition, the CONSULTANT must include any businesses or neighborhoods located down side roads that may be impacted by the project. The CONSULTANT shall utilize Direct Mail Services, Tax Collector Office and/or any other source to identify and obtain the address of property owners and business operators along the project.***
- ***A notification letter will be prepared and sent to property owners, tenants, and business operators where existing, privately owned landscaping/ hardscaping/ signs/ brick pavers/ mailboxes/ etc. are expected to be impacted by construction activities. This notification shall be mailed by the CONSULTANT following the Phase II distribution.***

<u>PROJECT NOTIFICATIONS OR PUBLIC MEETING/WORKSHOP/ OR HEARING INVITATIONS:</u>

Project Notifications OR Public Meeting/Workshop/Hearing Invitations shall be prepared by the CONSULTANT in accordance with the guidance and timeframes described in Section 3.1.2.

The mailing list shall be prepared by the CONSULTANT to include all affected parties. Media in the project area will also be identified and placed on the mailing list to be used for news releases, advertisements or any concerns. The mailing list will be submitted along with the notifications/invitations to the DEPARTMENT's Design Project Manager for review and approval.

Email Notifications/Invitations to Public Officials:

- ***Public Officials who are to receive notification of projects and public meetings/workshops/hearings shall include, (but not be limited to):***

  Federal/State
  - ***Legislative Delegation/Congress (Federal & State)***
  - ***Water Management Districts***
  - ***US Post Master***
  - ***Florida Highway Patrol (Major & Commander)***
    ****especially if Troop Headquarters is located in municipality***
  - ***Military Installations (if within project's proximity)***

  County
  - ***County Manager***
  - ***County Public Information Director***
  - ***County Commissioners***
  - ***County Public Works Director***
  - ***County Engineer***
  - ***County Emergency Management Director***
  - ***Sheriff's Department***
  - ***Sheriff's Department Public Information / Public Affairs***
  - ***County Airport Director***
  - ***County Seaport Director***
  - ***County Public Transit System***
  - ***County Schools Superintendent***
  - ***Transportation Director***
  - ***Fire & Rescue Departments***

  City
  - ***City Commission***
  - ***Mayor***
  - ***City Manager***
  - ***Engineer / Public Work Director***
  - ***City Police Chief***

Regional

- ***Merchants Association***
- ***Chamber of Commerce***
- ***Convention & Visitors Bureau***
- ***Tourist Development Regional Planning Council/ MPO/ TPO/ TPA***
- ***Local Americans with Disabilities Act (ADA)/ Pedestrian Advocacy Groups***
- ***Local Hospitals***
- ***Seaport Authority***
- ***Airport Authority***
- ***Local Colleges/Universities (if within project's proximity)***

Regional Authorities (Governor Appointed)

- ***Northwest Florida Transportation Corridor Authority (NFTCA)(if applicable – for projects along or intersecting US 98 or alternate US 98 routes)***
- ***Santa Rosa Bay Bridge Authority (if applicable – for Santa Rosa County projects along or affecting SR 281, SR 30, or SR 8 (I-10) within close proximity to SR 281 and the Garcon Point Bridge)***
- ***Mid-Bay Bridge Authority (if applicable – for Okaloosa and Walton County projects along or affecting SR 293, SR 30, SR 20, SR 85, or SR 285 within close proximity to SR 293)***

Mail-out to Property Owners:

- ***A notification/invitation will be written and sent to all property owners, tenants, and business operators whose property, home, or business lies in whole or in part within a minimum of 300 feet of the centerline of the project. In addition, the CONSULTANT must include any businesses or neighborhoods located down side roads that may be impacted by the project. The CONSULTANT shall utilize Direct Mail Services, Tax Collector Office and/or any other source to identify and obtain the address of property owners and business operators along the project.***
- ***A notification letter will be prepared and sent to property owners, tenants, and business operators where existing, privately owned landscaping/ hardscaping/ signs/ brick pavers/ mailboxes/ etc. are expected to be impacted by construction activities. This notification shall be mailed by the CONSULTANT following the Phase II distribution.***

Mail-out to Media Outlets: To be conducted by the DEPARTMENT. FOR PROJECTS WITH MEETINGS ONLY

3.1.4 Median Modification Letters

The CONSULTANT shall prepare a median modification letter to be sent to property owners along the corridor***, where affected by median modifications***. In addition, the CONSULTANT shall prepare a sketch of each proposed median modification for inclusion in the letter. The letters will be ***on DEPARTMENT letterhead and signed by the District Design Engineer.***

The CONSULTANT shall be aware that certain proposed deviations from access management and median opening spacing standards must be presented to the District Access Management Review Committee (AMRC)(see also Sections 2.1 and 4.6). Access management changes (specifically median crossover closures and modifications) will necessitate a Public Hearing vs. Public Meeting/Workshop when a Public Hearing was NOT conducted during a PD&E phase.

The CONSULTANT shall pay postage for these letters and will be responsible for the physical mail-out effort (printing, envelope stuffing, stamping, etc.).

3.1.5 Driveway Modification Letters

The CONSULTANT shall prepare a driveway modification letter to be sent to property owners along the corridor ***where driveway modifications are proposed***. In addition, the CONSULTANT shall prepare a sketch of each proposed driveway modification for inclusion in the letter. ***Driveway modifications will be closely coordinated with and approved by the DEPARTMENT's Design Project Manager.*** The letters will be ***on DEPARTMENT letterhead and signed by the District Design Engineer.***

The CONSULTANT shall be aware that certain proposed deviations from access management and median opening spacing standards must be presented to the District Access Management Review Committee (AMRC)(see also Sections 2.1 and 4.6).

The CONSULTANT shall pay postage for these letters and will be responsible for the physical mail-out effort (printing, envelope stuffing, stamping, etc.).

3.1.6 Newsletters (Not applicable to this project)

3.1.7 Renderings and Fly-Throughs

The CONSULTANT shall prepare renderings and fly-throughs for use in public meetings ***and/or hearings. Animations may be required by the DEPARTMENT's Public Information Office.***

3.1.8 PowerPoint Presentations

The CONSULTANT shall prepare PowerPoint presentations ***(with voiceover if requested by the DEPARTMENT's Public Information Office)*** for use in public meetings/***hearings***.

3.1.9 Public Meeting Preparations

3.1.9 Public Meeting Preparations

FOR CAP LEVEL 2 (with MEETING or HEARING), 3, & 4 PROJECTS:

Following the Phase II plans submittal, and typically in advance of the Phase III submittal, the CONSULTANT shall assist the DEPARTMENT in scheduling the FDOT Public Information Meeting/Workshop or Hearing. Tuesday and Thursday evenings are preferred. The CONSULTANT shall be aware of and avoid other scheduled FDOT Public Meetings or Hearings. The CONSULTANT shall assist the DEPARTMENT in determining when local government meetings are scheduled (MPO/TPO, County Commission, and/or City Council Meetings) and shall avoid scheduling the FDOT meeting to conflict with the local government meetings.

The CONSULTANT will investigate potential meeting sites to advise the DEPARTMENT on their suitability. The ***CONSULTANT*** will pay all costs for meeting site ***rentals*** and insurance. No DEPARTMENT meetings will be held on public school system properties. ***In addition, churches and religious facilities are to be considered if no other secular or municipal buildings are available. In accordance with Section 4 of Executive Order 07-126, any hotel or conference center used for hosting an FDOT Public Information Meeting/Workshop must be designated under the FDEP's Green Lodging Program. Prospective sites for the meeting shall be convenient to residents along the corridor and shall be inspected for suitability. Consideration shall be given to capacity, lighting, and other physical characteristics that may influence the selection of the site. The site shall meet ADA standards and the CONSULTANT shall provide signs to indicate the location of the available handicapped accesses.***

Room size will be based on the number of mailouts. The proposed meeting site shall be presented to the DEPARTMENT for approval prior to the CONSULTANT negotiating use of the site.

MEETING / In preparation for the FDOT Public Information Meeting/Workshop, the CONSULTANT shall provide:

- ***Project Information/Fact Sheets***
- ***Script or Agenda for any planned presentation (if applicable)***
- ***All necessary graphics and displays (see requirements below)***
- ***Meeting equipment set-up and teardown***
- ***Legal and/or display advertisements***

HEARING / In preparation for the FDOT Public Hearing, the CONSULTANT shall provide:

- ***Materials related to the required presentation (agenda/script, electronic slide presentation or video)***
- ***Project Information/Fact Sheets***

- ***All necessary graphics and displays (see requirements below)***
- ***Meeting equipment set-up and teardown***
- ***Court Reporter***
- ***Legal and/or display advertisements***

The CONSULTANT shall be aware of all the pertinent requirements for scheduling and conducting Public Hearings as described in the DEPARTMENT's Project Development and Environmental (PD&E) Manual.

ALL PROJECTS:

The CONSULTANT shall prepare all materials, displays, and/or wall graphics for use during the meeting. These include but are not limited to the following:

- ***Self-addressed comment forms to allow attendees to provide written comments within 10 days after the FDOT Public Information Meeting/Workshop. The DEPARTMENT's Design Project Manager shall be listed as the contact for all comments.***
- ***Sign-in sheets***
- ***At least two (2) foam boards (36"X24") (or a display similar in nature) displaying a typical section. The drawing shall be in color with computer images of automobiles, bicycles, and pedestrians occupying the designated travel areas.***
- ***At least two foam boards (36"X24") (or a display similar in nature) displaying a computer enhance photograph utilizing an existing conditions photo to reflect proposed conditions. For intersection projects, 2 computer-enhanced photographs showing the existing conditions and proposed improvements will be required. "Before and After" depictions of select work elements are encouraged for 3R projects as well to help demonstrate proposed changes to the public.***
- ***Two (2) copies of the project in plan view. The project plan view shall be on (36"X24") foam boards or rollouts (or a display similar in nature). For projects of substantial length, projects can be rolled out on tables or placed on the wall. The photo or roll-outs shall be 1"=50', 1"=100" (or a legible scale) raster drawings, to scale aerial photos, or colored CADD drawings with the following information:***
    - ***existing right-of-way lines***
    - ***proposed right-of-way lines***
    - ***proposed pavement markings (pavement should be black or gray with the correct color of pavement markings (white or yellow)***
    - ***existing structures adjacent to the roadway (homes, businesses, etc.)***
    - ***proposed driveway and median openings***
    - ***proposed ponds designated as wet or dry***
    - ***designation of proposed signalized intersections.***

Displays and other materials prepared for Public Meeting(s) shall NOT depict the CONSULTANT's logo. Displays and materials shall only depict the DEPARTMENT's logo/seal.

