

Contract Scope Initiation Reference Guide



For Project Managers and Design
Phase Leaders

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This document was developed by the GPTQ Program Delivery Subcommittee as part of the continuing effort to share knowledge and provide guidance within the Georgia Department of Transportation and to its consultant partners in fulfilling the Department’s mission to provide a safe, efficient, and sustainable transportation system through dedicated teamwork and responsible leadership supporting economic development, environmental sensitivity and improved quality of life.

This document is not intended to establish policy within the Department, or to replace any, but to provide guidance in adhering to the policies and procedures of the Department.

Your comments, suggestions, and ideas for improvements are welcomed.

Please send comments to: opdcustomerservice@dot.ga.gov

Intersection Improvement Project Scope:

1. Scope:

The Consultant shall provide concept report preliminary construction plans, signing and marking plans, final right-of-way plans (including revisions), erosion control plans, staging plans and final construction plans (including revisions through project final acceptance). All required engineering studies are considered part of the scope of services. All deliverables shall be in accordance with the Plan Development Process, Electronic Data Guidelines, Plan Presentation Guide, NEPA and the GDOT Environmental Procedures Manual.

- A. Concept Report and Database Validation (including Value Engineering (VE) Study)
 - 1. Roundabout Feasibility Study
 - 2. Peer Review
 - 3. Traffic Counts and Projections
 - 4. Initial and Final Concept Team Meeting
 - 5. Concept-level MS4 report (as needed).

- B. Environmental Document
 - 1. Necessary Environmental Special Studies survey reports and assessment of effects for Ecology.
 - 2. NEPA documents
 - a. Environmental Approval
 - b. NEPA document re-evaluations (for ROW and Construction Authorization)
 - 3. Preparation of section 404 permit application
 - 4. Aquatic Survey and report
 - 5. Preparation of a Vegetative Buffer application
 - 6. Public Involvement (PIOH/PHOH/Noise Wall meetings) and associated coordination with GDOT
 - 7. Prepare for and attend the PFPR and FFPR
 - 8. Certification for Right-of-Way
 - 9. Certification for Let
 - 10. Terrestrial Protected Species Survey and Report (Georgia aster)
 - 11. TPro and P6 updates
 - 12. Bat surveys and associated reports
 - 13. Practical Alternatives Report (PAR)
 - 14. Approved Logical Termini Form

OR:

Provide Environmental Documentation and Required Studies:

- 1. *Public Involvement Coordination*
- 2. *Activities necessary to Plan, Attend, and Document Public Information/Detour Open House*
- 3. *Targeted public outreach activities including the preparation and distribution of project flyers*
- 4. *Survey for Parks, Land Use, Farmland, Communities/Community Resources, USTs, Cemeteries*
- 5. *Ecology- Field Survey and Resources Survey Report*
- 6. *Ecology- Assessment of Effects Report*
- 7. *NEPA Management including Early Coordination, Project Meetings, Meeting Notes, Schedule Updates*
- 8. *Prepare for, Attend, Prepare Minutes for Project Meetings*
- 9. *Assess Impacts to Land Use, Parks, Communities, Community Resources, Cemeteries, Farmlands, USTs*
- 10. *Prepare Categorical Exclusion or Programmatic Categorical Exclusion and Reveals for ROW and CST*
- 11. *Prepare Programmatic Section 4(f) Evaluation*
- 12. *Protected Species Survey Report*
- 13. *Historic Resource Survey and reports including Cultural Resources Assessment of Effects (AOE) and Memorandum of Agreement (if necessary)*
- 14. *Noise survey and reports (including Noise Barrier Analysis, if needed).*
- 15. *Air survey and reports.*
- 16. *Preparation for and attendance of Preliminary Field Plan Review (PFPR) including:*
 - a. *Prepare Environmental Resource Impact Table (ERIT) and other materials for Field Plan Review.*

- f. Freshwater Aquatic
- G. Construction
 - 4. Use on Construction Revisions
 - 5. Site Condition Revisions
- H. Deliverables
 - 4. Approved Design Exceptions/Variations
 - 5. One (1) Approved EA/FONSI
 - 6. One (1) re-evaluation for the EA/FONSI (Construction)
 - 7. Approved Bridge Layouts and Hydraulic Studies (in accordance with LRFD)
 - 8. PFPR Deliverables
 - 9. Approved Right-of-Way plans
 - 10. FFPR Deliverables
 - 11. FFPR Corrected Plans
 - 12. Final Plans, Specifications and Estimates (PS&E) package for project
 - 13. Revised "Use on Construction" plans and/or quantities
 - 14. Provide approved Buffer Variance & 404 Permit
- I. Quality Assurance/Quality Control Reviews for all deliverables
- J. Attendance in and meeting minutes of monthly meetings to discuss progress and/or issues (additional meetings may be required to resolve major project issues).
- K.
- L. Prepare, reproduce, and distribute Preliminary Field Plan Review (PFPR) and Final Field Plan Review (FFPR) Package, address/respond to comments, and make plan changes.
- M. Prepare, reproduce, and distribute preliminary and final plans and all supporting disciplines (signing and marking, erosion control, R/W, Utilities, etc.) as well as all special provisions, all design files, and supporting documentation.

