

EXHIBIT A



**SCOPE OF SERVICES**

**FOR**

**FINANCIAL PROJECT ID(s): 454711-1-12-01, 454711-1-22-01, 454711-1-32-01**

**SR 60 FROM E. OF SHORE DRIVE TO E. OF N. ROCK POINT DRIVE**

**AND**

**FINANCIAL PROJECT ID(s): 454696-1-12-01, 454696-1-22-01, 454696-1-32-01**

**SR 60 / GULF TO BAY BOULEVARD AT S. BELCHER ROAD**

**FDOT District 7**

Revised: 4/25/2025  
3/18/2025  
12/13/2024  
12/17/2024  
12/18/2024

Table of Contents

1 PURPOSE AND PROJECT DESCRIPTION ..... 2

    1.1 Project Description..... 4

    1.2 Project General (Activities 2, 3, and 4)..... 4

    1.3 Preliminary Engineering and Environmental Analysis (Activities 2, 3, 4, and 6a)..... 6

    1.4 Drainage (Activities 6a)..... 6

    1.5 Structures (Activities 9 and 18)..... 6

    1.6 Project Schedule ..... 7

    1.7 Submittals..... 7

    1.8 Provisions for Work..... 8

    1.9 Services to be Performed by the DEPARTMENT..... 8

2a PROJECT COMMON AND PROJECT GENERAL TASKS ..... 9

    2a.1 Project Common Tasks ..... 9

    2a.2 Project General Tasks..... 11

2b PUBLIC INVOLVEMENT ..... 12

    2b.2 Public Involvement Data Collection..... 12

    2b.3 Scheduled Public Meetings..... 13

    2b.4 Other Public and Agency Meetings or Informal Meetings..... 14

    2b.8 Comments and Coordination Report ..... 14

    2b.10 Communication Aids..... 14

    2b.11 Additional Public Involvement Requirements (Optional Services) ..... 15

3a PRELIMINARY ENGINEERING ANALYSIS..... 15

    3a.1 Existing Conditions..... 15

        3a.1.1 Previous Studies..... 15

        3a.1.2 Existing Conditions Analysis ..... 16

        3a.1.3 Base Maps..... 16

    3a.2 Travel Demand Forecasting ..... 17

    3a.3 Traffic Analysis ..... 17

    3a.9 Safety Analysis ..... 19

        3a.9.3 Safety Analysis Documentation..... 19

    3a.10 Alternatives Evaluation..... 19

    3a.11 Alternatives Analysis Documentation..... 20

3b ENVIRONMENTAL ANALYSIS AND REPORTS ..... 20

4 ROADWAY ANALYSIS ..... 21

*4.1 Design Controls and Criteria* ..... 21

*4.2 Typical Section*..... 21

*4.6 Geometric Design* ..... 21

*4.7 Access Management*..... 22

*4.8 Intersections and Interchanges*..... 22

*4.18 Cost Estimate* ..... 22

*4.23 Technical Meetings*..... 22

*4.24 Quality Assurance/Quality Control* ..... 23

*4.26 Supervision*..... 23

*4.27 Coordination*..... 23

**6a DRAINAGE ANALYSIS** ..... 23

*6a.19 Cost Estimate* ..... 23

*6a.27 Technical Meetings*..... 23

*6a.28 Quality Assurance/Quality Control* ..... 23

*6a.30 Supervision*..... 23

*6a.31 Coordination*..... 23

**9 STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWING** ..... 23

*9.11 Field Reviews*..... 23

*9.12 Technical Meetings*..... 23

*9.13 Quality Assurance/Quality Control* ..... 23

*9.15 Supervision*..... 23

*9.16 Coordination*..... 23

**18 STRUCTURES – MISCELLANEOUS**..... 23

*18.31 Other Structures*..... 23

**37 PROJECT REQUIREMENTS**..... 24

*37.1 Liaison Office*..... 24

*37.2 Key Personnel*..... 24

*37.3 Progress Reporting*..... 25

*37.4 Correspondence* ..... 25

*37.5 Professional Endorsement* ..... 25

*37.6 Computer Automation*..... 25

*37.7 Conflict of Interest* ..... 26

*37.8 Subconsultants* ..... 26

*37.9 Optional Services*..... 26

**38 INVOICING LIMITS** ..... 27

**SCOPE OF SERVICES FOR PLANNING STUDY, PROJECT DEVELOPMENT AND ENVIRONMENT STUDY, AND DESIGN SERVICES**

**HIGHWAY AND BRIDGE/STRUCTURAL DESIGN**

This Exhibit forms an integral part of the agreement between the State of Florida Department of Transportation (hereinafter referred to as the DEPARTMENT or FDOT) and **H.W. Lochner Inc** (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

Financial Project ID(s): **454711-1-12-01, 454711-1-22-01, 454711 1 32 01, 454696-1-12-01, 454696-1-22-01, 454696-1-32-01**

Related Financial Project ID(s): **455192-1-22-01, 447918-1, 441651-1**  
Federal Aid Project No.: TBD

ETDM No.: *N/A*

County Section No.: *N/A*

Roadway:

<b><i>Roadway ID</i></b>	<b><i>Begin Milepost</i></b>	<b><i>End Milepost</i></b>
<b><i>15220000</i></b>	<b><i>0.197</i></b>	<b><i>1.225</i></b>
<b><i>15045000</i></b>	<b><i>0.00</i></b>	<b><i>1.370</i></b>
<b><i>15045101</i></b>	<b><i>0.00</i></b>	<b><i>0.764</i></b>
<b><i>15045000</i></b>	<b><i>1.402</i></b>	<b><i>1.697</i></b>
<b><i>15007000</i></b>	<b><i>3.021</i></b>	<b><i>3.785</i></b>
<b><i>15040000</i></b>	<b><i>1.661</i></b>	<b><i>9.443</i></b>
<b><i>10140000</i></b>	<b><i>0.000</i></b>	<b><i>5.363</i></b>
<b><i>15514000</i></b>	<b><i>2.789</i></b>	<b><i>3.101</i></b>

