EXHIBIT A



**SCOPE OF SERVICES**

**FOR**

**PROJECT DEVELOPMENT STUDIES**

**I-95 IMPROVEMENTS FROM SOUTH OF S.R. 421 (DUNLAWTON AVENUE) TO NORTH OF U.S. 1**

**FDOT District 5**

**Volusia County**

This Scope of Services is an attachment which is incorporated into the agreement between the State of Florida Department of Transportation (hereinafter referred to as the DEPARTMENT or FDOT) and [*Consultant Name*] (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

***Financial Project ID:*** 453588-1-22-01

***Federal Aid Project No.:***

***ETDM No.:***

***County Section No.:*** TBD

***Bridge No.***: TBD

***Railroad Crossing No.:*** TBD

***Project Type:*** Highway

***Lead Agency:*** FL Department of Transportation

***Federal Funding:*** Yes

***Anticipated Class of Action:*** TBD

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# 1.0 SCOPE OF SERVICES PURPOSE

The Scope of Services describes the responsibilities of the CONSULTANT and the Florida Department of Transportation (FDOT or DEPARTMENT) when conducting Project Development Studies necessary to comply with DEPARTMENT procedures and underlying laws and regulations and to obtain FL Department of Transportation approval of the Environmental Document.

All activities encompassed by this Scope of Services include:

* Major work groups include: 2.0
* Minor work groups include: 3.2, 3.3, 4.1.1, 4.1.2, 4.2.1, 4.2.2, 5.4, 6.1, 6.2, 6.3.1, 6.3.3, 7.1, 7.2, 7.3, 8.1, 8.2, 8.3, 8.4, 9.1, 9.2, 9.4.1, 9.5, 13.4, 13.5, 15.0

The Project development process and all tasks identified in this Scope of Services must follow the guidance provided in the DEPARTMENT's current version of the **PD&E Manual** and **FDOT Design Manual (FDM)**. As discussed in **Part 1**, **Chapter 1**, of the **PD&E Manual**, the **PD&E Manual** satisfies state and federal processes and incorporates the requirements of the National Environmental Policy Act (NEPA); federal law, regulations, and Executive Orders included in the FHWA Federal-Aid Policy Guide; and applicable state laws and regulations including Section 339.155 of the Florida Statutes and Rule Chapter 14 of the Florida Administrative Code. As such, Project documents prepared by the CONSULTANT must comply with all applicable state and federal laws, regulations, and Executive Orders.

The Scope of Services defines the Project tasks to be performed consistent with the **PD&E Manual** and other pertinent manuals as specifically prescribed in Section 2. The Scope of Services also outlines work activities that will be the responsibility of the CONSULTANT and / or the DEPARTMENT.

The CONSULTANT must demonstrate good project management practices while working on this Project, including effective communication with the DEPARTMENT and others as necessary, effective management of time and resources, and quality of documentation. Throughout the Study, the CONSULTANT shall set up and maintain a contract file in accordance with DEPARTMENT procedures. The CONSULTANT and any subconsultants are expected to know the laws and rules governing their profession and are expected to provide professional services in accordance with current and applicable regulations, codes, ordinances, and standards.

The DEPARTMENT will provide contract administration and management, as well as technical reviews of all work associated with the development of this Project and performed under this Scope of Services. The DEPARTMENT's technical reviews will focus on high-level conformance and are not meant to substitute CONSULTANT quality reviews of deliverables. The CONSULTANT is fully responsible for all work performed and work products developed under this Scope of Services. The DEPARTMENT may provide task-specific information as outlined in this Scope of Services.

# 2.0 PROJECT DESCRIPTION AND OBJECTIVES

The Florida Department of Transportation is conducting a Project Development Study to evaluate improvements to I-95 from south of S.R. 421 (Dunlawton Avenue) to north of U.S. 1. The project is in northern Volusia County, Florida.

## 2.1 PROJECT OBJECTIVES

The Study has the following project objectives:

The Florida Department of Transportation is conducting a Project Development Study to evaluate improvements to I-95 from south of S.R. 421 (Dunlawton Avenue) to north of U.S. 1. The project is in northern Volusia County, Florida.

The CONSULTANT will analyze the Project's impact on the social, economic, cultural, natural, and physical environment, in order to develop the Location and Design Concept of the Project in accordance with FDOT policy, procedures, and requirements.

The CONSULTANT shall review and become familiar with Project documents and materials that have been prepared prior to the study phase. The CONSULTANT will review the Efficient Transportation Decision Making Process (ETDM) Programming Screen Summary Report, including comments received from the Environmental Technical Advisory Team (ETAT), Lead Agency, and / or any responses from the District pertaining to this Project. The CONSULTANT shall also review concepts and reports (e.g., typical sections, alignments, planning reports) developed from prior planning studies. The CONSULTANT shall use resource agencies' comments to assess the level of effort for work activities required to adequately address potential resources of concern to this Project.

## 2.2 PROJECT REQUIREMENTS AND PROVISIONS FOR WORK

The CONSULTANT will conduct the appropriate level of engineering and environmental analyses related to the anticipated Class of Action for this Project, as outlined in the **PD&E Manual**, the **FDM**, and directed by the Project objectives. The level of analysis depends on complexity of the Project, level of controversy, potential for significant impacts, and degree and quality of information / data available. If the Class of Action for the Project was not determined during ETDM screening, the Lead Agency will determine it after completion of the environmental analyses.