Bridge Replacement Project Scope:

1. Scope

The purpose of this task order is to prepare Traffic Projections, Topographic survey for the Bridge Bundles, concept development, public involvement, environmental studies, National Environmental Policy Act of 1969 (NEPA) documentation, preliminary construction plans, Subsurface Utility Engineering (SUE) services, hydraulic and hydrological studies, right-of way plans, staging plans and final construction plans for GDOT project . All deliverables shall be in accordance with the current edition of the GDOT Plan Development Process (PDP), Electronic Data Guidelines (EDG), GDOT Design Policy Manual and the GDOT Survey Manual. All required engineering studies are considered part of the scope of services. All work shall be done in accordance with the current edition of the GDOT's Plan Development Process (PDP), Plan Presentation Guide (PPG), Electronic Data Guidelines (EDG), Design Manuals and Environmental Procedures Manual (EPM).

- A. Attend Project Team Meetings:
 - 1. The Consultant shall prepare for, attend, and prepare meeting minutes for monthly coordination/team meetings for the life of this contract.
- B. Provide Traffic Data:
 - 1. Conduct a site visit.
 - 2. Current year minimum forty-eight (48) hour classification count at location as close as possible to the bridge with no intersecting roads or driveways between the counter and the bridge.
 - 3. Current year minimum forty-eight (48) hour classification counts north and west of intersection at the bridge
 - 4. Develop growth rate for project area using GDOT TADA historical count data, county or city census data, Metropolitan Planning Organization (MPO) model data, area development information, etc.
 - 5. Report existing Average Daily Traffic (ADT), existing Design Hourly Volume (DHV), base year ADT, base year DHV, design year ADT, design year DHV, base year +2 ADT, base year +2 DHV, design year ADT+2,

design year+2 DHV, K factor, D factor, peak hour truck percentage with single unit and combination breakdown, 24 hour truck percentage with single unit and combination breakdown following GDOT standards. Round ADT to nearest 25, DHV to nearest 5, and percentages to nearest 0.5%.

C. Provide Database Using the “Current Approved GDOT Software”:

1. Establish survey control.
2. Create survey control package.
3. Provide GDOT approved database for each location, per the bridge survey limits described in the GDOT Survey Manual.
4. Provide extended database (if necessary).

D. Provide Concept Design:

1. The Consultant shall gather from the Department all available data and information pertinent to the preparation of the project plans. Pertinent data shall be defined as that data and information which GDOT will allow the Consultant to use in the development of the project. The Consultant shall also gather and utilize other data from sources, such as the applicable County, to supplement existing data, as needed.
2. Prepare proposed horizontal and vertical geometrics for roadway using Microstation V8i. The Consultant shall include as a minimum all applicable criteria such as horizontal and vertical clearances, super-elevation, and super-elevation transitions, speed design for horizontal and vertical alignments, critical dimensions, pavement limits, approximate construction limits, roadway and property owner names, and preliminary right-of-way and easement limits. This will be an iterative process in that the Consultant will consider potentially environmentally sensitive areas when determining the appropriate horizontal and vertical geometry.
3. Provide, coordinate, and attend public information meetings (Public Information Open House (PIOH), etc.), which includes preparing advertisement, dry run materials, handout package, displays, synopsis and comments summary and providing written responses to written and verbal PIOH comments; Prepare, attend and provide written responses for up to three (3) stakeholder/small group meetings; Prepare and circulate early coordination letters; Perform all activities associated with a Detour Open House, to include attending the meeting and the dry run and preparing the following materials: legal advertisement, handout, synopsis, summary of comments, and comment response letters, if required.
4. Identify any required major structures including retaining walls and culverts.
5. Provide project Risk Assessment and monitor and propose mitigation for identified risks associated with the project.
6. Provide and include in GDOT’s AASHTOWARE, a concept construction cost estimate with the concept report. Every item need not be covered in this estimate, only those items that will establish a reasonable estimate of the total construction cost. The Department, upon request, will furnish unit cost data for similar type projects as may be available.
7. Provide concept level right-of-way cost estimate, prepared by a GDOT prequalified right-of-way service provider, for review and approval by GDOT’s Office of Right-of-Way.
8. Prepare for concept meetings, attend, and document the meeting details.
9. Provide conceptual level drainage designs.
10. Prepare and complete a limited scope concept report for the project.
11. Concept-level MS4 report (as needed).

E. Provide Programmatic Cost Estimate Updates:

1. Provide annual construction cost estimate update prepared in the latest GDOT approved software (as needed).
2. Provide annual right-of-way cost estimate, prepared by a GDOT prequalified right-of-way service provider, and approved by GDOT’s Office of Right-of-Way (as needed).
3. Provide utility plans and utility cost estimate request checklist for annual utility cost estimate request.

