



## **Standard Scope of Services for PD&E Studies**

**Revised 1/8/2018**

The following is the **Standard Scope of Services for Project Development and Environment (PD&E) Studies**. The Scope of Services for a PD&E Study will be developed with a scope development tool built within the StateWide Environmental Project Tracker (SWEPT). Use the Scope of Services development tool to prepare the Scope of Services for PD&E Studies. Click this link, <https://www.fla-etat.org/est/swept/> to access the tool. Developers of the PD&E Study Scopes of Services must have StateWide Environmental Project Tracker (SWEPT) accounts to access the scope development tool. The District Project Managers can request access to SWEPT by contacting OEM via email: [swept@fla-etat.org](mailto:swept@fla-etat.org). The Districts may also request access to SWEPT for the Consultants who prepare Scope of Services on behalf of the Districts. Once the Scope of Services is created, export it to a MS Word document or PDF document. See **Instructions to Prepare Scope of Services** guidebook for more guidance.

2018

EXHIBIT A

Commented [MV1]: For PD&E Study with a concurrent Design Phase, This will be Exhibit A1



**SCOPE OF SERVICES  
FOR  
PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDIES**

<<Insert Project Name>>

<<Insert District Name>>

<<Insert County Name>>

This Scope of Services is an attachment which is incorporated into the agreement between the State of Florida Department of Transportation (hereinafter referred to as the DEPARTMENT or FDOT) and \_\_\_\_\_ (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

- Financial Project ID:* <<Insert FPID>>
- Work Program Item No.:* <<Insert WP Item No>>
- Federal Aid Project No.:* <<Insert FAP No.>>
- ETDM No.:* <<Insert ETDM No.>>
- County Section No.:* <<Insert County Section>>
- Project Description:* <<Project Name/ Description>>
- Bridge No.:* <<Insert all Bridge Nos.>>
- Rail Road Crossing No.:* <<Insert RR Xing No.>>
- Project Type:* <<Insert Project Type>>
- Lead Agency* <<Insert Lead Agency>>
- Federal Funding:* <<Insert Funding Type>>
- Anticipated Class of Action:* <<Insert COA>>

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## 1.0 SCOPE OF SERVICES PURPOSE

The Scope of Services describes the responsibilities of the CONSULTANT and the Florida Department of Transportation (FDOT or DEPARTMENT) when conducting Project Development and Environment (PD&E) Studies necessary to comply with DEPARTMENT procedures and underlying laws and regulations and to obtain approval of the Environmental Document.

All activities encompassed by this Scope of Services include:

- Major work groups include: <<List additional Major Work>>
- Minor work groups include: <<List Minor work group>>

Concurrent with the PD&E Study, the CONSULTANT will conduct preliminary engineering and design activities required to prepare <<Insert Design Phase Submittal>> design plans for this project. Scope for engineering and design services is described in Part 2 of this Exhibit (Exhibit A2).

Preliminary engineering and design for this project will be performed concurrent with the PD&E Study. The CONSULTANT (and key sub-CONSULTANTS, if applicable) will support preparation of design plans by attending and participating in meetings and workshops with the design team. The CONSULTANT shall provide the design team with project materials that are deemed necessary by the DEPARTMENT Project Manager to perform engineering analysis; develop design plans; and conduct meetings and workshops for this project.

This contract has an option for design services necessary to accelerate the project development. The DEPARTMENT will prepare the scope of services for design related activities before PD&E study is completed.

The Project development process and all tasks identified in this Scope of Services must follow the guidance provided in the DEPARTMENT's current version of the **PD&E Manual** and **FDOT Design Manual (FDM)**. As discussed in **Part 1, Chapter 1**, of the **PD&E Manual**, the PD&E Manual satisfies state and federal processes and incorporates the requirements of the National Environmental Policy Act (NEPA); federal law, regulations, and Executive Orders included in the FHWA Federal-Aid Policy Guide; and applicable state laws and regulations including Section 339.155 of the Florida Statutes and Rule Chapter 14 of the Florida Administrative Code. As such, Project documents prepared by the CONSULTANT must comply with all applicable state and federal laws, regulations, and Executive Orders.

The Scope of Services defines the Project tasks to be performed consistent with the PD&E Manual and other pertinent manuals as specifically prescribed in Section 2. The Scope of Services also outlines work activities that will be the responsibility of the CONSULTANT and / or the DEPARTMENT.

The CONSULTANT must demonstrate good project management practices while working on this Project, including effective communication with the DEPARTMENT and others as necessary, effective management of time and resources, and quality of documentation. Throughout the PD&E Study, the CONSULTANT shall set up and maintain a contract file in accordance with DEPARTMENT procedures. The CONSULTANT and any sub-CONSULTANTS are expected to know the laws and rules governing their profession and are expected to provide professional services in accordance with current and applicable regulations, codes, ordinances, and standards.

**Commented [MV2]:** Option 1  
Include this paragraph if PD&E and Design phases are concurrent with one contract. For phase submittal: Select Phase I, Phase II, Phase III or Phase IV. See Part 1, Chapter 4 of the PD&E Manual for the SWAT process and how to overlap design with PD&E.

**Commented [MV3]:** Option 2  
Include this paragraph if PD&E and Design are concurrent with two different contracts that will be procured simultaneously or will overlap. . See Part 1, Chapter 4 of the PD&E Manual for the SWAT process and how to overlap design with PD&E.

**Commented [MV4]:** Option 3  
Include this paragraph if the PD&E study will have an option for Design phase. Design Scope will be covered under Optional Services.

The DEPARTMENT will provide contract administration and management, as well as technical reviews of all work associated with the development of this Project and performed under this Scope of Services. The DEPARTMENT's technical reviews will focus on high-level conformance and are not meant to substitute CONSULTANT quality reviews of deliverables. The CONSULTANT is fully responsible for all work performed and work products developed under this Scope of Services. The DEPARTMENT may provide task-specific information as outlined in this Scope of Services.

## 2.0 PROJECT DESCRIPTION AND OBJECTIVES

*Note to scope developer: The project description should be based on ETDM's Programming Screen Summary Report, if applicable.*

*Insert Project Description*

### 2.1 PROJECT OBJECTIVES

The PD&E Study has the following project objectives:

*List project objectives*

The CONSULTANT will analyze and assess the Project's impact on the social, economic, cultural, natural, and physical environment, in order to develop the location and design concept of the Project in accordance with FDOT policy, procedures, and requirements.

The CONSULTANT shall review and become familiar with Project documents and materials that have been prepared prior to the PD&E phase. The CONSULTANT will review the Efficient Transportation Decision Making Process (ETDM) Programming Screen Summary Report, including comments received from the Environmental Technical Advisory Team (ETAT), Lead Agency, and / or any responses from the District pertaining to this Project. The CONSULTANT shall also review concepts and reports (e.g., typical sections, alignments, planning reports) developed from prior planning studies. The CONSULTANT shall use resource agencies' comments to assess the level of effort for work activities required to adequately address potential resources of concern to this Project.

### 2.2 PROJECT REQUIREMENTS AND PROVISIONS FOR WORK

The CONSULTANT will conduct the appropriate level of engineering and environmental analyses related to the anticipated Class of Action for this Project, as outlined in **the PD&E Manual**, the **FDM**, and directed by the Project objectives. The level of analysis depends on complexity of the Project, level of controversy, potential for significant impacts, and degree and quality of information / data available. If the Class of Action for the Project was not determined during ETDM screening, the Lead Agency will determine it after completion of the environmental analyses.

CONSULTANT upon direction from DEPARTMENT will assist with updating data, technical studies or environmental document to ensure compliance with NEPA, other federal laws, regulations and Executive Orders.



The CONSULTANT will maximize the use of existing information available from State, regional, local agencies, private sources, and its own files. Examples include the Programming Screen Summary Report, Concept Reports, previously completed planning products, listed species reports, Florida Department of Environmental Protection OCULUS Electronic Document Management System, and other sources as appropriate.

The DEPARTMENT will allow the CONSULTANT to use the DEPARTMENT's computer facilities upon proper authorization as described in DEPARTMENT **Procedure No. 325-060-401**;

The CONSULTANT will review the following planning studies:

*<<List all previously completed (or to be completed by others) planning studies/products that the CONSULTANT is required to review>>*

### **2.2.1 Governing Regulations**

Services performed by the CONSULTANT must comply with all applicable DEPARTMENT Manuals and Guidelines. The CONSULTANT will use the latest editions of the following Manuals and Guidelines to perform work for this Project.

- Florida Statutes
- Florida Administrative Codes
- Applicable Federal Regulations, U.S. Codes and Technical Advisories
- PD&E Manual
- ETDM Manual
- SocioCultural Effects Evaluation Handbook
- Public Involvement Handbook
- FDOT Design Manual (FDM)
- Interchange Access Request User's Guide
- Highway Capacity Manual
- Manual on Uniform Traffic Studies (MUTS)
- Manual of Uniform Traffic Control Devices (MUTCD)
- Minimum Standards for Design, Construction, and Maintenance Streets and Highways (Florida Greenbook)
- A Policy on Geometric Design of Highways and Streets
- AASHTO Guide for the Development of Bicycle Facilities
- AASHTO Guide for the Development of Pedestrian Facilities
- AASHTO Highway Safety Manual
- Right of way Mapping Handbook
- Right of way Procedures Manual
- Survey and Mapping Handbook
- Soils and Foundation Handbook
- Electronic Field Book (EFB) User Handbook
- Drainage Manual
- FDOT Drainage Design Guide
- Structures Manual
- CADD Manual
- Quality / Level of Service Handbook
- Project Traffic Forecasting Handbook & Project Traffic Forecasting Procedure 525-030-120
- Traffic Analysis Handbook

- Florida Highway Landscape Guide
- Basis of Estimates Manual
- Federal Transit Administration (FTA) and Federal Rail Administration Program Guidance
- Project Management Handbook
- FDOT Traffic Engineering Manual

### **2.2.2 Liaison Office**

The DEPARTMENT and the CONSULTANT will designate their respective Liaison Offices for this Project.

### **2.2.3 Personnel**

The DEPARTMENT will designate a Project Manager to represent the DEPARTMENT for this Project. The DEPARTMENT Project Manager shall be responsible for coordination with the CONSULTANT pertaining to all contractual matters, invoicing and reporting. The DEPARTMENT Project Manager shall also be responsible for approval of any additional staffing to be provided including additional consultant staff (approval must be coordinated with the Procurement Office), and shall give approval of all products and services. The CONSULTANT will assign a Project Manager who will communicate regularly with the DEPARTMENT Project Manager regarding development of this Project. Final direction on all matters of this Project remains with the DEPARTMENT Project Manager.

The CONSULTANT must maintain staffing levels and personnel qualifications necessary to complete the required activities for this Scope of Services. The CONSULTANT's work must be performed to DEPARTMENT standards and procedures by personnel identified in the contract. Any changes in the identified personnel will be subject to review and approval by the DEPARTMENT. To the extent possible, the CONSULTANT must minimize the DEPARTMENT's need to apply its own resources to the Scope of Services activities unless otherwise identified.

The CONSULTANT shall assign only competent technical and professional personnel qualified by the necessary experience and education to perform assigned work. The CONSULTANT is responsible for ensuring that staff assigned to work under this Agreement has the training established by the DEPARTMENT as a prerequisite for CONSULTANT staff to perform work. If the required training is such that it can be applied by the trainee to work on other contracts, (regardless of whether or not the trainee would work on other agreements), the cost of the trainee's time and expenses associated with the training is not directly billable to the DEPARTMENT on this contract, and shall only be recoverable thru overhead for the CONSULTANT firm.

The CONSULTANT must request approval from the DEPARTMENT's Project Manager and Procurement for any modifications or additions to the list of available staff prior to the initiation of any work by that individual. If applicable, new job classifications may be added to the contract via contract amendment. The CONSULTANT shall submit a copy of the resume and payroll register before new staff can be added.

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

The CONSULTANT and its employees, agents, representatives, or sub-CONSULTANTS are not employees of the DEPARTMENT and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, CONSULTANT and its employees,

agents, representatives, or sub-CONSULTANTS are not agents of the DEPARTMENT or the State for any purpose or authority such as to bind or represent the interests thereof, and shall not represent that it is an agent or that it is acting on the behalf of the DEPARTMENT or the State. The DEPARTMENT shall not be bound by any unauthorized acts or conduct of CONSULTANT.

#### 2.2.4 Sub-Consultants

Services assigned to any sub-CONSULTANTS must be approved in writing and in advance by the DEPARTMENT Project Manager, Procurement Office, and the CONSULTANT Project Manager in accordance with this Scope of Services. All sub-CONSULTANTS must be technically qualified by the DEPARTMENT to perform all work assigned to them. Additional sub-CONSULTANTS with specialized areas of expertise may be required to complete specific assignments. Any sub-CONSULTANTS to be hired and all work assignments to be performed, and all rates of compensation shall be agreed to by the DEPARTMENT Project Manager, Procurement Office and the CONSULTANT Project Manager and documented in the contract file prior to any work being performed by the sub-CONSULTANTS.

#### 2.2.5 Lead Agency, Cooperating Agencies and Participating Agencies

The CONSULTANT Project Manager will support The DEPARTMENT Project Manager coordination with the Lead Agency, Cooperating Agencies and Participating Agencies.

The Lead Agency for this Project is <<Insert Name>>

The following will be engaged as a Cooperating Agency:

<<List Cooperating Agencies>>

The following will be engaged as a Participating Agency(s):

<<List Participating Agencies>>

#### 2.2.6 Meetings and Presentations

Led by the DEPARTMENT Project Manager, the CONSULTANT will attend the Notice to Proceed Meeting, where DEPARTMENT representatives will outline relevant contract and Project information provided by the DEPARTMENT Project Manager.

The CONSULTANT shall attend meetings necessary to undertake the activities of this Scope of Services. This includes meetings with DEPARTMENT staff and /or resources agency staff, other consultants, or other miscellaneous meetings. It is anticipated that <<Insert Number>> progress and miscellaneous review meetings will be needed.

The CONSULTANT will attend meetings or make presentations at the request of the DEPARTMENT with at least five (5) business days' notice. The CONSULTANT will prepare meeting notes for all meetings identified in this Exhibit and submit within five (5) working days to the DEPARTMENT's Project Manager for review.

#### 2.2.7 Communication

The DEPARTMENT Project Manager will be the representative of the DEPARTMENT for the Project. The CONSULTANT must regularly communicate with the DEPARTMENT Project Manager to discuss and resolve issues or solicit opinions regarding this Project. The CONSULTANT must include the DEPARTMENT when seeking and receiving advice from

Commented [MV5]: Pull from ETDM

Commented [MV6]: Lead Agency = FDOT for NEPA Assignment Projects

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If No, do not display line 29

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various State, regional, local agencies, and citizen groups. The final direction on all matters for this Project remains with the DEPARTMENT Project Manager.

All written correspondence between the CONSULTANT and any party pertaining specifically to this Project must be reviewed and approved by the DEPARTMENT. The CONSULTANT must respond to information requests relative to the PD&E Study from third parties at the direction, and with the approval, of the DEPARTMENT. The CONSULTANT will assist the DEPARTMENT in preparing the content of the letters from DEPARTMENT personnel to other agencies, public officials, and others as needed or requested.