The CONSULTANT upon direction from DEPARTMENT will assist with updating data, technical studies or Environmental Document to ensure compliance with NEPA, other federal laws, regulations and Executive Orders.

The CONSULTANT will maximize the use of existing information available from State, regional, local agencies, private sources, and its own files. Examples include the Programming Screen Summary Report, Concept Reports, previously completed planning products, listed species reports, Florida Department of Environmental Protection OCULUS Electronic Document Management System, and other sources as appropriate.

The DEPARTMENT will allow the CONSULTANT to use the DEPARTMENT's computer facilities upon proper authorization as described in DEPARTMENT **Procedure No. 325-060-401**; Planning studies relevant to this project which the CONSULTANT is required to review include:

* TBD

### 2.2.1 Governing Regulations

Services performed by the CONSULTANT must comply with all applicable DEPARTMENT Manuals and Guidelines. The CONSULTANT will use the latest editions of the following Manuals and Guidelines to perform work for this Project.

* Florida Statutes
* Florida Administrative Codes
* Applicable Federal Regulations, U.S. Codes, and Technical Advisories
* PD&E Manual
* ETDM Manual
* SocioCultural Effects Evaluation Handbook
* Public Involvement Handbook
* FDOT Design Manual (FDM)
* Interchange Access Request User's Guide
* Highway Capacity Manual (HCM)
* Manual on Uniform Traffic Studies (MUTS)
* Manual of Uniform Traffic Control Devices (MUTCD)
* Minimum Standards for Design, Construction, and Maintenance Streets and Highways (Florida Greenbook)
* A Policy on Geometric Design of Highways and Streets
* AASHTO Guide for the Development of Bicycle Facilities
* AASHTO Guide for the Development of Pedestrian Facilities
* Highway Safety Manual (HSM)
* Right of Way Mapping Handbook
* Right of Way Procedures Manual
* Survey and Mapping Handbook
* Soils and Foundation Handbook
* Electronic Field Book (EFB) User Handbook
* Drainage Manual
* FDOT Drainage Design Guide
* Structures Manual
* CADD Manual
* Quality / Level of Service Handbook
* Project Traffic Forecasting Handbook & Project Traffic Forecasting Procedure No. 525-030-120
* Traffic Analysis Handbook
* Florida Highway Landscape Guide
* Basis of Estimates Manual
* Federal Transit Administration (FTA) and Federal Rail Administration (FRA) Program Guidance
* Project Management Handbook
* FDOT Traffic Engineering Manual
* none

### 2.2.2 Liaison Office

The DEPARTMENT and the CONSULTANT will designate their respective Liaison Offices for this Project.

### 2.2.3 Personnel

The DEPARTMENT will designate a Project Manager to represent the DEPARTMENT for this Project. The DEPARTMENT Project Manager shall be responsible for coordination with the CONSULTANT pertaining to all contractual matters, invoicing and reporting. The DEPARTMENT Project Manager shall also be responsible for approval of any additional staffing to be provided (approval must be coordinated with the Procurement Office), and shall give approval of all products and services. The CONSULTANT will assign a Project Manager who will communicate regularly with the DEPARTMENT Project Manager regarding development of this Project. Final direction on all matters of this Project remains with the DEPARTMENT Project Manager.

The CONSULTANT must maintain staffing levels and personnel qualifications necessary to complete the required activities for this Scope of Services. The CONSULTANT's work must be performed to DEPARTMENT standards and procedures by personnel identified in the contract. Any changes in the identified personnel will be subject to review and approval by the DEPARTMENT. To the extent possible, the CONSULTANT must minimize the DEPARTMENT's need to apply its own resources to the Scope of Services activities unless otherwise identified.

The CONSULTANT shall assign only competent technical and professional personnel qualified by the necessary experience and education to perform assigned work. The CONSULTANT is responsible for ensuring that staff assigned to work under this Agreement has the training established by the DEPARTMENT as a prerequisite for CONSULTANT staff to perform work. If the required training is such that it can be applied by the trainee to work on other contracts, (regardless of whether or not the trainee would work on other agreements), the cost of the trainee's time and expenses associated with the training is not directly billable to the DEPARTMENT on this contract, and shall only be recoverable through overhead for the CONSULTANT firm.

The CONSULTANT must request approval from the DEPARTMENT's Project Manager for any modifications or additions to the list of available staff prior to the initiation of any work by that individual. If applicable, new job classifications may be added to the contract via contract amendment and must be approved by Procurement. The CONSULTANT shall submit a copy of the resume and payroll register before new staff can be added.

The CONSULTANT must have a Licensed Professional Engineer in the State of Florida to sign and seal all engineering reports, documents, technical special provisions, and plans as required by DEPARTMENT standards.

The CONSULTANT and its employees, agents, representatives, or subconsultants are not employees of the DEPARTMENT and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, CONSULTANT and its employees, agents, representatives, or subconsultants are not agents of the DEPARTMENT or the State for any purpose or authority such as to bind or represent the interests thereof, and shall not represent that it is an agent or that it is acting on the behalf of the DEPARTMENT or the State. The DEPARTMENT shall not be bound by any unauthorized acts or conduct of CONSULTANT.