<u>Mail-out Materials</u>: The CONSULTANT shall be aware that along with the mail-outs described in Section 3.1.3, all the above deliverables intended for mail-out must be submitted to the DEPARTMENT's Design Project Manager well in advance of the mail-out and meeting/workshop to allow time for review, approval, and signatures if necessary.

<u>Display Materials:</u> The CONSULTANT shall be aware that all the above deliverables and materials proposed to be displayed at the Public Meeting/Workshop or Public Hearing must be presented to DEPARTMENT staff at a pre-meeting workshop for review and approval in advance of the Public Meeting/Workshop or Public Hearing.

3.1.10 Public Meeting Attendance and Follow-up

FOR CAP LEVEL 2 (with MEETING), 3, & 4 PROJECTS:

The purpose of the FDOT Public Information Meeting/Workshop is to present to the public the results of the detailed design for the project and receive comments on the proposed design.

The CONSULTANT shall provide all support necessary for the DEPARTMENT to hold a Public Information Meeting/Workshop. The CONSULTANT is expected to actively participate in all portions of the meeting. Conducting the meeting will take knowledgeable CONSULTANT staff and will require enough staff members to handle the crowd anticipated for the meeting.

The CONSULTANT shall also provide office support personnel to ensure attendees register (CONSULTANT must provide a sign-in sheet with space available for the person's name, address, and telephone number).

Briefing of the DEPARTMENT Design staff by the CONSULTANT (who will be on hand during the meeting) will be done twice. The first time is to be at least seven days prior to the meeting and the second time will be just before the meeting to make sure the staff is up to date on the project and understands the project well enough to discuss it with the public and to answer questions. The CONSULTANT shall assist the DEPARTMENT's Design Project Manager with ensuring that the appropriate DEPARTMENT staff are invited and included in the pre-Public Information Meeting/Workshop briefings. This will include (at a minimum) representatives from the Public Information Office and the Design Office. In addition, the DEPARTMENT's Transportation Planning Area's Urban Liaisons shall be notified of any briefings and public meetings. If the project includes a right-of-way acquisition phase, the Right-of-way Acquisition Administrator shall also be notified of the briefing.

FDOT Public Information Meetings/Workshops are held between the 60% - 90% plans stage. For CAP Level 3 and 4 projects, a second meeting will be required

closer to the Final Plans stage. Depending on the amount of time spent "on-the-shelf", an additional meeting may be required six (6) months prior to letting, however, staffhours for this effort will be negotiated at the appropriate time.

The meeting format will be informal allowing the public to come and go. The meeting will be scheduled for one (1) hour in length. Although the meeting is scheduled for a one (1) hour period, the CONSULTANT staff will be available for some time before and/or after those set hours in order to maintain public contact, etc.

Proper signage using display boards no smaller than 2'X2' will be displayed near and on the site directing participants to the meeting place. In addition, the site must meet ADA standards and the CONSULTANT shall provide signs to indicate the location of the available handicapped accesses. A "Title VI" board will be required at the meeting site. The CONSULTANT shall coordinate with the DEPARTMENT to attain "Title VI" board requirements.

If issues are identified by participants at the meeting, their significance will be determined by the CONSULTANT and the DEPARTMENT; i.e., are the issues valid enough for further consideration or do they have elements which may require further consideration.

Addressing the issues and responding to them is also an integral part of the meeting process. This is to be accomplished by the CONSULTANT. The CONSULTANT shall prepare responses to the issues on DEPARTMENT letterhead to be signed by the District Consultant Project Management Engineer. The CONSULTANT shall pay for the postage. The DEPARTMENT shall review and approve all response letters prior to mailing. Elected Public Officials require a 48 hour response time and will require signature by the District Secretary.

3.1.11 Other Agency Meetings (Not applicable to this project)

3.1.12 Web Site (Not applicable to this project)

3.2 Joint Project Agreements

Should the need for a JPA become a requirement, a supplemental agreement will be negotiated for these services. The CONSULTANT services may include all coordination, meetings, etc., required to include JPA plans (prepared by others) in contract plans package including all necessary revisions/modifications to contract documents to ensure plans compatibility.

3.3 Specifications Package Preparation

The CONSULTANT shall prepare and provide a specifications package, prepared in accordance with the DEPARTMENT'S Handbook for the Preparation of Specification Packages and associated training. The CONSULTANT shall provide the DEPARTMENT names of at least two team members who have successfully completed the Specifications Package Preparation Training and will be responsible for preparing the Specifications Package for the project. The Specifications Package

shall be prepared using the DEPARTMENT's Specs on the Web application. The CONSULTANT shall be able to document that the procedure defined in the Handbook for the Preparation of Specifications Packages is followed, which includes the quality assurance/quality control procedures. The specifications package shall address all items and areas of work and include any Mandatory Specifications, Modified Special Provisions, Developmental Specifications, and Technical Special Provisions. ***The District Specifications Office can be contacted for more information.***

The specifications package must be submitted for review to the District Specifications Office at least 30 days prior to the contract package to Tallahassee or District due date, or sooner if required by the District Specifications Office. This submittal does not require signing and sealing and shall be coordinated through the District's Project Manager. The CONSULTANT shall coordinate with the DEPARTMENT on the submittal requirements, but at a minimum shall consist of (1) the complete specifications package, (2) a copy of the marked-up workbook used to prepare the package, and (3) a copy of the final project plans.

Final submittal of the specifications package must occur at least 10 working days prior to the contract package to Tallahassee due date. This submittal shall be digitally signed, dated, and sealed in accordance with applicable Florida Statutes.

All current special provisions and supplemental specifications can be found on the DEPARTMENT'S Internet web site at the State Program Management Office Web Page (http://www.dot.state.fl.us/programmanagement/specs.shtm) under the Standard Specifications for Road and Bridge Construction and Implemented Modifications. The DEPARTMENT will post permits/utility schedules obtained by the DEPARTMENT to their Specifications Web site for informational purposes. The actual work effort will entail utilization of the Specs on the Web electronic files, including updates of new files that may be issued from time to time as mandatory revisions, and assembling the package in accordance with the DEPARTMENT's Specification Package Preparation Training. The DEPARTMENT may also require inclusion of special provisions necessary to convey particular DEPARTMENT needs.

The Standard Specifications, for Road and Bridge Construction and, Special Provisions or Supplemental Specifications from the applicable workbook of implemented modifications may not be modified unless absolutely necessary to control project-specific requirements. Provide justification of the project specific need, and coordinate with the District Specifications Office.

Developmental Specifications are developed around a new process, procedure, or material approved for limited use by the State Program Management Office. These specifications are signed and sealed by the professional engineer responsible for authorizing use and monitoring performance in the field. Developmental Specifications are requested from the District Specifications Office on a project by project basis.

Contact the District Specifications Office for formatting requirements and the availability of a Technical Special Provision for the anticipated work on the project. The DEPARTMENT has a database of previously approved Technical Special Provisions that may be used as a basis of formulation of any proposed Technical Special Provisions. Each modification must be justified to the DEPARTMENT's Specifications Office to be included in the project's Specifications Package as Technical Special Provisions. Technical Special Provisions shall be submitted in conformity with FDOT Handbook for Preparation of Specifications Packages and FDOT Procedure No. 630-010-005-f. If any portion of the project is federally funded, all Technical Special Provisions must also conform to Chapter 23, Part 635 of the Code of Federal Regulations for this project.

Prepare a complete Specifications Package as described in Section 115.3 of the FDOT Design Manual. Submit the Specifications Package and the Workbook generated via Specs on the Web that was used to compile the Specifications Package within the electronic final plans package. Submittal requirements are further detailed in Chapter 131 of the FDOT Design Manual and Section 2.20 of this Scope of Services.

Any Plan Revision, Mandatory Specification Revision or any other change occurring after the "Transmit Package for Letting" Date that requires a Supplemental Specifications Package, will be the responsibility of the CONSULTANT.

For "goes-with" projects, the CONSULTANT for the lead project will be responsible for compiling the Specifications Package and any required Supplemental Specifications Packages. Technical Special Provisions will be the responsibility of the CONSULTANT for that project which requires the TSP.

It is the intent of the DEPARTMENT that the Specifications Package and any Supplements be prepared by & signed and sealed by the Engineer of Record preparing the project plans, except as noted above for projects being let together. In this case, the Engineer of Record for the lead project will be required to sign and seal the Specification Package and any required Supplements.

3.4 Contract Maintenance and Electronic Document Management System (EDMS)

Contract maintenance includes project management effort for complete setup and maintenance of files, electronic folders and documents and developing technical monthly progress reports and schedule updates.

The CONSULTANT will be required to provide written monthly progress reports (preferably electronic via email) documenting actions taken, actions to be taken, status of project schedule, and contacts with the DEPARTMENT (the DEPARTMENT employee contacted, the issue, and the resolution), and the status of the plans.

The CONSULTANT will also be required to make monthly schedule updates for tasks assigned to the CONSULTANT in FDOT Project Suite Enterprise Edition (PSEE). Schedule updates are due the last Friday of each month.

3.5 Value Engineering (Multi-Discipline Team) Review (Not applicable to this project)

3.6 Prime Consultant Project Manager Meetings

Includes only the Prime Consultant Project Manager's time for travel and attendance at Activity Technical Meetings and other meetings listed in the meeting summary for Task 3.6 on tab 3 Project General Task of the staff hour forms. Staff hours for other personnel attending Activity Technical Meetings are included in the meeting task for that specific Activity.

3.7 Plans Update

The effort needed for Plans Update services will vary from project to project, depending on size and complexity of the project, as well as the duration of time spent "on the shelf".

Staffhours negotiated for this task during the initial staffhour and fee submittal will include efforts necessary to kick-off Plans Update Services due to an accelerated schedule. It is recommended that the CONSULTANT coordinate with the DEPARTMENT's Contract Manager to differentiate the staffhours for the Plans Update effort in the Automated Fee Proposal (AFP) from the Basic Services effort. Staffhours for the remainder of the anticipated Plans Update Services will be negotiated following Basic Services and at the time that the plans come "off the shelf".