### 2.2.8 Quality Control

The DEPARTMENT requires that all Project documents, technical studies, calculations, maps, reports, conceptual plans, design, and the Environmental Document are correct and complete, appropriate for the intended purposes, and conform to requirements of this Scope of Services. The CONSULTANT, is responsible for the quality of all (including the sub-CONSULTANTS) deliverables. The CONSULTANT will independently and continually review deliverables for accuracy and completeness. The CONSULTANT must develop and follow an internal Quality Control (QC) process. The QC process is intended to ensure that quality is achieved through checking, reviewing, and verifying work activities and deliverables by qualified individuals who were not directly responsible for performing the initial work.

Within twenty (20) business days from the Notice to Proceed, the CONSULTANT must submit its QC Plan to the DEPARTMENT Project Manager for approval. The QC Plan will identify the deliverables, the personnel to perform the reviews, and the method of documentation. The QC Plan will be signed by the CONSULTANT Project Manager and the CONSULTANT QC Manager.

The CONSULTANT must include document reviews and written resolution of comments with each submittal or deliverable to show the QC process was followed. At a minimum, a quality review checklist must be provided and should include letters, exhibits, technical studies, reports, design calculations, Environmental Document or any documents used or referenced in the QC Plan. The CONSULTANT must maintain documentation which show the QC Plan process was followed. The DEPARTMENT Project Manager may request from the CONSULTANT document reviews and written resolution of comments at any time during the PD&E Study.

### 2.2.9 Schedule

Within ten (10) business days after the Notice to Proceed, and prior to the CONSULTANT beginning work, the CONSULTANT shall submit a detailed Project activity / event schedule to the DEPARTMENT. The schedule must indicate all required submittals, critical path activities, and key project milestones / activity codes. When applicable, the CONSULTANT Project Manager will receive a Statewide Acceleration and Transformation (SWAT) preliminary Project schedule from the DEPARTMENT Project Manager during the Notice to Proceed meeting. The Project schedule shall contain at a minimum, the following information for each schedule activity: FDOT activity id with correct Project Schedule Management (PSM) codes, activity description, original duration, remaining duration, start date, finish date, activity percent complete and total float. Only two open-ended activities (the first and the last) are allowed. The project schedule must include a column displaying each activity's Predecessor and Successor. The schedule must be based on the DEPARTMENT's expected production date and must be approved by the DEPARTMENT. The anticipated date for final approval of the Environmental Document is <<Insert Date>>. The schedule must be based upon consideration of the Project's environmental issues (social, cultural, natural and physical resources) and regulatory requirements, and in coordination with the DEPARTMENT's District Environmental Management Office (DEMO).

**Commented [MV9]:** Is anticipated final approval of the Environmental Document known?  
If Yes, display this  
Else do not delete from the scope.

The schedule must be accompanied by an anticipated payout and fiscal progress curve. For the purpose of scheduling, the CONSULTANT shall allow for a review period of at least **<<Insert Number of Days or Weeks>>** for each draft technical report or memorandum submitted for District reviews.

In developing the schedule for this Project, the CONSULTANT, in coordination with the DEPARTMENT, must include adequate time to meet regulatory reviews and formal consultation timeframes.

Periodically throughout the life of the contract, the CONSULTANT must review the project schedule, payout, and fiscal progress curves to monitor the progress of the project. The CONSULTANT shall submit monthly progress reports with the approved schedule and schedule status report, which includes critical-path review and progress and payout curves, to the Department Project Manager. Any adjustments or changes to the approved schedule must be approved by the DEPARTMENT Project Manager.

#### **2.2.10 Submittals**

The CONSULTANT will compile and transmit draft documents identified in this Scope of Services to the DEPARTMENT for review. For each submittal, the CONSULTANT will include a Transmittal Cover Letter that includes, at a minimum, the file name and format of each electronic file and the number of hardcopies (if any) as directed by the DEPARTMENT Project Manager.

The CONSULTANT will also submit to the DEPARTMENT **<<Insert Number>>** hard copies of each draft document submitted electronically to the DEPARTMENT for review.

**Commented [MV10]:** Yes, display the orange text with number of hard copies.  
NO, do not display the orange text

The DEPARTMENT will review draft submittals and provide the CONSULTANT with review comments. The CONSULTANT will address comments, prepare a matrix of comments and responses as applicable, and submit revised documents. The CONSULTANT will assist the DEPARTMENT in resolving the comments received from the Lead Agency, Cooperating Agencies, resource agencies and the public, including preparation of individual responses.

*The DEPARTMENT Project Manager must review the list provided below and determine which submittals are required for the Project, as well as adding any additional submittal not listed. The DEPARTMENT Project Manager must indicate if and how many hard copies of the report are required.*

#### **PD&E Provisions for Work**

Quality Control Plan  
Project Schedule  
Transit Project Management Plan

#### **Public Involvement:**

Public Involvement Plan  
Public Involvement Comment Database  
Agency Coordination Meeting Summaries  
Advance Notification Package  
EIS Scoping Summary Report  
Notice of Intent  
Public Hearing Transcript  
Comments and Coordination Report  
Meeting Agendas, Handouts, Notes , and Summaries

Transit Coordination Plan

**PD&E Engineering:**

Existing Conditions Assessment Technical Memorandum

Traffic Analysis Methodology Technical Memorandum

Project Traffic Analysis Report

Safety Analysis Memorandum

Preliminary Engineering Report

Engineering Analysis Technical Memorandum

Alternatives Analysis Memorandum

Transportation Management Plan

Alternatives Analysis Memorandum

Location Hydraulics Report

Pond Siting Report

Conceptual Design Plan Set

Geotechnical Report

Typical Section Package

Conceptual Drainage Report

Bridge Hydraulic Report

Bridge Analysis Report

Bridge Development Report

Roundabout Evaluation Technical Memorandum

Systems Engineering Management Plan

Traffic and Revenue Technical Memorandum

Utilities Assessment Package

Utility Request Package

Value Engineering Information Report

Risk Analysis Report

Interchange Access Request Report (Specify)

Design Variations and Exceptions Package

Transit Operations and Service Plan Report

Transit Ridership Forecast and Estimation Report

Sufficient Transit Design, Engineering, Design Criteria, and Specification Plans

Transit Stations and Facilities Concepts

Transit Safety, Security, and Collision Hazard Plan

Transit Capital, Fleet, Operating, and Maintenance Cost Estimates (FTA SCC Worksheet)

Transit Annualized Capital, Fleet, Operating, and Maintenance (FTA SCC Worksheet)

Transit Financial Plan

Transit Project Delivery Method and Contracting Plan

Constructability Review Report

Transit –Third Party Agreements

Federal Transit Grant Documentation

Alternative Corridor Evaluation Methodology Memorandum (ACE MM)

Alternative Corridor Evaluation Report (ACER)

Project Management Plan and Initial Financial Management Plan (for major projects only)

**Environment:**

Environmental Determination Form  
Type II Categorical Determination Exclusion Form  
Draft State Environmental Impact Report  
State Environmental Impact Report (SEIR)  
Draft Environmental Assessment  
Final Environmental Assessment/ Finding of No Significant Impact  
Draft Environmental Impact Statement (DEIS)  
Draft Final Environmental Impact Statement  
Final Environmental Impact Statement (FEIS)  
Record of Decision (ROD)  
Draft FEIS/ROD and  
FEIS/ROD or Errata Sheet

SocioCultural Effects Evaluation (SCE)  
Noise Study Report  
Transit Air Quality, Noise, and Vibration Report  
Air Quality Technical Memorandum  
Level I Contamination Assessment Report (Contamination Screening Evaluation Report)  
Conceptual Stage Relocation Plan  
Wild and Scenic Rivers, Navigable Waterways  
Coastal Zone Management Assessment  
Water Quality Impact Evaluation  
Natural Resource Evaluation (Wetlands, Species and EFH)  
Transit Safety and Security Report  
Conservation Measures and Mitigation Plan  
Research Design and Survey Methodology  
Cultural Resource Assessment Survey  
Cultural Resource Assessment Survey Addendum  
Section 4 (f) "de minimus" Documentation  
Individual Section 4(f) Evaluation  
Section 4(f) Determination of Applicability (DOA)  
Section 106 Evaluation Report  
Cumulative Effects Evaluation Report  
Programmatic Section 106 Evaluations

**General:**

Project Commitments Record  
Planning Consistency form

**Other Submittals:**

*List other submittals*

The CONSULTANT will submit to the DEPARTMENT final reports and other deliverables identified in this section. The CONSULTANT will submit to the DEPARTMENT two (2) sets of CDs/DVDs or other portable storage drives such as flash drives or USB drives containing PDFs of all submittals outlined in this section.

Upon completion of the Project, the CONSULTANT will transfer to the DEPARTMENT, in an organized manner, all project electronic files, data, maps, sketches, worksheets, and other materials used or generated during the PD&E Study in an acceptable portable storage drive.

Additionally, the CONSULTANT will upload all final submittals and appropriate supporting project files to the StateWide Environmental Project Tracker (SWEPT) upon completion of technical studies and Environmental Document and as directed by the DEPARTMENT.

**Commented [MV11]:** Display this Paragraph only when the Consultant will upload project files into SWEPT

#### **2.2.11 Computer Automation**

The CONSULTANT shall develop concept plans and alternatives designs utilizing Computer Aided Drafting and Design (CADD) systems. The DEPARTMENT makes software available to help assure quality and conformance with the policy and procedures regarding CADD. It is the responsibility of the CONSULTANT to meet the CADD production requirements in the **FDOT CADD Manual**. The CONSULTANT must submit final documents and files as described in the **CADD Manual**. Additional related information is found in the **FDM**. Concept plans and alternatives designs shall also be displayed using Google Earth-ready KMZ files. The concept plans must have both existing and proposed engineering and environmental features.

Upon DEPARTMENT approval, the CONSULTANT may also use computer tools and software to conduct some of the engineering and environmental analyses. Prior to using these tools, the CONSULTANT must agree to provide original electronic files in a format and standard consistent with the DEPARTMENT's policies and procedures.

All electronic files must be scanned for viruses prior to submitting to the DEPARTMENT. Failure to scan for viruses may result in a lower CONSULTANT work performance evaluation.

#### **2.2.12 Conflict of Interest**

The CONSULTANT or any affiliate is not eligible to pursue advertised work in the CONSULTANT's area of oversight for any project for which the CONSULTANT developed the Scope of Services. Sub-CONSULTANTS are also ineligible to pursue projects where they participated in the development of the Scope of Services, or have an oversight responsibility. The term "affiliate" is defined in **FDOT Procedure No. 375-030-006, Conflict of Interest Procedure for Department Contracts**.

The CONSULTANT and its Sub-CONSULTANTS will not enter into another contract during the term of the Contract for this Project which would create or involve a conflict of interest with the services herein. The CONSULTANT and its Sub-CONSULTANTS must comply with **FDOT Procedure No. 375-030-006, Conflict of Interest Procedure for Department Contracts**.

### **2.3 COORDINATION WITH OTHER CONSULTANTS AND ENTITIES**

The CONSULTANT will coordinate work activities with any ongoing and / or planned DEPARTMENT projects that may affect this Project. The DEPARTMENT and CONSULTANT shall coordinate with local governmental entities to ensure Project concepts are compatible with local improvements and right of way activities. The CONSULTANT will inform the DEPARTMENT Project Manager of all coordination



activities with other agencies or entities prior to holding such activities. The DEPARTMENT Project Manager shall be included in all such coordination activities.

The CONSULTANT shall coordinate with the following pertinent projects and studies:

*List known projects within the PD&E Study area*

## 2.4 CONTRACT MANAGEMENT

The CONSULTANT is responsible for maintaining Project files, including copies of submittals and underlying data, calculations, information and supporting project documentation. The CONSULTANT is responsible for preparing monthly progress reports and schedule updates. Progress reports will be delivered to the DEPARTMENT in a format prescribed by the DEPARTMENT Project Manager with the corresponding invoice.

The CONSULTANT will regularly communicate the status of the project with the DEPARTMENT while managing sub-CONSULTANT efforts and executing sub-CONSULTANT agreements.

## 2.5 ADDITIONAL SERVICES

The CONSULTANT will be requested to provide the following additional services for this Project.

### 2.5.1 Alternative Corridor Evaluation

When required, the CONSULTANT shall conduct an Alternative Corridor Evaluation, as described in **Part 1, Chapter 4**, of the **PD&E Manual** and prepare an Alternative Corridor Evaluation Report (ACER) before proceeding with detailed alternatives analysis.

**Commented [MV12]:** Display this only when an ACER will be performed concurrent with PD&E. Otherwise, replace the text with “Not applicable for this project”

### 2.5.2 Advance Notification

At the beginning of the Project, the <<*Select one DEPARTMENT or CONSULTANT*>> will prepare the Preliminary Environmental Discussion and Advance Notification and transmittal letter as per **Part 1, Chapter 3** of the **PD&E Manual** for the District Environmental Management Office Manager / Engineer to submit to the State Clearinghouse. The CONSULTANT will gather data and prepare the necessary documentation to screen the project in ETDM.

**Commented [MV13]:** Display this only when an Advanced Notification will be prepared with PD&E. Otherwise, replace the text with “Not applicable for this project”

### 2.5.3 Scoping

Prior to beginning the engineering and environmental work, the CONSULTANT will support the DEPARTMENT with Project Scoping, as required by **40 CFR Section 1501.7** Council on Environmental Quality (CEQ), 23 CFR 771 and **Part 1, Chapter 8 of the PD&E Manual** Regulations) for an Environmental Impact Statement (EIS). CONSULTANT activities include facilitating a formal scoping meeting to collect public and government agencies comments on the Project’s need. The CONSULTANT will support the DEPARTMENT Project Manager to schedule and conduct <<*Insert Number*>> formal inter-agency / public Scoping Meetings. Notice for Scoping Meetings will be provided pursuant to **Part 1, Chapter 11** of the **PD&E Manual**. The CONSULTANT will document the results of the scoping meeting(s) and use such results to focus the environmental analysis in the EIS to the relevant issues.

**Commented [MV14]:** Display this only when the Class of Action is an EIS. Otherwise, replace the text with “Not applicable for this project”

#### 2.5.4 Notice of Intent

The CONSULTANT will assist the DEPARTMENT in preparing the Notice of Intent to inform the stakeholders of the scope of the project in accordance with **Part 1, Chapter 8** of the **PD&E Manual**.

#### 2.5.5 Transit Coordination Plan

The CONSULTANT will develop a Transit Coordination Plan providing a communication protocol and schedule for coordination of the FTA, the project sponsor, other federal resource agencies, Participating and Cooperating Agencies, stakeholders, and the public during the process of preparing an EIS as per **Part 1, Chapter 14** of the **PD&E Manual**.

