

OHIO DEPARTMENT OF TRANSPORTATION - DISTRICT 4/11
SURVEY AND RIGHT OF WAY PLAN DEVELOPMENT
Scope of Services

District 4/11 Survey & Right-of-Way Task Order Scope of Services

PID No. 117654

Scope of Services Meeting Date: July 12, 2024

DBE Goals: N/A

EDGE Goals: N/A

The consultant will be required to perform miscellaneous engineering services on a task order type basis for both District 4 and District 11.

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

Other General Engineering Services as needed

All work shall be made using the latest design manuals, standard drawings, Departmental Policies, current CMS and District 4 Preferences (which are continually updated on the District 4 website).

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 \$350,000.00.

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

Electronic Copy of the price proposal shall consist of a statement from the Consultant that they have a clear understanding of the scope of services to be included in the Signed Cover Letter. 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 will upload all drawing files to ODOT's ProjectWise Server in ODOT's preferred format of MicroStation (*.dgn). Supporting data developed using accepted ODOT analysis software may be provided in ODOT Office format (Word, Excel or Access). Consultant to utilize ORD design software. **All survey deliverables provided by ODOT shall utilize the Ohio County Coordinate System.**

https://www.transportation.ohio.gov/working/engineering/cadd-mapping/survey/Ohio+County+Coordinate+System/ohio_county_coordinate_system

ODOT CADD Plan Preparation requirements shall be followed. Refer to the Design Resource Center for ORD 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., in ProjectWise to ODOT. Format of such items shall follow the District Policy 'Integrated Document Management System Procedure'.

FIELD STUDIES / TASKS

All services shall be conducted in compliance with the Ohio Revised Code (ORC), the National Environmental Policy Act (NEPA), all applicable Federal and State laws, regulations and related requirements. If this project is within the range of the Federally endangered Indiana bat (*Myotis sodalis*), the summer roosting habitat for the Indiana bat consists of living or dead trees or snags with exfoliating, peeling or loose bark, split trunks and/or branches or cavities. Therefore, any unavoidable cutting of such trees will be performed only after November 1 and before April 1. No excavation, grading or filling operations shall be performed in any streams, wetlands or other Waters of the United States, unless coordination has been conducted with the ODOT District Environmental Coordinator and the required State and/or Federal permits have been obtained by ODOT, District, in accordance with all applicable State and/or Federal laws and regulations. Under no circumstances shall the contractor store equipment and/or materials in any wetlands.

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.

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 + overhead + direct non-salary expenses). Subconsultants' (if needed) fees shall be calculated in the same manner but the prime consultant shall not earn net fees on subconsultant's 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 4 / District 11 Survey & R/W Services Agreement
 - b. PID No. 105469
 - c. Agreement No.
 - d. Task Order No.
 - 2. All other proposal requirements shall conform to the most current requirements on Consultant Services Website for Proposals for Agreements and Modifications.
 - 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 4 would be numbered 4-a and first task order issued in District 11 would be numbered 11-a. Continuing task orders on that project would be numbered 4 -a-1, 4-a-2, etc. or 11-a-1, 11-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 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.