Bridge No(s):

- ***150043***
- ***150244***
- ***150111***
- ***150260***
- ***154266***
- ***150138***
- ***100301***
- ***100850***

Railroad Crossing No.: ***626804-V, 626805-C***

Lead Agency: ***Florida Department of Transportation***

Context Classification:

- ***C3C-Suburban Commercial: Mostly non-residential uses with large building footprints and large parking lots within large blocks and a disconnected or sparse roadway network.***
- ***C4-Urban General: Mix of uses set within small blocks with a well-connected roadway network. May extend long distances. The roadway network usually connects to residential neighborhoods immediately along the corridor or behind the uses fronting the roadway.***
- ***C5-Urban Center: Mix of uses set within small blocks with a well-connected roadway network. Typically concentrated around a few blocks and identified as part of a civic or economic center of a community, town, or city.***

## **1 PURPOSE AND PROJECT DESCRIPTION**

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and the DEPARTMENT regarding the ***planning study for the transportation facility described herein. The scope includes conducting a comprehensive planning study to assess current and future transportation needs, identify context-sensitive solutions, and develop a strategy for future improvements. Optional Services include the Project Development and Environment (PD&E) Study, design, and preparation of complete sets of construction contract documents, along with any incidental engineering services as necessary to implement improvements recommended in the planning study. Optional Services for planning, PD&E, and design will be added by supplemental amendment.***

Major work mix includes:

- ***9998 - PLANNING MODELS/DATA UPDATE***

Major work groups include:

- ***3.2 - Major Highway Design***
- ***4.2.1 - Major Bridge Design - Concrete***
- ***4.2.2 - Major Bridge Design – Steel***
- ***13.5 - Subarea/Corridor Planning***

Minor work groups include:

- ***2.0 - PD&E Studies***
- ***3.1 - Minor Highway Design***
- ***4.1.1 - Miscellaneous Structures***
- ***4.1.2 - Minor Bridge Design***
- ***6.1 - Traffic Engineering Studies***
- ***6.2 - Traffic Signal Timing***
- ***6.3.1 - Intelligent Transportation Systems Analysis and Design***
- ***7.1 - Signing, Pavement Marking and Channelization***
- ***7.2 - Lighting***
- ***7.3 - Signalization***
- ***8.1 - Control Surveying***
- ***8.2 - Design, Right of Way & Construction Surveying***

- **8.3 - Photogrammetric Mapping**
- **8.4 - Right of Way Mapping**
- **9.1 - Soil Exploration**
- **9.2 - Geotechnical Classification Laboratory Testing**
- **9.3 - Highway Materials Testing**
- **9.4.1 - Standard Foundation Studies**
- **9.4.2 - Non-Redundant Drilled Shaft Bridge Foundation Studies**
- **9.5 - Geotechnical Specialty Laboratory Testing**
- **13.4 - Systems Planning**

The general objective is for the CONSULTANT to conduct a ***comprehensive planning study to assess transportation needs, propose context-sensitive solutions, and develop a strategic framework for future improvements to the transportation facility. Based on the outcomes of the planning study, Optional Services may include Project Development and Environment (PD&E) Studies, design phases, and the preparation of sets of contract documents for improvements identified in the planning study. These Optional Services will include*** plans, specifications, supporting engineering analysis, calculations, and other technical documents in accordance with FDOT policy, procedures, and requirements.

The CONSULTANT shall demonstrate good project management practices while working on this project. These include communication with the DEPARTMENT and others as necessary, management of time and resources, and documentation. The CONSULTANT shall set up and maintain ***a contract file in accordance with DEPARTMENT procedures throughout the planning study and any subsequent PD&E and design activities included as Optional Services.***

The CONSULTANT is expected to know the laws and rules governing their professions and are expected to provide services in accordance with current regulations, codes and ordinances and recognized standards applicable to such professional services. The CONSULTANT shall provide qualified technical and professional personnel to perform, to DEPARTMENT standards and procedures, the duties and responsibilities assigned under the terms of this agreement. The CONSULTANT shall minimize to the maximum extent possible the DEPARTMENT's need to apply its own resources to assignments authorized by the DEPARTMENT.

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

## 1.1 Project Description

*This project includes all phases of project development necessary to identify, evaluate, and design transportation improvements along SR 60 from E. of Shore Dr. to E. of N. Rocky Point Dr. The project will be a collaborative effort with Pinellas County, Forward Pinellas, and the City of Clearwater. Key priorities in the corridor include enhanced safety (particularly for pedestrians) with minimized impacts to operations; lighting; access management; enhanced transit connecting the beach, downtown, and the airport; travel time reliability; improved trail crossings; operational improvements at the SR 60 at Belcher intersection; and multimodal facilities and connectivity. This project will include all planning activities to understand corridor issues and identify, evaluate, and prioritize recommended improvements. This project will also include (as Optional Services) any PD&E and design phases necessary to implement any of these recommended improvements at the direction of the DEPARTMENT.*

