

VAR - District 6 Environmental Services Scope of Services
PID No. 110079
Scope of Services Meeting Date: July 9, 2025
(Meetings, if needed, to be handled w/ each TO)
Approved Final Scope of Services Minutes Date: TBD

ENVIRONMENTAL SERVICES DISTRICT 6

Scope of Services

The Consultant shall be pre-qualified for CE Documentation and will be required to perform miscellaneous engineering services and environmental investigations on a task order type basis. Basic services will include, but are not limited to, the following:

- Mussel Survey (group 1 and 3, 2 and 4)
- Traffic Noise Measurement, Analysis and Abatement Design
- Section 404 Waterway Permit Application/Section 401 Water Quality Certification Application Preparation
- Ecological Surveys
- Engineering for Stream/Wetland Mitigation
- Cultural Resources Investigations
- Environmental Document/ Environmental Document Re-evaluation Preparation
- Air Quality Analysis
- Public Involvement Coordination
- Preparation of handouts and exhibits for Public Involvement
- Asbestos Surveys
- Section 4(f) and 6(f) evaluation preparation
- Regulated Materials Review
- Construction Inspection and Testing Services related to environmental activities
- Other related services as needed.

All work shall be made using the latest manuals, standard drawings, Departmental Policies / Bulletins / Guidelines / Specifications, current CMS.

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

The duration of the agreement will be twenty-four months from the authorization date of the agreement.

The total amount of this agreement shall not exceed \$400,000.00

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 the District 6 staff. ***All time frames for deliverables shall be established with the project scope and/or authorization of each task order.***

One copy of the price proposal shall be submitted to the appropriate District and 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 and unit prices shall also accompany the proposal.

FORMAT OF DELIVERABLES / ELECTRONIC MEDIA

*Deliverables should be done mainly through the Online CE System rather than electronic via CD or FTP.

Consultant to provide copies of all drawing files on electronic media (CD) 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 or Access). Consultant to utilize GeoPak design software and deliver Geopak database (*.gpk) file.

ODOT CADD Plan Preparation requirements shall be followed. Refer to the Design Resource Center for Microstation/Geopak CADD Standards.

Consultant to also 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 (CD) to ODOT. Format of such items shall follow the District 6 Policy ‘Integrated Document Management System Procedure’.

Agreement Administration Procedures

I. Type I Task Order Notification and Authorization Procedures for task orders less than \$10,000 with a well defined scope of services

- A. The District will identify a task order, assign a task order number and develop a detailed scope of services.
- B. The District will authorize the Consultant to perform the task by standard authorization letter that includes:
 - 1. A detailed scope of services for the task order.
 - 2. The completion time from authorization.
 - 3. The maximum compensation (including net fee).
 - a. The net fee shall be calculated as 11% of actual cost (labor + statewide weighted average overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime consultant shall not earn net fees on subconsultant costs.

II. Type II Task Order Proposal Request, Review and Authorization Procedures for task orders greater than \$10,000

- A. The District will identify a task order, assign a task order number and develop a detailed scope of services.
- B. The District will prepare a request for a task order proposal in the format included herein and transmit it to the Consultant. Review of the task order request and task order proposal preparation are allowable costs and shall be shown as a separate line item in the proposal.
- C. Standard Proposal Format - Each Task Order Proposal shall include the following elements:
 - 1. Letter of transmittal with reference to include:
 - a. District 6/District 9 Environmental Services Agreement
 - b. PID No. 98244
 - c. Agreement No.
 - d. Task Order No.
 - 2. All other proposal requirements shall conform to Chapter 6, Price Proposals for Agreements and Modifications, of the Consultant Services, of the current Specifications for Consultant Services.
 - 3. Appendix A of the Consultant's proposal shall include the task order proposal request transmitted to the Consultant by the District.
- D. The District will review the Consultant's proposal for:

1. Adherence to submittal requirements.
 2. Compliance with the scope of services.
 3. Mathematical accuracy.
 4. Labor hours and rates.
 5. Net fee percentage.
- E. The District will resolve any issues with the Consultant and obtain a revised proposal (if necessary).
- F. The District will authorize the Consultant to proceed with the task.

III. Task Order Identification and Numbering

- A. The task order numbering system shall be a three component series consisting of the District number, a letter specific to a project (PID) and assigned consecutively as task orders are requested, and a number identifying subsequent task orders for the same project. Subsequent task orders could be either continuing task or a modification due to changes in the scope of a previously authorized task order.
1. For example, the first task order issued in District 6 would be numbered 6-a.
 - a. Continuing task orders on that project would be numbered 6-a-1, 6-a-2, etc.
 2. A new task order number shall be assigned rather than increase the fee of an existing task order.

IV. Invoice Requirements

- A. The Consultant shall provide monthly invoices in the format (IPS) as provided by Office of Consultant Services with Final Agreement. Each invoice shall include all task orders authorized and a summary of the total amount authorized, total amount invoiced and percent completion. ***In addition, a project status report for the submitted billing period must be included.***
- B. The Consultant shall update the each page of the IPS (including the transmittal letter) to reflect each authorized task order by denoting Task Order Number, Project Specific PID, and Project Specific Encumbrance Number.