

District 5 General Services Task Order Scope of Services  
PID No. 118517  
Scope of Services Meeting Date: March 19, 2024  
\*Meeting, if needed, to be handled w/ each Task  
Approved Final Scope of Services Minutes:

## **DISTRICT 5 SURVEYING SERVICES 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 CMS 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, 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 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 / ELECTRONIC MEDIA**

Consultant is to provide copies of all drawing files on electronic media (file share tools like; citrix, ProjectWise or liquid files, if needed external storage hardware) 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

OpenRoads Designer design software and deliver all relative data, research, 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 current uncertainty of standards and technology updates firms need to be adaptable, while remaining consistent with ODOT's 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 (file share tools like; citrix, ProjectWise or liquid files, if needed external storage hardware) to ODOT. Format of such items shall follow the ODOT Policy 'Integrated Document Management System Procedure'.

**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 subconsultants.