The CONSULTANT shall perform engineering analyses and/or make revisions to original plans and documents, as requested by the DEPARTMENT, to reflect additions, deletions and/or modifications prior to and subsequent to letting. The CONSULTANT shall be aware that minor modifications and/or updates to the original plans are to be expected. These minor refinements shall not be a basis for any payment under the Plans Update supplemental agreement.

3.8 Post Design Services

Staffhours and fees for Post Design Services will be submitted and negotiated post-letting and in advance of the Pre-Construction Conference. All Phase 32 funds (Basic Services and Plans Update Services) shall be expended or released prior to initiating Post Design Services (Phase 62).

Identifying the effort needed for Post Design Services will vary significantly from project to project depending on size and complexity of the project. The approach described herein assists the DEPARTMENT in determining an initial estimate of the work effort needed for the Engineer of Record (EOR) to support the DEPARTMENT in the construction of a project.

Post Design Services include Construction Assistance and Review of Shop Drawings as noted below. In addition, these services are included for the CONSULTANT to attend and provide information at the Pre-Construction Conference. Subsequent construction field meetings are to be attended as required. The frequency of meetings shall be based on the complexity of the project and as directed by the DEPARTMENT's Design Project Manager.

The EOR will be required to respond to any request from the CONTRACTOR within 24 hours. This does not mean that the issue will be resolved; it simply means that the EOR has received the request, states an immediate course of action, and begins the communication process.

The activities associated with Post Design Services can be characterized as the following:

Meetings: The EOR is expected to attend all pre-construction meetings as well as those regularly scheduled meetings throughout the construction phase when deemed necessary by the DEPARTMENT's Construction Project Manager.

Construction Assistance: This includes responses to Requests for Information (RFI), interpretation of construction plans and documents, and engineering solutions to changed conditions encountered in the field. Site visits shall be made by the EOR consultant when agreed upon with the DEPARTMENT's Construction Project Manager. The CONSULTANT shall provide to the DEPARTMENT qualified representation during the construction phase to address issues concerning the intent and interpretation of the construction contract plans and documents prepared in the work. From time to time during construction the CONSULTANT may be requested by the DEPARTMENT or its designated representative to review CONTRACTOR proposed field changes or to respond with a recommended solution to remedy particular field situations not covered by the plans and specifications

Plan Revisions: This includes effort required to provide revised plan sheets reflecting any changes made during the Right-of-Way Acquisition or Construction phases of a project. During Right-of-Way or Construction phases, the CONSULTANT may be requested by the DEPARTMENT to review proposed field changes or to respond with a recommended solution to remedy particular field situations not covered by the plans and specifications.

Shop Drawing Review: This includes review of shop drawings and erection plans for all components supplied by the CONTRACTOR and required by the bid documents. For all independently supported sign structures of which the CONTRACTOR is responsible, the CONSULTANT will review and check all the foundation, sign structure design, and shop drawings submitted by the CONTRACTOR. Shop drawing reviews shall be performed by the CONSULTANT in accordance with the Standard Specifications for Road and Bridge Construction.

Load Ratings: Projects involving bridges typically have the load rating done during the design phase work. If the as-built bridge complies with the bid documents, the EOR should be willing to certify the load rating performed during

design is adequate for the as-built condition of the bridge. However, if the as-built bridge was built in a modified or altered condition from the bid documents, an updated load rating may be required. Therefore, during construction, the EOR may be asked to perform an updated load rating based on the as-built condition of the bridge. As an aid in the negotiations the Structures Design Office has established guidelines for the development of staff-hours for load rating various bridge types.

Post design services may also include:

- ***Reestablishment of the original survey control just prior to construction (Refer to Section 5-7.1 of the Standard Specifications for Road and Bridge Construction).***
- ***Flagging R/W for acquisition***
- ***Monumentation of the R/W after construction is complete for projects with right-of-way acquisition***
- ***Comprehensive utility coordination and conflict resolution during construction.***

Note: All services will be agreed upon by the DEPARTMENT's Construction Project Manager and approved by the DEPARTMENT's Design Project Manager.

The CONSULTANT shall submit a "Post Design Services Status Report" in *.xlsx format with every invoice during this phase. A blank example of this report can be provided by the DEPARTMENT's Design Project Manager.

Post Design Services are not intended for instances of CONSULTANT errors and/or omissions.

3.9 Digital Delivery

The CONSULTANT shall deliver final contract plans and documents in digital format. The final contract plans and documents shall be digitally signed and sealed files delivered to the DEPARTMENT on acceptable electronic media, as determined by the DEPARTMENT.

3.10 Risk Assessment Workshop (Not applicable to this project)

3.11 Railroad, Transit and/or Airport Coordination (Not applicable to this project)

3.12 Landscape and Existing Vegetation Coordination

Coordinate to ensure preservation and protection of existing vegetation. Relocation of existing vegetation may be necessary in some cases. Space for proposed landscape should be preserved and conflicts with drainage, utilities, ITS, and signage should be minimized. Coordination with the District Landscape Architect may be necessary as defined in 4.12. Additionally, coordination with the Florida Scenic Highways program should be included to ensure any requirements of the FSH program are met.

3.13 Other Project General Tasks (Not applicable to this project)

4 ROADWAY ANALYSIS

The CONSULTANT shall analyze and document Roadway Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

4.1 Typical Section Package

The CONSULTANT shall provide an approved ***signed and sealed*** Typical Section Package ***to be submitted to the DEPARTMENT for review and concurrence*** prior to the Phase I plans submittal date. ***This package shall include the following:***

- ***Transmittal Letter, Location Map(s), Typical Section(s) (including bridge sections and any affected paved multi-use path sections), Project Control Sheet(s)***

4.2 Pavement Type Selection Report (Not applicable to this project)

4.3 Pavement Design Package (Not applicable to this project)

4.4 Cross-Slope Correction (Not applicable to this project)

4.5 Horizontal/Vertical Master Design Files

The CONSULTANT shall design the geometrics using the Standard Plans that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian and bicycle concerns, ADA requirements, Safe Mobility for Life Program, access management, PD&E documents and scope of work. The CONSULTANT shall also develop utility conflict information to be provided to project Utility Coordinator in the format requested by the DEPARTMENT.

4.6 Access Management (Not applicable to this project)

4.7 Roundabout Evaluation (Not applicable to this project)

4.8 Roundabout Final Design Analysis (Not applicable to this project)

4.9 Cross Section Design Files

The CONSULTANT shall establish and develop cross section design files in accordance with the CADD manual.

4.10 Temporary Traffic Control Plan (TTCP) Analysis

The CONSULTANT shall design a safe and effective TTCP to move vehicular and

pedestrian traffic during all phases of construction. The design shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, and detour quantity tabulations, roadway pavement, drainage structures, ditches, front slopes, back slopes, drop offs within clear zone, and traffic monitoring sites. Special consideration shall be given to the construction of the drainage system when developing the construction phases. Positive drainage must be maintained at all times. The design shall include construction phasing of roadways to accommodate the construction or relocation of utilities when the contract includes Joint Project Agreements (JPAs).

The CONSULTANT shall investigate the need for temporary traffic signals, temporary highway lighting, detours, diversions, lane shifts, and the use of materials such as sheet piling in the analysis. ***The Temporary Traffic Control Plan shall be prepared by a certified designer who has completed training as required by the DEPARTMENT. Before proceeding with the TTCP, the CONSULTANT shall meet with the appropriate DEPARTMENT personnel. The purpose of this meeting is to provide information to the CONSULTANT that will better coordinate the Preliminary and Final TTCP efforts.***

FOR GOES-WITH PROJECTS: The Temporary Traffic Control Plans for this project and the adjacent goes-with project shall be coordinated and designed accordingly. The CONSULTANT shall discuss with the DEPARTMENT's Design Project Manager whether the TTCPs and associated mobilization and quantities shall be combined and included under the lead project or if two separate TTCPs will be designed.

The CONSULTANT shall consider the local impact of any lane closures or alternate routes. When the need to close a road is identified during this analysis, the CONSULTANT shall notify the DEPARTMENT's Project Manager as soon as possible. Proposed road closings must be reviewed and approved by the DEPARTMENT. Diligence shall be used to minimize negative impacts by appropriate specifications, recommendations or plans development. Local impacts to consider will be local events, holidays, peak seasons, detour route deterioration and other eventualities. The CONSULTANT shall be responsible for obtaining local authorities permission for use of detour routes not on state highways.

4.11 Master TTCP Design Files (Not applicable to this project)

4.12 Selective Clearing and Grubbing

As identified in the scope for each Task Work Order (TWO), the CONSULTANT shall make every effort to preserve and protect existing landscaping as well as landscaping proposed under the project limits. Relocation of existing vegetation may be required in some cases.

It may be necessary for the CONSULTANT ***to*** coordinate with ***the District Landscape Architect,*** utility companies, drainage engineers, and traffic engineers to ensure that preservation of existing vegetation is coordinated between all disciplines.

Based on the field assessment, the CONSULTANT may be required do a site

inventory analysis of existing vegetation, opportunities for preservation and protection of existing vegetation, relocation options, and selective removal of nuisance and/or non-nuisance vegetation. Coordinate with surveyor to have trees tagged and surveyed, as necessary.

The CONSULTANT shall include in the plans instructions for the care and maintenance of the tree preservation areas, and selective clearing and grubbing areas throughout the construction period. The CONSULTANT will coordinate with the District Landscape Architect to ensure that the intent of the tree preservation areas is in alignment with future highway landscape plans.

4.13 Tree Disposition Plans

The CONSULTANT will prepare a Tree Disposition Plan outlining the requirements for the removal, relocation, and remaining trees located within the project boundaries. ***The CONSULTANT*** will utilize the information collected from the Vegetation Survey and information collected under task 4.12 for Selective Clearing and Grubbing.

