EXHIBIT “A”

SCOPE OF SERVICES
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432585-2-32-01

DISTRICTWIDE UTILITY COORDINATION PRODUCTION SUPPORT

A. OBJECTIVE

The Department desires to obtain services from the consultant for performance of utility coordination work of a minor nature including, but not limited to:

1. Identification of existing/proposed utility facilities.
2. Assist with the preparation of utility contract language related to Design-Build Request for Proposals.
3. Assist with determining approximate utility cost and schedule impacts due to various conceptual design schemes.
4. Resolution of conflicts between utility facilities and proposed construction.
5. Documentation of utility company activities for the project’s special provisions and/or plan notes.
6. Securing of executed legal agreements to clear a project for letting as stipulated by State and Federal guidelines.
7. Analyze and certify utility work schedules for compatibility to the associated FDOT construction schedule.
8. The consultant may be required to provide staff support to be located directly in the Department’s offices for specified times, to perform any of the work outlined in this scope and to be performed by any of the staff classifications as listed in Exhibit B. The details of such a requirement would be specified in a Task Work Order.
9. Assist in the preparation of miscellaneous presentations, reports, and/or utility conferences within the District as necessary.
10. Prepare or assist in preparation of Utilities (UTEX) CADD files.

B. SERVICES

The following procedures are general for all projects. Design-build or design-bid-build projects may require some of these services as detailed in the associated task work order. One or more of the steps may not be necessary depending on the scope of the particular project. A task work order will indicate the necessary steps and a schedule of utility activities set, with approval of the District Utility Engineer or his/her designee.
1. **Initial Contact & Preliminary Utility Design Meeting:**

   Regardless of the project delivery method this will generally consist of an informational letter and a set of preliminary plans (15 – 25 percent complete) depicting the scope of the project. Initial contact should be made with all utility companies that may have facilities in the project area. Four (4) to six (6) weeks should be allowed for utility companies to respond back with one set of marked plans showing their facilities, copies of their “As Built” plans or written confirmation that they have no facilities in the project area. This information will then be forwarded to the District Utility Office and/or the assigned Design Project Manager. The consultant shall schedule, notify participants, and conduct a preliminary utility/design meeting with all affected utility agencies and the design team to present the project, review the current design, evaluate the utility information collected, provide follow-up information on cost and schedule impacts, discuss the utility work by highway contractor option with each utility, possible utility exception coordination and discuss any future design issues that may impact utilities within the project limits. The Utility Coordinator will be responsible for meeting with each utility agency and/or the design team separately throughout the project design duration to provide guidance in the interpretation of plans, review changes to the plans and schedules and discuss project specific requirements. Work assignment and staff hours generally based on standard scope of services for utility coordination activities (7.1 thru 7.8)

2. **Utility Design Meeting**

   This will be scheduled to occur between the constructability and Bidability stages of production showing all utility information, drainage plans, highway lighting plans, structure plans, etc. A utility conflict matrix will also be provided by the design project manager and the Utility Coordinator shall ensure that it is discussed in detail with the utility companies and that they are as accurate as possible. The utility coordinator will ensure a complete set of project plans are sent to each utility company two weeks before the date of the meeting. This step may be eliminated if utility relocations are not necessary on the proposed project. Representation at the meeting should consist of all utility agencies involved, the design project manager, representation from maintenance and construction, and other support offices as necessary. The consultant will manage the meeting and discuss alternate utility relocation schemes, design modifications, and scheduling of construction activities placing particular emphasis on construction areas where underground excavation and temporary construction activities may occur. Hi-risk areas of potential utility conflict should be discussed and documented. Risk response strategies will be documented and sent to the District Utility Office and/or the assigned Design Project Manager. A final report, including
recommendations for solutions to all conflicts will be due 30 days following the Utility Design Meeting. Work assignment and staff hours generally based on standard scope of services for utility coordination activities (7.9).

3. **Final Agreements to Utilities**
   This package is used to transmit the necessary legal drafts, agreements, and final plans to the utility agencies for the purpose of obtaining color-coded plans and executed Utility Work Schedules defining their work to be accomplished. One complete set of plans (all component parts of the plans package) and one partial set of plans (Key map, Typical Section and Plan & Profile Sheets) shall be furnished to each involved utility agency. The partial set of plans will be color coded by the utility company showing proposed relocation and returned to the consultant to be transmitted to the District Utility Office and/or the Design Project Manager. Four to six weeks should be allowed for the utility agencies to return these packages. If lighting is proposed, the necessary agreements and plans will be forwarded to the responsible agency(s) for execution. Executed Utility Work Schedules will be required from the utility companies prior to the final biddability submittal. Updated conflict matrices may also be required. Work assignment and staff hours generally based on standard scope of services for utility coordination activities (7.10 thru 7.16).

4. **Review of Work**
   A monthly written report showing status of projects assigned to the consultant will be submitted to the District Utility Office prior to the monthly production meeting. The report should show Financial Project No., Project location, Project Manager name, date, type of contract to each utility company, status of each agency and date information is expected back.

5. **Providing Utility Expertise**
   Various departments, consultant firms, and contractors may require utility expertise, coordination, and general liaison with the Utility Industry. This shall be provided upon request from the District Utility Office. Some assignments may include analysis of construction delay claims which include utility conflicts and constructability issues.

6. **Certification**
   The consultant will certify to the District Utility Engineer or his/her designee the following:
   1. All utility work has been completed or that all arrangements have been made for it to be undertaken and completed as required for the proper coordination with the physical construction schedule; or
   2. All utility cost and utility relocation schedule impacts have been addressed in the Request for Proposal; or
   3. An onsite inspection was made and there is no utility relocation involved; or
4. Plans were sent to all utility agencies and no utility relocation is required.

This certification will include all necessary copies of correspondence and any executed utility agreements. This certification will be signed by a duly authorized representative of the firm.

C. DOT Responsibilities

The FDOT Utility Office will supply the necessary form letters, agreement, relocation schedules, and any other document needed to certify the utilities on the projects. The District Utility Engineer or his/her designee will be responsible for furnishing the necessary plans and will be the single contact point for FDOT.