F. Provide Environmental Documentation and Required Studies:

1. Public Involvement Coordination
2. Activities necessary to Plan, Attend, and Document Public Information/Detour Open House
3. Targeted public outreach activities including the preparation and distribution of project flyers
4. Survey for Parks, Land Use, Farmland, Communities/Community Resources, USTs, Cemeteries
5. Ecology- Field Survey and Resources Survey Report
6. Ecology- Assessment of Effects Report
7. NEPA Management including Early Coordination, Project Meetings, Meeting Notes, Schedule Updates
8. Prepare for, Attend, Prepare Minutes for Project Meetings

9. Assess Impacts to Land Use, Parks, Communities, Community Resources, Cemeteries, Farmlands, USTs
10. Prepare Categorical Exclusion or Programmatic Categorical Exclusion and Reveals for RW and Let
11. Prepare Programmatic Section 4(f) Evaluation
12. Protected Species Survey Report
13. Historic Resource Survey and reports including Cultural Resources Assessment of Effects (AOE) and Memorandum of Agreement (if necessary)
14. Noise survey and reports (including Noise Barrier Analysis, if needed).
15. Air survey and reports.
16. Preparation for and attendance of Preliminary Field Plan Review (PFPR) including:
 - a. Prepare Environmental Resource Impact Table (ERIT) and other materials for Field Plan Review.
 - b. Attend Field Plan Review.
 - c. Review PFPR Report and provide written responses to any environmental comments.
17. Certification - for ROW and CST authorizations.

G. Provide Subsurface Utility Engineering (SUE)

1. Complete Quality Level D Subsurface Utility Engineering services within the project area.
 - a. Collect utility records
 - b. Perform visual site inspection
 - c. Develop utility drawing.
2. Complete Quality Level B Subsurface Utility Engineering –provide subsurface utility engineering services within the project area including:
 - a. Use available equipment, techniques, and pieces of information available to complete this effort.
 - b. Perform records research with the utility companies and municipalities.
 - c. Perform a survey to gather our designation marks and the utility above ground features in the field.
 - d. Transfer this information into MicroStation and develop a GDOT compliant QLB SUE deliverable.
 - e. Perform required. QL-B SUE, including records research.
 - f. Designate & mark existence of subsurface utilities known to be located within the project area.
 - g. Survey designate markings for existence of utilities known to be located within the project area.
 - h. Prepare pole data table.
 - i. Survey sanitary sewer.
 - j. Develop utility composite drawing.
 - k. Discipline Management, Meetings & Coordination.
 - l. Field QA/QC Site Visit.
 - m. QA/QC Electronic Drawing to ensure it is performed in accordance with latest GDOT Electronic Data Guidelines and GDOT Survey Manual.
 - n. Contract Administration.
3. Complete Utility Impact Analysis Subsurface Utility Engineering –provide a matrix that determines the extent the proposed roadway improvements will impact the existing utilities within the project area. (Use available cross-sections, plans, profiles, staging, drainage, and erosion control plans to complete this effort.)
4. Complete Quality Level A Subsurface Utility Engineering – perform test holes at the determined utility conflict locations in the project area.

H. Provide Preliminary Roadway Design Plans:

1. Provide (1st) submission utility plans, including all plan sets needed for distribution to utility owners.
2. Provide construction plans for constructability review meeting.
3. Prepare for and attend constructability review meeting.
4. Prepare Federal Emergency Management Agency (FEMA) floodplain studies and no-rise certifications (if needed)
5. Prepare and provide preliminary bridge layout for GDOT review and approval.
6. Provide bridge hydraulics study for GDOT review and approval.
7. Prepare Bridge Foundation Investigation (BFI) Report.
8. Provide pavement evaluation survey and report (if needed).
9. Provide pavement design submission (if needed).
10. Perform phase 1 environmental site assessment and underground storage tank report for GDOT review and approval.
11. Provide soil survey and report for GDOT review and approval.
12. Complete a Quality Assurance / Quality Control Review. A QA/QC Letter will be provided for PFPR.
13. Provide preliminary construction plans meeting the requirements of the latest PFPR checklist.
14. Provide complete PFPR request package including all items listed on the latest PFPR checklist and all the construction plan sets required for distribution per the GDOT standard distribution list.

15. Attend PFPR meeting.
16. Provide responses to comments included in the PFPR report.
17. Prepare Detour plans and Detour Report.
18. MS4 report (as needed)