*This project will overlap and run concurrently with a study on the Courtney Campbell Causeway (FPID 455192-1-22-01). While the project limits for this project extend from E. of Shore Dr. to E. of N. Rocky Point Dr., the main focus will be placed on developing improvements along SR 60 from E. of Shore Dr. to CR 611/McMullen Booth Road, a distance of approximately 8 miles. Project activities at McMullen Booth Road and to the east will need to be coordinated with the study on the Courtney Campbell Causeway. There are other upcoming projects in the corridor including a RRR project on SR 60 from E. of Old Coachman Rd. to Dr. Kiran Patel Blvd. (447918-1) and a RRR project on SR 60 from W. of Clearwater Harbor Channel to Memorial Causeway Bridge (441651-1). Efforts on the planning study and resulting recommendations should be coordinated with these projects.*

## 1.2 Project General (Activities 2, 3, and 4)

*Due to the various interests in this corridor, it is anticipated that significant public involvement will be necessary to adequately address the competing needs. There is also a wide spectrum of residents in the corridor, in terms of age and income, which means a range of engagement techniques are necessary. It is anticipated that public involvement activities in support of the initial phase of the planning study will consist of one (1) meetings of a Project Advisory Group (PAG) made up of agency staff, and one (1) ad hoc stakeholder meetings. Future Optional Services will add additional public involvement activities for a total of four (4) meetings of a Project Advisory Group (PAG) made up of agency staff, six (6) presentations to the boards/commissions/councils of local agencies and the MPO, six (6) presentations to MPO committees, and up to five (5) ad hoc stakeholder meetings. Public involvement activities will also include the development of newsletters and frequently asked questions. Social media, project website, radio/television content, and geofencing. The public involvement process and input will be summarized in a Public Involvement Summary Report.*

*Additional public involvement activities supporting the planning study and future PD&E and design phases recommended in the planning study may be included as Optional Services.*

## Access Management Classification:

- *Access Class 3*
- *Access Class 5*
- *Access Class 7*

## Transit Route Features:

- *PSTA Route 18*
- *PSTA Route 19*
- *PSTA Route 60*
- *PSTA Route 73*
- *Jolley Trolley Beach Route*
- *Jolley Trolley Coastal Route*
- *Suncoast Beach Trolley*

## Major Intersections and Interchanges:

Number of Major Intersections and Interchanges: **30** (*24 intersections within focus area, 6 included in FPID 455192-1-22-01*)

- *SR 60/Gulf to Bay Blvd. at Island Way*
- *SR 60/Chestnut Street at Oak Avenue*
- *SR 60/Chestnut Street at S Ft. Harrison Avenue*
- *SR 60/Court Street at Oak Avenue*
- *SR 60/Court Street at S Osceola Avenue*
- *SR 60/Court Street at S Ft. Harrison Avenue*
- *SR 60/Court Street at S Myrtle Avenue*
- *SR 60/Chestnut Street at S Myrtle Avenue*
- *SR 60/Court Street at S Martin Luther King Jr. Avenue*
- *SR 60/Court Street at Missouri Avenue*
- *SR 60/Court Street at S Hillcrest Avenue*
- *SR 60/Gulf to Bay Blvd. at S Highland Avenue*
- *SR 60/Gulf to Bay Blvd. at S Lake Drive*
- *SR 60/Gulf to Bay Blvd. at S Duncan Avenue*
- *SR 60/Gulf to Bay Blvd. at S Keene Road*
- *SR 60/Gulf to Bay Blvd. at Arcturas Avenue*
- *SR 60/Gulf to Bay Blvd. at S Hercules Avenue*
- *SR 60/Gulf to Bay Blvd. at S Belcher Road*
- *SR 60/Gulf to Bay Blvd. at S Old Coachman Road*
- *SR 60/Gulf to Bay Blvd. at US-19 Interchange*
- *SR 60/Gulf to Bay Blvd. at Park Place Blvd.*
- *SR 60/Gulf to Bay Blvd. at Sky Harbor Drive*
- *SR 60/Gulf to Bay Blvd. at Hampton Road*
- *SR 60/Gulf to Bay Blvd. at SR-611/S McMullen Booth Road*
- *SR 60/Gulf to Bay Blvd. at Bayshore Blvd. (Included with FPID 455192-1-22-01)*
- *SR 60/Gulf to Bay Blvd. at Dr. Kiran C Patel Blvd. (Included with FPID 455192-1-22-01)*

- ***SR 60/Gulf to Bay Blvd. at Boat Ramp Entrance (Included with FPID 455192-1-22-01)***
- ***SR 60/Gulf to Bay Blvd. at Ben T Davis Beach Entrance (Included with FPID 455192-1-22-01)***
- ***SR 60/Gulf to Bay Blvd. at Bay Harbor Drive (Included with FPID 455192-1-22-01)***
- ***SR 60/Gulf to Bay Blvd. at N Rocky Point Drive (Included with FPID 455192-1-22-01)***

Alternative Analysis:

***The CONSULTANT will conduct alternative analysis in support of the planning study. Additional alternative analysis needed to support the planning phase and any future PD&E and design phases recommended in the planning study may be included as Optional Services.***

### **1.3 Preliminary Engineering and Environmental Analysis (Activities 2, 3, 4, and 6a)**

***The CONSULTANT will conduct preliminary engineering analysis and environmental analysis to adequately support the development of a corridor planning study. Additional services required to support the PD&E and design phases of any recommendations advanced from the planning study may also be included as Optional Services.***

Previously Studied Project Alternatives: Development of alternatives will consider previously completed planning products.