### 2.2.4 Subconsultant

Services assigned to any subconsultants must be approved in writing and in advance by the DEPARTMENT Project Manager, Procurement Office, and the CONSULTANT Project Manager in accordance with this Scope of Services. All subconsultants must be technically qualified by the DEPARTMENT to perform all work assigned to them. Additional subconsultants with specialized areas of expertise may be required to complete specific assignments. Any subconsultants to be hired and all work assignments to be performed, and all rates of compensation shall be agreed to by the DEPARTMENT Project Manager, Procurement Office and the CONSULTANT Project Manager and documented in the contract file prior to any work being performed by the subconsultants.

### 2.2.5 Lead Agency, Cooperating Agencies and Participating Agencies

The CONSULTANT Project Manager will support The DEPARTMENT Project Manager in coordination with the Lead Agency, Cooperating Agencies and Participating Agencies.

The Lead Agency for this Project is FL Department of Transportation.

### 2.2.6 Meetings and Presentations

Led by the DEPARTMENT Project Manager, the CONSULTANT will attend the Notice to Proceed Meeting, where DEPARTMENT representatives will outline relevant contract and Project information provided by the DEPARTMENT Project Manager.

The CONSULTANT shall attend meetings necessary to undertake the activities of this Scope of Services. This includes meetings with DEPARTMENT staff and /or resources agency staff, other consultants, or other miscellaneous meetings. It is anticipated that [*TBD*] progress and miscellaneous review meetings will be needed.

The CONSULTANT will attend meetings or make presentations at the request of the DEPARTMENT with at least five (5) business days' notice. The CONSULTANT will prepare meeting notes for all meetings identified in this Exhibit and submit within five (5) working days to the DEPARTMENT's Project Manager for review.

### 2.2.7 Communication

The DEPARTMENT Project Manager will be the representative of the DEPARTMENT for the Project. The CONSULTANT must regularly communicate with the DEPARTMENT Project Manager to discuss and resolve issues or solicit opinions regarding this Project. The CONSULTANT must include the DEPARTMENT when seeking and receiving advice from various State, regional, local agencies, and citizen groups. The final direction on all matters for this Project remains with the DEPARTMENT Project Manager.

All written correspondence between the CONSULTANT and any party pertaining specifically to this Project must be reviewed and approved by the DEPARTMENT. The CONSULTANT must respond to information requests relative to the Study from third parties at the direction, and with the approval, of the DEPARTMENT. The CONSULTANT will assist the DEPARTMENT in preparing the content of the letters from DEPARTMENT personnel to other agencies, public officials, and others as needed or requested.

### 2.2.8 Quality Control

The DEPARTMENT requires that all Project documents, technical studies, calculations, maps, reports, conceptual plans, design, and the Environmental Document are correct and complete, appropriate for the intended purposes, and conform to requirements of this Scope of Services. The CONSULTANT, is responsible for the quality of all (including the subconsultants) deliverables. The CONSULTANT will independently and continually review deliverables for accuracy and completeness. The CONSULTANT must develop and follow an internal Quality Control (QC) process. The QC process is intended to ensure that quality is achieved through checking, reviewing, and verifying work activities and deliverables by qualified individuals who were not directly responsible for performing the initial work.

Within twenty (20) business days from the Notice to Proceed, the CONSULTANT must submit its QC Plan to the DEPARTMENT Project Manager for approval. The QC Plan will identify the deliverables, the personnel to perform the reviews, and the method of documentation. The QC Plan will be signed by the CONSULTANT Project Manager and the CONSULTANT QC Manager.

The CONSULTANT must include document reviews and written resolution of comments with each submittal or deliverable to show the QC process was followed. At a minimum, a quality review checklist must be provided and should include letters, exhibits, technical studies, reports, design calculations, Environmental Document or any documents used or referenced in the QC Plan. The CONSULTANT must maintain documentation which show the QC Plan process was followed. The DEPARTMENT Project Manager may request from the CONSULTANT document reviews and written resolution of comments at any time during the Study.

### 2.2.9 Schedule

Within ten (10) business days after the Notice to Proceed, and prior to the CONSULTANT beginning work, the CONSULTANT shall submit a detailed Project activity / event schedule to the DEPARTMENT. The schedule must indicate all required submittals, critical path activities, and key project milestones / activity codes. When applicable, the CONSULTANT Project Manager will receive a Statewide Acceleration and Transformation (SWAT) preliminary Project schedule from the DEPARTMENT Project Manager during the Notice to Proceed meeting. The Project schedule shall contain at a minimum, the following information for each schedule activity: project FPID, project description, FDOT activity id with correct Project Schedule Management (PSM) codes, activity description, original duration, remaining duration, start date, finish date, activity percent complete and total float. Only two open-ended activities (the first and the last) are allowed. The project schedule must include a column displaying each activity's Predecessor and Successor. The schedule must be based on the DEPARTMENT's expected production date and must be approved by the DEPARTMENT. The anticipated date for final approval of the Environmental Document is TBD. The schedule must be based upon consideration of the Project's environmental issues (social, cultural, natural and physical resources) and regulatory requirements, and in coordination with the DEPARTMENT's District Environmental Management Office (DEMO).