- I. Provide Right-of-Way Acquisition Documents and Field Survey:
 1. Prepare for and attend right-of-way and utility team meeting.
 2. Provide right-of-way plans for GDOT review and approval.
 3. Provide right-of-way plan revisions requested during acquisition.
 4. Provide Location and Design Report approval and advertisement by GDOT.
 5. Provide right-of-way and easement staking (assume one [1] time).
- J. Provide Final Construction Plans:
 1. Provide (2nd) submission utility coordination and plans, including all plan sets needed for distribution to utility owners.
 2. Provide final construction plans for FFPR.
 3. Provide complete FFPR request package including all items listed on the latest FFPR checklist and all the construction plan sets required for distribution per the GDOT standard distribution list.
 4. Provide completed latest FFPR checklist.
 5. Provide internal final construction plans QC/QA documentation.
 6. Prepare final bridge plans (LRFD) for GDOT review and approval.
 7. Update construction cost in AASHTOWARE.
 8. Attend FFPR meeting.
 9. Provide responses to comments included in the FFPR report.
 10. Prepare and submit corrected FFPR plans.
 11. Prepare and submit final construction plans, including all plan sets needed for distribution per the GDOT standard distribution list.
- K. Provide Plans, Specifications and Estimates (PS&E):
 1. Provide Plans, Specifications, and Estimate (PS&E) plans to the Department's PM for review and approval by Construction Bidding Administration including revisions, changes and amendments till project letting.
- L. Construction Services:
 1. Use on Construction Revisions
 2. Shop Drawings
 3. Site Condition Revisions
 4. Participate in Pre-Construction Meeting.
 5. Answer design-related questions during construction
 6. Attend construction meetings including for utility coordination, up to 6 meetings (if needed).
 7. Conduct 7-day inspection for erosion control

2. Deliverables

Deliverables include the following items that shall be completed by the Consultant and delivered to the Department during the term of this task order as specified by the Project Manager and in accordance with the approved project schedule:

- A. Approved Concept Report and Layout
- B. Monthly Project Status Reports
- C. Noise Assessment Report.
- D. Noise barrier analysis (if needed).
- E. Air Quality Impact Assessment.
- F. Ecology Resource Survey Report
- G. Ecology Assessment of Effects Report
- H. Archaeology Survey Report.
- I. History Survey Report.
- J. Cultural Resources Assessment of Effects (AOE), if needed.
- K. Memorandum of Agreement (if necessary).

- L. Public Information Open House/Detour Meeting Synopsis, Summary, Response letters.
- M. Targeted public outreach materials.
- N. Categorical Exclusion (CE) or Programmatic CE including Environmental Commitments Table.
- O. Programmatic Section 4(f) Evaluation.
- P. Early coordination letters and De Minimis correspondence.
- Q. Transmittal letters for all reports and application packages.
- R. Environmental Commitments Table.
- S. All documents and reviews for Field Plan Reviews.
- T. Certification (for ROW authorization).
- U. Electronic copy of each final report and NEPA document in Word and .pdf format.
- V. Transmittal letters for all reports and application packages.
- W. Approved Preliminary Plans, includes:
 - 1. QC/QA letter with PFPR submission
 - 2. PFPR responses
 - 3. Updated construction cost estimate
 - 4. 1st submission utility plans
 - 5. Approved preliminary bridge layout
 - 6. Approved pavement design, if required
 - 7. Approved soil survey
- X. Approved Location and Design Report
- Y. Approved ROW plans
- Z. Approved Detour Report
- AA. Approved Final Plans; includes:
 - 1. QC/QA letter with FFPR submission
 - 2. FFPR responses
 - 3. 2nd submission utility plans
 - 4. Approved BFI report
 - 5. Approved final bridge plans
 - 6. Undated construction cost estimate
 - 7. Design Data Book
- BB. PS&E package
- CC. Special Provisions, as needed.
- DD. Meeting minutes.
- EE. Section 404 Permit Application Package and legal advertisement (Nationwide or Regional Permit).
- FF. Copy of Right of Entry letters mailed to project area Property Owners by Consultant.
- GG. SUE database with Utility Owners List and Utility Legend
- HH. UIA Spreadsheet and SUE database with conflict locations
- II. SUE database with Test Hole certification forms
- JJ. Use on Construction Revisions.
- KK. Site Condition Revisions.
- LL. Approved shop drawings.
- MM. 7-day Inspection Report.

Widening Project Scope:

1. Scope

The Consultant shall provide development of the environmental document including all required special studies (Air, Noise, Ecology, and NEPA), preliminary construction plans, signing and marking plans, final right-of-way plans (including revisions), erosion control plans, preliminary and final roadway plans, staging plans and final construction plans (including revisions through project final acceptance) and construction services. All required engineering studies are considered part of the scope of services. All deliverables shall be in accordance with but not limited to the Plan Development Process (PDP), Electronic Data Guidelines (EDG), GDOT Design Policy Manual, GDOT Drainage Manual, GDOT Bridge and Structures Design Manual, Plan Presentation Guide, NEPA and the GDOT Environmental Procedures Manual.

- A. Concept Report (including Value Engineering (VE) Study)
 - 1. Public Involvement Plan (for GDOT's approval)

2. Traffic Studies
3. Cost estimates
 - a. Construction cost estimate
 - b. Right of Way cost estimate (using approved ROW cost estimator)
4. Prepare concept layouts and alignment alternatives
5. Initial Concept Meeting Preparation and Attendance
6. Approved Concept Report
7. Concept Design Data Book
8. Concept Meeting Preparation and Attendance
9. Determine potential logical termini and submit form for approval
10. Concept-level MS4 report (as needed).