#### 2.5.6 Miscellaneous Services

*Note to scope developer: Include in this section any required work not described anywhere in Section 2, 3, 4, 5, 6 or 8.*

*Describe other services that will be performed in this project.*

**Commented [MV15]:** Display this only when the Class of Action is an EIS. Otherwise, replace the text with “Not applicable for this project”

**Commented [MV16]:** Display this only when the project is FTA Transit and Class of Action is an EIS or EA. Otherwise, replace the text with “Not applicable for this project”

**Commented [MV17]:** “Do not display this sub section if there are no Misc. services. Optional Services is covered under Section 2.7

### 2.6 SERVICES TO BE PERFORMED BY THE DEPARTMENT

The DEPARTMENT will provide the following services and materials:

*Note to scope developer: Modify the tasks in this activity add other services if not listed.*

- Lead and participate in coordination efforts with the Public Transit Office, Office of Environmental Management, Federal Transit Administration, environmental resource and regulatory agencies, the public, and other stakeholders, as appropriate.
- Provide project data currently on file and available from study partners, such as:
  - Travel market analysis or ridership forecasting;
  - Planned new development or redevelopment including Developments of Regional Impact (DRIs) data, Community Reinvestment Act (CRA) plans, streetscape, landscape, road diet, or context sensitive design efforts;
  - ACER, planning studies, environmental evaluations;
  - Efficient Transportation Decision Making (ETDM) Programming Summary Report
  - Recently completed roadway studies for the study area including PD&E studies, access management, intersection plans, design files, and capacity improvements;
  - Multimodal or small area studies including freight, interchange, intersection, transit, pedestrian, bicycle, land use and signal priority;
  - Transportation Management Plan;
  - Traffic analyses for the study area/corridors;
  - Previously conducted transit vision plans, transit feasibility studies, comprehensive operations analyses, transit development plans, etc.;
  - All information in the possession of the DEPARTMENT pertaining to prior and on-going studies that may affect the project such as existing construction and as-built plans, bridge inspection reports and load ratings, prior environmental studies, existing permit information, existing drainage and geotechnical reports and any agreements with third parties related to the Project corridor;

- All available information in the possession of the DEPARTMENT pertaining to utility companies whose facilities may be affected by the proposed construction;
- All future information that is in possession or may become available 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;
- Advance Notification and all environmental and engineering documents including the Permit Coordination Packages;
- Coordination with the State Historic Preservation Officer;
- Existing FDOT right of way maps and information on existing surplus right of way under ownership by the DEPARTMENT or participating local agency (counties and cities partnering with FDOT for the PD&E Study);
- Existing Horizontal Network Control;
- FDOT crash data;
- Available traffic and planning data;
- Proposed right of way cost data;
- Construction cost database, as applicable;
- Project Electronic File Root Directory Structure for delivery of project design files to the DEPARTMENT;
- All applicable DEPARTMENT agreements with Utility Agency Owners;
- Letters of authorization designating the CONSULTANT as an agent of the DEPARTMENT to enter lands, waters, and premises of another in the performance of duties in accordance with Section 337.274, F.S.;
- Reviews of technical reports and Environmental Documents; and
- <<Expand this list as appropriate>>

## 2.7 OPTIONAL SERVICES

At the DEPARTMENT'S option, the CONSULTANT may be requested to provide professional services not explicitly outlined in this Exhibit. These services may include but not limited to re-evaluation of previous PD&E Studies, environmental analysis not specifically listed in this Scope of Services, final design services, expert witness services for right of way acquisition, additional design analysis, and design plan preparation for utilities review. CONSULTANT may also be requested to provide services for Request for Proposal (RFP) development for Design-Build Procurement and / or support the DEPARTMENT in the acquisition of a Design-Build contract. The fee for such 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. A supplemental agreement for the optional services shall be executed in accordance with Section 2 of the Standard Professional Services Agreement Terms

### 3.0 PUBLIC INVOLVEMENT

Public involvement includes communicating to and receiving input from all interested and affected persons, groups, business owners, and government organizations regarding the development of the Project. The CONSULTANT will coordinate and perform the appropriate level of public involvement for this Project as outlined in **Part 1, Chapter 11**, and **Part 2, Chapter 4** of the **PD&E Manual**, and the **FDOT Public Involvement Handbook**.

The CONSULTANT will provide the DEPARTMENT drafts of all public involvement materials (e.g., newsletters, property owner letters, advertisements, handouts, exhibits) associated with the following tasks for review and approval at least **<<Insert Number>>** business days prior to printing and / or distribution.

#### 3.1 PUBLIC INVOLVEMENT

*Note to scope developer: Modify the tasks in this activity if a Public Involvement Plan was prepared and completed before the PD&E study was procured, or if it will be performed by others under a separate contract.*

*Display text under Section 3.1.1 and 3.1.2 if development of PIP is part of the scope of this project*

*Otherwise, replace the text with "The CONSULTANT will review and update the PIP as necessary during the PD&E Study" under both sections.*

##### 3.1.1 Public Involvement Plan

The **<<Select either DEPARTMENT or CONSULTANT>>** is responsible for creating the PIP using existing work developed by the DEPARTMENT as a starting reference. The PIP must include a public involvement schedule and identify potentially affected stakeholders and communities in the vicinity of the project to establish the appropriate outreach methods. This includes consideration of the demographics of the Study Area and any reasonable accommodations including, but not limited to, disabled, transit-dependent, limited English proficient (LEP), elderly, low income, or minority. The CONSULTANT will review and attach the Sociocultural Data Report (SDR) to the PIP. A sample template for the PIP is located in **Part 1, Chapter 11** of the **PD&E Manual**. At a minimum, the PIP must include the following:

- Project background
- Project goals
- Identification of elected officials and agencies
- Identification of affected communities and stakeholders
- Identification of media (e.g. television, radio, newspaper) for news and/or advertisement
- Proposed involvement activities
- Anticipated schedule of involvement activities
- Methodology for collecting and responding to public comments
- Discussion of public comments will be analyzed and incorporated, as appropriate

As part of the Project's PIP the **<<Select either DEPARTMENT or CONSULTANT>>** will develop public involvement materials using the DEPARTMENT's approved template and submit the information to be uploaded to the DEPARTMENT's project website. The website will be created by **<<Select either DEPARTMENT or CONSULTANT>>** and maintained by the DEPARTMENT. The website must meet FDOT requirements.

The DEPARTMENT requires that the CONSULTANT create and submit a Project Plan that demonstrates how the creation and maintenance of the application will be carried out. The Project Plan template may be found at

[http://www.dot.state.fl.us/ois/PDM/2\\_Planning/Project%20Plan\\_Template.docx](http://www.dot.state.fl.us/ois/PDM/2_Planning/Project%20Plan_Template.docx)

No work may begin prior to the submission and approval of the Project Plan. After the Project Plan is approved, the CONSULTANT shall keep the Project Plan updated as necessary or upon notification by the DEPARTMENT of a deficiency in the Project Plan. Any change to the Project Plan must be approved by the DEPARTMENT.

**Commented [HM18]:** Display this text only if the CONSULTANT will develop project website

### 3.1.2 Public Involvement Data Collection

The CONSULTANT will assist the DEPARTMENT with collecting data specific to the public involvement process and preparing responses to any public inquiries received throughout the Project. The CONSULTANT will maintain and regularly update both an electronic and paper public involvement project file, which will document a record of all public involvement activities for this project.

The <<Select either DEPARTMENT or CONSULTANT>> is responsible for identifying and maintaining the Project mailing list that may include, officials and interested parties (any person or institution expressing an interest in the project), affected parties, and potential permit and review agencies.

The CONSULTANT will work with the DEPARTMENT to generate or obtain mailing labels of property owners using the ETDM Environmental Screening Tool (EST) or the County Property Appraisers' Offices.

The CONSULTANT will investigate potential meeting locations to advise the DEPARTMENT of their suitability. The DEPARTMENT will ultimately approve the meeting location. The <<Select either DEPARTMENT or CONSULTANT>> will pay all costs for meeting location rental and insurance (if required). The CONSULTANT will be responsible for logistics associated with setting up the meeting.

## 3.2 SCHEDULED PUBLIC MEETINGS

The CONSULTANT will actively support the DEPARTMENT in conducting various public meetings, which may be conducted during weekends or after normal working hours. The CONSULTANT will support the DEPARTMENT in preparation, scheduling, attendance, note taking, documentation, and follow-up services for each meeting, which may include:

- <<Insert Number>> Project Kick-off Meeting(s)
- <<Insert Number>> Presentations to Local MPO's (includes associated technical and citizen committees, as applicable)
- <<Insert Number>> Coordination Meetings with Key Agencies
- <<Insert Number>> Corridor Workshop(s) or Public Informational Meeting(s)
- <<Insert Number>> Alternatives Public Information Meeting(s)
- <<Insert Number>> Additional Coordination and Consensus Building Meeting(s)
- <<Insert Number>> Community / Stakeholder Forum(s)
- <<Insert Number>> Environmental Forum(s)
- <<Insert Number>> Other Public and Agency Meetings (Specify) or informal meetings

For any of the listed meetings, the CONSULTANT will prepare and/or be responsible for the following:

- Agenda
- Presentation scripts
- Handouts
- Graphics for presentation
- Meeting equipment set-up and tear-down
- Display advertisements (the <<Select either DEPARTMENT or CONSULTANT>> will pay the cost of publishing)
- Letters for notification of elected and appointed officials, property owners, and other interested parties (the <<Select either DEPARTMENT or CONSULTANT>> will pay the cost of first class postage)
- News releases or project fact sheets. The DEPARTMENT must review new releases and fact sheets at least two (2) weeks before the meeting or mail out
- Meeting summaries provided to the DEPARTMENT no later than five (5) business days after the meeting
- Preparation of response letters for DEPARTMENT signature on public comments

Any materials prepared by the CONSULTANT for such meetings as listed above are subject to review and approval by the DEPARTMENT. The CONSULTANT shall provide the DEPARTMENT with a draft of any proposed materials at least two weeks prior to the meeting.

The CONSULTANT will assist the DEPARTMENT when facilitating the public information meeting / workshop to present Project results and obtain comments related to the Project and / or Project alternatives.

The meeting format will be developed by the CONSULTANT and approved by the DEPARTMENT upon review. The CONSULTANT will participate in briefing and debriefing meetings with the DEPARTMENT staff related to the Public Information Workshop.

The CONSULTANT will attend the meetings with a suitable number of personnel with appropriate technical expertise (based on project issues), as authorized by the DEPARTMENT Project Manager, to assist the DEPARTMENT in such meetings.

The DEPARTMENT may request the CONSULTANT to identify the effect of the Project to individual properties on aerial maps or plans in response to requests from property owners. The DEPARTMENT may also request the CONSULTANT to meet with individual property owners.

### 3.3 PUBLIC HEARING

The CONSULTANT will send notifications to the Lead Agency, local governments, and regulatory agencies at least 25 but no more than 30 calendar days prior to the public hearing date.

The CONSULTANT will prepare the public hearing notifications on the DEPARTMENT's letterhead for DEPARTMENT review and signature 15 days prior to mailing or as directed by the DEPARTMENT. The CONSULTANT will first prepare an initial sample draft notification for review and approval by the DEPARTMENT prior to submitting all notifications for review.

Notifications to elected officials will be signed by the District Secretary. All other notifications may be signed by the DEPARTMENT Project Manager. The notification letters must have the DEPARTMENT's return address. After the DEPARTMENT signs the notifications, the CONSULTANT will send them by First Class US Mail. The DEPARTMENT Project Manager will also send the notification letters by email.

**Commented [MV19]:** Replace the text under this section with "Not Applicable for this project" if there will be no Public Hearing

**Commented [MV20]:** Customize this paragraph per project/District needs

The CONSULTANT will prepare the public hearing notifications to property owners on the DEPARTMENT's letterhead for DEPARTMENT review and signature 15 days prior to mailing or as directed by the DEPARTMENT. After the DEPARTMENT Project Manager signs the letters, the CONSULTANT will send them by First Class US Mail. The CONSULTANT will obtain a list of names and addresses of property owners from the Environmental Screening Tool (EST) and/or Property Appraisers' Offices. The letters must have the DEPARTMENT's return address. The CONSULTANT will send notification letters to property owners at least 17 to 24 calendar days prior to the public hearing.

The CONSULTANT will provide the following:

- Public Hearing Notice and publication in the Florida Administrative Register (FAR)
- Notification on the Department's Public Notice webpages through the District Public Information Officer (PIO)
- Identification of the website(s) and/or locations where the technical reports and Environmental Documents will be available for public view
- Presentation with script
- Proposed typical sections and aerials depicting alternative corridors and alternative alignments, as specified by the DEPARTMENT
- Hard copies of technical reports and Environmental Documents
- Meeting location signs
- Brochures or handouts
- Title VI compliance signs
- NEPA Assignment compliance signs
- Security (off-duty law enforcement), if needed
- Display advertisements; any press releases and / or advertisements will indicate that the meeting is a DEPARTMENT activity; the CONSULTANT will pay the cost of publishing
- Expenses associated with arranging for a court reporter to be present and obtaining transcripts of comments made during the Public Hearing
- Response to public comments

The CONSULTANT will participate in briefing and debriefing meetings with the DEPARTMENT related to the Public Hearing. The CONSULTANT will prepare response letters for DEPARTMENT signature for all public comments. Any such response letters would need to be reviewed and approved by the DEPARTMENT Project Manager.

### **3.4 COMMENTS AND COORDINATION REPORT**

The CONSULTANT will prepare Comments and Coordination Report containing transcript, errata, and signed certification, as well as documentation for all public involvement activities conducted throughout the project in accordance with **Part 1, Chapter 11 of the PD&E Manual**.

### **3.5 NOTIFICATION OF APPROVED ENVIRONMENTAL DOCUMENT**

The CONSULTANT shall prepare a display advertisement for the notification of the Approved Environmental Document. The **<<Select either DEPARTMENT or CONSULTANT>>** will pay for the cost of publishing. The DEPARTMENT must review and approve the notice prior to publication.

### **3.6 ADDITIONAL PUBLIC INVOLVEMENT REQUIREMENTS**

The DEPARTMENT will identify and list any special or additional public involvement requirements.

*Note to scope developer: Identify and list any special public involvement requirements such as the small group meetings, preparation of a separate comments and coordination package, preparation of newsletters or fact sheets, development of websites, or special coordination with specific stakeholders.*

- General Public Correspondence
- Frequent Asked Questions (FAQs)
- Videos, Rendering, Fly-Through, 3-Dimensional Visualization
- Microsimulation
- Speakers bureau
- Design charettes
-



#### 4.0 ENGINEERING ANALYSES AND CONSIDERATIONS

CONSULTANT activities to conduct and prepare engineering analyses and reports shall be done under the direction of the DEPARTMENT Project Manager. The CONSULTANT shall perform engineering activities essential to developing Project alternatives as outlined in **Part 2, Chapter 3 of the PD&E Manual** and as specified in this section. The CONSULTANT will gather and review existing data from the DEPARTMENT, such as transportation planning data developed for long range plans or any previously completed technical studies within the project area. The CONSULTANT will collect additional data necessary to supplement existing data. The CONSULTANT will use data to evaluate the location and design concept for this project.

The CONSULTANT will verify the purpose and need statement for the Project based on the information obtained from the existing data, safety analysis, evaluation of existing conditions, evaluation of traffic projections, input received through the public involvement process and from the Programming Screen Summary Report.

The CONSULTANT shall develop and analyze conceptual design alternatives to address the Project needs and objectives. Development of the conceptual design alternatives will follow Context Sensitive Solution and Complete Streets approaches. Based on engineering analysis, the public involvement process, and environmental analysis, the DEPARTMENT will recommend a proposed design concept to advance to the design phase.