Preliminary Engineering Analysis: The CONSULTANT shall perform engineering activities essential to develop and evaluate Project alternatives as outlined in Part 2 Chapter 3 of the PD&E Manual. Based on engineering analysis, the public involvement process, and environmental analysis, the DEPARTMENT will recommend ***improvements to advance to PD&E and/or design***. Some of the tasks under Activity 4 Roadway Analysis, Activity 6a Drainage Analysis, ***and Activity 18 Structures Miscellaneous*** will be used to perform preliminary engineering analysis for this project.

### **1.4 Drainage (Activities 6a)**

***The CONSULTANT will produce cost estimates for the drainage components of improvements identified in the planning study. Additional drainage analysis and plans needed to support the planning study and any future PD&E and design phases recommended in the planning study may be included as Optional Services.***

### **1.5 Structures (Activities 9 and 18)**

***For the planning phase, the CONSULTANT shall provide an assessment of existing conditions, a feasibility-level determination of modifications needed to structures based on coordination with roadway concepts, and budget-level costs using best guess assumptions on plan areas of modifications and inherent structure types for using appropriate unit costs. Additional structures activities in support of the planning phase or subsequent PD&E or Design phases may be included as Optional Services.***

Bridge:

<i>No.</i>	<i>Bridge Number</i>	<i>Length</i>	<i>Description</i>
<i>1</i>	<i>150043</i>	<i>323.0 LF</i>	<i>SR 60 Over Clearwater Harbor</i>
<i>2</i>	<i>150244</i>	<i>2340.0 LF</i>	<i>SR 60 Over Clearwater Harbor (Clearwater Memorial Causeway Bridge)</i>
<i>3</i>	<i>150111</i>	<i>46.3 LF</i>	<i>SR-651 (Court ST) Over Stevensons Creek</i>
<i>4</i>	<i>150260</i>	<i>590.0 LF</i>	<i>US-19 (SR-55) Over SR 60</i>
<i>5</i>	<i>154266</i>	<i>473.7 LF</i>	<i>CR 611 (McMullen Booth Rd) Over SR 60</i>
<i>6</i>	<i>150138</i>	<i>477.0 LF</i>	<i>SR 60 Over Old Tampa Bay (Included with FPID 455192-1-22-01)</i>
<i>7</i>	<i>100301</i>	<i>3255.0 LF</i>	<i>SR 60 Over Tampa Bay (Courtney Campbell Causeway) (Included with FPID 455192-1-22-01)</i>
<i>8</i>	<i>100850</i>	<i>229.0 LF</i>	<i>SR 60 Over Old Tampa Bay (Included with FPID 455192-1-22-01)</i>

**1.6 Project 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 or event schedule to the DEPARTMENT. The schedule must indicate all required submittals, critical path activities, and key project milestones or activity codes. The schedule must be based on the DEPARTMENT’s expected production date and must be approved by the DEPARTMENT.*

*An anticipated payout and fiscal progress curve must accompany the schedule. For the purpose of scheduling, the CONSULTANT shall allow for a review period of at least four (4) weeks for each draft technical report or memorandum submitted for District review.*

**1.7 Submittals**

*The CONSULTANT will compile and transmit draft documents identified in this Scope of Services to the DEPARTMENT for review. 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 partner agencies and the public, including preparation of individual responses.*

*The CONSULTANT will submit to the DEPARTMENT final reports and other deliverables identified in this section, in the requested format.*

*Upon completion of the project, the CONSULTANT will transfer to the DEPARTMENT all project electronic files, data, maps, sketches, worksheets, and other materials used or generated during the planning study in an organized manner, in an agreed upon portable storage drive.*

## **1.8 Provisions for Work**

The services performed by the CONSULTANT must comply with all applicable DEPARTMENT's manuals, procedure, policies, and guidelines. Specifically, the CONSULTANT must comply with DEPARTMENT's Project Development and Environmental (PD&E) Manual, FDOT Design Manual (FDM), Structures Manual, and Computer Aided Design and Drafting (CADD) Manual. The DEPARTMENT's manuals and guidelines incorporate, by requirement or reference, all applicable federal and state laws, regulations, and Executive Orders. The CONSULTANT will use the latest editions of the manuals, procedures, and guidelines to perform work for this project.

All work shall be prepared with English units (unless otherwise specified) in accordance with the latest editions of standards and requirements utilized by the DEPARTMENT.

*The CONSULTANT will conduct the appropriate level of engineering and environmental analyses 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.*

## **1.9 Services to be Performed by the DEPARTMENT**

*The DEPARTMENT will provide the following services and materials:*

- *Lead and participate in coordination efforts with the Public Transit Office, Office of Environmental Management, FTA, 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;*
  - *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 used 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 (SHPO);*
- *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.; and*
- *Reviews of planning and engineering deliverables.*

*Note: The scope of services for this planning study will use the same activity numbers (Activities 2a, 2b, 3a, 3b, 4, 6a, 9, and 18), as the statewide Concurrent (or Combined) PD&E Study and Design Standard Scope of Services.*

## **2a PROJECT COMMON AND PROJECT GENERAL TASKS**

### **2a.1 Project Common Tasks**

Project Common Tasks, as listed below, are work efforts that are applicable to many project activities, 3 (PD&E Study) through 36 (3D Modeling). These tasks are to be included in the project scope in each applicable activity when the described work is to be performed by the CONSULTANT.

Cost Estimates: The CONSULTANT is responsible for producing a construction cost estimate and reviewing and updating the cost estimate when scope changes occur and/or at milestones of the project. The CONSULTANT will use the DEPARTMENT's Long-Range Estimate (LRE) system to develop construction cost estimates. The CONSULTANT will obtain right of way cost from the DEPARTMENT for use in the comparison of alternatives.