B. Environmental Document

1. Necessary Environmental Special Studies survey reports and assessment of effects for Ecology.
2. NEPA documents
 - a. Environmental Approval
 - b. NEPA document re-evaluations (for ROW and Construction)
3. Preparation of section 404 permit application
4. Aquatic Survey and report
5. Preparation of a Vegetative Buffer application
6. Public Involvement (PIOH/PHOH/Noise Wall meetings) and associated coordination with GDOT
7. Prepare for and attend the PFPR and FFPR
8. Certification for Right-of-Way
9. Certification for Let
10. Terrestrial Protected Species Survey and Report (Georgia aster)
11. TPro and P6 updates
12. Bat surveys and associated reports
13. Practical Alternatives Report (PAR)
14. Approved Logical Termini Form

OR:

Provide Environmental Documentation and Required Studies:

1. *Public Involvement Coordination*
2. *Activities necessary to Plan, Attend, and Document Public Information/Detour Open House*
3. *Targeted public outreach activities including the preparation and distribution of project flyers*
4. *Survey for Parks, Land Use, Farmland, Communities/Community Resources, USTs, Cemeteries*
5. *Ecology- Field Survey and Resources Survey Report*
6. *Ecology- Assessment of Effects Report*
7. *NEPA Management including Early Coordination, Project Meetings, Meeting Notes, Schedule Updates*
8. *Prepare for, Attend, Prepare Minutes for Project Meetings*
9. *Assess Impacts to Land Use, Parks, Communities, Community Resources, Cemeteries, Farmlands, USTs*
10. *Prepare Categorical Exclusion or Programmatic Categorical Exclusion and Reveals for ROW and Let*
11. *Prepare Programmatic Section 4(f) Evaluation*
12. *Protected Species Survey Report*
13. *Historic Resource Survey and reports including Cultural Resources Assessment of Effects (AOE) a*
14. *Memorandum of Agreement (if necessary)*
15. *Noise survey and reports (including Noise Barrier Analysis, if needed).*
16. *Air survey and reports.*
17. *Preparation for and attendance of Preliminary Field Plan Review (PFPR) including:*
 - a. *Prepare Environmental Resource Impact Table (ERIT) and other materials for Field Plan Review.*
 - b. *Attend Field Plan Review.*
 - c. *Review PFPR Report and provide written responses to any environmental comments.*
18. *Certification - for ROW and CST authorizations.*

C. Preliminary Design

1. Complete Preliminary Roadway Plans, including but not limited to:
 - a. Preliminary Signing and Marking Plans

- b. Preliminary Signal Plans
 - c. Preliminary Communication Plans
 - d. Preliminary Staging & Erosion Control Plans
 - 2. Preliminary Bridge Layouts and hydraulic studies (in accordance with LRFD)
 - a. One proposed bridge
 - b. Up to eight proposed culvert replacements/extensions
 - 3. Under Ground Storage Tanks (UST)/Hazardous Waste Studies (Phase 1 & Phase 2 (if recommended))
 - 4. Cost Estimation with annual updates
 - 5. Quality Assurance/Quality Control Reviews
 - 6. Location and Design Report
 - 7. FFPR participation, report, and responses (all plan sets and other information requested by Engineering Services)
 - 8. Traffic Studies
 - 9. Preliminary Construction plans
 - 10. SUE Plans (Quality Level B)
 - 11. First Submission Utility Coordination
 - 12. WQv Storm Water Treatment Near Bat Habitat
 - 13. Prepare FEMA Floodplain Studies, Draft and Final No-Rise Certifications for eight (8) Locations
 - 14. MS4 report (as needed)
- D. Survey
- 1. Update Property Information and Owners for XXXX parcels.
 - 2. Survey Enhancements
 - 3. Complete stream hydraulic surveys for X streams.
 - 4. Extended Survey limits (if necessary)
- E. Right-of-Way Plans
- 1. Prepare Right of Way plans
 - 2. Coordinate field review of right of way plans and staking
 - 3. Right of Way revisions during acquisitions
 - 4. Coordination with the GDOT Right of Way Office / Acquisition Consultant during acquisitions
- F. Final Design
- 1. FFPR participation, report, and responses (all plan sets and other information requested by Engineering Services)
 - 2. Erosion Control Plans
 - 3. Quality Assurance/Quality Control Reviews
 - 4. Corrected FFPR Plans
 - 5. AASHTOWARE Final cost estimate
 - 6. Final PS&E Package
 - 7. Amendments & Revisions
 - 8. Final Design Data Book
 - 9. Complete Final Roadway Plans, including but not limited to:
 - a. Final Signing and Marking Plans
 - b. Final Signal Plans
 - c. Final Communication Plans
 - d. Final Staging & erosion Plans
 - 10. Update all Environmental Special Studies Reports
 - a. History
 - b. Ecology
 - c. Archaeology
 - d. Air
 - e. Noise
 - f. Freshwater Aquatic
- G. Construction
- 1. Use on Construction Revisions

2. Site Condition Revisions

H. Deliverables

1. Approved Design Exceptions/Variations
2. One (1) Approved EA/FONSI
3. One (1) re-evaluation for the EA/FONSI (Construction)
4. Approved Bridge Layouts and Hydraulic Studies (in accordance with LRFD)
5. PFPR Deliverables
6. Approved Right-of-Way plans
7. FFPR Deliverables
8. FFPR Corrected Plans
9. Final Plans, Specifications and Estimates (PS&E) package for project
10. Revised "Use on Construction" plans and/or quantities
11. Provide approved Buffer Variance & 404 Permit

I. Quality Assurance/Quality Control Reviews for all deliverables

J. Attendance in and meeting minutes of monthly meetings to discuss progress and/or issues (additional meetings may be required to resolve major project issues).