*Note to scope developer: For PD&E with no overlapping Design Phase, Special project feature(s) (e.g., bridge structures, roadway, drainage, geotechnical) may require engineering analysis beyond the PD&E Study level of detail. The Project Manager must modify the respective scoping items to cover additional engineering and design level of detail accordingly. Refer to the Roadway and Bridge Standard Scope of Services and coordinate with appropriate office when preparing this scope of services.*

*For PD&E with overlapping Design Phase, consult the current Design Standard Scope of Services for Roadway and Structures, and coordinate with the responsible office for the appropriate scope language. Modify tasks identified in Section 4.0, Engineering Analysis, by appropriately scaling down or eliminating some of the tasks.*

#### 4.1 REVIEW OF PREVIOUS STUDIES

The CONSULTANT shall review and summarize previous completed (or concurrent) planning studies and other studies that are related to this Project and appropriately incorporate their results in the analysis of the Project as described in the **PD&E Manual**. The following studies were conducted for this Project:

*List previous studies related to this project*

#### 4.2 EXISTING CONDITIONS ANALYSIS

The CONSULTANT will conduct field observations to review existing field conditions, verify desktop data, and obtain additional data required to understand the Project area, assess Project needs, identify physical and environmental constraints, develop and analyze Project alternatives, and assess constructability issues.

The CONSULTANT will collect data describing existing conditions and characteristics of the Project including roadway geometrics, typical section elements, signalization and other operational features,

access features, and right of way requirements, and other data applicable to modes and sub-modes of transportation, including walking/pedestrians, bicyclists, public transit users (including transit vehicles and riders), paratransit users (carpools, vanpools, taxis, shuttles, jitneys, school buses, coach buses), and freight (including loading/unloading and parking, emergency response vehicles, service vehicles, and freight handler vehicles).

The CONSULTANT will analyze existing conditions to identify and verify current transportation deficiencies as they relate to the needs and objectives of this Project.

The Consultant will furnish necessary exhibits for use in this Project, such as a Project Location Map, Corridor Maps, and Concept Plans.

### 4.3 SURVEY

*Note to scope developer: If this PD&E Project overlaps with the Design Phase some of the Design Scope of Services activities can be advanced and done under this task. PD&E activities may also be removed and merged with Design Scope of Services. Coordinate with the Design Phase Project Manager as to the level of engineering detail required for the PD&E Study.*

*Note to scope developer: Modify this activity if it was accelerated and completed before the PD&E study was procured, or if Survey will be performed by others under a separate contract.*

The DEPARTMENT will provide topographic survey and existing project controls such as benchmarks and reference points for Project baseline of survey. The CONSULTANT will review survey data for completeness and coordinate with the DEPARTMENT Project Manager if additional design survey is needed.

#### 4.3.1 Survey Design

The CONSULTANT will conduct survey services associated with design activities related to this Project.

*<<List and describe Design Survey services, refer to the Roadway and Bridge Standard Scope of Services>>*

**Commented [MV21]:** Include this if Design Survey was completed prior to the PD&E Study

#### 4.3.2 Photogrammetry

The CONSULTANT will conduct design photogrammetric services for this project. All surveying and mapping activities will be done in accordance with the **Surveying and Mapping Procedure 550-030-101** and the **Surveying and Mapping Handbook**.

*<<List and describe Photogrammetry services, refer to the Roadway and Bridge Standard Scope of Services>>*

**Commented [MV22]:** Include and modify these section if Survey and Photogrammetry are advanced with PD&E

The CONSULTANT will coordinate with the DEPARTMENT Project Manager and Surveying and Mapping Office staff regarding Project survey requirements, review of existing survey data, and

scheduling of additional survey efforts. The CONSULTANT will request existing project control, benchmarks and reference points for the Project baseline from the DEPARTMENT's Surveying and Mapping Office. The CONSULTANT will also collect elevation data required to perform the noise study for this Project.

**Commented [MV23]:** Include this if it is a standalone PD&E with limited survey and photogrammetry

#### 4.4 GEOTECHNICAL INVESTIGATION

*Note to scope developer: If this PD&E Project overlaps with the Design Phase some of the Design Scope of Services activities can be advanced and done under this task. PD&E activities may also be removed and merged with Design Scope of Services. Coordinate with the Design Project Manager as to the level of engineering detail required for the PD&E Study.*

*Note to scope developer: Modify this activity if it was accelerated and completed before the PD&E study was procured, or if Geotechnical investigation will be performed by others under a separate contract.*

The DEPARTMENT will provide geotechnical information for this Project to the CONSULTANT. The CONSULTANT will review geotechnical information for completeness and coordinate with the DEPARTMENT Project Manager if additional geotechnical investigation is needed.

**Commented [MV24]:** Include this if geotechnical services were completed prior to the PD&E Study

The CONSULTANT will conduct geotechnical services associated with design activities related to this Project. Before beginning work and after the Notice to Proceed is issued, the CONSULTANT shall submit an investigation plan for approval and meet with the DEPARTMENT's Geotechnical Engineer or representative to review the project scope and DEPARTMENT requirements.

<<List and describe geotechnical services, refer to the Roadway and Bridge Standard Scope of Services>>

**Commented [MV25]:** Include and modify these section if geotechnical services are advanced with PD&E

The CONSULTANT shall coordinate with the DEPARTMENT's geotechnical staff regarding Project requirements, review of existing geotechnical data, and need for additional data. The CONSULTANT will review the US Department of Agriculture soil data, Geological Survey, and Natural Resource Conservation Service (NCRS) maps, US Coast and Geodetic Survey (USGS) maps, and summarize the findings.

The CONSULTANT will perform a review of previously completed geotechnical surveys and compile available boring data from previous projects within the project limits. The CONSULTANT will perform field reconnaissance of the Project area to determine conditions that may affect development of Project alternatives. The CONSULTANT will prepare a Geotechnical Technical Memorandum summarizing the geotechnical investigation that will be used to facilitate the data for final design.

**Commented [MV26]:** Include this if it is a standalone PD&E with limited geotechnical investigation

#### 4.5 TRAFFIC ANALYSIS

*Note to scope developer: Modify Activity 4.5.1 through 4.5.8 and Activity 4.5.11 if Traffic Analysis was accelerated and completed before the PD&E study was procured, or if Traffic Analysis will be performed by others under a separate contract.*

The CONSULTANT will review existing traffic data from planning studies to carry out traffic analysis for this Project and determine whether additional data may be needed. The CONSULTANT must collect additional data for the Study Area if the data gaps are identified. The CONSULTANT will review the following Traffic Reports and Planning studies:

- List Traffic information to be provided by the Department*
- Conceptual Design Alternatives for Traffic Analysis
  - Project Traffic Forecast Memorandum
  - Project Traffic Analysis Report
  - Other

#### 4.5.1 Traffic Analysis Methodology

The CONSULTANT will perform traffic analysis in accordance with guidance from the **PD&E Manual**, **Traffic Analysis Handbook**, and **Project Traffic Forecasting Handbook**. The CONSULTANT will prepare a forecast and analysis methodology which must be agreed upon by the DEPARTMENT prior to beginning any analysis. The methodology must state the type of documentation, Project Study Area to be analyzed, and method and assumptions that will be used to analyze existing and future traffic conditions. The development of future forecast data must use the currently adopted version of the Metropolitan Planning Organization (MPO) Long Range Transportation Plan (LRTP) travel demand model: *<< specify model >>*, if available. If an MPO does not use the regional travel demand model, then a rationale must be provided and future travel data will be developed in accordance with guidance from **Chapter 4 of the Project Traffic Forecasting Handbook**. Otherwise, the CONSULTANT will validate the travel demand model at a subarea level.

Capacity analysis will be based on the latest Highway Capacity Manual procedures. Use of micro-simulation traffic analysis software such as SimTraffic, CORSIM, and/or VISSIM *< specify is or is not >>* anticipated for this Project. Calibration and validation are required when a microscopic simulation approach is used. Data should be gathered in accordance with the **Traffic Analysis Handbook**.

Traffic analysis methodology will include an approach or procedure to evaluate safety performance of the project alternatives.

All traffic analysis documentation must be written in plain language and in a format that can be easily followed. The CONSULTANT must submit all traffic analysis files for assumptions, inputs, outputs, network data, calculations, and results to the DEPARTMENT.

#### 4.5.2 Traffic Counts

The DEPARTMENT will provide the following existing turning movements data.

- Current corridor traffic counts
- 72-hour traffic machine counts at the following locations:  
*<<List intersections/interchanges >>*
- 8-hour manual vehicle turning movement counts for peak hours at the following locations:  
*<<List intersections/interchanges >>*
- Traffic counts as necessary for the Project:  
*<<List intersections/interchanges >>*

**Commented [MV27]:** Include this only if the Department provides this data otherwise delete.

The CONSULTANT will collect the following traffic data.

- Current corridor traffic counts
- 72-hour traffic machine counts (approach volumes and departure volumes at 15-minute increments) at the following intersections:  
*<<List intersections/interchanges>>*

- 4-hour manual vehicle turning movement counts for peak hours at required intersections:  
*<<List intersections/interchanges>>*

- Traffic counts as necessary for the Project:  
*<<List intersections/interchanges>>*

- Travel patterns or origin-destination data

#### 4.5.3 Vehicle Classification Counts on Roadway Segments and Ramps

The DEPARTMENT will provide vehicle classification data for this Project.

The CONSULTANT will collect the following existing classification data.

- Current corridor traffic counts
- 72-hour traffic machine counts at the following locations:  
*<<List location of ramps and segments>>*

#### 4.5.4 Pedestrian, Bicycle and Other Multimodal Data

The DEPARTMENT will provide multimodal data for this Project.

The CONSULTANT will collect the following additional existing traffic data.

- Pedestrian counts
- Bicycle counts
- Travel patterns or origin-destination (OD) survey
- Transit data
- Freight movement

#### 4.5.5 Calibration and Validation Data

The CONSULTANT will collect calibration and validation data for the Project analysis in accordance with the PD&E Manual and the Traffic Analysis Handbook.

**Commented [MV28]:** Include this if the DEPARTMENT will provide vehicle classification data for this project  
Otherwise, delete and keep the following paragraph

**Commented [MV29]:** If the Department does not have this data

**Commented [MV30]:** List data that will provided by the Department, if none delete this line.

**Commented [MV31]:** Display and modify if Microsimulation is required. Otherwise replace with "Not applicable for this Project"

#### 4.5.6 Existing Traffic Operational Analysis

The CONSULTANT will conduct existing (base year) traffic operational analysis and report the operational performance measures as agreed upon in the analysis methodology. The analysis must include bicycle, pedestrian, and transit (if applicable) operations. The manual count data will be used to obtain the existing design hourly volumes using historical and seasonal adjustments as appropriate. All existing design hourly volumes must be balanced before being used in the analysis. Oversaturated conditions and locations with complex geometry or operations might require microsimulation.

#### 4.5.7 Calibration and Validation

The CONSULTANT will calibrate and validate the microsimulation model using data and methodology as agreed upon in the analysis methodology.

**Commented [MV32]:** Display and modify if Microsimulation is required. Otherwise replace with "Not applicable for this Project"

#### 4.5.8 Future Demand Forecasting

**No-Build Volumes:** The CONSULTANT will develop opening year and design year design hourly volumes for the No-Build Alternative in accordance with the **Project Traffic Forecasting Procedure, Topic No. 525-030-120**. The need for interim year analysis will be determined in the traffic analysis methodology.

**Build Alternatives Volumes:** The CONSULTANT will develop opening year and design year design hour volumes only for viable or feasible Build Alternatives. The CONSULTANT must make sure the future year turning movement volumes are reasonably balanced at each intersection.

#### 4.5.9 No-Build Analysis

The CONSULTANT will analyze the operational performance of the No-Build Alternative for the analysis years to identify deficiencies related to the purpose and need for the project. The CONSULTANT will evaluate the operational effectiveness of the No-Build Alternative using agreed upon performance measures of effectiveness (MOEs). The analysis should include multimodal evaluation for pedestrian, bicycle, freight, and transit modes, as appropriate.

#### 4.5.10 Development and Screening of Alternatives

The CONSULTANT will identify, develop, assess, and screen preliminary potential Project alternatives that would meet the purpose and need for this Project in accordance with **Part 2, Chapter 3** of the **PD&E Manual**. Development of alternatives will consider previously completed planning products.

By considering project goals and objectives, purpose and need, and results of ETDM Programming screen event, the CONSULTANT in consultation with the DEPARTMENT will identify and document alternatives to be eliminated from further detailed study. Only viable or feasible alternatives should be carried forward for detailed study.

#### 4.5.11 Operational Evaluation of Build Alternatives

The CONSULTANT will analyze the operational performance of viable or feasible alternative(s) for opening and design years and any interim years as appropriate. The analysis must include multimodal evaluation for pedestrian, bicycle, and transit modes as appropriate. The analysis will also include evaluation of access management in relation to traffic safety and operational efficiency within the Study Area. The CONSULTANT will evaluate the operational effectiveness of Build Alternatives using agreed upon performance MOEs.

#### 4.5.12 Project Traffic Analysis Report

As described in **Part 2, Chapters 2 and 3** of the **PD&E Manual**, the CONSULTANT will prepare the Project Traffic Analysis Report (PTAR) to document development of design traffic volumes and results of the traffic analysis for No-Build and Build Alternatives, which includes the transit, bicycle, and pedestrian analysis. The results must be shown on diagrams for each alternative and discussed in the report. The PTAR will also summarize the comparison of the operational and safety performance of all alternatives evaluated in detail and how they perform against each other.

#### 4.5.13 Interchange Access Request

The CONSULTANT will prepare an interstate access request to *<<select either construct new or modify>>* the following interchanges in accordance with the **Interchange Access Request User's Guide**.

*List interchanges and/or cross roads*

The CONSULTANT will include the results of the *<<Specify on of the the Interchange Access Request Report as appropriate: Interchange Justification Report (IJR) or Interchange Modification Report (IMR) or Interchange Operational Analysis Report (IOAR) or System Interchange Justification Report (SIJR) or System Interchange Modification Report (SIMR) or System Interchange Operational Analysis Report (SIOAR)>>* to the engineering analysis according to **Part 1, Chapter 4** and **Part 2, Chapter 6** of the **PD&E Manual** for the following interchanges:

*List interchanges and/or cross roads*

#### 4.5.14 Traffic Data for Noise Study

The CONSULTANT will provide traffic data required for the noise study and will include the following data for each road segment (i.e., intersection to intersection), ramps, cross streets, and frontage roads, for the existing year, opening year, and the design year for Build and No-Build alternatives:

- LOS C directional hourly volumes
- Demand peak hourly volumes (peak and off-peak directions)
- Existing and proposed posted speed
- Percentage of heavy trucks (HT) in the design hour
- Percentage of medium trucks (MT) in the design hour
- Percentage of buses in the design hour
- Percentage of motorcycles (MC) in the design hour

#### 4.5.15 Traffic Data for Air Quality Analysis

The CONSULTANT will collect traffic data required for the air quality analysis which will include the following:

- Intersection type and approach speed
- Intersections – peak hour volumes for each approach
- Interchanges – peak hour volumes for each ramp (on or off) regardless of percent turning volumes
- Toll plaza – peak hour volumes for each approach

#### 4.5.16 Signalization Analysis

In coordination with the DEPARTMENT's Traffic Operations, the CONSULTANT shall perform signalization analysis and/or signal warrant studies at the intersections in accordance with all applicable manuals, procedures, guidelines, and current design memorandums. The CONSULTANT will propose preliminary signal timing plan and signal operation plan for each intersection that requires signalization on the recommended alternative. The CONSULTANT shall coordinate with the local stakeholders before proposing any new system in their jurisdiction and define their roles and responsibilities in the Concept of Operations (ConOps).