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

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

*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 Project Manager for review.*

Quality Assurance/Quality Control: *The DEPARTMENT requires that all project documents, technical studies, calculations, maps, reports, and conceptual plans are correct, 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 intends 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 performing the reviews, and the method of documentation. The CONSULTANT Project Manager and the CONSULTANT QC Manager will sign the QC Plan.*

*The CONSULTANT must include documentation of reviews and written resolution of comments with each submittal or deliverable to show adherence of the QC process. At a minimum, provide a quality review checklist which includes letters, exhibits, technical studies, reports, design calculations, or any documents used or referenced in the QC Plan. The CONSULTANT must maintain documentation which shows adherence of the QC Plan process was followed. The DEPARTMENT Project Manager may request*

*document reviews and written resolution of comments from the CONSULTANT at any time during the planning study.*

Supervision: The CONSULTANT shall supervise all technical *planning and engineering* activities.

Coordination: The CONSULTANT shall coordinate with all disciplines of the project to *conduct and* produce a *planning study*.

## **2a.2 Project General Tasks**

Project General Tasks, described in Sections 2a.2.1 through 2a.2.12, represent work efforts that are applicable to the project as a whole and not to any one or more specific project activity. The work described in these tasks shall be performed by the CONSULTANT when included in the project scope.

### **2a.2.3 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.*

### **2a.2.5 Prime Consultant Project Manager Meetings**

Includes only the CONSULTANT Project Manager's time for travel and attendance at Activity Technical Meetings and other meetings listed in the meeting summary for Task 2a.2.5 on tab 2a - Project General Task of the staff hour forms. Staff hours for other personnel attending Activity Technical Meetings are included in the meeting task for that specific Activity. Travel time shall be in accordance with the FDOT Procurement Procedure 001-375-030, Compensation for Consultant Travel Time on Professional Services Agreements.

For all meetings attended, the CONSULTANT will be responsible for developing the agenda, sign-in sheets and preparation and submittal of the meeting minutes to the DEPARTMENT's Project Manager for review.

### **2a.2.10 Railroad, Transit and/or Airport Coordination**

#### **Railroad (Optional Services)**

#### **Transit**

*The CONSULTANT shall coordinate with transit operators within the project limits.*

## 2a.2.12 Other Project General Tasks

### *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:*

- *SR60/Courtney Campbell Cswy from CR 611 to SR 589/Veterans Expressway; PD&E Study; FPID 455192-1-22-01*
- *SR 60 from E. of Old Coachman Rd. to Dr. Kiran Patel Blvd.; RRR; 447918-1*
- *SR 60 from W. of Clearwater Harbor Channel to Memorial Causeway Bridge; RRR; 441651-1*

## 2b PUBLIC INVOLVEMENT

Public involvement includes communicating to and receiving input from all interested persons, groups, and government organizations regarding the development of the project. The Public Involvement Activity covers *services required for the conduct of a planning study and may include additional services to support both PD&E and Design phases of the Project as Optional Services*. The CONSULTANT shall provide to the DEPARTMENT drafts of all Public Involvement documents (e.g., newsletters, property owner letters, advertisements, etc.) associated with the following tasks for review and approval at least **20** business days prior to printing and/or distribution.

### 2b.2 Public Involvement Data Collection

The CONSULTANT will assist the DEPARTMENT in collecting data specific to the public involvement process and preparing responses to any public inquiries received throughout the development of the Project. The Consultant will maintain and regularly update the public involvement file, which will document a record of all public involvement activities for the Project.

*The CONSULTANT will identify and maintain a list of local elected and appointed public officials; interested parties (any person or institution expressing an interest in the project); local citizens who may be impacted by the project; and agency staff.*

### 2b.3 Scheduled Public Meetings

The CONSULTANT will assist 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.

The following public meetings are anticipated to be scheduled to support this Project:

- Project Kick-off Meeting - (*Optional Services*).
- ***Boards/commissions/councils presentations*** - (*Optional Services*)
- ***MPO committee presentations*** - (*Optional Services*)
- ***One (1) Project Advisory Group meetings to discuss the following elements: kick-off and visioning, existing and future conditions, alternatives development, and project prioritization.***
- ***One (1) ad hoc stakeholder presentations.***
- Alternatives Public Meetings or Corridor Workshops. (*Optional Services*)

The CONSULTANT will investigate potential meeting locations to advise the DEPARTMENT of their suitability. The DEPARTMENT will ultimately approve the meeting location. The **CONSULTANT** will pay the cost for renting meeting venue and insurance (if required).

The CONSULTANT will be responsible for logistics associated with setting up the meeting. The DEPARTMENT will approve the meeting format developed by the CONSULTANT.

For any of the listed meetings, the CONSULTANT will prepare the following:

- Agenda.
- PowerPoint slides and presentation scripts.
- Handouts.
- Graphics (creative design exhibits) for presentation.
- Meeting equipment set-up and tear-down.
- Display advertisements (Local Newspaper and Florida Administrative Register).
- Display boards (and / or use of Smart Screens).
- Letters for notification of elected and appointed officials, property owners, and other interested parties. The letters will be prepared by the CONSULTANT on DEPARTMENT letterhead. After the DEPARTMENT signs the letters, the CONSULTANT will send them by First Class US Mail.
- News releases or project fact sheets. The DEPARTMENT must review news 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.
- 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 4 weeks prior to the meeting.

The CONSULTANT will assist the DEPARTMENT when facilitating the public meetings or workshops to present Project results and obtain comments related to the Project. The CONSULTANT will attend such meetings or workshops with a suitable number of personnel with appropriate technical expertise (based on project issues), as authorized by the DEPARTMENT Project Manager.