K. Prepare, reproduce, and distribute Preliminary Field Plan Review (PFPR) and Final Field Plan Review (FFPR) Package, address/respond to comments, and make plan changes.

L. Prepare, reproduce, and distribute preliminary and final plans and all supporting disciplines (signing and marking, erosion control, R/W, Utilities, etc.) as well as all special provisions, all design files, and supporting documentation.

Master Contract Scope:

1. Scope

The Consultant shall provide development of the environmental document including all required special studies (Air, Noise, Ecology, and NEPA), preliminary construction plans, signing and marking plans, final right-of-way plans (including revisions), erosion control plans, preliminary and final roadway plans, staging plans and final construction plans (including revisions through project final acceptance) and construction services. All required engineering studies are considered part of the scope of services. All deliverables shall be in accordance with but not limited to the Plan Development Process (PDP), Electronic Data Guidelines (EDG), GDOT Design Policy Manual, GDOT Drainage Manual, GDOT Bridge and Structures Design Manual, Plan Presentation Guide, NEPA and the GDOT Environmental Procedures Manual.

A. Concept Report (including Value Engineering (VE) Study)

1. Public Involvement Plan (for GDOT's approval)
2. Traffic Studies
3. Cost estimates
 - a. Conceptual Construction cost estimate
 - b. Conceptual right of way cost estimate utilizing vendor from GDOT's Right-of-Way services prequalified contractor list
4. Prepare concept layouts and alignment alternatives
5. Initial Concept Meeting Preparation and Attendance
6. Approved Concept Report
7. Concept Design Data Book
8. Concept Meeting Preparation and Attendance

9. Determine potential logical termini and submit form for approval
10. Concept-level MS4 report (as needed)

B. Environmental Document

1. Necessary Environmental Special Studies survey reports and assessment of effects for Ecology.
2. NEPA documents
 - a. Environmental Approval
 - b. NEPA document re-evaluations (for ROW and Construction)
3. Preparation of section 404 permit application
4. Aquatic Survey and report
5. Preparation of a Vegetative Buffer application
6. Public Involvement (PIOH/PHOH/Noise Wall meetings) and associated coordination with GDOT
7. Prepare for and attend the Preliminary Field Plan Review (PFPR), Constructability Reviews, and Final Field Plan Review (FFPR)
8. Certification for Right-of-Way
9. Certification for Let
10. Terrestrial Protected Species Survey and Report (Georgia aster)
11. TPro and P6 updates
12. Bat surveys and associated reports
13. Practical Alternatives Report (PAR)
14. Approved Logical Termini Form
15. Preparation of Environmental Commitments Table "Green Sheet" and Environmental Resource Impact Table (ERIT)

OR:

Provide Environmental Documentation and Required Studies:

1. *Public Involvement Coordination*
2. *Activities necessary to Plan, Attend, and Document Public Information/Detour Open House*
3. *Targeted public outreach activities including the preparation and distribution of project flyers*
4. *Survey for Parks, Land Use, Farmland, Communities/Community Resources, USTs, Cemeteries*
5. *Ecology- Field Survey and Resources Survey Report*
6. *Ecology- Assessment of Effects Report*
7. *NEPA Management including Early Coordination, Project Meetings, Meeting Notes, Schedule Updates*
8. *Prepare for, Attend, Prepare Minutes for Project Meetings*
9. *Assess Impacts to Land Use, Parks, Communities, Community Resources, Cemeteries, Farmlands, USTs*
10. *Prepare Categorical Exclusion or Programmatic Categorical Exclusion and Reevals for ROW and Let*
11. *Prepare Programmatic Section 4(f) Evaluation*
12. *Protected Species Survey Report*
13. *Historic Resource Survey and reports including Cultural Resources Assessment of Effects (AOE) a*
14. *Memorandum of Agreement (if necessary)*
15. *Noise survey and reports (including Noise Barrier Analysis, if needed).*
16. *Air survey and reports.*
17. *Preparation for and attendance of Preliminary Field Plan Review (PFPR) including:*
 - d. *Prepare Environmental Resource Impact Table (ERIT) and other materials for Field Plan Review.*
 - e. *Attend Field Plan Review.*
 - f. *Review PFPR Report and provide written responses to any environmental comments.*
18. *Certification - for ROW and Let authorizations.*