#### 4.6 SIGNAGE

The CONSULTANT will evaluate existing signing and signage requirements for the project. The CONSULTANT will prepare a conceptual signing plan for this project.

#### 4.7 TOLLING CONCEPTS

The CONSULTANT will perform the following activities to support development of tolling alternatives/concepts:

- Review sketch level and/or Planning level traffic and revenue studies performed for the corridor;
- Work with Florida's Turnpike Enterprise to evaluate tolling concepts along the corridor for both mainline general purpose lanes and express lanes;
- Prepare preliminary "sketch" level improvement alternatives capable of meeting the travel options and mobility needs;
- Perform high-level analysis of the cost and other impacts associated with each alternative, including input from key stakeholders, as compare to the No-Build Alternative;
- Review the impacts the proposed mainline and interchange improvements will have on ramp and mainline toll facilities;
- Prepare recommended alternatives for location of tolling points along the corridor to address tolling equity throughout the corridor.
- Evaluate the dynamic signing concept for active traffic management and incident management purposes, if the corridor is part of the District's detour routes.

**Commented [MV33]:** Work with Traffic Operations to customize this text to meet the needs of the project

#### 4.8 SAFETY

##### 4.8.1 Crash data

The CONSULTANT will obtain the most recent five (5) years of available data from the DEPARTMENT's crash database and other local sources for this Project. The crash data will include the number and type of crashes, crash locations, number of fatalities and injuries, and estimates of property damage and economic loss.

##### 4.8.2 Safety Analysis

The CONSULTANT will perform safety analysis in accordance with **Part 1, Chapter 2 of the PD&E Manual**. Based on the information obtained from the crash data, the CONSULTANT will identify project safety needs associated with the existing and future conditions. The CONSULTANT will use the Highway Safety Manual (HSM) procedures to estimate the safety performance of the Project alternatives as agreed upon in the Traffic Analysis Methodology.

##### 4.8.3 Documentation of Safety Analysis

The CONSULTANT will document the results of the safety analysis in the PTAR or a standalone Safety Analysis Memorandum.

**Commented [MV34]:** Modify to suit the scope of the project. Either PTAR or standalone memo



## 4.9 UTILITIES AND RAILROAD

*Note to scope developer: PD&E projects with an overlapping design phase will require a higher level of coordination with the Utility Agency Owners (UAOs) than projects with a standard PD&E Study. While it is important to understand the entirety of the utility facilities within the PD&E Study limits, certain utility facilities with long duration coordination efforts may need additional attention during PD&E, especially when associated with advanced design. Therefore, the level of engineering detail required for the PD&E Study should be discussed in depth with the District Utility Office during scoping.*

*Note to scope developer: If this PD&E Project overlaps with the Design Phase some of the Design Scope of Services activities can be advanced and done under this task. PD&E activities may also be removed and merged with Design Scope of Services. Coordinate with the Design Project Manager as to the level of engineering detail required for the PD&E Study.*

The CONSULTANT will obtain information regarding utilities and railroad in accordance with **Part 2, Chapter 21** of the **PD&E Manual**.

### 4.9.1 Utilities

Prior to starting utility coordination, the CONSULTANT and the DEPARTMENT Project Manager shall meet with the District Utility Office (DUO) for guidance to ensure that all necessary utility coordination will be accomplished in accordance with DEPARTMENT procedures.

It is anticipated that the following Utility Agency Owners (UAOs) are within or adjacent to the Project, but it is the responsibility of the CONSULTANT to determine the final list of UAOs within the project area:

<<List UAOs>>

The <<Select either DEPARTMENT or CONSULTANT>> will prepare a Utility Assessment Package. The Utility Assessment Package must contain items specified in **Part 2, Chapter 21** of the **PD&E Manual**. The CONSULTANT will provide a PD&E Request Package to the District Utility Office.

The <<Select either DEPARTMENT or CONSULTANT>> will notify the UAOs within the Project and request existing and planned utility information for major above ground and subsurface facilities within the Project.

The CONSULTANT, DEPARTMENT Project Manager and DUO will meet with each UAO as necessary, separately or together, to understand utility conflicts and project potential impacts on utilities. The CONSULTANT will evaluate and consider potentially significant utility conflicts as they may affect the chosen corridor and/or alignment. While evaluating potential impacts and recommending mitigation strategies, the CONSULTANT should refrain from making any compensability determinations in any of the documentation/assessments that they create.

<< List of specific tasks related to developing utility agreements, if required >>

### 4.9.2 Railroads

The DEPARTMENT Project Manager will initiate coordination with the District Railroad Coordinator (DRC). The DEPARTMENT will coordinate with the Railroad Company and local

government regarding highway-railroad grade crossing in accordance with **Part 2, Chapter 21** of the **PD&E Manual**.

The CONSULTANT will address impacts to existing and proposed railroad crossings.

The CONSULTANT will analyze elevated crossings to determine clearance envelopes and intersection constraints. The CONSULTANT will develop generic roadway and transit railroad crossings appropriate for the Project.

## 4.10 ROADWAY ANALYSIS

*Note to scope developer: Modify activities for this task if the PD&E project overlaps with the Design Phase. Some of the Roadway Design Scope activities can be advanced and done under this task or removed and merged with Roadway Design Scope. Coordinate with the Project Manager for Design Phase before finalizing this task.*

### 4.10.1 Design Controls and Criteria

The CONSULTANT will prepare design controls and criteria for developing Project alternatives and designing initial geometrics and other roadway elements according to the DEPARTMENT standards.

### 4.10.2 Typical Section Analysis

The CONSULTANT will develop conceptual typical sections for the Project alternatives which address transportation needs and context. Development of typical sections must consider Context Sensitive Solutions and Complete Streets approaches and the needs of all Project users.

### 4.10.3 Geometric Design

The CONSULTANT will perform geometric design using the established Project design controls and criteria. The CONSULTANT will also use Project traffic data and results of traffic analysis to design appropriate roadway elements. The CONSULTANT will establish both preliminary vertical profile and horizontal alignments of the mainline. The design of Project alternatives must consider environmental constraints, physical constraints, Context Sensitive Solutions, Complete Streets, and any additional information, as required. See **Part 2, Chapter 3** of the **PD&E Manual** for more engineering and design considerations.

For each alternative evaluated in detail, the CONSULTANT shall prepare sketches of plan, profile, and typical sections as appropriate to show existing features, proposed geometry, and location of any environmental and geometric design constraints.

### 4.10.4 Intersections and Interchange Evaluation

The CONSULTANT will propose appropriate intersection control based on the results of project traffic analysis to establish an overall intersection/interchange footprint at the following intersections:

*List intersections/interchanges*

The CONSULTANT will perform up to a level 2 roundabout evaluation in accordance with the **FDM**, Florida Intersection Design Guide, and **Part 2, Chapter 3** of the **PD&E Manual**. The

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roundabout evaluation must include evaluation of operation and geometrics with respect to safety, design year traffic, access management, physical and right of way constraints, design vehicle, posted speed limit and transit operations. Roundabout evaluation will be documented in the Roundabout Evaluation Technical Memorandum.

The CONSULTANT will develop intersection and interchange concepts/layouts based on the results of traffic operational analysis. The layouts will include turn lanes, ramp, auxiliary lanes, storage lengths, ramp terminals, ramp junctions, and other geometric details.

#### **4.10.5 Access Management**

The CONSULTANT will review the DEPARTMENT'S State Highway System Access Management Classification System and Standards and evaluate their application to the project. The CONSULTANT will recommend the proper access classification and standard to be applied to the Project.

The proposed access management plan will be presented as part of the public involvement process. If an Access Management Classification / Reclassification Public Hearing is required, it will be combined with the PD&E Study Public Hearing.

#### **4.10.6 Multimodal Accommodations**

The CONSULTANT will review, evaluate, and document the location and condition of existing pedestrian, bicycle, and public transit accommodations and freight services in the study area. This activity includes reviewing existing plans, reports, and studies that outline strategies or define projects associated with alternative modes of travel.

The CONSULTANT will consider freight, pedestrian, bicycle, and transit in the development and evaluation of Project alternatives commensurate with the context with a goal of improving overall mobility, access, connectivity, safety and efficiency. Multimodal accommodation may include analysis of on-street parking and loading zone modifications and/or removal, park and ride needs, as necessary. The CONSULTANT will consider and evaluate the existing and anticipated future use of the Project by bicyclists and pedestrians, the potential impacts of the Project alternatives on bicycle and pedestrian travel, and propose measures to avoid or reduce adverse impacts to bicyclists and pedestrians that would use the Project.

The CONSULTANT will also consider supportive Transportation Demand Management and parking management strategies consistent with the transportation context and the needs of all users of the project. The CONSULTANT will assist the DEPARTMENT with coordination with local agencies, transit operators and Metropolitan Planning Organizations (MPOs) as appropriate.

#### **4.10.7 Maintenance of Traffic**

The CONSULTANT will evaluate alternatives for constructability and the ability to maintain traffic during construction according to **Part 2, Chapter 3** of the **PD&E Manual**. The CONSULTANT will include the estimated cost to maintain traffic in the construction cost estimate for the Project alternative.

#### **4.10.8 Lighting**

The CONSULTANT will evaluate the need for lighting in accordance with applicable manuals, guidelines, standards and current design memorandums. The CONSULTANT will include the estimated cost for lighting in the construction cost estimate for the Project alternative.

**Commented [MV35]:** Customize this to meet multimodal objectives of the project

#### 4.11 IDENTIFY CONSTRUCTION SEGMENTS

The CONSULTANT will identify project segments and/or construction segments along with a definition of implementation phasing. This will include reviewing financing, staging, and sequencing plans that were created by others. If required, the CONSULTANT will identify shorter (i.e., minimum operable segment) intermediate-cost alternatives in the segment determination.

*Note to scope developer: Modify activities for this task if this is a transit project to account for overlapping activities scoped in Task 4.23. For example, if the PD&E alternative is suggesting TSP this means that the ITS architecture service packages for TSP, Communications, and others need to be referenced.*

#### 4.12 TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS

The CONSULTANT will study or investigate a broader range of systems as it relates to the PD&E study such as traffic signal system, communication system, travel time systems, Transit Signal Priority (TSP), Adaptive Traffic Control System (ATCS) and other systems referenced in the ITS Architecture. The CONSULTANT will use a Systems Engineering approach for determining the Transportation System Management and Operations (TSM&O) Systems and required systems engineering documents for the Project.

The CONSULTANT will develop a Preliminary Systems Engineering Management Plan (PSEMP) and a high-level Project ConOps according to **Part 2, Chapter 3** of the **PD&E Manual**. The ConOps must be reviewed by the District TSM&O engineer. The ConOps document template can be found at the following location: [http://www.dot.state.fl.us/trafficoperations/its/projects\\_deploy/sempt.shtm](http://www.dot.state.fl.us/trafficoperations/its/projects_deploy/sempt.shtm).

The CONSULTANT will evaluate the need for improvements, preservations, or modifications to the existing TSM&O system in relation to the alternatives being considered. This includes reviewing the existing as-built information provided by the DEPARTMENT, identifying impacts to the existing TSM&O infrastructure due to the other project work, identifying opportunities to preserve or enhance TSM&O infrastructure, and developing a high-level cost estimate for the changes necessary to the infrastructure in order to meet project TSM&O needs and goals. These items will be documented in the ConOps.

The CONSULTANT will identify the delivery method for both equipment and technology and prepare implementation schedule that includes engineering, design, construction, and Project activation (testing and start-up).

The CONSULTANT will coordinate with both the District TSM&O Engineer and the County Traffic Engineer concerning existing and proposed Intelligent Transportation Systems (ITS) and Advanced Traffic Management System (ATMS) infrastructure. The CONSULTANT will consider the presence of the ITS infrastructure when analyzing the traffic for the corridor, as well as any proposed improvements that may impact the underground fiber optic cable infrastructure and associated roadside devices.

#### 4.13 STRUCTURES

*Note to scope developer: Modify activities for this task if the PD&E project overlaps with the Design Phase. Some of the Roadway Design Scope activities can be advanced and done under this task or removed and merged with Roadway Design Scope. Coordinate with the Project Manager for Design Phase and the District Structures Design Office before finalizing this task.*

**Commented [MV36]:** Replace with "Not applicable for this project" if the CONSULTANT will not assist the Department on this activity

**Commented [MV37]:** This section is for projects which have ITS, Transit, Tolls, and other related technologies. It is not TSM&O alternative. Modify the standard language in consultation with the District TSM&O Engineer

#### 4.13.1 Existing Structures

The CONSULTANT will collect the existing structures data as identified in **Part 2, Chapter 3** of the **PD&E Manual**. The following existing structures have been identified for evaluation:

*List Bridge number(s) (for each bridge describe the typical section, location, length, and other pertinent information to define the scope of the proposed bridge work)*

*List location and description of other existing structures such as Retaining Walls, Noise Barrier Walls, and Miscellaneous Structures*

#### 4.13.2 Structure Typical Sections

The CONSULTANT will develop typical sections options for the bridges. These will include the DEPARTMENT's standard typical sections, and any typical sections that may result in minimizing right of way and environmental impacts. Coordination with the District's Structures Design Engineer is required.

#### 4.13.3 Structure Design Alternatives

The CONSULTANT will evaluate conceptual vertical and horizontal geometry and clearance requirements for the bridges. The CONSULTANT will document structural design calculations and design assumptions used in the analysis.

*<< Specify the Level of structural analysis and development for each bridge structure >>*

### 4.14 DRAINAGE

*Note to scope developer: Modify activities for this task if the PD&E project overlaps with the Design Phase. Some of the Roadway Design Scope activities can be advanced and done under this task or removed and merged with Roadway Design Scope. Coordinate with the Project Manager for Design Phase and the District Design Office before finalizing this task.*

The CONSULTANT will perform Drainage analysis in accordance with the **Part 2, Chapters 11 and 13** of the **PD&E Manual** and **Drainage Manual**. The CONSULTANT shall incorporate/consider the Contamination Screening Evaluation Report and any other related report findings into the Drainage Reports.

#### 4.14.1 Floodplain and Environmental Permit Data Collection

The CONSULTANT will gather floodplain data from FEMA Flood Insurance Rate Maps, and other drainage related data needed to obtain permits from relevant sources including local government, local agencies, and regulatory agencies.

#### 4.14.2 Drainage Analysis

The CONSULTANT will perform drainage analysis by delineating the basin boundaries by using LiDAR information, existing survey data, and field observations. The CONSULTANT will analyze and determine high water elevations in each basin and use the information to establish the preliminary roadway profile. Drainage analysis will also include checking the capacity and

structural adequacy of existing cross drains, preliminary design of potential cross drain and outfall structures and identifying the recommended conceptual drainage design for the Project.

#### **4.14.3 Floodplain Compensation Analysis**

For each roadway alternative, the CONSULTANT will determine base floodplain elevations and estimate encroachments and appropriate compensation provisions, including incorporating floodplain compensation site requirements into the Pond Siting Report.