The CONSULTANT will participate in briefing meetings with the DEPARTMENT staff related to the scheduled public 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 with DEPARTMENT representative in attendance as well.

#### **2b.4 Other Public and Agency Meetings or Informal Meetings**

In addition to scheduled public meetings the CONSULTANT may be required to participate in meetings with local governing authorities, Metropolitan Planning Organization (MPO), environmental resources agencies, Homeowner Associations, and Key Stakeholders. The CONSULTANT's participation may include, but not be limited to, presentations during the meeting, note taking, and summarizing the meeting in a memo to the file.

*Additional meetings for the planning, PD&E, and Design phases may be included later as a supplemental amendment.*

#### **2b.8 Comments and Coordination Report**

#### **2b.10 Communication Aids**

The CONSULTANT shall prepare materials to be used in the following communication aids:

- *Frequently Asked Questions (FAQs): The CONSULTANT shall prepare FAQs for use in various public involvement activities per the DEPARTMENT direction.*
- *Social Media*

#### *Optional Services:*

- *Newsletters: The CONSULTANT shall prepare newsletters for distribution to elected officials, public officials, property owners along the corridor and other interested parties. The letters will be sent by the CONSULTANT via First Class US Mail, posted to the project website, and shared via social media.*
- *Rendering and Fly Throughs: The CONSULTANT shall prepare renderings and fly-throughs for use in public meetings.*
- *Simulation Videos and Visualizations: The CONSULTANT shall prepare simulation videos and visualizations for use in public meetings.*

**2b.11 Additional Public Involvement Requirements (*Optional Services*)**

The CONSULTANT will assist the DEPARTMENT on the following public involvement tasks:

- *General Public Correspondence*

***Optional Services:***

- *Public Involvement Summary Report: The CONSULTANT shall prepare a comprehensive Public Involvement Summary Report that documents all public outreach efforts, including newsletters, social media content, public meetings, and geofencing activities. The report shall include a detailed analysis of feedback received through public comments, meetings, surveys, and geofencing notifications, highlighting key themes, concerns, and recommendations. The CONSULTANT shall document how public input was considered and incorporated into the project's decision-making process.*
- *Geofencing: The CONSULTANT shall use geofencing technology for public involvement activities, targeting specific geographic areas for notifications and updates on project developments and for the collection of public input.*

**3a PRELIMINARY ENGINEERING ANALYSIS**

The CONSULTANT shall perform preliminary engineering and environmental analysis tasks required to develop *an understanding of the existing conditions and issues, identify current and future needs, and develop, evaluate, and prioritize alternative improvements. This analysis will be documented in a planning study document. Additional services to support PD&E and design phases for recommendations in the planning phase will be Optional Services. Traffic count data for the planning study will be provided by the DEPARTMENT.*

**3a.1 Existing Conditions****3a.1.1 Previous Studies**

The CONSULTANT shall review and summarize previously completed or concurrent planning studies and other studies that are related to the 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:

- *Belcher Road (CR 501) & Gulf to Bay Boulevard (SR 60) Project Development and Environment (PD&E) Reevaluation Study (Pinellas County)*
- *SR 60 Preliminary Screening Corridor Study (FDOT - FPID 259109-1-12-23)*
- *SR 60 Corridor Multimodal Implementation Strategies (Forward Pinellas)*
- *Long Range Transportation Plan (Forward Pinellas)*
- *TIP/Priority List (Forward Pinellas)*
- *SR 60/Memorial Causeway Busway Project (FDOT - FPID 441501-1-32-01)*
- *SR 60 and McMullen Booth Pedestrian Improvements (FDOT - FPID 254677-2-52-94)*
- *SR 60 (Old Coachman Rd to Bayshore Blvd) Shared Use Path Concepts (FDOT)*

- ***Clearwater Comprehensive Plan Mobility Element (City of Clearwater)***
- ***Complete Streets for Clearwater Implementation Plan (City of Clearwater)***
- ***Other relevant planning studies, work program projects, or design concepts***

The CONSULTANT will review the adequacy of existing traffic data from planning studies to carry out traffic analysis for the project. If there are data gaps, the CONSULTANT must collect additional data for the study area.

The CONSULTANT will review 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 each alternative.

### **3a.1.2 Existing Conditions Analysis**

The CONSULTANT will conduct field observations to determine existing field conditions, verify desktop data, and obtain additional data required to understand the Project focus area, assess Project needs, identify physical and environmental constraints, develop and analyze Project alternatives, and assess constructability issues. ***The CONSULTANT will also conduct one field review at night to perform high level inventory of existing roadway lighting.***

The CONSULTANT will collect data describing existing conditions and characteristics of the project including roadway geometrics, typical section elements, signalization, other operational features, ITS infrastructure, 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, freight (including loading/unloading and parking, emergency response vehicles, service vehicles, and freight handler vehicles).

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

***The CONSULTANT will document the existing drainage patterns and systems establishing watershed boundaries and outfall locations.***

***The CONSULTANT will review and evaluate existing signage as part of a future optional services.***

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

### **3a.1.3 Base Maps**

The CONSULTANT will produce a base map of the project focus area using the DEPARTMENT's CADD standards. The base map will be produced at the following scales: ***1"=100' or 1"=200'***.

The base map will contain an aerial photo and existing characteristics for the project. The base map must show location of environmental issues that are specific to the study area

such as cemeteries, wetlands, historic properties, drainage, contamination sites, public parks, and property lines.

### **3a.2 Travel Demand Forecasting**

The CONSULTANT shall collect data, develop methodology and forecast future year volumes according to the DEPARTMENT Project Traffic Forecast procedure for the full study area.