C. Preliminary Design

4. Complete Preliminary Roadway Plans, including but not limited to:
 - a. Preliminary Signing and Marking Plans
 - b. Preliminary Signal Plans
 - c. Preliminary Communication Plans
 - d. Preliminary Staging & Erosion Control Plans
5. Preliminary Bridge Layouts and hydraulic studies (in accordance with LRFD)
 - a. One proposed bridge

- b. Up to eight proposed culvert replacements/extensions
- 6. Under Ground Storage Tanks (UST)/Hazardous Waste Studies (Phase 1 & Phase 2 (if recommended))
- 7. AASHTOWARE Preliminary cost estimate with annual updates Quality Assurance/Quality Control Reviews
- 8. Location and Design Report
- 9. PFPR participation, report, and responses (all plan sets and other information requested by Engineering Services)
- 10. Traffic Studies
- 11. Preliminary Construction plans
- 12. SUE Plans (Quality Level B)
- 13. First Submission Utility Coordination
- 14. WQv Storm Water Treatment Near Bat Habitat
- 15. Prepare FEMA Floodplain Studies, Draft and Final No-Rise Certifications for eight (8) Locations
- 16. MS4 report (as needed)

D. Survey

- 1. Update Property Information and Owners for XXXX parcels.
- 2. Survey Enhancements
- 3. Complete stream hydraulic surveys for X streams.
- 4. Extended Survey limits (if necessary)
- 5. Aerial Photogrammetry/Mapping
- 6. Survey Control
- 7. Complete Survey Database
- 8. Survey package report

E. Right-of-Way Plans

- 1. Prepare Right of Way plans
- 2. Coordinate field review of right of way plans and staking
- 3. Right of Way revisions during acquisitions
- 4. Coordination with the GDOT Right of Way Office / Acquisition Consultant during acquisitions
- 5. Location & Design Approval

F. Final Design

- 1. FFPR participation, report, and responses (all plans sets and other information requested by Engineering Services)
- 2. Erosion Control Plans
- 3. Quality Assurance/Quality Control Reviews
- 4. Corrected FFPR Plans
- 5. AASHTOWARE Final cost estimate Final PS&E Package
- 6. Amendments & Revisions
- 7. Final Design Data Book
- 8. Complete Final Roadway Plans, including but not limited to:
 - a. Final Signing and Marking Plans
 - b. Final Signal Plans
 - c. Final Communication Plans
 - d. Final Staging & erosion Plans
- 9. Utility Plans/ Second Submission Utility Coordination
- 10. Update all Environmental Special Studies Reports
 - a. History
 - b. Ecology
 - c. Archaeology

- d. Air
- e. Noise
- f. Freshwater Aquatic

- 11. Pavement Evaluation
- 12. Special Provisions
- 13. Shop Drawings

G. Construction

- 1. Use on Construction Revisions
- 2. Site Condition Revisions

H. Deliverables

- 1. Approved Design Exceptions/Variations
- 2. One (1) Approved EA/FONSI
- 3. One (1) re-evaluation for the EA/FONSI (Construction)
- 4. Approved Bridge Layouts and Hydraulic Studies (in accordance with LRFD)
- 5. PFPR Deliverables
- 6. Approved Right-of-Way plans
- 7. FFPR Deliverables
- 8. FFPR Corrected Plans
- 9. Final Plans, Specifications and Estimates (PS&E) package for project
- 10. Revised "Use on Construction" plans and/or quantities
- 11. Provide approved Buffer Variance & 404 Permit
- 12. A project schedule utilizing a critical path method (CPM) within one (1) week of the Notice to Proceed (NTP) date. The project schedule shall be updated on a monthly basis at a minimum.

I. Quality Assurance/Quality Control Reviews for all deliverables

J. Attendance in and meeting minutes of monthly meetings to discuss progress and/or issues (additional meetings may be required to resolve major project issues).

K. Prepare, reproduce, and distribute Preliminary Field Plan Review (PFPR) and Final Field Plan Review (FFPR) Package, address/respond to comments, and make plan changes.

L. Prepare, reproduce, and distribute preliminary and final plans and all supporting disciplines (signing and marking, erosion control, R/W, Utilities, etc.) as well as all special provisions, all design files, and supporting documentation.

Typical Task Order Breakdown:

- Task Order 1
 - Survey Database
 - OPD typically requests Design Policy to provide the mapping and scope; consultants to provide the field enhancement of the mapping
 - Traffic

(NOTE: Task Order 1 could be the Project Execution Plan or PXP. If that is the case, then Task Order 2 would be Survey and Traffic, and so on.)

- Task Order 2
 - Concept Activities
 - Provide full concept report or validate/revise current concept report
 - Environmental Studies
 - Public Involvement (If necessary)
- Task Order 3
 - Preliminary Plans
 - ROW Plans
- Task Order 4
 - Final Plans
 - Final Environmental Activities
 - Including Approved Environmental Document (NEPA) or GEPA projects > \$100 mil
- Task Order 5
 - Construction Services

TASK ORDER 1

II. TASK ORDER DESCRIPTION:

The purpose of this task order is to provide the field enhancement of mapping and a traffic analysis.