#### **4.14.4 Stormwater Management Analysis**

The CONSULTANT will calculate the stormwater quality and attenuation requirements, and estimate the stormwater management facility needs for each roadway alternative.

The CONSULTANT will schedule an Environmental Look-Around (ELA) meeting (See **Part 2, Chapter 24 of the PD&E Manual**) with DEPARTMENT staff, regulatory agencies, local governments, and other stakeholders to discuss regional stormwater needs and design and permitting approaches that benefit the watershed as a whole. During the meeting, the CONSULTANT will document the meeting notes in the project file.

If the ELA reveals no regional pond sites within the Study Area, the CONSULTANT will identify practical pond sites in each basin for each project alternative, estimate construction cost, compare the sites, and identify (in coordination with the DEPARTMENT) a preferred pond site for each basin. Additionally, the CONSULTANT will identify inflow or outfall easement requirements for each pond site. If additional pond sites are revealed, they will be used as a potential option.

The CONSULTANT will prepare a Pond Siting Report or Conceptual Drainage Design report in accordance with the **Drainage Manual** and the FDOT Drainage Design Guide.

#### **4.14.5 Drainage Design**

As directed by the DEPARTMENT, the CONSULTANT will conduct the following design services and submittals.

*List Drainage Design Activities, Refer to the Roadway and Bridge Standard Design Scope of Services*

#### **4.14.6 Location Hydraulics Report**

The CONSULTANT will prepare a Location Hydraulics Report for the project in accordance with **Part 2, Chapter 13** of the **PD&E Manual**.

#### **4.14.7 Bridge Hydraulic Evaluation**

The CONSULTANT will evaluate bridge hydraulics to determine the hydraulic length of the bridge or the length necessary to meet the hydraulic requirement and document in the Location Hydraulics report. The Consultant will coordinate with the District's Structures Design Engineer and District Drainage Engineer.

### **4.15 LANDSCAPING ANALYSIS**

*Note to scope developer: Modify activities for this task if the PD&E project overlaps with the Design Phase. Some of the Roadway Design Scope activities can be advanced and done under this task or removed*

*and merged with Roadway Design Scope. Coordinate with the Project Manager for Design Phase before finalizing this task.*

The CONSULTANT will research and collect data necessary to complete initial landscaping design and analysis of the preferred alternative. The research and data collection must include identification of opportunities and constraints of the proposed Project based on existing site conditions.

*List Landscape Analysis Specific Activities*

## **4.16 CONSTRUCTION AND RIGHT OF WAY COST ESTIMATES**

### **4.16.1 Construction Cost Estimates**

The CONSULTANT will develop construction cost estimates using the Department's Long Range Estimate (LRE) program. The CONSULTANT will be responsible for reviewing and updating the cost estimate when scope changes occur, at project milestones, and during the DEPARTMENT's annual Work Program update cycle. Construction costs must include traffic management and right of way costs.

### **4.16.2 Right of Way Cost Estimates**

Based on typical section analysis and DEPARTMENT design standards, the CONSULTANT will establish construction limits and determine the minimum (proposed) right of way requirements throughout the limits of the Project. Establishment of construction limits will consider location drainage features, the transportation management plan, utility relocations, stormwater pond requirements, and identified environmental issues, among other factors.

The CONSULTANT will compare the existing right of way width with the proposed right of way requirements to estimate the amount of right of way that the DEPARTMENT must acquire.

The <<Select either DEPARTMENT or CONSULTANT>> will estimate the cost for right of way acquisition, and cost estimates for relocations and business damages, if any. The CONSULTANT will submit concept plans for the Build Alternative that include the parcel identification number, existing right of way lines, proposed right of way lines and acreage of property required. Additionally, the CONSULTANT will provide a spreadsheet with the following parcel information: owner, address, acreage of parent parcel and required amount of property for the Project, estimated business damages and right of way property costs.

The DEPARTMENT's Right of Way Office staff and CONSULTANT will conduct an interactive field trip to review conditions in the corridor as they pertain to actual conditions that might impact the cost of right of way acquisition for the Project.

The CONSULTANT will jointly meet with the District Roadway Engineer, Traffic Operations staff, Right of Way Office staff, and DEPARTMENT's Office of General Counsel staff prior to the development of right of way cost estimates. The purpose of the meeting is to jointly review the proposed design parameters, the proposed alternative alignments to identify those alternatives for which right of way cost estimates will be developed by the DEPARTMENT. The goal is to evaluate the alternatives necessary to comply with PD&E requirements and to satisfy the evaluation needed for eminent domain considerations for each alternative.

The DEPARTMENT's Right of Way Office will estimate the cost for right of way acquisition, as well as cost estimates for relocations and business damages, if any.

*List project specific ROW Mapping Activities*

## 4.17 ALTERNATIVES EVALUATION

### 4.17.1 Comparative Alternatives Evaluation

The CONSULTANT will establish evaluation criteria at the beginning of the Project, which must be agreed upon with the DEPARTMENT before use in the comparative evaluation of alternatives. After developing the viable alternatives, analyzing alternatives and estimating costs, the CONSULTANT will prepare a matrix which compares the impacts, performance, and costs of the alternatives evaluated in detail in the PD&E Study. The matrix will include the performance of the No-Build Alternative as the baseline for comparison.

### 4.17.2 Selection of Recommended Alternative

The DEPARTMENT will select a recommended alternative based on review and analysis of engineering, environmental, and public involvement issues related to this Project.

### 4.17.3 Value Engineering

The DEPARTMENT will conduct a Value Engineering (VE) study for the Project according to **Value Engineering Program, Topic No. 625-030-002**. The CONSULTANT will prepare relevant project information and submit to the VE team. The information will be logically organized to facilitate the VE team's understanding of the Project development.

The CONSULTANT will submit to the VE team the following minimum information, if available:

- Project traffic report
- Environmental studies reports
- Environmental document
- Engineering analysis documentation
- Copies of all alternative concept plans/drawings
- Drainage analysis documentation
- Bridge hydraulics report and location hydraulics report
- Typical section package
- Other miscellaneous reports prepared for this project

At the request of the DEPARTMENT, the CONSULTANT will meet with the VE team to explain development of Project alternatives and rationale of selecting the recommended alternative. The CONSULTANT will be available to the VE team for clarification of the information used during the VE study. The CONSULTANT will respond to questions or proposals developed as part of the VE and recommend inclusion or denial of the VE proposals into the project.

The CONSULTANT will include VE study recommendations concerning modified or additional concepts, into the comparative evaluation of the alternatives.

## 4.18 CONCEPT PLANS

*Note to scope developer: Modify activities for this task if the PD&E project overlaps with the Design Phase. PD&E related tasks may be removed and merged with Design Scope of Services. Coordinate with the Project Manager for Design Phase before finalizing this task.*

**Commented [MV38]:** Replace with "Not applicable for this Project" if VE study is not required



The CONSULTANT will prepare concept plans for all viable Project alternatives in appropriate scales overlaid on the base map.

#### 4.18.1 Base Map

The CONSULTANT will produce a base map of the project area using DEPARTMENT's CADD standards. The base map will contain an aerial photo and existing characteristics for the project. The base map must show environmental issues that are specific to the Study Area such as cemeteries, wetlands, historic properties, high-risk contamination sites, public parks, and property lines.

The CONSULTANT will prepare base maps for the following uses (at noted scales):

- Overall Project Location Map <<specify scale>>
- Overall Drainage Map <<specify scale>>
- Corridor Maps (Roll Plots) <<specify scale>>

#### 4.18.2 Alternatives Concept Plans

The CONSULTANT will prepare and overlay alternative concept plans on the base map. The concept plan must show potential location for bridges, culverts, retaining walls, right of way lines (existing and proposed), major utility facilities, intersection, critical driveways, and median openings, among other roadway elements, at appropriate scale according to the DEPARTMENT CADD Manual.

#### 4.18.3 Preferred Alternative

The CONSULTANT will finalize the preferred alternative concept plans by incorporating comments received from the Public Hearing as directed by the DEPARTMENT.

#### 4.18.4 Typical Section Package

The CONSULTANT will prepare the Typical Section Package (excluding pavement design) in accordance with the FDM.

#### 4.18.5 Design Exceptions and Design Variations

The CONSULTANT will prepare Design Exceptions and Design Variations Package for the preferred alternative for approval in accordance with the FDM.

### 4.19 TRANSPORTATION MANAGEMENT PLAN

*Note to scope developer: Modify activities for this task if the PD&E project overlaps with the Design Phase. PD&E related tasks may be removed and merged with Design Scope of Services. Coordinate with the Project Manager for Design Phase before finalizing this task.*

The CONSULTANT will prepare a conceptual Transportation Management Plan in accordance with as per Part 2, Chapter 3 of the PD&E Manual.

### 4.20 RISK MANAGEMENT

*Note to scope developer: Modify activities for this task if the PD&E project overlaps with the Design Phase. PD&E related tasks may be removed and merged with Design Scope of Services. Coordinate with the Project Manager for Design Phase before finalizing this task.*

The DEPARTMENT Project Manager will coordinate with the Cost Risk Assessment (CRA) regional team and a representative from that team lead the Risk Assessment for this Project. The CONSULTANT and key SUBCONSULTANTS may be asked to attend and participate in the Risk Assessment Workshop for this Project. The CONSULTANT will support the Risk Assessment Workshop by providing materials requested by the DEPARTMENT Project Manager to conduct the Workshop and associated meetings.

#### 4.21 ENGINEERING ANALYSIS DOCUMENTATION

The CONSULTANT will prepare a Preliminary Engineering Report (PER) as per **Part 2, Chapter 3** of the **PD&E Manual**.

The CONSULTANT will prepare an engineering analysis technical memorandum that will be attached to the SEIR.

The CONSULTANT will document the results of alternative analysis in a memorandum that will be signed and seal and included in the design documentations/design report for this project.

The CONSULTANT shall include sufficient back up information related to all computer programs and parameters used in the analyses to facilitate the review of the engineering documentation. The engineering documentation shall be neatly and logically presented. The final engineering analysis documentation prepared by the CONSULTANT shall be signed and sealed by a Florida-licensed professional engineer.

**Commented [MV39]:** PICK Only one option and delete others

One of the following three different options:  
1.If Federal Project with no concurrent Design phase then first option.  
2.If Federal Project with a concurrent Design phase, then third option  
3.If State Project (SEIR), then second option

**Commented [VM40]:** First option

**Commented [VM41]:** Second option

**Commented [VM42]:** Third option

#### 4.22 PLANNING CONSISTENCY

##### 4.22.1 Transportation Plans

The CONSULTANT will coordinate with the DEPARTMENT to obtain and review transportation plans throughout the life of the Project for all modes of transportation including freight, transit, and non-motorized. The following plans or studies should be reviewed as appropriate:

- MPO's adopted Long Range Transportation Plan (LRTP) Cost Feasible and Needs Plans
- Local Government Transportation Improvement Plan (TIP)
- State Transportation Improvement Program (STIP)
- Urban Area Transportation Study
- Local Government Comprehensive Plan (LGCP)
- Local Transit Development Plans (TDP) for bus, rail, or other services
- Non-motorized (bicycle and pedestrian) Plans

##### 4.22.2 Planning Consistency Form

The CONSULTANT will assist the DEPARTMENT's finalization of Planning Requirements for Environmental Document approval in the appropriate form.

## 4.23 TRANSIT SYSTEMS, AND SERVICE

Commented [MV43]: Display this section if and only if the project has transit component.

*Note to scope developer: Modify activities for this task to match the scope of the transit project funded by FHWA, State or Local funds. FTA led projects are different from FHWA or FDOT led projects. The FTA project development process is comprised of three components—NEPA, Ridership and Financial Plan. Ridership and financial plan are the basis for FTA project rating. Additionally, FTA projects require extra level of coordination (by and between local, regional, state and federal participants) beyond that of a typical FHWA project. Contact Modal Office and TSM&O Engineer for applicable scope for FTA projects*

The CONSULTANT will perform engineering activities essential to develop and evaluate transit and multimodal alternatives as outlined in **Part 1, Chapter 14** of the **PD&E Manual**, federal guidelines, and as specified in this section.

### 4.23.1 Transit Concepts and Alternatives

Commented [MV44]: Select either option 1 or option 2

The CONSULTANT will review the following Transit Concepts and Alternatives Review report that was completed during Planning for this Project and incorporate its results in the Project environmental and engineering documents. The CONSULTANT will also review Bicycle/Greenway plans that are were conducted along or near the Project corridor.

Commented [MV45]: Option 1

*List previously completed transit or multimodal studies/plans*

The CONSULTANT will conduct a Transit Concepts and Alternatives Screening analysis and document the results as guided by FDOT guidance before proceeding with a detailed alternatives analysis. Activities associated with the task include:

- Identification of key agencies and their respective roles.
- Development of the project definition – problem statement, purpose, and need.
- Identification of relevant and anticipated public transportation system analyses, Transit Development Plan (TDP) projects, and service enhancements effected by the Project.
- Development and submittal of the Evaluation Plan that defines the evaluation criteria.
- Selection and calibration of the transit travel demand and ridership forecasting model.
- Completion of a travel market assessment.
- Identification of potential funding source and / or federal grant programs.

Commented [MV46]: Option 2

### 4.23.2 Existing and Planned Transit Infrastructure and Services

The CONSULTANT will review transportation systems planning data developed for long range plans, any previously completed technical feasibility studies, and other planning efforts within the Study Area.

The CONSULTANT will collect necessary data related to existing and planned transit infrastructure and service characteristics within the Study Area including stop locations, alignment / routing, frequency, span, vehicle loads, vehicle speeds and delays, excess passenger wait and transfer times, and ridership by stop and by route. The CONSULTANT will analyze the existing and planned transit system to identify deficiencies both from a transit agency and transit user perspective.

#### **4.23.3 Connectivity and Accessibility**

The CONSULTANT will analyze existing connectivity and accessibility conditions with respect to bicycles, pedestrians, freight and automobile demands or travel patterns within the Project area. The CONSULTANT will develop and evaluate potential multimodal connectivity and accessibility are consistent with the needs of the Project. This activity may include the following:

- Analyzing connectivity to existing and planned modes and multimodal facilities with a focus on additional transit services, and bicycle and pedestrian facilities near and at proposed stop / station locations.
- Analyzing Project accessibility features that focus on providing new bicycle parking facilities (both on-street and off-street), bicycle sharing facilities, and new local transit, circulator, and / or shuttle bus connectivity.
- Analyzing and accommodating American with Disabilities Act (ADA) accessibility
- Expanding existing or providing new public parking facilities.
- Enhancing, expanding, or providing new delivery vehicle, taxis, tour buses, and / or other types of passenger loading spaces.
- Analyzing park and ride lots or potential express bus service if express lanes are considered that could impact ingress/egress locations.
- Analyzing transit in relation to the development of a comprehensive shelter program or even a super stop that may require ROW, park and ride lots, TSM&O features relative to TSP, Queue Jump

#### **4.23.4 Transit Operational Analysis**

The CONSULTANT will evaluate transit operations for each Study analysis year. The analysis methodology must be developed in consultation with the DEPARTMENT, local transit and coordinating agencies, and other agencies as appropriate. The CONSULTANT will identify the appropriate fleet or vehicle requirements, travel times, station boarding times, transit vehicle acceleration and deceleration requirements, and route miles, and vehicle revenue hours. The CONSULTANT will modify the operating plan after review of the initial transit usage estimates to better match service with demand.

