

District 2 General Services Task Order Scope of Services  
PID 126175  
Scope of Services Meeting Date: November 10<sup>th</sup>, 2026  
\*Meeting, if needed, to be handled w/each TO  
Approved Final Scope of Services Minutes: 8/7/2026

**DISTRICT 2 GENERAL ENGINEERING SERVICES  
FOR SURVEY AND RIGHT OF WAY  
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 & Engineering Services  
Right of Way Titles  
Other related services as needed (Subsurface Utility Location Services)

All work shall be done using the latest design manuals, standard drawings, Departmental Policies, current CMS and District 2 Preferences.

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.

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 2 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, average overhead rate, average cost of money rate, analytical rates and testing rates (if applicable).

Controlling board data, under separate cover letter shall also accompany the proposal (as applicable).

**PROPERTY OWNER NOTIFICATION:**

Consultant is responsible for property notification with respect to their own field studies (including their subs). Consultant shall follow stipulations in ORC, including, but not limited to the timing constraints. Consultant shall draft letter on ODOT Letterhead and send it to ODOT PM electronically for ODOT PM Signature. ODOT PM will return letter to Consultant for mailing distribution. District PIO shall be copied each time a mailing distribution is made. Prior to conducting any field work, study area property owners,

residents, business owners and employers must be notified that field crews will be entering their property.

District is only responsible for issuing property notification letters related to any activities not being conducted by the Consultant or sub-Consultants.