4.14 Design Variations and Exceptions

If available, the DEPARTMENT shall furnish the Variation/Exception Report. The CONSULTANT shall prepare the documentation necessary to gain DEPARTMENT approval of all appropriate Design Variations and/or Design Exceptions. ***This information shall be submitted to the DEPARTMENT'S Design Project Manager upon completion. See Section 2.19 for timeline requirements for submitting these requests.***

4.15 Design Report

The CONSULTANT shall prepare all applicable report(s) as listed in the Project Description section of this scope. Reports are to be delivered as a signed and sealed pdf file.

The CONSULTANT shall be responsible for preparing a Design Report for each phase submittal as referenced in the FDOT Design Manual (114.3.1.5 for 3R Projects). The Design Report is synonymous with the following: Design Documentation Book, Design Docs, Doc Book, and 3R/RRR Report.

The Design Report shall include (if applicable), but not be limited to the following (in no particular order):

- ***Assessment of Existing Conditions***
- ***Design notes, data, and calculations compiled in an executive summary format to document and describe the design conclusions reached during the development of the contract plans. Examples of design conclusions warranting an executive summary include, but are not limited to: alignments and profile decisions, median opening spacing, temporary***

traffic control plans (TTCP) phasing, temporary construction easements, etc.

- ***Straight Line Diagram***
- ***Scope of Services***
- ***Community Awareness Plan***
- ***Project Schedule***
- ***Traffic Forecasting Report***
- ***Pavement Design***
- ***Typical Section Package***
- ***Design Variations/Exceptions***
- ***Constructability Phase Review Checklist (as required by the CPAM)***
- ***Load Ratings***
- ***Supporting Crash Data***
- ***Comments & Responses***
- ***Engineer's Cost Estimate/ LRE (see Section 3.0, Project Common Tasks and Section 4.17, Cost Estimates)***
- ***Sunshine 811 Design Ticket***
- ***Utility Conflict Matrix***
- ***Lane Closure Analysis***
- ***Contract Time Estimate***
- ***Correspondence***

The components of the Design Report will vary for each phase submittal based on the production schedule and project milestones. Draft/unsigned/unapproved components (ie., Design Variations/ Exceptions, Contract Time, Load Ratings, etc.) shall be included for informational purposes and clearly designated as DRAFT.

4.16 Quantities

The CONSULTANT shall prepare all required summary of quantities sheets. This includes all efforts required to develop accurate quantities and the supporting documentation, including ***proposed*** construction days ***and total contract time***.

If the project is identified to be a Lump Sum project, a summary of pay items and quantities shall be submitted with the construction contract time estimate for the DEPARTMENT's review and approval at the Phase III, IV and Final plans submittal.

4.17 Cost Estimate

The CONSULTANT shall be responsible for producing a construction cost estimate and reviewing and updating the cost estimate when scope changes occur and/or at milestones of the project.

Phase I - For the Phase I (30%) submittal, the CONSULTANT shall submit the cost estimate using the DEPARTMENT's Long Range Estimating (L.R.E.) system.

Phase II - For the Phase II (60%) submittal, the CONSULTANT shall submit the cost estimate using the DEPARTMENT's Long Range Estimating (L.R.E.) System.

Phases III & IV - The complete submittal package, including the CONSULTANT's construction cost estimate, will be provided to the District Preliminary Estimates Office at phases III (90%) and IV (100%). The above shall be provided for each component set of plans (i.e., Roadway, Bridge, Signing and Marking, etc.). If the project includes a Special Detour, the CONSULTANT shall prepare and submit a Special Detour Quantity Worksheet for submittal at phase III (90%).

For Lump Sum projects, the CONSULTANT shall provide sufficient data to the District Preliminary Estimates Office to be used in the cost estimation process. Refer to FDOT Design Manual 140.4.

4.18 Technical Special Provisions and Modified Special Provisions

4.19 Other Roadway Analysis

Tree Inventory Assessment: The CONSULTANT shall be prepared to provide and present alternate design scenarios with corresponding cost estimates and implications (drainage, utilities, etc.) when tree impacts are anticipated. **CAPACITY PROJECTS** On projects where numerous impacts are expected, the CONSULTANT shall produce a tree conflict matrix to describe tree types, sizes, and locations as well as the expected impacts and suggested remedies to alleviate.

4.20 Field Reviews

4.21 Monitoring Existing Structures (Not applicable to this project)

4.22 Technical Meetings

This task includes, but is not limited to, effort for the Post 60% Review Workshop (if required). These workshops are typically held with DEPARTMENT Area Operations personnel in conjunction with the Utility Design Meeting (see section 7.9). The workshops take place at a location appropriate for the project that will allow for a same-day project site visit. The workshops may consist of a Project Briefing, Project Design Review Workshop, and a Field Review; however, the format and need for the meeting will depend on the project's complexity and the CONSULTANT's familiarity with the District's policies and procedures. The workshop will be co-chaired by the CONSULTANT and the DEPARTMENT's Design Project Manager. The DEPARTMENT's Area Utility Manager will chair and take minutes of the utility coordination segment of the workshop.

4.23 Quality Assurance/Quality Control

4.24 Independent Peer Review (Not applicable to this project)

4.25 Supervision

4.26 Coordination

5 ROADWAY PLANS

The CONSULTANT shall prepare Roadway, TTCP, Utility Adjustment Sheets, plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

On some projects, traffic monitoring sites may have to be included. The CONSULTANT shall be responsible for loading all quantities for the installation and/or removal of a traffic monitoring site(s) and showing the location of the site(s) on the Key Sheet and plan sheets (as applicable). The DEPARTMENT shall be responsible for providing the location to the CONSULTANT.

Contamination – All underground fuel tanks and monitoring wells within the proposed right-of-way are to be located and shown/tabulated in the plans. All piping and pumps in association with the tanks shall also be located and identified by the survey. The CONSULTANT shall relay to the DEPARTMENT any findings of contaminated soil, monitoring wells, or any features (particularly springs or sinks) relating to contamination or hazardous material.

5.1 Key Sheet

5.2 Summary of Pay Items Including Quantity Input

The CONSULTANT shall be responsible for inputting pay items and quantities into the DEPARTMENT's Project Preconstruction (PrP) System through the use of the DEPARTMENT's Designer Interface.

Phase I - The project shall be established in PrP by Phase I (30%). The District Preliminary Estimates Office will create the project(s) in the system upon receiving a copy of the Notice to Proceed for the design contract.

Phase II - A Summary of Pay Items sheet shall be prepared with Phase II and subsequent plans submittals. The Phase II (60%) submittal shall have all pay items identified with or without quantities. If quantities have not been determined at this point, the CONSULTANT shall load a quantity of "1.0".

Phases III & IV – At Phase III (90%) the CONSULTANT shall have all quantities loaded into PrP, with only minor change anticipated at subsequent submittals. Within PrP, the CONSULTANT shall run a Project Edit Report for the project at Phases III and IV just prior to submitting the plans to the DEPARTMENT for review. This program outputs invalid pay items that may be erroneously loaded for a project. The above shall be provided for each component set of plans (i.e., Roadway, Bridge, Signing and Marking, etc.).

5.3 Typical Section Sheets

5.3.1 Typical Sections

5.3.2 Typical Section Details

5.4 General Notes/Pay Item Notes

5.5 Summary of Quantities Sheets

5.6 Project Layout

5.7 Plan/Profile Sheet (Not applicable to this project)

5.8 Profile Sheet (Not applicable to this project)

5.9 Plan Sheet

5.10 Special Profile (Not applicable to this project)

5.11 Back-of-Sidewalk Profile Sheet (Not applicable to this project)

5.12 Interchange Layout Sheet (Not applicable to this project)

5.13 Ramp Terminal Details (Plan View) (Not applicable to this project)

5.14 Intersection Layout Details

5.15 Special Details

5.16 Cross-Section Pattern Sheet(s) (Not applicable to this project)

5.17 Roadway Soil Survey Sheet(s) (Not applicable to this project)

5.18 Cross Sections

5.19 Temporary Traffic Control Plan Sheets

5.20 Temporary Traffic Control Cross Section Sheets (Not applicable to this project)

5.21 Temporary Traffic Control Detail Sheets (Not applicable to this project)

5.22 Utility Adjustment Sheets

5.23 Selective Clearing and Grubbing Sheet(s)

5.23.1 Selective Clearing and Grubbing

5.23.2 Selective Clearing and Grubbing Details

5.24 Tree Disposition Plan Sheet(s)

5.24.1 Tree Disposition Plan Sheet(s)

5.24.2 Tree Disposition Plan Tables and Schedules

5.25 Project Network Control Sheet(s)

5.26 Environmental Detail Sheets (Not applicable to this project)

5.27 Utility Verification Sheet(s) (SUE Data)

5.28 Quality Assurance/Quality Control

5.29 Supervision

6a DRAINAGE ANALYSIS

The CONSULTANT shall analyze and document Drainage Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

The CONSULTANT will consider alternate culvert materials in accordance with the DEPARTMENT's Drainage Manual.

The CONSULTANT ***must*** coordinate fully with the appropriate permitting agencies and the DEPARTMENT's staff. All activities and submittals should be coordinated through the DEPARTMENT's Project Manager. The work will include the engineering analyses for any or all of the following:

6a.1 Drainage Map Hydrology (Not applicable to this project)

6a.2 Base Clearance Report (Not applicable to this project)

6a.3 Pond Siting Analysis and Report (Not applicable to this project)

6a.4 Design of Cross Drains

Analyze the hydraulic design and performance of cross drains. Check existing cross drains to determine if they are structurally sound and can be extended. Document the design as required. Determine and provide flood data as required.

6a.5 Design of Ditches

Design roadway conveyance and outfall ditches. This task includes capacity calculations, longitudinal grade adjustments, flow changes, additional adjustments for ditch convergences, selection of suitable channel lining, design of side drain pipes, and documentation. (Design of linear stormwater management facilities in

separate task.)

6a.6 Design of Stormwater Management Facility (Offsite or Infield Pond) (Not applicable to this project)

6a.7 Design of Stormwater Management Facility (Roadside Ditch as Linear Pond) (Not applicable to this project)

6a.8 Design of Floodplain Compensation (Not applicable to this project)

6a.9 Design of Storm Drains

Develop a "working drainage map", determine runoff, inlet locations, and spread. Calculate hydraulic losses (friction, utility conflict and, if necessary, minor losses). Determine design tailwater and, if necessary, outlet scour protection.