The CONSULTANT will also perform the following activities in connection with the Project:

- Assess effect on supporting multimodal accommodations at appropriate locations.
- Assess effect on existing and planned traffic, transit services, and park-and-ride facilities
- Conduct analysis of transit vehicle ingress and egress at station locations and other merge/diverge conditions.
- Assess signal interconnection and progression along the Project.
- Assess use of the transit lanes as auxiliary right turn lanes at intersections and driveways
- Assess use of Transit Signal Priority (TSP) at all signalized intersections.
- Assess use of mixed-traffic access management along the corridor to reduce conflicts and improve capacity.

The CONSULTANT will prepare a Transit Operational Report documenting the methodology, analysis and results of transit operational analysis and transit service plan. The Transit Operational Report will also include transit ridership and revenue forecasts analysis.

#### 4.23.5 Ridership and Revenue Estimations

The CONSULTANT will perform Ridership and Revenue Estimations for each Study analysis year. For the purposes of developing transit ridership forecasts, the CONSULTANT will define transit mode share and demand assumptions applied to the proposed operating plans and fare schemes.

The CONSULTANT will conduct a series of sensitivity tests to determine the change of ridership and revenue in response to operational changes, key input variables, and model parameters. The CONSULTANT will modify these assumptions after review of the initial transit usage estimates to accurately match service with demand.

Products of the ridership and revenue forecasts include:

- Estimates for linked and unlinked trips by station to station movements, major market segments, and major movement types.
- Identification of supporting transit service ridership estimates by analysis year.
- Identification of transit mode shift or market share within Study Area.
- Calculation of revenue estimates for each analysis year organized by station to station movements, major market segments, and major movement types.
- Determination of estimated user (road and transit) benefits related to time savings, cost savings, and accident reductions as prescribed by the Lead Federal Agency.

The CONSULTANT will document the initial findings from the ridership and revenue forecasting to be presented at the earliest practical time to the DEPARTMENT and coordinating agencies. Comments will be requested and taken into consideration when finalizing ridership and revenue estimates. The CONSULTANT will document the results of this activity in a Transit Ridership and Revenue Memorandum and attach to the Transit Operational Report.

#### 4.23.6 Transit Cost Estimates and Financial Commitments

All cost estimates are to be developed in coordination with the <<insert the name of Project Sponsor>>. The CONSULTANT will develop estimated Project construction cost estimates using the FTA Standard Cost Categories (SCC), FTA project cost databases, recent construction costs, and the Department's long range estimating (LRE) program. Construction costs must include traffic management, fleet capital, vehicle support systems, station construction, maintenance facility needs, and right of way costs. Cost estimates must also be annualized per federal guidance.

The CONSULTANT will be responsible for reviewing and updating the cost estimates when scope changes occur, and at project milestones.

The CONSULTANT will develop estimated Project operating and maintenance cost estimates. All operating and maintenance cost estimates will use the federal guidance, as appropriate. Cost estimates must also be annualized per federal guidance.

The CONSULTANT will be responsible for reviewing and updating the cost estimates when scope changes occur, and at project milestones.

The CONSULTANT will assist the DEPARTMENT with supporting documentation required by the DEPARTMENT to prepare (or update) a 20-year financial plan to demonstrate that the minimum required percentage of non federal Project funding is committed. Financial advisors are already under contract with the DEPARTMENT and a sub-CONSULTANT will not be needed.

#### **4.23.7 Proposed Transit Service and Operations Plan**

The CONSULTANT will develop and evaluate transit operating plans that address the project objectives. The service plan must be developed in consultation with the DEPARTMENT, local transit agencies, and other agencies as appropriate. The service and operations plan will be used to estimate ridership and revenue. The CONSULTANT will identify the appropriate fleet or vehicle requirements, travel times, and passenger miles travelled within the operating plan.

#### **4.23.8 Transit Infrastructure Alternatives**

The CONSULTANT will define and evaluate the physical and technical components of each Project alternative and design concept as outlined in the **PD&E Manual**, and the **American Railway Engineering and Maintenance-of-Way Association Manual**.

The project definition must include design criteria and the desired performance characteristics of the Project. The CONSULTANT will coordinate with the DEPARTMENT Project Manager as to the level of engineering detail required for the PD&E Study.

The CONSULTANT will define and evaluate Project station locations based on ridership estimates. Based on fleet requirements, the CONSULTANT will define and evaluate potential enhancements or new locations for maintenance and operation facilities.

The CONSULTANT will analyze a Project station's potential to serve as a park-and-ride and/or intermodal facility based on Project demand. The CONSULTANT will develop concept plans for the various on-street station types, off-street park-and-ride/transit intermodal facilities, platform concepts and circulation. This will include modifications and/or expansions of existing transit facilities as well as new transit facilities.

The CONSULTANT will review roadway access to each of the proposed station and facility sites. The CONSULTANT will identify access issues and provide potential solutions. The solutions may range from the widening or extending of exiting roadways, new roadway connections, bicycle facilities, or pedestrian accessibility. This will be coordinated with the DEPARTMENT and local governmental agencies.

#### **4.23.9 Constructability Review**

The CONSULTANT will review the constructability of the project by consider the likely response by contractors bidding on the proposed projects, as well as the ability to efficiently construct the project, to maintain traffic, and to maintain multimodal accommodations for the Study Area.

## **5.0 ENVIRONMENTAL ANALYSIS AND REPORTS**

Tasks described within this section direct work efforts applicable to the environmental analysis and documentation for this Project. Prior to beginning environmental work, the CONSULTANT must review the ETDM Programming Screen Summary Report, summary degree of effect, resource agencies' comments, permits that may be required, and GIS information from the Environmental Screening Tool (EST). This review will support the CONSULTANT's ability to adequately assess the potential for Project alternatives to affect known environmental resource issues.

CONSULTANT activities to conduct and prepare environmental analysis and reports shall be done under the direction of the DEPARTMENT Project Manager. The CONSULTANT will collect pertinent environmental data, conduct analyses, and document the results of this analysis within technical reports or

memoranda. The analyses and reporting will be performed and presented in accordance with the procedures in the **PD&E Manual**. The CONSULTANT will analyze all Build Alternatives and the No Build Alternative with respect to impacts to natural, cultural, social and physical resources and document all analyses in the reports. Wherever appropriate the CONSULTANT will describe proposed measures to avoid, minimize, or mitigate project impacts on the environmental issues. Additionally, the CONSULTANT will summarize results of the environmental analysis in the Environmental Document. The CONSULTANT must verify and record in the Environmental Document any environmental resource that is identified as “No Involvement”. The consultant will summarize in the Environmental Document the results of analysis of environmental resources that were completed as part of another study or performed by others concurrent with this project.

*Note to the scope developer: The level of assessment depends on the complexity of the project, level of controversy, potential for significant impacts and degree and quality of information / data available from previous activities. It is the DEPARTMENT Project Manager’s responsibility to determine the level of involvement and provide appropriate direction in this Scope of Services. The DEPARTMENT, guided by the PD&E Manual, will identify conditions that do not require environmental evaluations in this PD&E Study. Tasks listed below represent the outcome of this determination.*

*Note to scope developer: Some of the tasks in this activity might have been prepared and completed before the PD&E study was procured, or may be performed by others under a separate contract. FDOT will provide all relevant prior efforts. Modify the tasks appropriately to reflect required amount of work for this contract.*

## 5.1 **SOCIOCULTURAL EFFECTS**

THE CONSULTANT will conduct a Sociocultural Effects (SCE) evaluation in accordance with **Part 2, Chapter 94** of the **PD&E Manual**. The CONSULTANT will document the results of the SCE Evaluation in the Environmental Document and in the Project file and / or complete a stand-alone SCE report if required. If no involvement for a particular issue is indicated, then standard statements to that effect from **Part 2, Chapter 94** of the **PD&E Manual** will be included in the Environmental Document.

### 5.1.1 **Social**

- **Community Cohesion:** The CONSULTANT will identify and assess potential Project impacts on physical barriers, traffic pattern changes, social pattern changes, and loss of connectivity to community features and facilities.
- **Special Community Designation:** The CONSULTANT will identify and assess potential Project impacts on schools, churches, parks, emergency facilities, social services, daycare facilities, retirement centers, community centers, and retail locations.
- **Safety / Emergency Response:** The CONSULTANT will identify and assess potential Project impacts on the creation of isolated areas; emergency response time changes; and location of police, fire, emergency medical services, healthcare facilities, and government offices.
- **Demographics:** The CONSULTANT will identify and assess potential Project impacts on minority, LEP persons, disabled persons, low-income populations, and/or special populations within the Project area.
- **Community Goals and Quality of Life:** The CONSULTANT will identify and assess potential Project impacts on social value changes and compatibility with community goals and vision.

**Commented [VM47]:** There are three cases for this task  
 1. Resource is not present or is present but will not be impacted. Display “This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document.”  
 2.The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display “The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document.”  
 3.Resource will be impacted and will require analysis under this study. Display the default text.

**Commented [VM48]:** There are three cases for this task  
 1. Resource is not present or is present but will not be impacted. Display “This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document.”  
 2.The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display “The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document.”  
 3.Resource will be impacted and will require analysis under this study. Display the default text.



### 5.1.2 Economic

- **Business and Employment:** The CONSULTANT will assess potential Project impacts to business and employment activity in the project area, including industries with special needs (e.g., freight distributor) or significance (e.g., regional employer), economic-oriented land use, economic development plans, special designations, and community development priorities. Assessment will also include identification of changes to routes, access, parking, or visibility that could benefit or impair businesses, employment centers, community facilities, or population.
- **Property Values and Tax Base:** The CONSULTANT will assess potential Project impacts on the tax base, employment opportunities, and property values.

### 5.1.3 Land Use Changes

The CONSULTANT will evaluate the Project's consistency with the physical character of the area and applicable community plans.

### 5.1.4 Mobility

The CONSULTANT will evaluate potential Project impact on mobility and accessibility with regard to all transportation modes (i.e., pedestrian, bicycle, transit and vehicles) in the Study Area.

The CONSULTANT will evaluate potential Project impact on mobility and accessibility on populations defined as transit dependent or zero to one car households.

### 5.1.5 Aesthetics

The CONSULTANT will evaluate and summarize the Project's effect on viewshed and vista, community focal points, historic structures, landmarks, and community character, in accordance with the PD&E Manual.

### 5.1.6 Relocation Potential

The CONSULTANT will identify residences, businesses, and institutional or community facilities that may require relocation to accommodate the Project. It is estimated that <<Insert Number>> parcels will require relocation. The CONSULTANT will obtain additional site-specific information needed to evaluate the effect of each Project alternative on the displacement of residences and businesses.

The CONSULTANT will collect the data and perform the analysis necessary to complete a Conceptual Stage Relocation Plan (CSRP) for the proposed alternatives according to Chapter 9 of the Right-of-Way Procedures Manual.

## 5.2 CULTURAL RESOURCES

The CONSULTANT will prepare a Research Design and Survey Methodology for the project, to be submitted to the DEPARTMENT for approval prior to the initiation of field work. The CONSULTANT shall identify and map out the zones of probability for the Project study area, and identify any previously recorded resources. The Area of Potential Effect (APE) will be determined (including pond sites). The CONSULTANT will summarize each of the cultural resource issues in the Environmental Document. If noninvolvement for a particular issue is indicated, then a statement to that effect will be included. The CONSULTANT will use a professional qualified under the provisions of 36 CFR 61 in compliance with the National Historic Preservation Act of 1966 (Public Law 89-665, as amended) and the implementing

**Commented [VM49]:** There are three cases for this task  
1. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
2.The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display "The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document."  
3.Resource will be impacted and will require analysis under this study. Display the default text.

**Commented [VM50]:** There are three cases for this task  
1. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
2.The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display "The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document."  
3.Resource will be impacted and will require analysis under this study. Display the default text.

**Commented [VM51]:** There are three cases for this task  
1. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
2.The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display "The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document."  
3.Resource will be impacted and will require analysis under this study. Display the default text.  
4.

**Commented [MV52]:** Transit only

**Commented [VM53]:** 1.Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
2.The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display "The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document."  
3.Resource will be impacted and will require analysis under this study. Display the default text.

**Commented [VM54]:** There are three cases for this task  
1. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
2.The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display "The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document."  
3.Resource will be impacted and will require analysis under this study. Display the default text.



regulations (36 CFR 800), as well as with the provisions contained in Chapter 267, Florida Statutes, to perform all work in this task.

The CONSULTANT will assess the direct and indirect effects and will document the severity of the following items in the Environmental Document and Project file:

#### 5.2.1 Archaeological and Historic Resources

The CONSULTANT will identify and analyze impacts to archaeological sites and historic resources within the Project's Area of Potential Effects (APE). The APE must include potential pond sites. The CONSULTANT will prepare a research design methodology and perform a Cultural Resources Assessment Survey in accordance with Part 2, Chapter 8 of the PD&E Manual. All work will be documented and coordinated with appropriate agencies as per Part 2, Chapter 8 of the PD&E Manual, and the DEPARTMENT's Cultural Resource Management Handbook. In addition, attendance at public meetings may be required. The CONSULTANT will review and address any resources issues or comments by the State Historic Preservation Office (SHPO) listed in the Programming Screen Summary Report.

The CONSULTANT will assist the DEPARTMENT in meetings by providing technical support in Section 106 Meetings, such as Cultural Resource Committee Meeting.

The CONSULTANT will prepare Cultural Resources Assessment Survey (CRAS) documentation detailing the results of the survey and assessments of resource significance, including a Florida Master Site File (FMSF) form. The Research Design and Survey Methodology and the Pond Site Technical Memo will be included in the CRAS appendix.

#### 5.2.2 Recreational, Section 4(f)

- **Section 4(f) Determination of Applicability:** The CONSULTANT will complete the documentation and coordination required for a Section 4(f) Determination of Applicability in accordance with Part 2, Chapter 7 of the PD&E Manual.
- **Section 4 (f) "de minimis" Documentation:** The CONSULTANT will prepare Section 4(f) "de minimis" documentation in accordance with Part 2, Chapter 7 of the PD&E Manual.
- **Section 4(f) Evaluation:** The CONSULTANT will complete the documentation for Section 4(f) requirements in accordance with Part 2, Chapter 7 of the PD&E Manual.

### 5.3 NATURAL RESOURCES

The CONSULTANT will assess and summarize each of the natural resource issues in the Environmental Document. If no involvement for a particular issue is indicated, then a statement to that effect will be included.

The CONSULTANT will identify the natural resource evaluation area. The CONSULTANT will assess the direct, and indirect effects and will document the severity of the following items in the Environmental Document and project file:

#### 5.3.1 Wetlands

**Wetlands and Surface Waters:** The CONSULTANT will identify the type, quality, and function of wetlands, or reference previously completed documentation relevant to the Project. The CONSULTANT will establish Uniform Mitigation Assessment Method (UMAM) for representative wetlands in accordance with Part 2, Chapter 9 of the PD&E Manual. The CONSULTANT will evaluate alternatives that avoid wetland impacts and, where unavoidable, identify practicable measures to minimize impacts. Any impact to wetlands requires development

**Commented [VM55]:** There are three cases for this task  
1. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
2. The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display "The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document."  
3. Resource will be impacted and will require analysis under this study. Display the default text.

