

District 5 General Services Task Order Scope of Services
PID No. 123030
Scope of Services Meeting Date:
Approved Final Scope of Services Minutes:

DISTRICT 5 SURVEY AND RIGHT OF WAY PLANS Scope of Services

The Consultant will be required to perform miscellaneous engineering services on a task order type basis. Basic services will include, but are not limited to, the following:

- Surveying Services
- Right of Way Plan Development Services
- Other related services as needed

All work shall be made using the latest design manuals, standard drawings, departmental policies, current C&MS and District 5 preferences.

Consideration should be given to updated ODOT CADD Standards, Surveying and Mapping specifications, ODOT Right of Way Manual, Datum Adjustments and Low Distortion Projections.

Consideration should be given to initial costs, long term costs, maintenance issues, departmental policies and initiatives.

All work shall be performed on an actual cost basis with the exception of analytical tests. The Consultant shall maintain a project cost accounting system that will segregate costs for individual task orders.

All work performed by the Consultant under this contract shall be performed on an as needed basis. The Consultant shall work as an adjunct to District 5 staff. ***All time frames for deliverables shall be established with the project scope and/or authorization of each task order.***

One PDF copy of the price proposal shall consist of a statement from the Consultant that they have a clear understanding of the scope of services. The proposal shall also include the names and starting hourly rates of the personnel doing the work, beginning overhead rate, cost of money rate, analytical rates and testing rates (as applicable).

If subconsultants are used, the amount to be expended annually with each subconsultant shall be shown in a tabular format. A proposal by cover letter from the subconsultant to the prime consultant showing hourly rates, beginning overhead rate and all services shall also accompany the proposal.

FORMAT OF DELIVERABLES AND ELECTRONIC MEDIA

The Consultant is to provide copies of all drawing files on electronic media (filesharing tools like Citrix

ShareFile, ProjectWise, LiquidFiles and/or external storage hardware if needed) in ODOT's preferred format of MicroStation (*.dgn). Supporting data developed using accepted ODOT analysis software may be provided in native format. Other data should be provided in ODOT Office format (Word, Excel and/or Access). The Consultant is to utilize OpenRoads Designer design software and deliver all relative data, research, and/or raw data to Bentley ProjectWise – OpenRoads Designer.

ODOT CADD Plan Preparation requirements shall be followed. Refer to the Design Resource Center for MicroStation/GEOPak/ProjectWise – OpenRoads Designer CADD Standards.

Due to the current uncertainty of standards and technology updates firms need to be adaptable, while remaining consistent with ODOT's CADD standards.

The Consultant is to provide electronic copies of all project files including, but not limited to, e-mails, letters, other project correspondence, calculations, reports, photographs, images, graphics, etc., on electronic media (filesharing tools like Citrix ShareFile, ProjectWise, LiquidFiles and/or external storage hardware if needed) to ODOT. Format of such items shall follow the ODOT Policy 'Integrated Document Management System Procedure'.

PROPERTY OWNER NOTIFICATION

The Consultant is responsible for property notification with respect to their own field studies (including their subs). The Consultant shall follow regulations in the Ohio Revised Code (ORC) including, but not limited to, timing constraints. The Consultant shall draft a property owner notification letter (PONL) template on ODOT District 5 letterhead and send it to the ODOT Project Manager electronically for ODOT Project Manager signature and approval. The ODOT Project Manager will return the PONL template to the Consultant for mailing distribution. The District PIO shall be notified and/or copied regarding each PONL mailing distribution. Prior to conducting any field work, area property owners, residents, business owners and employers must be notified field crews will be entering their property.

The District is only responsible for issuing PONL's related to any activities not being conducted by the Consultant or their subconsultants.