6a.10 Optional Culvert Material

Determine acceptable options for pipe materials using the Culvert Service Life Estimator.

6a.11 French Drain Systems (Not applicable to this project)

6a.12 Drainage Wells (Not applicable to this project)

6a.13 Drainage Design Documentation Report

Compile drainage design documentation into report format. Include documentation for all the drainage design tasks and associated meetings and decisions, except for stand-alone reports, such as the Pond Siting Analysis Report and Bridge Hydraulics Report.

6a.14 Bridge Hydraulic Report (Not applicable to this project)

6a.15 Temporary Drainage Analysis

Evaluate and address drainage to adequately drain the road and maintain existing offsite drainage during all construction phases. Provide documentation.

6a.16 Cost Estimate

6a.17 Technical Special Provisions and Modified Special Provisions (Not applicable to this project)

6a.18 Hydroplaning Analysis (Not applicable to this project)

6a.19 Existing Permit Analysis (Not applicable to this project)

6a.20 Other Drainage Analysis (Not applicable to this project)

6a.21 Field Reviews

6a.22 Technical Meetings

6a.23 Environmental Look-Around Meetings (Not applicable to this project)

6a.24 Quality Assurance/Quality Control

6a.25 Independent Peer Review (Not applicable to this project)

6a.26 Supervision

6a.75 Coordination

6b DRAINAGE PLANS

The CONSULTANT shall prepare Drainage plan sheets, notes, and details. The plans shall include the following sheets necessary to convey the intent and scope of the project for the purposes of construction.

6b.1 Drainage Map (Including Interchanges) (Not applicable to this project)

6b.2 Bridge Hydraulics Recommendation Sheets (Not applicable to this project)

6b.3 Summary of Drainage Structures

6b.4 Optional Pipe/Culvert Material (Not applicable to this project)

6b.5 Drainage Structure Sheet(s) (Per Structure)

6b.6 Miscellaneous Drainage Detail Sheets

6b.7 Lateral Ditch Plan/Profile

6b.8 Lateral Ditch Cross Sections

6b.9 Retention/Detention Pond Detail Sheet(s) (Not applicable to this project)

6b.10 Retention Pond Cross Sections (Not applicable to this project)

6b.11 Erosion Control Plan Sheet(s)

6b.12 SWPPP Sheet(s)

6b.13 Quality Assurance/Quality Control

6b.14 Supervision

7 UTILITIES

All Utility Coordination activities will be performed by the DEPARTMENT. The CONSULTANT will coordinate with FDOT Area Utility Manager regarding information needed.

7.1 Utility Kickoff Meeting

Before any contact with the UAO(s), the CONSULTANT shall meet ***or teleconference*** with the ***DEPARTMENT's Area Utility Manager*** to receive guidance, as may be required, to assure that all necessary coordination will be accomplished in accordance with DEPARTMENT procedures. CONSULTANT shall bring a copy of the design project work schedule reflecting utility activities.

7.2 Identify Existing Utility Agency Owner(s)

The CONSULTANT will identify all utilities in the corridor during the survey phase by calling Sunshine 811. As-built documentation shall be requested from each UAO for verification of complete designation, and a review will be made to ensure that field designated data is included on the Phase I plans. Proper identification of design coordination contact information shall be made during this activity. A copy of the Sunshine 811 "design" ticket listing all utility owners within the project limits shall be provided within 10 days of the Notice to Proceed (NTP) as part of all subsequent phase submittals.

The DEPARTMENT will assist in identifying all utilities in the corridor.

7.3 Make Utility Contacts (To Be Conducted by the DEPARTMENT)

The DEPARTMENT's Area Utility Manager will make contact and distribute plans to the applicable UAO's. A memo requesting that the UAO's verify/mark all existing facilities will be sent along with the plans.

7.4 Exception Processing (Not applicable for this project)

7.5 Preliminary Utility Meeting

The DEPARTMENT shall schedule (time and place), notify participants, and conduct a preliminary utility meeting with all affected UAO(s) for the purpose of presenting the project, review the current design schedule, evaluate the utility information collected, provide follow-up information on compensable interest requests, discuss the utility work by highway contractor option with each utility, and discuss any future design issues that may impact utilities. This is also an opportunity for the UAO(s) to present proposed facility ***relocations with the CONSULTANT and other UAOs***. The CONSULTANT shall keep accurate minutes and distribute a copy to all attendees.

7.6 Individual/Field Meetings

The CONSULTANT shall meet with each UAO as necessary, separately or together,

throughout the project design duration to provide guidance in the interpretation of plans, review changes to the plans and schedules, optional clearing and grubbing work, and assist in the development of the UAO(s) plans and work schedules. ***Field reviews shall be coordinated with the DEPARTMENT'S Area Utility Manager.***

7.7 Collect and Review Plans and Data from UAO(s)

The CONSULTANT will be responsible for reviewing and implementing identified utility locations into the plans as well as producing a Potential Utility Conflict Matrix. The Matrix will include location (station, offset, depth) of existing facilities in relation to proposed construction features, and will be submitted with the Phase II submittal. Subsequent phase submittals will require that the Utility Conflict Matrix be updated and submitted reflecting any design changes or new information.

7.8 Subordination of Easements Coordination (Not applicable for this project)

7.9 Utility Design Meeting

The DEPARTMENT's Area Utility Manager shall coordinate with the DEPARTMENT's Design Project Manager and schedule (time and place), notify participants, and conduct a Utility Design Meeting with all affected UAO(s). This meeting may be held in conjunction with the Post 60% Workshop described in Section 4.22. The CONSULTANT shall schedule (time and place), notify participants, and conduct a Utility meeting with all affected UAO(s). The CONSULTANT shall be prepared to discuss impacts to existing trees/vegetation and proposed landscape, drainage, traffic signalization, temporary traffic control plan (TTCP) (construction phasing), review the current design schedule and letting date, evaluate the utility information collected, provide follow-up information on compensable property rights from FDOT Legal Office, discuss with each UAO the utility work by highway contractor option, discuss any future design issues that may impact utilities, etc., to the extent that they may have an effect on existing or proposed utility facilities with particular emphasis on drainage and TTCP with each UAO. The intent of this meeting shall be to assist the UAOs in identifying and resolving conflicts between utilities and proposed construction before completion of the plans, including utility adjustment details. Also to work with the UAOs to recommend potential resolution between known utility conflicts with proposed construction plans as may be deemed practical by the UAO. The CONSULTANT shall keep accurate minutes of all meetings and distribute a copy to all attendees within 3 days. See Task 4.5 (Horizontal/Vertical Master Design File) and Task 4.8 (Cross Section Design Files) for utility conflict location identification and adjustments.

7.10 Review Utility Markups & Work Schedules and Processing of Schedules & Agreements

The CONSULTANT is to review the UAO marked up plans and the Utility Work Schedules as they are received and assure that they are compatible with the proposed design features in the plans. The CONSULTANT shall review the

specific details of the markups and schedules with the Area Utility Manager as required to finalize the status of each potential conflict. Send color markups and schedules to the appropriate DEPARTMENT office(s) such as survey, geotechnical, drainage, structures, lighting, roadway, signals, utilities, landscape architecture, municipalities, maintaining agency, and District Traffic Operations for review and comment if required by the District. The CONSULTANT shall also verify that the schedules conform to the construction phasing and TTCP sequences. Coordinate with the District for execution. Distribute Executed Final Documents. Prepare Work Order for UAO(s). The CONSULTANT shall coordinate with the DUO the programming of necessary Work Program funds.

ALL PROJECTS - Any design changes affecting utilities that occur after the Phase IV Resubmittal must be submitted to the DEPARTMENT's Area Utility Manager so that Utility Work Schedules can be updated.

7.11 Utility Coordination/Follow-up

Utility Coordination and Follow-up activities will be performed by the DEPARTMENT and the CONSULTANT if requested by the DEPARTMENT.

This includes follow-up, interpreting plans, and assisting ***with coordination of*** the completion of the UAO(s) work schedule and agreements. Includes phone calls, face-to-face meetings, etc., to motivate and ensure the UAO(s) complete and return the required documents in accordance with the project schedule. Ensure the resolution of all known conflicts. This task can be applied to all phases of the project.

7.12 Utility Constructability Review (To Be Conducted by the DEPARTMENT)

Utility Constructability Review activities will be performed by the DEPARTMENT. The CONSULTANT shall review utility schedules against construction contract time, and phasing for compatibility. Coordinate with and obtain written concurrence from the construction office. See Task 4.5 (Horizontal/Vertical Master Design File) and Task 4.9 (Cross Section Design Files) for utility conflict identification and adjustments.

7.13 Additional Utility Services (To be Included via Supplemental Agreement)

The CONSULTANT will provide any subsurface utility excavations (SUE) that are required for the projects. This effort will be negotiated in Section 27.10.

The CONSULTANT ***may be required to*** provide additional utility services. Additional services will be determined when the services are required and requested. This item is not usually included in the scope at the time of negotiation. It is normally added as a supplemental agreement when the need is identified.

7.14 Processing Utility Work by Highway Contractor (UWHC) (Not applicable for this project)

7.15 Contract Plans to UAO(s)

The CONSULTANT will be responsible for providing the appropriate quantity of plan sets to the Area Utility Manager for submittal to the UAO(s) at each Phase Submittal.

This includes transmittal of the ***Final*** contract plans as processed for letting. Transmittals to UAO(s) are by certified mail, return receipt requested.

7.16 Certification/Close-Out (To Be Conducted by the DEPARTMENT)

Utility Certification will be performed after all Utility Work Schedules have been executed and the coordination of construction related issues has been completed by the DEPARTMENT.

Utility Coordination Close-Out will include archiving all project documents and files in an orderly fashion consistent with the DEPARTMENT's EDMS archiving process.

7.17 Other Utilities

This task includes effort to create and maintain the project's Utility Conflict Matrix.

The CONSULTANT shall prepare a Utility Conflict Matrix for all utilities which may be impacted by construction activities. An example Utility Conflict Matrix will be provided by the DEPARTMENT's Design Project Manager at project kick-off. The matrix will be required with the Phase II submittal and will be updated and submitted with every phase thereafter.