**Commented [VM56]:** There are three cases for this task  
1. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
2. The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display "The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document."  
3. Resource will be impacted and will require analysis under this study. Display the default text.

**Commented [VM57]:** There are three cases for this task  
4. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
5. The task was completed prior to PD&E by others or will be done by others concurrent with this PD&E. Display "The DEPARTMENT will provide the technical report for the analysis of this resource and the CONSULTANT will summarize the results in the Environmental Document."  
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of a Conceptual Mitigation Plan. The CONSULTANT will document the results of Wetlands Evaluation in the Natural Resources Evaluation (NRE) Report to document all coordination activities with resource agencies, wetland impact assessment, and mitigation analysis.

### 5.3.2 Essential Fish Habitat

The CONSULTANT will conduct field review, survey, and appropriate coordination with resource agencies to assess impacts to essential fish habitat (EFH) in accordance with **Part 2, Chapter 17** of the **PD&E Manual**. The CONSULTANT will prepare the EFH Assessment as a component of the NRE to document potential adverse effects to EFH and measures to address those effects.

### 5.3.3 Wildlife and Habitat

**Analysis and Report:** The CONSULTANT will perform research, field reviews, survey, and coordination necessary to determine Project involvement with and potential impacts to federal and state protected, threatened or endangered species and their habitats. Additionally, the CONSULTANT will develop a study design (which will be approved by the DEPARTMENT) to evaluate the magnitude of Project involvement with wildlife and their habitat. If required, the CONSULTANT will prepare the Biological Assessment as a part of the NRE.

The CONSULTANT will assess project's potential impacts to wildlife and habitat in accordance with **Part 2, Chapter 17** of the **PD&E Manual**. The CONSULTANT will assist the DEPARTMENT in consultations, if required.

**Conservation Measures and Mitigation Plan:** The DEPARTMENT Project Manager will provide a description of the habitat conservation measures to be considered. The CONSULTANT will provide an analysis of wildlife and habitat conservation measures.

### 5.3.4 Natural Resource Evaluation Report

The CONSULTANT will document the results of the Wetlands and EFH, Wildlife and Habitat, evaluations in a Natural Resources Evaluation (NRE) report in accordance with **Part 2, Chapter 16** of the **PD&E Manual**.

### 5.3.5 Water Quality

The CONSULTANT will evaluate the data for and document water quality in the Water Quality Impact Evaluation (WQIE) Checklist in accordance with **Part 2, Chapter 11** of the **PD&E Manual**

### 5.3.6 Special Designations

The CONSULTANT will evaluate the data for and document the following special designations if applicable: Outstanding Florida Waters, Wild and Scenic Rivers, Aquatic Preserves, Coastal Barrier Resource, and Scenic Highways, in accordance with **Part 2, Chapters 5, 10, 12, and 15** of the **PD&E Manual**, respectively.

### 5.3.7 Identify Permit Needs

The CONSULTANT will review the Programming Screen Summary Report and identify permits required for the project.

**Commented [VM58]:** There are three cases for this task  
1. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
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**Commented [VM60]:** There are three cases for this task  
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**Commented [VM61]:** There are three cases for this task  
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3.Resource will be impacted and will require analysis under this study. Display the default text.

- The CONSULTANT will perform activities that will inform and accelerate the permitting process, including activities to acquire permits during PD&E (as required by the DEPARTMENT).
- List expected permits, e.g., USCG, USACE, and WMD.

**Commented [MV62]:** Include this if the Project will accelerate the permits with PD&E

### 5.3.8 Farmland

If applicable, the CONSULTANT will evaluate the data and document potential farmland impacts in accordance with **Part 2, Chapter 6** of the **PD&E Manual**.

**Commented [VM63]:** There are three cases for this task  
 1. Resource is not present or is present but will not be impacted. Display “This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document.”  
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 3. Resource will be impacted and will require analysis under this study. Display the default text.

## 5.4 PHYSICAL EFFECTS

The CONSULTANT will summarize each of the physical effect issues in the Environmental Document. If no involvement for a particular issue is indicated, then a statement to that effect will be included. The CONSULTANT will identify the physical effect evaluation area. The CONSULTANT will assess the direct and indirect effects and will document the severity of the following:

### 5.4.1 Noise

The CONSULTANT will perform the noise analysis, noise abatement evaluation, and assessment of construction noise and vibration in accordance with the **Part 2, Chapter 18** of the **PD&E Manual** and the current version of FDOT’s Traffic Noise Modeling and Analysis Practitioner’s Handbook. The CONSULTANT will attend a noise study methodology meeting with the DEPARTMENT prior to beginning analysis.

The CONSULTANT will document methodology and results of noise analysis and noise abatement evaluation in the Noise Study Report (NSR). The CONSULTANT will provide an electronic copy of the NSR, in PDF format, as well as all TNM input/output files, and “readme” file that support the information documented in the report.

If the Project is determined to be a Type III project, the CONSULTANT will document that in the Project File.

**Commented [VM64]:** There are three cases for this task  
 1. Resource is not present or is present but will not be impacted. Display “This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document.”  
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 3. Resource will be impacted and will require analysis under this study. Display the default text.

**Commented [MV65]:** Also affected for SWAT projects

### 5.4.2 Transit Noise and Vibration Analysis

The CONSULTANT will conduct a transit noise and vibration analysis as guided by **Part 1, Chapter 14** of the **PD&E Manual** and **Chapter 8** of the **FTA Transit Noise and Vibration Impact Assessment Handbook**.

**Commented [VM66]:** There are three cases for this task  
 1. Resource is not present or is present but will not be impacted. Display “This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document.”  
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 3. Resource will be impacted and will require analysis under this study. Display the default text.  
 4.

### 5.4.3 Air Quality

The CONSULTANT will gather data, perform the air quality screening analysis, and prepare the Air Quality Technical Memorandum to document the results of the screening analysis in accordance with **Part 2, Chapter 19** of the **PD&E Manual**. Traffic data shall be prepared by the project’s Traffic Engineer.

The CONSULTANT will coordinate air quality monitoring if the project fails the Screening Analysis.

The DEPARTMENT will contact the FTA Region IV office to discuss the emissions modeling or “hot-spot” analysis requirements for transit projects. The CONSULTANT will use FTA guidance to perform or coordinate air quality monitoring

**Commented [VM67]:** Multimodal/Transit only

#### 5.4.4 Construction Impact Analysis

The CONSULTANT will evaluate and document the potential impacts of construction of the Project alternatives in accordance with **Part 2, Chapter 6** of the **PD&E Manual**.

#### 5.4.5 Contamination

The CONSULTANT will gather data, review data, and investigate contamination issues within the limits of the project and identify potentially contaminated sites in accordance with **Part 2, Chapter 20** of the **PD&E Manual**.

The CONSULTANT will document data reviewed, findings, risk rating of potential contamination sites, and recommendation for additional assessment actions in the Contamination Screening Evaluation Report.

### 5.5 CUMMULATIVE EFFECTS EVALUATION

The CONSULTANT will perform and document cumulative effects evaluation of each resource of concern identified based on context and in consultation with the DEPARTMENT as per the process outlined in the **Cumulative Effects Evaluation Handbook**. The cumulative effects evaluation should build upon information derived from the direct and indirect effects analyses.

### 5.6 PROJECT COMMITMENTS RECORD

The CONSULTANT will assist the DEPARTMENT in filling out **Form No. 700-011-35 Project Commitments Record (PCR)** to document project commitments in the Commitments section of the Environmental Document. DEPARTMENT **Procedure 700-011-035** will be used by the CONSULTANT for recording the project commitments. The CONSULTANT will forward the completed PCR form to the DEPARTMENT Project Manager.

**Commented [VM68]:** There are three cases for this task  
1. Resource is not present or is present but will not be impacted. Display "This resource is not present or will not be impacted by the project. The CONSULTANT must verify and record in the Environmental Document."  
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**Commented [TK70]:** Should we be adding in that they are doing this work in consultation with the PM?

## 6.0 ENVIRONMENTAL DOCUMENT

### <<Class of Action is Type 2 CE>>

The CONSULTANT will assist the DEPARTMENT in completing the FHWA Type 2 Categorical Exclusion Form and all attachments in accordance with **Part 1, Chapter 5** of the **PD&E Manual**.

The CONSULTANT will assist the DEPARTMENT in completing the FTA Categorical Exclusion Checklist and all attachments in accordance with **Part 1, Chapter 14** of the **PD&E Manual**.

### <<Class of Action is EA>>

The CONSULTANT will assist the DEPARTMENT in preparing an Environmental Assessment in accordance with **Part 1, Chapter 6** of the **PD&E Manual**.

If after completing the EA, FHWA determines that there are no significant impacts resulting from the project, the CONSULTANT under the direction of the Department will prepare a Finding of No Significant Impact (FONSI) in accordance with **Part 1, Chapter 7** of the **PD&E Manual** for review and approval by FHWA. If the EA discovered that the project would result in significant impacts, the DEPARTMENT will upgrade the project to an Environmental Impact Statement (EIS).

The CONSULTANT will assist the DEPARTMENT in preparing an Environmental Assessment in accordance with **Part 1, Chapter 14** of the **PD&E Manual**.

If after completing the EA, FTA determines that there are no significant impacts resulting from the project, the CONSULTANT under direction of the Department will prepare a Finding of No Significant Impact (FONSI) in accordance with **Part 1, Chapter 14** of the **PD&E Manual** for FTA review and approval. If the EA discovered that the project would result in significant impacts, the DEPARTMENT will upgrade the project to an Environmental Impact Statement (EIS).

### <<Class of Action is EIS>>

The CONSULTANT will assist the DEPARTMENT in preparing a Draft Environmental Impact Statement (DEIS) in accordance with **Part 1, Chapter 8** of the **PD&E Manual**.

The CONSULTANT will assist the DEPARTMENT in preparing a Combined

Final Environmental Impact Statement and Record of Decision (FEIS/ROD) in accordance with **Part 1, Chapter 9** or **Part 1, Chapter 14** of the **PD&E Manual**.

The CONSULTANT will assist the DEPARTMENT in preparing a Final Environmental Impact Statement (FEIS) in accordance with **Part 1, Chapter 9** or **Part 1, Chapter 14** of the **PD&E Manual**. The CONSULTANT will also prepare a Record of Decision (ROD) under the direction of the Department to be submitted with FEIS.

The CONSULTANT will assist the DEPARTMENT in preparing a Draft Environmental Impact Statement (DEIS) in accordance with **Part 1, Chapter 14** of the **PD&E Manual**.

**Commented [MV71]:** One of the following Four Options is to be automatically selected based on the Class of Action  
1.Type 2 Categorical Exclusion (Type 2 CE)  
2.Environmental Assessment (EA)  
3.Environmental Impact Statement (EIS)  
4.State Environmental Impact Report (SEIR)  
Within the first three options, there are two options one of which should be selected automatically based on **the type of the project:** Highway/Pedestrian Projects or Transit Projects.

**Commented [MV72]:** COA = CE and Project is Highways

**Commented [MV73]:** COA = CE and Project is transit

**Commented [MV74]:** COA = EA and Project is Highway

**Commented [MV75]:** COA = EA and Project is transit

**Commented [MV76]:** Combined FEIS/ROD

**Commented [MV77]:** COA = EIS and Project is Highway  
Choose the paragraph for combined FEIS/ROD or separate FEIS and ROD as appropriate

**Commented [MV78]:** Separate FEIS and ROD

The CONSULTANT will assist the DEPARTMENT in preparing a Combined Final Environmental Impact Statement and Record of Decision (FEIS/ROD) in accordance with **Chapter 14** of the **PD&E Manual**.

**Commented [MV79]:** Combined FEIS/ROD

The CONSULTANT will assist the DEPARTMENT in preparing a Final Environmental Impact Statement (FEIS) in accordance with **Part 1, Chapter 14** of the **PD&E Manual**. The CONSULTANT will also prepare a Record of Decision (ROD) under the direction of the Department to be submitted with FEIS.

**Commented [MV80]:** Separate FEIS and ROD

**Commented [MV81]:** COA = EIS and Project is Transit  
Choose the paragraph for combined FEIS/ROD or separate FEIS and ROD as appropriate

<<Class of Action is SEIR>>

The CONSULTANT will assist the DEPARTMENT in preparing a State Environmental Impact Report (SEIR) and any attachments that will be required for the District Secretary to make a determination as per **Part 1, Chapter 10** of the **PD&E Manual**.

**Commented [MV82]:** COA is SEIR

## 7.0 METHOD OF COMPENSATION

Payment for the work accomplished will be in accordance with **Exhibit B** of this contract. The DEPARTMENT's Project Manager and the CONSULTANT will monitor the cumulative invoiced billings to ensure the reasonableness of the billings compared to the study schedule and the work accomplished and accepted by the DEPARTMENT. The DEPARTMENT Project Manager will decide whether work of sufficient quality and quantity has been accomplished by comparing the reported Scope of Services percent complete against actual work accomplished.

Payments will not be made that exceed the percentage of work identified in the approved payout curve and schedule provided. The CONSULTANT shall provide a list of key events and the associated total percentage of work considered to be complete at each event. This list shall 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.

## 8.0 DESIGN SERVICES (SEE ANOTHER EXHIBIT FOR SET OF INSTRUCTIONS)

*Note to the scope developer: The Design Scope of Services will be Part 2 of this scope of services. Design related activities should be covered under the Design Scope of Services. Work with the Design Phase Project Manager to develop scope of services for the design activities that overlaps both PD&E and Design. Consult the current Design Standard Scope of Services for Roadway and Structures, and coordinate with the responsible office for the appropriate scope language. Modify tasks identified in Section 4.0, Engineering Analysis, by appropriately scaling down or eliminating some of the tasks.*

- *Roadway Analysis and Roadway Plans*
- *Drainage Analysis*
- *Utilities*
- *Environmental Permitting, Compliance and Clearance*
- *Structures*
- *Signing and Pavement Marking Analysis and Plans*
- *Signalization Analysis and Plans*

**Commented [MV83]:** Do not display Section 8 if there is no Design Phase overlap  
If there is Design Phase Overlap, select one of the three options depending on the type of overlap and Complete the Scope of Services for Design services and call Exhibit A2.  
Option 1 is selected, display option 1 text below  
Option 2 is selected, display option 2 text below  
Option 3 is selected, display option 3 text below



- *Lighting Analysis and Plans*
- *Landscape Architecture Analysis and Plans*
- *Survey*
- *Photogrammetry*
- *Mapping*
- *Terrestrial Mobile LiDAR*
- *Architecture Development*
- *Intelligent Transportation Systems Analysis and Plans*
- *Geotechnical*

The CONSULTANT shall complete Design tasks and activities as identified in **Part 2 of this Exhibit** concurrent with PD&E Study. Design and development of contract plans for this project shall conform to the PD&E Manual, FDM, and CADD Manual.

Commented [VM84]: Option 1

Design services for this project will be performed by others concurrent with PD&E. The CONSULTANT will support will support preparation of design plans by attending and participating in design workshops and meetings as required by the DEPARTMENT Project Manager.

Commented [VM85]: Option 2

This PD&E Study has an option for design services. The CONSULTANT shall not proceed with any design activities without written authorization from the DEPARTMENT.

Commented [VM86]: Option 3