The schedule must be accompanied by an anticipated payout and fiscal progress curve. For the purpose of scheduling, the CONSULTANT shall allow for a review period of at least 10 business days for each draft technical report or memorandum submitted for District reviews.

In developing the schedule for this Project, the CONSULTANT, in coordination with the DEPARTMENT, must include adequate time to meet regulatory reviews and formal consultations timeframes.

Periodically throughout the life of the contract, the CONSULTANT must review the project schedule, payout, and fiscal progress curves to monitor the progress of the project. The CONSULTANT shall submit monthly progress reports with the approved schedule and schedule status report, which includes critical-path review and progress and payout curves, to the Department Project Manager. Any adjustments or changes to the approved schedule must be approved by the DEPARTMENT Project Manager.

### 2.2.10 Submittals

The CONSULTANT will compile and transmit draft documents identified in this Scope of Services to the DEPARTMENT for review. For each submittal, the CONSULTANT will include a Transmittal Cover Letter that includes, at a minimum, the file name and format of each electronic file and the number of hardcopies (if any) as directed by the DEPARTMENT Project Manager.

The DEPARTMENT will review draft submittals and provide the CONSULTANT with review comments. The CONSULTANT will address comments, prepare a matrix of comments and responses as applicable, and submit revised documents. The CONSULTANT will assist the DEPARTMENT in resolving the comments received from the Lead Agency, Cooperating Agencies, resource agencies and the public, including preparation of individual responses.

**PD&E Provisions for Work:**

* Quality Control Plan
* Project Schedule

**Public Involvement:**

* Agency Coordination Meeting Summaries
* Meeting Agendas, Handouts, Notes, and Summaries
* Public Involvement Comment Database
* TBD

**PD&E Engineering:**

* TBD

**Environment:**

* TBD

**General:**

* TBD

**Other Submittals:**

* TBD

The CONSULTANT will submit to the DEPARTMENT final reports and other deliverables identified in this section. The CONSULTANT will submit to the DEPARTMENT two (2) sets of CDs/DVDs or other portable storage drives such as flash drives or USB drives containing PDFs of all submittals outlined in this section.

Upon completion of the Project, the CONSULTANT will transfer to the DEPARTMENT, in an organized manner, all project electronic files, data, maps, sketches, worksheets, and other materials used or generated during the Study in an acceptable portable storage drive.

Additionally, the CONSULTANT will upload all final submittals and appropriate supporting project files to the Statewide Environmental Project Tracker (SWEPT) upon completion of technical studies and Environmental Document and as directed by the DEPARTMENT.

### 2.2.11 Computer Automation

The CONSULTANT shall develop concept plans and alternative designs utilizing Computer Aided Drafting and Design (CADD) systems. The DEPARTMENT makes software available to help assure quality and conformance with the policy and procedures regarding CADD. It is the responsibility of the CONSULTANT to meet the CADD production requirements in the **FDOT CADD Manual**. The CONSULTANT must submit final documents and files as described in the **FDOT CADD Manual**. Additional related information is found in the **FDM**. Concept plans and alternatives designs shall also be displayed using Google Earth-ready KMZ files. The concept plans must have both existing and proposed engineering and environmental features.

Upon DEPARTMENT approval, the CONSULTANT may also use computer tools and software to conduct some of the engineering and environmental analyses. Prior to using these tools, the CONSULTANT must agree to provide original electronic files in a format and standard consistent with the DEPARTMENT's policies and procedures.

All electronic files must be scanned for viruses prior to submitting to the DEPARTMENT. Failure to scan for viruses may result in a lower CONSULTANT work performance evaluation.

### 2.2.12 Conflict of Interest

The CONSULTANT or any affiliate is not eligible to pursue advertised work in the CONSULTANT's area of oversight or any project for which the CONSULTANT developed the Scope of Services. Subconsultants are also ineligible to pursue projects where they participated in the development of the Scope of Services, or have an oversight responsibility. The term "affiliate" is defined in **FDOT Procedure No. 375-030-006, Conflict of Interest Procedure for Department Contracts**.

The CONSULTANT and its subconsultants will not enter into another contract during the term of the Contract for this Project which would create or involve a conflict of interest with the services herein. The CONSULTANT and its subconsultants must comply with **FDOT Procedure No. 375-030-006, Conflict of Interest Procedure for Department Contracts**.

## 2.3 COORDINATION WITH OTHER CONSULTANTS AND ENTITIES

The CONSULTANT will coordinate work activities with any ongoing and / or planned DEPARTMENT projects that may affect this Project. The DEPARTMENT and CONSULTANT shall coordinate with local governmental entities to ensure Project concepts are compatible with local improvements and right of way activities. The CONSULTANT will inform the DEPARTMENT Project Manager of all coordination activities with other agencies or entities prior to holding such activities. The DEPARTMENT Project Manager shall be included in all such coordination activities.

The CONSULTANT shall coordinate with the following pertinent projects and studies:

* TBD

## 2.4 CONTRACT MANAGEMENT

The CONSULTANT is responsible for maintaining Project files, including copies of submittals and underlying data, calculations, information and supporting project documentation. The CONSULTANT is responsible for preparing monthly progress reports and schedule updates. Progress reports will be delivered to the DEPARTMENT in a format prescribed by the DEPARTMENT Project Manager with the corresponding invoice.