8 ENVIRONMENTAL PERMITS, COMPLIANCE AND CLEARANCES

The CONSULTANT shall notify the DEPARTMENT Project Manager, Environmental Permit Coordinator and other appropriate personnel in advance of all scheduled meetings with the regulatory agencies to allow a DEPARTMENT representative to attend. The CONSULTANT shall copy in the Project Manager and the Environmental Permit Coordinator on all permit related correspondence and meetings.

8.1 Preliminary Project Research

The CONSULTANT shall perform preliminary project research and shall be responsible for regulatory agency coordination to assure that design efforts are properly directed toward permit requirements. The research shall include a review of the project's PD&E documents including but not limited to the Environmental Document, Wetland Evaluation Report, Endangered Species and Biological Assessment and Essential Fish and Habitat Report.

The CONSULTANT shall also review for any existing easements or other restrictions that may exist both within or proposed project boundary. The CONSULTANT shall determine if any Sovereign Submerged Lands easements need to modified or acquired. Project research may include but should not be limited to

review of available federal, state, and local permit files and databases, local government information including county and property appraiser data. This information will be shown on the plans as appropriate.

8.2 Field Work

8.2.1 Pond Site Alternatives: (Not applicable for this project)

8.2.2 Establish Wetland Jurisdictional Lines and Assessments:

The CONSULTANT shall collect all data and information necessary to determine the boundaries of wetlands and surface waters defined by the rules or regulations of each agency processing or reviewing a permit application necessary to construct a DEPARTMENT project.

The CONSULTANT shall be responsible for, but not limited to, the following activities:

- Determine landward extent of wetlands and other surface waters as defined in Rule Chapter 62-340, F.A.C. as ratified in Section 373.4211, F.S.
- Determine the jurisdictional boundaries and obtain a jurisdictional determination of wetlands and other surface waters as defined by rules or regulations of any permitting authority that is processing a DEPARTMENT permit application.
- Prepare aerial maps showing the jurisdictional boundaries of wetlands and surface waters. Aerial maps shall be reproducible, of a scale no greater than 1"=200' and be recent photography. The maps shall show the jurisdictional limits of each agency. Photo copies of aerials are not acceptable. All jurisdictional boundaries are to be tied to the project's baseline of survey. When necessary, a wetland specific survey will be prepared by a registered surveyor and mapper.
- Prepare a written assessment of the current condition and functional value of the wetlands and other surface waters. Prepare data in tabular form which includes the ID number for each wetland impacted, size of wetland to be impacted, type of impact and identify any wetland within the project limits that will not be impacted by the project.
- Prepare appropriate Agency Forms to obtain required permits Forms may include but are not limited to the United States Army Corps of Engineers (USACE) "Wetland Determination Data Form – Atlantic and Gulf Coastal Plain Region"; the USACE "Approved Jurisdictional Determination Form"; Uniform Mitigation Assessment Method forms and/or project specific data forms.

8.2.3 Species Surveys: (Not applicable for this project)

8.2.4 Archeological Surveys: (Not applicable for this project)

8.3 Agency Verification of Wetland Data (Not applicable for this project)

8.4 Complete and Submit All Required Permit Applications

The CONSULTANT shall prepare permit application packages as identified in the Project Description section. The permit application package must be approved by the DEPARTMENT prior to submittal to the regulatory agency.

The CONSULTANT shall collect all of the data and information necessary to obtain the environmental permits required to construct a project. The CONSULTANT will complete field survey or agency required forms (such as the US Army Corps of Engineers (USACE) "Wetland Determination Data Form – Atlantic and Gulf Coastal Plain Region"; the USACE "Approved Jurisdictional Determination Form"; UMAMs and/or project specific data forms, as required) for use in Permit Applications.

A Pre-Application meeting with the permitting agencies can be anticipated for projects that require an Individual ERP from the State of Florida or an Individual Permit from the Army Corps of Engineers. As a project develops, other project specific conditions may be identified that will warrant a Pre-Application meeting to clarify the permitting requirements. The DEPARTMENT's Design Project Manager, District Drainage Engineer, and District Permit Coordinator will be invited to the Pre-Application meeting (when required) and will be forwarded all correspondence and meeting minutes. For projects within the jurisdiction of Leon County, or the City of Tallahassee, the District Permit Coordinator and the District Drainage Engineer will be coordinated with before any permit application is submitted; and before any meetings with said agencies. The DEPARTMENT wants to be fully involved and to give proper direction to the CONSULTANT regarding permitting in Leon County and the City of Tallahassee.

The CONSULTANT shall prepare each permit application for DEPARTMENT approval in accordance with the rules and/or regulations of the environmental agency responsible for issuing a specific permit and/or authorization to perform work. ***The Engineer of Record (EOR) shall prepare a narrative, in layman terms, for the inclusion in the permit application package. It shall include work being performed in this project, impacts to the environment and methods of construction specifically related to the environmentally sensitive areas. This brief description will aid the regulatory agency reviewer in understanding the scope of the project.***

The CONSULTANT shall be responsible for responding to Requests for Additional Information by the reviewing agency.

8.4.1 Complete and Submit all Required Wetland Permit Applications:

The CONSULTANT shall prepare, complete, and submit required wetland permit (i.e. ERP, Section 404) application packages to the appropriate regulatory agencies. This includes, but is not limited to, applications submitted to WMDs and/or DEP, and USACE. The application package may include but is not limited to attachments (i.e. project location map, aerials, affidavit of ownership, pictures, additional technical analysis, etc.), a cover letter with project description as well as completion of applicable agency forms. ***The Engineer of Record (EOR) shall prepare a***

narrative, in layman terms, for the inclusion in the permit application package. It shall include work being performed in this project, impacts to the environment and methods of construction specifically related to the environmentally sensitive areas. This brief description will aid the regulatory agency reviewer in understanding the scope of the project. The CONSULTANT shall prepare and respond to agency Requests for Additional Information (RAIs), including necessary revisions to the application package. All responses and completed application packages must be approved by the District Permit Coordinator prior to submittal to the regulatory agencies. Geotechnical permitting should also be prepared, submitted, and obtained.

For projects that do not have a wetland assessment (Unified Mitigation Assessment Method, or UMAM), and the permit requires this information to be issued, the CONSULTANT will prepare a UMAM to be submitted with the permit application.

8.4.2 Complete and Submit all Species Permit Applications:

The CONSULTANT shall prepare, complete and submit required species permit applications to the appropriate agencies. This includes federal and state protected species permit application packages as required. The work includes completion of application package (i.e. project location map, aerials, affidavit of ownership, pictures, additional technical analysis, etc.), and cover letter with project description as well as completion of applicable forms. ***The Engineer of Record (EOR) shall prepare a narrative, in layman terms, for the inclusion in the permit application package. It shall include work being performed in this project, impacts to the environment and methods of construction specifically related to the environmentally sensitive species. This brief description will aid the regulatory agency reviewer in understanding the scope of the project.*** The CONSULTANT shall respond to agency RAIs, including necessary revisions to the application package. All responses and completed applications must be approved by the District Permit Coordinator prior to submittal to the regulatory agency.

8.5 Coordinate and Review Dredge and Fill Sketches (Not applicable for this project)

8.6 Prepare USCG Permit Sketches (Not applicable for this project)

8.7 Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application (To Be Prepared by the DEPARTMENT)

The DEPARTMENT will prepare all Water Management District Right-of-Way Occupancy Sketches unless otherwise directed.

8.8 Prepare Coastal Construction Control Line (CCCL) Permit Application (Not applicable for this project)

8.9 Prepare Tree Permit Information

8.10 Compensatory Mitigation Design (Not applicable for this project)

8.11 Mitigation Coordination and Meetings (Not applicable for this project)

8.12 Other Environmental Permits (Not applicable for this project)

Environmental Clearances, Reevaluations and Technical Support

8.13 Technical Support to Department for Environmental Clearances and Re-evaluations

The CONSULTANT shall provide engineering support for the DEPARTMENT to obtain clearances resulting from any changes to the project after the initial environmental phase has been completed.

8.13.1 NEPA or SEIR Reevaluation: (Not applicable to this project)

8.13.2 Archaeological and Historical Features: (Not applicable for this project)

8.13.3 Wetland Impact Analysis: (Not applicable for this project)

8.13.4 Essential Fish Habitat: (Not applicable for this project)

8.13.5 Wildlife and Habitat Impact Analysis: (Not applicable for this project)

8.13.6 Section 7 or Section 10 Consultation: (Not applicable for this project)

8.14 Preparation of Environmental Clearances and Reevaluations (Not applicable for this project)

8.14.1 NEPA or SEIR Reevaluation: (Not applicable for this project)

8.14.2 Archaeological and Historical Features: (Not applicable for this project)

8.14.3 Wetland Impact Analysis: (Not applicable for this project)

8.14.4 Essential Fish Habitat: (Not applicable for this project)

8.14.5 Wildlife and Habitat Impact Analysis: (Not applicable for this project)

8.14.6 Section 7 or Section 10 Consultation: (Not applicable for this project)

8.15 Contamination Impact Analysis (Not applicable for this project)

8.16 Asbestos Survey (Not applicable for this project)

8.17 Technical Meetings

8.18 Quality Assurance/Quality Control

8.19 Supervision

8.20 Coordination

9 STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWINGS and tasks 9.1 – 9.15 are not applicable for this project.

10 STRUCTURES - BRIDGE DEVELOPMENT REPORT and tasks 10.1 – 10.35 are not applicable for this project.

11 STRUCTURES - TEMPORARY BRIDGE and tasks 11.1 – 11.8 are not applicable for this project.

12 STRUCTURES - SHORT SPAN CONCRETE BRIDGE and tasks 12.1 – 12.28 are not applicable for this project.

13 STRUCTURES - MEDIUM SPAN CONCRETE BRIDGE and tasks 13.1 – 13. 55 are not applicable for this project.

14 STRUCTURES - STRUCTURAL STEEL BRIDGE and tasks 14.1 – 14. 60 are not applicable for this project.

15 STRUCTURES - SEGMENTAL CONCRETE BRIDGE and tasks 15.1 – 15.77 are not applicable for this project.

16 STRUCTURES - MOVABLE SPAN and tasks 16.1 – 16.102 are not applicable for this project.

17 STRUCTURES - RETAINING WALL and tasks 17.1 – 17.21 are not applicable for this project.

18 STRUCTURES - MISCELLANEOUS and tasks 18.1 – 18.31 are not applicable for this project.

19 SIGNING AND PAVEMENT MARKING ANALYSIS

The CONSULTANT shall analyze and document Signing and Pavement Markings Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

19.1 Traffic Data Analysis

The CONSULTANT shall evaluate the existing signage to determine the need for additional signs, correcting redundant or conflicting signage, and the replacement of damaged signs. It is NOT the DEPARTMENT's intent to replace signs based solely on age or installation date. Existing signage problems/issues that are discovered during the course of the design phase should be communicated to the maintaining agency to be addressed as appropriate.