The development of future forecast volumes will use the most currently adopted version of the Metropolitan Planning Organization (MPO) Long Range Transportation Plan (LRTP) travel demand model. If an MPO does not use the regional travel demand model, then a rationale will 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.

No-Build Volumes: The CONSULTANT will develop opening year and design year hourly volumes for the No-Build Alternative in accordance with the Project Traffic Forecasting Procedure, Topic No. 525-030-120.

Build Alternatives Volumes: The CONSULTANT will develop design year design hour volumes only for viable or feasible Build Alternatives.

*The CONSULTANT shall use NCHRP 765 guidance in forecasting traffic growth.*

### **3a.3 Traffic Analysis**

The CONSULTANT shall collect traffic data for existing conditions, forecast future year volumes, and analyze safety and operational characteristics of the Project alternatives according to the DEPARTMENT procedures.

#### **3a.3.1 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 project traffic forecast and analysis methodology as agreed upon by the DEPARTMENT prior to beginning any analysis. The methodology will state the type of documentation required, define the Project study area to be analyzed, and identify method and assumptions that will be used to analyze existing and future traffic conditions.

Capacity analysis will be based on the latest Highway Capacity Manual (HCM) procedures. Use of micro-simulation traffic analysis software 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, calculation, and results to the DEPARTMENT.

### **3a.3.7 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.

### **3a.3.9 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.

### **3a.3.10 Development and Screening of Alternatives**

The CONSULTANT will prepare design controls and criteria for developing Project alternatives according to the FDM.

The CONSULTANT will identify, develop, assess, and screen preliminary or potential alternatives that would meet the purpose and need for the Project in accordance with Part 2, Chapter 3 of the PD&E Manual. The CONSULTANT will prepare concept plans for all viable Project alternatives in appropriate scales overlaid on the base map to show important design features, right of way requirements, and environmental and geometric design constraints including physical features such as railroad crossing and utilities. The CONSULTANT shall include in the sketches only the minimum information needed to establish feasibility of each design concept as a Project alternative.

By considering Project purpose and need, results of the ETDM Programming screening event (if applicable), and constructability issues, the CONSULTANT in consultation with the DEPARTMENT will identify and document (in the alternatives evaluation memorandum) unfeasible alternatives to be eliminated from further detailed analysis. Only viable or feasible alternatives should be carried forward for detailed analysis.

### **3a.3.11 Operational Evaluation of Build Alternatives**

The CONSULTANT will analyze the operational performance of viable or feasible alternative(s) for design year. The analysis must include multimodal evaluation for

pedestrian, bicycle, and transit modes, as appropriate. The analysis will also include evaluation of access management and refinement of design concepts 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.

### **3a.3.12 Project Traffic Analysis Report**

*The CONSULTANT will summarize the traffic analysis and results in a brief memo. Full PTAR will be included in PD&E and/or Design phase as applicable under optional services.*

## **3a.9 Safety Analysis**

### **3a.9.1 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.

### **3a.9.2 Data Driven Safety Analysis**

The CONSULTANT will perform safety analysis in accordance with Part 2, 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. No predictive safety analysis (use of CMFs only) is anticipated.

### **3a.9.3 Safety Analysis Documentation**

*The CONSULTANT will document the results of the safety analysis in the planning study document.*

## **3a.10 Alternatives Evaluation**

The CONSULTANT will analyze Build Alternatives to a level of detail sufficient to evaluate and compare their performance against the No-Build Alternative. Preliminary engineering analysis of the Build Alternative is covered in Activity 4.

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 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 CONSULTANT will develop right of way cost estimates using unit costs obtained from the DEPARTMENT.*

### **3a.10.1 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. The matrix will include the performance of the No-Build Alternative as the baseline for comparison.

### **3a.10.2 Selection of the Preferred Alternative**

The DEPARTMENT will select the preferred alternatives based on review and analysis of engineering, environmental, and public involvement issues related to this Project.

### **3a.11 Alternatives Analysis Documentation**

*The CONSULTANT will document the results of the alternatives analysis in a planning study document, which will also include a summary of the existing conditions analysis, traffic analysis, safety analysis, public involvement activities, environmental analysis, and implementation strategy.*

## **3b ENVIRONMENTAL ANALYSIS AND REPORTS**

*The CONSULTANT will use the Efficient Transportation Decision (ETDM) Area of Interest (AOI) Tool and other database resources to analyze the viable Build Alternatives and the No-Build Alternative with respect to impacts to natural, cultural, social and physical resources and document all analyses. Desktop level assessment only. Wherever appropriate, the CONSULTANT will describe proposed measures to avoid, minimize, or mitigate project impacts on environmental resources. Additionally, the CONSULTANT will summarize results of the environmental analysis in the final planning study document. Additional services to support a Class of Action determination will be Optional Services.*

### **3b.1 Sociocultural Effects**

#### **3b.2.1 Archeological and Historic Resources**

#### **3b.2.2 Recreational Section 4(f)**

#### **3b.3.1 Protected Species and Habitat**

#### **3b.3.2 Wetlands and Other Surface Waters**

#### **3b.4.3 Contamination**

## **4 ROADWAY ANALYSIS**

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

### **4.1 Design Controls and Criteria**

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

### **4.2 Typical Section**

#### **4.2.1 Typical Section Analysis**

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

#### **4.2.2 Typical Section Package – Optional Services**

### **4.6 Geometric Design**

#### **4.6.1 Development of Design Options**

The CONSULTANT will develop the Build Alternative, screened in Task 3a.10, to a level of geometric design sufficient to identify and evaluate alignment (horizontal and vertical) constraints; nonstandard design features that will require Design Variation or Exception; potential environmental impact and mitigation measures; traffic flow and safety characteristics; drainage; structures; drainage and stormwater management; right of way needs; multimodal accommodation; constructability; TTCP during construction; and construction cost factors.