The CONSULTANT will regularly communicate the status of the project with the DEPARTMENT while managing subconsultant efforts and executing subconsultant agreements.

## 2.5 ADDITIONAL SERVICES

The CONSULTANT will be requested to provide the following additional services for this Project.

### 2.5.1 Alternative Corridor Evaluation

*Alternative Corridor Evaluation is not required or conducted prior to the study for this project.*

### 2.5.2 Advance Notification

*Advance Corridor is not required for this project.*

### 2.5.3 Scoping

TBD.

### 2.5.4 Notice of Intent

TBD.

### 2.5.5 Transit Coordination Plan

Agency coordination is covered under Section 3.1 of this Exhibit.

## 2.6 SERVICES TO BE PERFORMED BY THE DEPARTMENT

The DEPARTMENT will provide the following services and materials:

* Lead and participate in coordination efforts with the Public Transit Office, Office of Environmental Management, Federal Transit Administration, environmental resource and regulatory agencies, the public, and other stakeholders, as appropriate.
* Provide project data currently on file and available from study partners, such as:
  + Planned new development or redevelopment including Developments of Regional Impact (DRIs) data, Community Reinvestment Act (CRA) plans, streetscape, landscape, road diet, or context sensitive design efforts;
  + Efficient Transportation Decision Making (ETDM) Programming Summary Report;
  + Recently completed roadway studies for the study area including PD&E studies, access management, intersection plans, design files, and capacity improvements;
  + Traffic analyses for the study area/corridors;
  + All information in its the possession of the DEPARTMENT pertaining to prior and on-going studies that may affect the project such as existing construction and as-built plans, bridge inspection reports and load ratings, prior environmental studies, existing permit information, existing drainage and geotechnical reports and any agreements with third parties related to the Project corridor
  + All future information that is in possession or may become available to the DEPARTMENT pertaining to subdivision plans, so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right of way;
  + Advance Notification and all environmental and engineering documents including the Permit Coordination Packages;
  + Coordination with the State Historic Preservation Officer;
  + Existing FDOT right of way maps and information on existing surplus right of way under ownership by the DEPARTMENT or participating local agency (counties and cities partnering with FDOT for the Study);
  + Existing Horizontal Network Control;
  + FDOT crash data;
  + Available traffic and planning data;
  + Proposed right of way cost data;
  + Construction cost database, as applicable;
  + Project Electronic File Root Directory Structure for delivery of project design files to the DEPARTMENT;
  + All applicable DEPARTMENT agreements with Utility Agency Owners;
  + Letters of authorization designating the CONSULTANT as an agent of the DEPARTMENT to enter lands, waters, and premises of another in the performance of duties in accordance with **Section 337.274, F.S.**;
  + Reviews of technical reports and Environmental Documents;
  + Interchange Modification Report

## 2.7 OPTIONAL SERVICES

At the DEPARTMENT'S option, the CONSULTANT may be requested to provide professional services not explicitly outlined in this Exhibit. These services may include but are not limited to re-evaluation of previous PD&E Studies, environmental analysis not specifically listed in this Scope of Services, final design services, expert witness services for right of way acquisition, additional design analysis, and design plan preparation for utilities review. CONSULTANT may also be requested to provide services for Request for Proposal (RFP) development for Design-Build Procurement and / or support the DEPARTMENT in the acquisition of a Design-Build contract. The fee for such services shall be negotiated in accordance with the terms detailed in **Exhibit B**, method of compensation, for a fair, competitive and reasonable cost, considering the scope and complexity of the project. A supplemental agreement for the optional services shall be executed in accordance with Section 2 of the Standard Professional Services Agreement Terms.

# 3.0 PUBLIC INVOLVEMENT

Public involvement includes communicating to and receiving input from all interested and affected persons, groups, business owners, and government organizations regarding the development of the project. The CONSULTANT will coordinate and perform the appropriate level of public involvement for this Project as outlined in **Part 1, Chapter11,** and **Part 2, Chapter 4** of the **PD&E Manual**, and the **FDOT Public Involvement Handbook**.

The CONSULTANT will provide the DEPARTMENT drafts of all public involvement materials (e.g., newsletters, property owner letters, advertisements, handouts, exhibits) associated with the following tasks for review and approval at least 60 business days prior to printing and / or distribution.

## 3.1 PUBLIC INVOLVEMENT

### 3.1.1 Public Engagement Strategy

The CONSULTANT is responsible for creating a public engagement strategy plan. The public engagement strategy plan will be developed in collaboration with DEPARTMENT staff and public engagement specialists.

After the Project Plan is approved, the CONSULTANT shall keep the Project Plan updated as necessary or upon notification by the DEPARTMENT of a deficiency in the Project Plan. Any change to the Project Plan must be approved by the DEPARTMENT.

### 3.1.2 Public Involvement Data Collection

The CONSULTANT will assist the DEPARTMENT with collecting data specific to the public involvement process and preparing responses to any public inquiries received throughout the Project. The CONSULTANT will maintain and regularly update both an electronic and paper public involvement project file, which will document a record of all public involvement activities for this project.

