

District 2 General Services Task Order Scope of Services
PID No. 122340
Scope of Services Meeting Date: March 13th, 2025
*Meeting, if needed, to be handled w/each TO
Approved Final Scope of Services Minutes: 12/5/24

**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 made 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, beginning overhead rate and all services shall also accompany the proposal.

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

applicable).

FORMAT OF DELIVERABLES / ELECTRONIC MEDIA

Consultant is to provide copies of all drawing files on electronic media (CD) 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 GeoPak design software and deliver Geopak database (*.gpk) file.

ODOT CADD Plan Preparation requirements shall be followed. Refer to the Design Resource Center for MicroStation/Geopack 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 (CD) to ODOT. Format of such items shall follow the ODOT 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 September 15 and before April 15.

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 Four Environmental Coordinator and the required State and/or Federal permits have been obtained by ODOT, District Two, 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.