

PID No. 120550 State Job No. 136841  
Scope of Services Meeting Time: 10:00 a.m.  
Date: Tuesday, March 19, 2024  
Location: ODOT CO or Microsoft Teams  
Approved Final Scope of Services Minutes Date:

# **CROSSING ELIMINATION PROGRAM GENERAL ENGINEERING SERVICES, Ohio Rail Development Commission (Rail Commission) Scope of Services**

The consultant may be required to perform planning and project development activities on a task order type basis. Services may include, but are not limited to, the following:

- Planning Studies
- Corridor Studies
- Feasibility Studies
- Preliminary Engineering, including NEPA
- Alternatives Evaluation Report (AER)
- Cost Estimates for railroad crossing elimination projects
- Preparation of federal funding applications and supporting documentation

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 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 hourly labor rates for the various employee classifications that may be used, overhead rate, cost of money rate, analytical rates, and testing rates (if 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, overhead rate, cost of money rate, analytical rates and testing rates (if applicable).

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**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 Rail Commission will identify a task order, assign a task order number and develop a detailed scope of services.
  - B. The Rail Commission 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 RAIL COMMISSION will identify a task order, assign a task order number and develop a detailed scope of services
- B. The Rail Commission will prepare a request for a task order proposal in the format included herein and transmit it to the consultant. Reviews 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. Rail Commission General Engineering Services 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 Chapter 6, Price Proposals for Agreements and Modifications, of the current Specifications for Consulting Services.
  - 3. Appendix A of the consultant's proposal shall include the task order proposal request transmitted to the consultant by the Rail Commission.
- D. The Rail Commission 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 Rail Commission will resolve any issues with the consultant and obtain a revised proposal (if necessary).
- F. The Rail Commission will authorize the consultant to proceed with the task.

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### **III. Task Order Identification and Numbering**

- A. The task order numbering system shall be a three component series consisting of Rail Commission, 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 Rail Commission would be numbered ORDC-a.
    - a. Continuing task orders on that project would be numbered ORDC-a-1, ORDC-a-2, etc.
  - 2. A new task order number shall be assigned rather than increase the fee of an existing task order.

### **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.

## Request for Task Order Proposal - Type II Task Order

Consultant Name and Address

Re: Rail Commission General Engineering Services Agreement  
PID No.  
Agreement No.  
Task Order Number (ORDC) - (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:

(Person Designated by Rail Commission.)  
Rail Commission

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

Respectfully,

Attachments:

cc: file