The CONSULTANT is responsible for identifying and maintaining the Project mailing list that may include officials and interested parties (any person or institution expressing an interest in the project), affected parties, and potential permit and review agencies.

The CONSULTANT will work with the DEPARTMENT to generate or obtain mailing labels of property owners using the ETDM Environmental Screening Tool (EST) or the County Property Appraisers' Offices.

The CONSULTANT will investigate potential meeting locations to advise the DEPARTMENT of their suitability. The DEPARTMENT will ultimately approve the meeting location. The CONSULTANT will pay all costs for meeting location rental and insurance (if required). The CONSULTANT will be responsible for logistics associated with setting up the meeting.

## 3.2 SCHEDULED PUBLIC MEETINGS

The CONSULTANT will actively support the DEPARTMENT in conducting various public meetings, which may be conducted during weekends or after normal working hours. The CONSULTANT will support the DEPARTMENT in preparation, scheduling, attendance, note taking, documentation, and follow-up services for each meeting, which may include:

* [TBD] Project Kick-off Meeting(s)
* [TBD] Presentations to Local MPO's (includes associated technical and citizen committees, as applicable)
* [TBD] Coordination Meetings with Key Agencies
* TBD] Corridor Workshop(s) or Public Informational Meeting(s)
* [TBD] Alternatives Public Information Meeting(s)
* [TBD] Additional Coordination and Consensus Building Meeting(s)
* [TBD] Community / Stakeholder Forum(s)
* [TBD] Environmental Forum(s)
* [TBD] Other Public and Agency Meetings (Specify) or informal meetings

For any of the listed meetings, the CONSULTANT will prepare and/or be responsible for the following:

* Agenda
* Presentation scripts
* Handouts
* Graphics for presentation
* Meeting equipment set-up and tear-down
* Display advertisements (The CONSULTANT will pay the cost of publishing)
* Letters for notification of elected and appointed officials, property owners, and other interested parties (the CONSULTANT will pay the cost of first class postage)
* News releases or project fact sheets. The DEPARTMENT must review new releases and fact sheets at least two (2) weeks before the meeting or mail out
* Meeting summaries provided to the DEPARTMENT no later than five (5) business days after the meeting
* Preparation of response letters for DEPARTMENT signature on public comments

Any materials prepared by the CONSULTANT for such meetings as listed above are subject to review and approval by the DEPARTMENT. The CONSULTANT shall provide the DEPARTMENT with a draft of any proposed materials at least two weeks prior to the meeting.

The CONSULTANT will assist the DEPARTMENT when facilitating the public information meeting / workshop to present Project results and obtain comments related to the Project and / or Project alternatives.

The meeting format will be developed by the CONSULTANT and approved by the DEPARTMENT upon review. The CONSULTANT will participate in briefing and debriefing meetings with the DEPARTMENT staff related to the public meeting.

The CONSULTANT will attend the meetings with a suitable number of personnel with appropriate technical expertise (based on project issues), as authorized by the DEPARTMENT Project Manager, to assist the DEPARTMENT in such meetings.

The DEPARTMENT may request the CONSULTANT to identify the effect of the Project to individual properties on aerial maps or plans in response to requests from property owners. The DEPARTMENT may also request the CONSULTANT to meet with individual property owners.

## 3.3 PUBLIC HEARING

TBD

## 3.4 COMMENTS AND COORDINATION REPORT

TBD

## 3.5 NOTIFICATION OF APPROVED ENVIRONMENTAL DOCUMENT

TBD

## 3.6 ADDITIONAL PUBLIC INVOLVEMENT REQUIREMENTS

TBD

# 4.0 ENGINEERING ANALYSES AND CONSIDERATIONS

CONSULTANT activities to conduct and prepare engineering analyses and reports shall be done under the direction of the DEPARTMENT Project Manager.

## 4.1 REVIEW OF PREVIOUS PLANNING STUDIES

The CONSULTANT shall review and summarize previous completed (or concurrent) planning studies and other studies that are related to this Project and appropriately incorporate their results in the analysis of the Project.

## 4.2 EXISTING CONDITIONS ANALYSIS

TBD

## 4.3 SURVEY

TBD

## 4.4 GEOTECHNICAL INVESTIGATION

TBD

## 4.5 TRAFFIC ANALYSIS

The CONSULTANT will review existing traffic data from planning studies to carry out traffic analysis for this Project and determine whether additional data may be needed. The CONSULTANT must collect additional data for the Study Area if the data gaps are identified. The CONSULTANT will review the following Traffic Reports and Planning studies:

* TBD

### 4.5.1 Traffic Analysis Methodology

The DEPARTMENT will provide the CONSULTANT the necessary traffic forecasting to develop alternatives for both interim and design year alternatives as necessary.

### 4.5.2 Traffic Counts

Traffic Counts are not required for this project.

### 4.5.3 Vehicle Classification Counts on Roadway Segments and Ramps

Vehicle classification counts will be provided by the DEPARTMENT.

### 4.5.4 Pedestrian, Bicycle, and Other Multimodal Data

Pedestrian, bicycle and other multimodal data will be provided by the DEPARTMENT.