#### **4.6.2 Horizontal/Vertical Master Design Files**

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

### **4.6.3 Alternatives Concept Plans**

The CONSULTANT will prepare concepts by overlaying viable alternatives evaluated in detail on the base map. The concept plan must show potential location for bridges, culverts, retaining walls, right of way lines (existing and proposed), environmental issues, major utility facilities, intersections, critical driveways, and median openings, among other roadway elements, at an appropriate scale according to the DEPARTMENT CADD Manual.

### **4.7 Access Management**

The CONSULTANT shall incorporate access management standards for each project in coordination with DEPARTMENT staff. The CONSULTANT shall review adopted access management standards and the existing access conditions (interchange spacing, signalized intersection spacing, median opening spacing, and connection spacing). Median openings that will be closed, relocated, or substantially altered shall be shown on plan sheets and submitted with supporting documentation for review with the first plans submittal.

The DEPARTMENT shall provide access management classification information and information derived from PD&E studies and public hearings to be used by the CONSULTANT.

### **4.8 Intersections and Interchanges**

#### **4.8.1 Intersection and Interchange Concepts Evaluation**

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

The CONSULTANT will propose appropriate intersection controls and intersection/interchange footprint.

### **4.18 Cost Estimate**

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 development cycle. Construction costs must include traffic management and right of way 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 develop a high level estimates of the probable cost. Detailed cost estimates and required updates will be covered under future optional services.

### **4.23 Technical Meetings**

#### **4.24 Quality Assurance/Quality Control**

#### **4.26 Supervision**

#### **4.27 Coordination**

### **6a DRAINAGE ANALYSIS**

*The CONSULTANT will produce cost estimates for the drainage components of improvements identified in the planning study. Additional drainage analysis and plans needed to support the planning study and any future PD&E and design phases recommended in the planning study may be included as Optional Services.*

#### **6a.19 Cost Estimate**

Prepare cost estimates for the drainage components, except bridges and earthwork for stormwater management and flood compensation sites.

#### **6a.27 Technical Meetings**

Meetings with Department staff, regulatory agencies, local governments such as meetings with District Drainage Engineer, the Water Management District, FDEP, etc.

#### **6a.28 Quality Assurance/Quality Control**

#### **6a.30 Supervision**

#### **6a.31 Coordination**

### **9 STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWING**

*Refer to description under Section 1.5.*

#### **9.11 Field Reviews**

#### **9.12 Technical Meetings**

#### **9.13 Quality Assurance/Quality Control**

#### **9.15 Supervision**

#### **9.16 Coordination**

### **18 STRUCTURES – MISCELLANEOUS**

*The CONSULTANT shall prepare plans for Miscellaneous Structure(\*s) as specified in Section 1.5.*

#### **18.31 Other Structures**

*Refer to description under Section 1.5.*

## **37 PROJECT REQUIREMENTS**

### **37.1 Liaison Office**

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

### **37.2 Key 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. Personnel identified in the contract must perform the CONSULTANT's work to DEPARTMENT standards and procedures. 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 activities of the Scope of Services, 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 the trainee can apply it 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 through 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 a contract amendment. The CONSULTANT shall submit a copy of the resume and payroll register before new staff can be added.*

*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 (State) employees. Except to the extent expressly authorized herein, the 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.*

### **37.3 Progress Reporting**

*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. The DEPARTMENT Project Manager must approve any adjustments or changes to the approved schedule.*

### **37.4 Correspondence**

*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 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 relevant to the planning study from third parties at the direction, and with the approval, of the DEPARTMENT. The CONSULTANT will assist the DEPARTMENT in preparing letters from DEPARTMENT personnel to other agencies, public officials, and others as needed or requested.*

### **37.5 Professional Endorsement**

*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.*

### **37.6 Computer Automation**

*The CONSULTANT shall develop concept plans and alternatives' designs utilizing CADD systems. The DEPARTMENT makes software available to ensure quality and conformance with the DEPARTMENT'S policies 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 alternative 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.***

***Prior to submitting electronic files to the DEPARTMENT, all electronic files must be scanned for viruses. Failure to scan electronic files for viruses may result in a lower CONSULTANT work performance evaluation.***

### ***37.7 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. SUBCONSULTANTS 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.***

### ***37.8 Subconsultants***

***The DEPARTMENT Project Manager, Procurement Office, and the CONSULTANT Project Manager must approve, in writing in advance, any services assigned to any SUB-CONSULTANTS in accordance with this Scope of Services. All SUBCONSULTANTS must be technically qualified by the DEPARTMENT to perform all work assigned to them. Use of additional SUBCONSULTANTS with specialized areas of expertise may be required to complete specific assignments. Any SUBCONSULTANTS, including their work assignments and 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.***

### ***37.9 Optional Services***

***The DEPARTMENT has the option to request the CONSULTANT to provide professional services not explicitly outlined in this Exhibit. These services may include, but not limited to: planning activities, PD&E Studies, re-evaluation of previous PD&E Studies, environmental analysis not specifically listed in this Scope of Services, final design services, post design services, expert witness services for right of way acquisition, additional design analysis, and design plan preparation for utilities review. Additionally, by request, the CONSULTANT may 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. For Optional Services, a supplemental agreement shall be executed in accordance with Section 2 of the Standard Professional Services Agreement Terms.***

### **38 INVOICING LIMITS**

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

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.