The CONSULTANT shall prepare a detailed summary of additional or modified traffic regulations affected by this project. The summary shall include affected regulatory signs (No U, No Left, No Parking etc.), signals (including school zones, pedestrian devices, intersection control beacons, post-mounted warning devices) or pavement markings. This information is to be forwarded to the District Traffic Operations Engineer for use in fulfilling Florida Statute 335.10(1). The CONSULTANT may refer to Traffic Engineering Topic Number 750-010-011: Traffic Regulation Approval Process, and the Roadway Characteristic Inventory (RCI) database for additional information.

19.2 No Passing Zone Study (Not applicable for this project)

19.3 Reference and Master Design File

The CONSULTANT shall prepare the Signing & Marking Design file to include all necessary design elements and all associated reference files.

19.4 Multi-Post Sign Support Calculations

The CONSULTANT shall determine the appropriate column size from the DEPARTMENT’s Multi-Post Sign Program(s).

19.5 Sign Panel Design Analysis

Establish sign layout, letter size and series for non-standard signs.

19.6 Sign Lighting/Electrical Calculations (Not applicable for this project)

19.7 Quantities

19.8 Cost Estimate

19.9 Technical Special Provisions (Not applicable for this project)

19.10 Other Signing and Pavement Marking Analysis (Not applicable for this project)

19.11 Field Reviews

19.12 Technical Meetings (Not applicable for this project)

19.13 Quality Assurance/Quality Control

19.14 Independent Peer Review (Not applicable for this project)

19.15 Supervision

19.16 Coordination

20 SIGNING AND PAVEMENT MARKING PLANS

The CONSULTANT shall prepare a set of Signing and Pavement Marking Plans in accordance with the Plans Preparation Manual that includes the following. ***The plans shall include only those sheets, of the following list of sheets, necessary to convey the intent and scope of the project for the purpose of construction.***

20.1 Key Sheet (Not applicable for this project)

20.2 Summary of Pay Items Including Designer Interface Quantity Input

20.3 Tabulation of Quantities

20.4 General Notes/Pay Item Notes

20.5 Project Layout

20.6 Plan Sheet

20.7 Typical Details

20.8 Guide Sign Work Sheet(s) (Not applicable for this project)

20.9 Traffic Monitoring Site (Not applicable for this project)

20.10 Cross Sections (Not applicable for this project)

20.11 Special Service Point Details

20.12 Special Details

20.13 Interim Standards (Not applicable for this project)

20.14 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design

drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

20.15 Supervision

21 SIGNALIZATION ANALYSIS and tasks 21.1 – 21.19 are not applicable for this project.

22 SIGNALIZATION PLANS and tasks 22.1 – 22.18 are not applicable for this project.

23 LIGHTING ANALYSIS

The CONSULTANT shall analyze and document Lighting Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

23.1 Lighting Justification Report

The CONSULTANT shall prepare a Lighting Justification Report. The report shall be submitted under a separate cover with the Phase I plans submittal, titled Lighting Justification Report. The report shall provide analyses for mainlines, interchanges, and arterial roads and shall include all back-up data such that the report stands on its own. Back up data shall include current ADT's, general crash data average cost from the Florida Highway Safety Improvement Manual, crash details data from the last three years, and preliminary lighting calculations.

The report shall address warrants to determine if lighting warrants are met, and shall include a benefit-cost analysis to determine if lighting is justified. The report shall include calculations for the night-to-day crash ratio as well as a table summarizing the day-time and the night-time crashes. The report shall follow the procedures outlined in the FDOT Manual on Uniform Traffic Studies (MUTS) manual which utilize ADT, Three Year Crash Data, night/day crash ratio, percentage of night ADT, etc.

23.2 Lighting Design Analysis Report

The CONSULTANT shall prepare a Preliminary Lighting Design Analysis Report. The report shall be submitted under a separate cover with the Phase II plans submittal. The report shall provide analyses for each typical section of the mainline, typical section for the ramps (one and/or two lanes), interchanges, underdeck lighting, and arterial roads. Each lighting calculation shall be properly identified as to the area that it covers.

The report shall include the Lighting Design Criteria that will be used and shall

include the evaluation of at least three lighting design alternatives and a recommendation on the alternative to use. Each alternative shall be properly described; the alternatives shall consider different pole heights, lamp wattage, and arm lengths. Each alternative shall be provided with a cost estimate that includes initial cost in addition to operations and maintenance cost for one year.

The report shall also include the lighting calculations for each lighted sign.

After approval of the preliminary report, the CONSULTANT shall submit a revised report for each submittal. The Lighting Design Analysis Report shall include:

Voltage drop calculations

Load analysis calculations for each branch circuit

23.3 Aeronautical Evaluation (Not applicable for this project)

23.4 Voltage Drop Calculations

The CONSULTANT shall submit voltage drop calculations showing the equation or equations used along with the number of luminaries per circuit, the length of each circuit, the size conductor or conductors used and their ohm resistance values. The voltage drop incurred on each circuit (total volts and percentage of drop) shall be calculated, and all work necessary to calculate the voltage drop values for each circuit should be presented in such a manner as to be duplicated by the District.

The Voltage Drop Calculations shall be submitted as part of the Lighting Design Analysis Report.

23.5 FDEP Coordination and Report (Not applicable for this project)

23.6 Reference and Master Design Files

The CONSULTANT shall prepare the Lighting Design file to include all necessary design elements and all associated reference files.

23.7 Temporary Lighting (Not applicable for this project)

23.8 Design Documentation

The CONSULTANT shall submit a Design Documentation with each plans submittal under a separate cover and not part of the roadway documentation book. At a minimum, the design documentation shall include:

- Phase submittal checklist.
- Structural calculations for special conventional pole concrete foundations.
- Correspondence with the power company concerning new electrical service.

23.9 Quantities

23.10 Cost Estimate

23.11 Technical Special Provisions

23.12 Other Lighting Analysis

23.13 Field Reviews

The CONSULTANT shall collect information from the maintaining agencies and conduct a field review. The review should include but is not limited to the following:

- Existing Lighting Equipment
- Load Center, Capabilities and Condition/Age
- Condition of Lighting Structure(s)
- Verification of horizontal clearances
- Verification of breakaway requirements

23.14 Technical Meetings

23.15 Quality Assurance/Quality Control

23.16 Independent Peer Review (Not applicable for this project)

23.17 Supervision

23.18 Coordination

24 LIGHTING PLANS

The CONSULTANT shall prepare a set of Lighting Plans in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

24.1 Key Sheet

24.2 Summary of Pay Items Including Project Preconstruction (PrP) System Input (Not applicable for this project)

24.3 Tabulation of Quantities

24.4 General Notes/Pay Item Notes

24.5 Pole Data, Legend & Criteria

24.6 Service Point Details

24.7 Project Layout

24.8 Plan Sheet

24.9 Special Details

24.10 Temporary Lighting Data and Details (Not applicable for this project)

24.11 Traffic Control Plan Sheets

24.12 Interim Standards (Not applicable for this project)

24.13 Quality Assurance/Quality Control

The CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of traffic design drawings, specifications and other services furnished by the CONSULTANT under this contract.

The CONSULTANT shall provide a Quality Control Plan that describes the procedures to be utilized to verify, independently check, and review all design drawings, specifications and other services prepared as a part of the contract. The CONSULTANT shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The Quality Control Plan may be one utilized by the CONSULTANT as part of their normal operation or it may be one specifically designed for this project.

24.14 Supervision

25 LANDSCAPE ARCHITECTURE ANALYSIS

The CONSULTANT shall analyze and document Landscape Architecture Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.

25.1 Data Collection

All research required to collect data necessary to complete the initial design analysis. Includes identifying local ordinances and collection of other project data.

25.2 Site Inventory and Analysis for Proposed Landscape

Includes identification of opportunities and constraints for the proposed landscape project based on existing site conditions. Identify available planting areas for nursery landscape material. Summary of analysis, if required, is included in conceptual design.

25.3 Planting Design

Conceptual Design: Includes delineation of all proposed planting types, scheme development and preliminary costs and reports. The design shall be submitted with the Phase I plans.

Final Design: Includes identifying the species/type, size, location, spacing, and

quality of all plants.

25.4 Irrigation Design

Feasibility Report: Includes analysis of methods, materials and operation costs associated with proposed irrigation system design.

Conceptual Design: Typically not done in master design file. Includes determination of water and power sources. Phase I design level.

Final Design: Includes all work in master design files. Irrigation Design includes, but is not limited to, the locations and sizes of pumps, pump stations, mainlines, lateral lines, irrigation heads, valves, backflow and control devices.

25.5 Hardscape Design

Conceptual design - scheme development and preliminary costs: Typically not done in master design file. Delineation of areas and elements to be included in design. Select cut sheets, prepare image boards. Includes report, if required.

Final Design: Includes all work in master design files. Hardscape Design includes, but is not limited to, sidewalks, plazas, Steps, Fountains, Walls, Pedestrian bridges, non-regulatory signs or project graphics, roadway aesthetics, site furnishings.

25.6 Plan Summary Boxes

25.7 Cost Estimates

25.8 Technical Special Provisions and Modified Special Provisions

25.9 Other Landscape Architecture

25.10 Outdoor Advertising

Includes all work required to determine locations of all outdoor advertising permitted within the roadway project limits. Includes all work required to determine the proposed view zones and the supporting documentation.

25.11 Field Reviews

25.12 Technical Meetings

25.13 Quality Assurance/Quality Control

25.14 Independent Peer Review

25.15 Supervision

25.16 Coordination

25.17 Interdisciplinary Coordination

26 LANDSCAPE ARCHITECTURE PLANS

The CONSULTANT shall prepare a set of Landscape Plans which includes the following.

