

PID No. 123500

Scope of Services Meeting:

Date: **/**/**

Location: Central Office

Approved Final Scope of Services: Date **/**/**

PRELIMINARY ENGINEERING/NEPA SERVICES

Scope of Services

This agreement will provide preliminary engineering and environmental evaluations on a task order basis. The services will target Projects that are PDP Path 2 or above, and include interchanges, unconventional intersections, limited access issues, or other similarly complex evaluations. The services will include those activities as described in the Preliminary Engineering Phase of the Project Development Process Manual and will be limited to completion of an environmental document with engineering services limited to the minimum required for environmental approval – generally a preferred alternative. The Preliminary Engineering Phase will **not** include Stage 1 detailed design. The objective will be the development of “best value” projects that consider risk-based solutions, sustainability, practical design and fundable outcomes. If authorized the Preliminary Engineering Phase may require the use of HSM/ECAT analyses, TransModeler SE traffic simulation, and modeling/visualizations using Bentley Concept Station, Open Roads or equivalent software. This task will also have random engineering tasks to augment the Office of Roadway Engineering.

All work shall be performed on an actual cost basis. 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 \$500,000

Preliminary Engineering/NEPA Scope of Services
PID No. *****

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 Department will identify a task order, assign a task order number and develop a detailed scope of services.
 - B. The Department 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 + 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 Department 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. Preliminary Engineering/NEPA Agreement
 - b. PID No.
 - c. Agreement No.
 - d. Task Order No.

The project for which the task order is being performed shall NOT be in the letter of transmittal reference, but shall be referenced in the body of the letter.

 - 2. All other proposal requirements shall conform to the Department's requirements for price proposals.
 - 3. Appendix A of the consultant's proposal shall include the task order proposal request transmitted to the consultant by the Department.
- D. The Department 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 Department will resolve any issues with the consultant and obtain a revised proposal (if necessary).
- F. The Department will authorize the consultant to proceed with the task.

PID No. *****

III. Task Order Identification and Numbering

- A. Task Orders shall be numbered consecutively.

IV. Invoice and Project Schedule Requirements

- A. The consultant shall provide monthly invoices and project schedules in the format transmitted with the executed agreement. Each invoice shall include all task orders authorized, a summary of the total amount authorized, the total amount invoiced and appropriate project schedules.

Authorization to Proceed - Type I Task Order

Consultant Name and Address

Re: Preliminary Engineering/NEPA Agreement
PID No.
Agreement No.
Task Order Number

Dear Consultant:

Effective this date you are hereby authorized to proceed with the subject task order.

Project Identification

- a. County-Route-Section
- b. PID No.

Project Limits

- a. From SLM or Station: _____ to SLM or Station: _____
- b. Total Length: _____
- c. Lateral Limits: _____
- d. General Description of Task Order Area: _____

Services Requested

(Detailed description of services required.)

Documents Furnished by the State (attached)

- a.
- b.
- c.

Additional Scope of Services Notes

Task Order Completion Time

____ days from Notice to Proceed.

Prime Compensation

The State agrees to compensate the consultant for the performance of the task order specified in accordance with Agreement No. _____, as follows:

Actual costs plus a net fee. The Maximum Prime Compensation shall not exceed _____ (\$ _____). The net fee shall be calculated as 12% of actual cost (labor + 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.

Please address your written acknowledgment of this communication to:

(Person Designated by Department.)

Respectfully,

Attachments:

cc: file

Request for Task Order Proposal - Type II Task Order

Consultant Name and Address

Re: Preliminary Engineering/NEPA Agreement
PID No.
Agreement No.
Task Order Number

Dear Consultant:

Please provide a cost proposal for the subject task order as follows:

Project Identification

- a. County-Route-Section
- b. PID No.

Project Limits

- a. From SLM or Station: _____ to SLM or Station: _____
- b. Total Length: _____
- c. Lateral Limits: _____
- d. General Description of Task Order Area: _____

Services Requested

(Detailed description of services required.)

Documents Furnished by the State (attached)

- a.
- b.
- c.

Additional Scope of Services Notes

Task Order Completion Time

____ days from Notice to Proceed.

Due date for Cost Proposal:

Please submit your proposal to:

If you have any questions or comments regarding this request, please contact this office prior to submitting your proposal.

Respectfully,

Attachments:

cc: file

Authorization to Proceed - Type II Task Order

Consultant Name and Address

Re: Preliminary Engineering/NEPA Agreement
PID No.
Agreement No.
Task Order Number
Project Identification
PID No.

Dear Consultant:

Reference is made to your task order proposal dated _____, requesting compensation for the identified task.

Effective this date you are hereby authorized to proceed with the subject task order.

Prime Compensation

The State agrees to compensate the consultant for the performance of the task order specified in accordance with Agreement No. _____, as follows:

Actual costs plus a net fee of _____ (\$ _____). The maximum prime compensation shall not exceed _____ (\$ _____).

Please address your written acknowledgment of this communication to:

(Person Designated by Department.)

Respectfully,

cc: file