### 4.5.5 Calibration and Validation Data Collection

Calibration and validation data will be provided by the DEPARTMENT

### 4.5.6 Existing Traffic Operational Analysis

Existing traffic operational analysis will be provided by the DEPARTMENT.

### 4.5.7 Calibration and Validation

Calibration and validation will be provided by the DEPARTMENT.

### 4.5.8 Future Demand Forecasting

Future demand forecasting will be provided by the DEPARTMENT.

### 4.5.9 No Build Analysis

TBD

### 4.5.10 Development and Screening of Alternatives

TBD

### 4.5.11 Operational Evaluation of Build Alternatives

TBD

### 4.5.12 Project Traffic Analysis Report

Any necessary traffic reports will be prepared and provided to the CONSULTANT.

### 4.5.13 Interchange Access Request

Any necessary traffic reports will be prepared and provided to the CONSULTANT.

### 4.5.14 Traffic Data for Noise Study

The CONSULTANT will utilize traffic data provided the DEPARTMENT

### 4.5.15 Traffic Data for Air Analysis

TBD

### 4.5.16 Signalization Analysis

TBD

## 4.6 SIGNAGE

TBD

## 4.7 TOLLING CONCEPTS

TBD

## 4.8 SAFETY

### 4.8.1 Crash Data

TBD

### 4.8.2 Safety Analysis

TBD

### 4.8.3 Documentation of Safety Analysis

TBD

## 4.9 UTILITIES AND RAILROAD

TBD

### 4.9.1 Utilities

TBD

### 4.9.2 Railroads

TBD

## 4.10 ROADWAY ANALYSIS

### 4.10.1 Design Controls and Criteria

The CONSULTANT will prepare design controls and criteria for developing Project alternatives and designing initial geometrics and other roadway elements according to the DEPARTMENT standards.

### 4.10.2 Typical Section Analysis

The CONSULTANT will develop conceptual typical sections for the Project alternatives which address transportation needs and context. Development of typical sections must consider Context Sensitive Solutions and Complete Streets approaches and the needs of all Project users.

### 4.10.3 Geometric Design

TBD

### 4.10.4 Intersections and Interchange Evaluation

The CONSULTANT will propose appropriate intersection control based on the results of project traffic analysis to establish an overall intersection/interchange footprint at the following intersections:

* TBD

The CONSULTANT will develop intersection and interchange concepts/layouts based on the results of traffic operational analysis. The layouts will include turn lanes, ramp, auxiliary lanes, storage lengths, ramp terminals, ramp junctions, and other geometric details.

### 4.10.5 Access Management

TBD

### 4.10.6 Multimodal Accommodations

TBD.

### 4.10.7 Maintenance of Traffic

TBD

### 4.10.8 Lighting

TBD

## 4.11 IDENTIFY CONSTRUCTION SEGMENTS

TBD

## 4.12 TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS

TBD

## 4.13 STRUCTURES

### 4.13.1 Existing Structures

The CONSULTANT will collect the existing structures data as identified in **Part 2, Chapter 3** of the **PD&E Manual**. The following existing structures have been identified for evaluation:

* TBD

### 4.13.2 Structure Typical Sections

TBD

### 4.13.3 Structure Design Alternatives

* TBD

## 4.14 DRAINAGE

The CONSULTANT will perform Drainage analysis in accordance with the **Drainage Manual** and **Part 2**, **Chapters 11 and 13** of the **PD&E Manual**. The CONSULTANT shall incorporate/consider the Contamination Screening Evaluation Report and any other related report findings into the Drainage Reports.

### 4.14.1 Floodplain and Environmental Permit Data Collection

TBD

### 4.14.2 Drainage Analysis

TBD

### 4.14.3 Floodplain Compensation Analysis

TBD

### 4.14.4 Stormwater Management Analysis

TBD

### 4.14.5 Drainage Design

TBD

### 4.14.6 Location Hydraulics Report

TBD

### 4.14.7 Bridge Hydraulic Evaluation

TBD

## 4.15 LANDSCAPING ANALYSIS

* TBD

## 4.16 CONSTRUCTION AND RIGHT OF WAY COST ESTIMATES

### 4.16.1 Construction Cost Estimates

TBD

### 4.16.2 Right of Way Cost Estimates

TBD

## 4.17 ALTERNATIVES EVALUATION

### 4.17.1 Comparative Alternatives Evaluation

TBD

### 4.17.2 Selection of Recommended Alternative

TBD

### 4.17.3 Value Engineering

TBD

## 4.18 CONCEPT PLANS

TBD

### 4.18.1 Base Map

* TBD

### 4.18.2 Alternatives Concept Plans

TBD

### 4.18.3 Preferred Alternative

TBD

### 4.18.4 Typical Section Package

TBD

### 4.18.5 Design Exceptions and Design Variations

TBD

## 4.19 TRANSPORTATION MANAGEMENT PLAN

TBD

## 4.20 RISK MANAGEMENT

TBD

## 4.21 ENGINEERING ANALYSIS DOCUMENTATION

TBD

## 4.22 PLANNING CONSISTENCY

### 4.22.1 Transportation Plans

The CONSULTANT will coordinate with the DEPARTMENT to obtain and review transportation plans throughout the life of the Project for all modes of transportation including freight, transit, and non-motorized. The following plans or studies should be reviewed as appropriate:

* MPO's adopted Long Range Transportation Plan (LRTP) Cost Feasible and Needs Plans
* Local Government Transportation Improvement Plan (TIP)
* State Transportation Improvement Program (STIP)
* Local Government Comprehensive Plan (LGCP)
* Urban Area Transportation Study, and if applicable
* Local Transit Development Plans (TDP) for bus, rail, or other services
* Non-motorized (bicycle and pedestrian) Plans

### 4.22.2 Planning Consistency Form

TBD

# 5.0 ENVIRONMENTAL ANALYSIS AND REPORTS

Tasks described within this section direct work efforts applicable to the environmental analysis and documentation for this Project. Prior to beginning environmental work, the CONSULTANT must review the ETDM Planning Screen Summary Report, summary degree of effect, resource agencies' comments, permits that may be required, and GIS information from the Environmental Screening Tool (EST). This review will support the CONSULTANT's ability to adequately assess the potential for Project alternatives to affect known environmental resource issues.

CONSULTANT activities to conduct and prepare environmental analysis and reports shall be done under the direction of the DEPARTMENT Project Manager. The CONSULTANT will collect pertinent environmental data, conduct analyses, and document the results of this analysis within technical reports or memoranda. The analyses and reporting will be performed and presented in accordance with the procedures in the **PD&E Manual**. The CONSULTANT will analyze all Build Alternatives and the No Build Alternative with respect to impacts to natural, cultural, social and physical resources and document all analyses in the reports. Wherever appropriate the CONSULTANT will describe proposed measures to avoid, minimize, or mitigate project impacts on the environmental issues. Additionally, the CONSULTANT will summarize results of the environmental analysis in the Environmental Document. The CONSULTANT must verify and record in the Environmental Document any environmental resource that is identified as "No Involvement". The CONSULTANT will summarize in the Environmental Document the results of analysis of environmental resources that were completed as part of another study or performed by others concurrent with this project.

## 5.1 SOCIOCULTURAL EFFECTS

TBD

### 5.1.1 Social

* **TBD**

### 5.1.2 Economic

* TBD

### 5.1.3 Land Use Changes

TBD

### 5.1.4 Mobility

TBD

### 5.1.5 Aesthetics

TBD

### 5.1.6 Relocation Potential

TBD

## 5.2 CULTURAL RESOURCES

TBD

### 5.2.1 Archaeological and Historic Resources

TBD

### 5.2.2 Recreational, Section 4(f)

TBD

## 5.3 NATURAL RESOURCES

The CONSULTANT will assess and summarize each of the natural resource issues in the Environmental Document. If no involvement for a particular issue is indicated, then a statement to that effect will be included.

The CONSULTANT will identify the natural resource evaluation area. The CONSULTANT will assess the direct and indirect effects and will document the severity of the following items in the Environmental Document and project file:

### 5.3.1 Wetlands

**TBD**

### 5.3.2 Essential Fish Habitat

TBD

### 5.3.3 Wildlife and Habitat

**TBD**

TBD

### 5.3.4 Natural Resource Evaluation Report

TBD

### 5.3.5 Water Quality

TBD

### 5.3.6 Special Designations

The CONSULTANT will evaluate the data for and document the following special designations if applicable: Outstanding Florida Waters, Wild and Scenic Rivers, Aquatic Preserves, Coastal Barrier Resource, and Scenic Highways, in accordance with **Part 2, Chapters 5, 10, 12,** and **15** of the **PD&E Manual**, respectively.

### 5.3.7 Identify Permit Needs

TBD

### 5.3.8 Farmland

TBD

## 5.4 PHYSICAL EFFECTS

The CONSULTANT will summarize each of the physical effect issues in the Environmental Document. If no involvement for a particular issue is indicated, then a statement to that effect will be included. The CONSULTANT will identify the physical effect evaluation area. The CONSULTANT will assess the direct and indirect effects and will document the severity of the following:

### 5.4.1 Noise

TBD

### 5.4.2 Transit Noise and Vibration Analysis

TBD

### 5.4.3 Air Quality

TBD

### 5.4.4 Construction Impact Analysis

TBD

### 5.4.5 Contamination

TBD

## 5.5 CUMULATIVE EFFECTS EVALUATION

TBD

## 5.6 PROJECT COMMITMENTS RECORD

TBD

# 6.0 ENVIRONMENTAL DOCUMENT

TBD

# 7.0 METHOD OF COMPENSATION

Payment for the work accomplished will be in accordance with **Exhibit B** of this contract. The DEPARTMENTs Project Manager and the CONSULTANT will monitor the cumulative invoiced billings to ensure the reasonableness of the billings compared to the study schedule and the work accomplished and accepted by the DEPARTMENT. The DEPARTMENT Project Manager will decide whether work of sufficient quality and quantity has been accomplished by comparing the reported Scope of Services percent complete against actual work accomplished.

Payments will not be made that exceed the percentage of work identified in the approved payout curve and schedule provided. The CONSULTANT shall provide a list of key events and the associated total percentage of work considered to be complete at each event. This list shall be used to control invoicing. Payments will not be made that exceed the percentage of work for any event until those events have actually occurred and the results are acceptable to the DEPARTMENT.