26.1 Key Sheet

26.2 Tabulation of Quantities

26.3 General Notes

26.4 Tree and Vegetation Inventory, Protection and Relocation Plans

26.5 Planting Plans for Linear Roadway Projects

26.6 Planting Plans (Interchanges and Toll Plazas)

26.7 Planting Details and Notes

26.8 Irrigation Plans for Linear Roadway Project

26.9 Irrigation Plans for Interchange and Toll Plazas

26.10 Irrigation Details and Notes

26.11 Hardscape Plans

26.12 Hardscape Details and Notes

26.13 Landscape Maintenance Plan

The CONSULTANT shall include a written plan for care and maintenance of the plants and beds, hardscape, and irrigation system after the warranty period. This maintenance plan will be developed in performance based language and will be in coordination with the local government entity who assumes the maintenance obligation.

26.14 Cost Estimate

26.15 Quality Assurance/Quality Control

26.16 Supervision

27 SURVEY

The CONSULTANT shall perform survey tasks in accordance with all applicable statutes, manuals, guidelines, standards, handbooks, procedures, and current design memoranda.

The CONSULTANT shall submit all survey notes and computations to document the surveys. All field survey work shall be recorded in approved media and submitted to the DEPARTMENT. Field books submitted to the DEPARTMENT must be of an approved type. The field books shall be certified by the surveyor in responsible charge of work being performed before the final product is submitted.

The survey notes shall include documentation of decisions reached from meetings, telephone conversations or site visits. All like work (such as bench lines, reference points, etc.) shall be recorded contiguously. The DEPARTMENT may not accept field survey radial locations of section corners, platted subdivision lot and block corners, alignment control points, alignment control reference points and certified section corner references. The DEPARTMENT may instead require that these points be surveyed by true line, traverse or parallel offset.

27.1 Horizontal Project Control (HPC)

Establish or recover HPC, for the purpose of establishing horizontal control on the Florida State Plane Coordinate System or datum approved by the District Surveyor (DS) or District Location Surveyor (DLS); may include primary or secondary control points. Includes analysis and processing of all field collected data, and preparation of forms.

27.2 Vertical Project Control (VPC)

Establish or recover VPC, for the purpose of establishing vertical control on datum approved by the District Surveyor (DS) or the District Location Surveyor (DLS).; may include primary or secondary vertical control points. Includes analysis and processing of all field collected data, and preparation of forms.

27.3 Alignment and/or Existing Right of Way (R/W) Lines

Refer to the D3 Survey Guidelines for requirements.

27.4 Aerial Targets (Not applicable for this project)

27.5 Reference Points

Refer to the D3 Survey Guidelines for requirements.

27.6 Topography/Digital Terrain Model (DTM) (3D)

Refer to the D3 Survey Guidelines for requirements.

27.7 Planimetric (2D) (Not applicable for this project)

27.8 Roadway Cross Sections/Profiles (Not applicable for this project)

27.9 Side Street Surveys (Not applicable for this project)

27.10 Underground Utilities

Refer to the D3 Survey Guidelines for requirements.

27.11 Outfall Survey (Not applicable for this project)

27.12 Drainage Survey (Not applicable for this project)

27.13 Bridge Survey (Minor/Major) (Not applicable for this project)

27.14 Channel Survey (Not applicable for this project)

27.15 Pond Site Survey (Not applicable for this project)

27.16 Mitigation Survey (Not applicable for this project)

27.17 Jurisdiction Line Survey

Refer to the D3 Survey Guidelines for requirements.

27.18 Geotechnical Support

Refer to the D3 Survey Guidelines for requirements.

27.19 Sectional/Grant Survey (Not applicable for this project)

27.20 Subdivision Location (Not applicable for this project)

27.21 Maintained R/W (Not applicable for this project)

27.22 Boundary Survey (Not applicable for this project)

27.23 Water Boundary Survey (Not applicable for this project)

27.24 Right of Way Staking, Parcel / Right of Way Line (Not applicable for this project)

27.25 Right of Way Monumentation (Not applicable for this project)

27.26 Line Cutting

Refer to the D3 Survey Guidelines for requirements.

27.27 Work Zone Safety

Provide work zone as required by DEPARTMENT standards. ***Refer to the D3 Survey Guidelines for specific requirements.***

27.28 Miscellaneous Surveys

Refer to tasks of this document, as applicable, to perform surveys not described herein. The percent for Supplemental will be determined at negotiations. This item can only be used if authorized in writing by the District Surveyor (DS), District Location Surveyor (DLS) or their representative. ***Refer to the D3 Survey Guidelines for specific requirements.***

<u>TREE SURVEYS</u>: As required by the specific governing agency, the CONSULTANT shall provide survey services necessary to acquire a Tree Removal Permit. The CONSULTANT shall refer to the governing Agency's ordinance on tree preservation for the requirements.

Anticipated survey requirements may include:

- ***Generic Description (examples: oak, palm, and pine)***
- ***Diameter at Breast Height (DBH) in inches (3 inches or greater)***
- ***Tree Canopy Area in square feet***
- ***Survey Baseline Station***
- ***Offset from the Survey Baseline***
- ***Unusual circumstances (example: multiple trunk trees or palms, unusual position or locations, tree dead or down, etc.)***

The Surveyor of Record (SOR) shall communicate with the Engineer of Record (EOR) early/prior to staffhour negotiations to determine the specific survey needs required by the governing agency (i.e., City of Tallahassee Dept. of Growth and Environmental Mgmt., Leon County Dept. of Growth and Environmental Mgmt.).

27.29 Supplemental Surveys (Not applicable for this project)

27.30 Document Research (Not applicable for this project)

27.31 Field Review

Perform verification of the field conditions as related to the collected survey data. ***Refer to the D3 Survey Guidelines for specific requirements.***

27.32 Technical Meetings

Attend meetings as required and negotiated by the Surveying and Mapping Department.

27.33 Quality Assurance/Quality Control (QA/QC)

Establish and implement a QA/QC plan. Also includes subconsultant review, response to comments and any resolution meetings if required, preparation of submittals for review, etc. ***Refer to the D3 Survey Guidelines for specific requirements.***

27.34 Supervision

Perform all activities required to supervise and coordinate project. These activities must be performed by the project supervisor, a Florida P.S.M. or their delegate as approved by the District Surveying Office.

27.35 Coordination

Coordinate survey activities with other disciplines. These activities must be performed by the project supervisor, a Florida P.S.M. or their delegate as approved by the District Surveying Office.

28 PHOTOGRAMMETRY and tasks 28.1 – 28.25 are not applicable for this project.

29 MAPPING and tasks 29.1 – 29.36 are not applicable for this project.

30 TERRESTRIAL MOBILE LiDAR and tasks 30.1 – 30.19 are not applicable for this project.

31 ARCHITECTURE DEVELOPMENT and tasks 31.1 – 31.143 are not applicable for this project.

32 NOISE BARRIERS IMPACT DESIGN ASSESSMENT IN THE DESIGN PHASE and tasks 32.1 – 32.9 are not applicable for this project.

33 INTELLIGENT TRANSPORTATION SYSTEMS ANALYSIS and tasks 33.1 – 33.21 are not applicable for this project.

34 INTELLIGENT TRANSPORTATION SYSTEM PLANS and tasks 34.1 – 34.21 are not applicable for this project.

35 GEOTECHNICAL and tasks 35.1 – 35.55 are not applicable for this project.

36 3D MODELING and tasks 36.1 – 36.9 are not applicable for this project.

37 PROJECT REQUIREMENTS

36.1 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 Design*** Project Manager.

36.2 Key Personnel

The CONSULTANT's work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by DEPARTMENT.

36.3 Progress Reporting

The CONSULTANT shall meet with the DEPARTMENT as required and shall provide a written monthly progress report with approved schedule and schedule status, or by using the earned value method that describe the work performed on each task. The report will include assessing project risk through monthly documentation of identifying and updating the risk category and approach for monitoring those tasks. Invoices shall be submitted after the DEPARTMENT approves the monthly progress report or with earned value analysis. The Project Manager will make judgment on whether work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished.

36.4 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 or mailing of said correspondence.

36.5 Professional Endorsement

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

36.6 Computer Automation

The project 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 shall submit final documents and files as described therein. ***The Engineer of Record must certify that the electronic plans and documents for the project meet the requirements of the DEPARTMENT's CADD Manual.***

36.7 Coordination with Other Consultants

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

36.8 Optional Services

At this time, there have been NO "optional" or "supplemental" services identified to be negotiated.

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). Additional services may be authorized by Letter of Authorization or supplemental amendment in accordance with paragraph 2.00 of the Standard Consultant Agreement. The additional services may include Construction Assistance, Review of Shop Drawings, Final Bridge Load Rating, update (Category II) bridge plans electronically (CADD) for the Final "As-Built" conditions, based on documents provided by the DEPARTMENT (CADD Services Only) or other Services as required.

37 INVOICING LIMITS

Payment for the work accomplished will be in accordance with Method of Compensation of this contract. Invoices shall be submitted ***through the DEPARTMENT's Consultant Invoice Transmittal System (CITS) or*** 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.

The CONSULTANT will provide a list of key events and the associated total percentage of work considered to be complete at each event. This list will be used to control invoicing. Payments will not be made that exceed the percentage of work for any event until those events have actually occurred and the results are acceptable to the DEPARTMENT.

38 PROJECT COST ACCOUNTING – FOR DISTRICTWIDE / TASK DRIVEN CONTRACTS

Although the CONSULTANT is assigned work by Task Work Order and each Task Work Order is assigned in a single general financial project identification number for billing purposes, the CONSULTANT and its subconsultants shall have staff performing work on this contract charge their time to the nearest quarter hour to each specific project on which work is being performed. The DEPARTMENT shall provide the CONSULTANT and its subconsultants the eleven digit project number assigned to each specific project in which the DEPARTMENT requires the CONSULTANT to capture time and cost. At any given time, there may be several specific projects in which staff would be charging time. The consultant shall provide the DEPARTMENT with each invoice the cost incurred for each specific project. Time expended by accounting personnel of the CONSULTANT in preparation of invoices associated with this contract is an unallowable direct project cost.