III. SCOPE OF SERVICES:

The Consultant shall provide:

A. Survey (Using the guidance provided in the current GDOT Survey Manual):

1. Collect and provide full survey data for the existing Right-of-Way along with any structures, surface utilities, and property
2. Create and provide a complete GDOT approved database using the "Current Approved GDOT Software"

B. Traffic Analysis and Report:

1. Collect existing Annual Daily Traffic (ADT) and existing peak hour.
2. Project Base Year and Design Year Traffic for Build and No Build.
3. Traffic analysis of the base year, open year and design year traffic including intersections, Level of Service, and trip time through corridor for the proposed typical section.
4. Prepare Synchro Model (Visual model of traffic) (if necessary).
5. Prepare Traffic Report.

IV. AVAILABLE INFORMATION:

The Department shall provide the following:

- A. Survey Control package
- B. Mapping

V. DELIVERABLES:

The following items shall be completed by the Consultant and delivered to the Department during the term of this task order as specified by the GDOT Project Manager:

- A. A schedule within one (1) week of the Notice to Proceed (NTP) date.
- B. Complete database using the "Current Approved GDOT Software"
- C. Traffic Report
- D. Design Traffic: Existing current AADT (Average Annual Daily Traffic), existing current DHV (Design Hourly Volume), Build/Open Base Build Year ADT, Design Year ADT, Build Base Year DHV, No Build Base Year ADT, No Build Design Year ADT, No Build Base Year DHV, and No Build Design Year DHV.
 1. All Annual Daily Traffic (ADT) submittals shall include:
 - a. 24-hour truck
 - b. Single unit trucks
 - c. Combination trucks.
 2. All Design Hourly Volume (DHV) submittals shall include:
 - a. Peak hour truck
 - b. Peak hour single unit truck
 - c. Peak hour combination truck
- E. Synchro Traffic Model (if necessary)
- F. Electronic copies of all final deliverables

TASK ORDER 2

II. TASK ORDER DESCRIPTION:

The purpose of this task order is to provide full concept report or validate/revise current concept report, public involvement, and environmental special studies (Ecology, Aquatics, History, Archaeology, Air/Noise)

III. SCOPE OF SERVICES:

The Consultant shall provide:

- A. Revise/Validate Concept report (if required)
- B. Full Concept Report
 - a. Concept Layouts
 - b. Prepare for and attend initial concept meeting
 - c. Concept Design Data book
 - d. Prepare for and attend concept meeting
 - e. Alignment Alternatives
- C. Environmental
 - a. Perform agency early coordination.
 - b. Provide Ecology survey (waters, buffers, & species) & Phase I report (with agency concurrence, if needed).
 - c. Provide Aquatic Survey & report
 - d. Provide History Survey and Report with State Historic Preservation Office (SHPO) concurrence.
 - e. Provide Archaeology Phase I Survey and report with SHPO concurrence, if warranted.
 - f. Provide Air/Noise Assessment, if needed
 - i. Air Assessment – CO analysis
 - ii. Noise – Needs to include standard decibel analysis for National Register of Historic Places (NRHP) resources.
 - g. Prepare and implement a Public Involvement plan
 - i. Citizens Advisory Committee (CAC) development, if needed (controversial projects).
 - h. Prepare for and participate in a Public Information Open House (PIOH).
 - i. Prepare for and attend Public Hearing Open House (PHOH) (if needed).
 - j. Prepare for and attend interagency meeting to determine permitting requirements, if needed
 - k. Prepare Practical Alternative Report (PAR) and attend meetings

OR:

Provide Environmental Documentation and Required Studies:

1. *Public Involvement Coordination*
2. *Activities necessary to Plan, Attend, and Document Public Information/Detour Open House*
3. *Targeted public outreach activities including the preparation and distribution of project flyers*
4. *Survey for Parks, Land Use, Farmland, Communities/Community Resources, USTs, Cemeteries*
5. *Ecology- Field Survey and Resources Survey Report*
6. *Ecology- Assessment of Effects Report*
7. *NEPA Management including Early Coordination, Project Meetings, Meeting Notes, Schedule Updates*
8. *Prepare for, Attend, Prepare Minutes for Project Meetings*
9. *Assess Impacts to Land Use, Parks, Communities, Community Resources, Cemeteries, Farmlands, USTs*
10. *Prepare Categorical Exclusion or Programmatic Categorical Exclusion*
11. *Prepare Programmatic Section 4(f) Evaluation*
12. *Protected Species Survey Report*
13. *Historic Resource Survey and reports including Cultural Resources Assessment of Effects (AOE) a*
14. *Memorandum of Agreement (if necessary)*
15. *Noise survey and reports (including Noise Barrier Analysis, if needed).*
16. *Air survey and reports.*
17. *Preparation for and attendance of Preliminary Field Plan Review (PFPR) including:*
 - g. *Prepare Environmental Resource Impact Table (ERIT) and other materials for Field Plan Review.*

- h. Attend Field Plan Review.*
 - i. Review PFPR Report and provide written responses to any environmental comments.*
18. Certification - for ROW authorizations.

- D. Provide Phase I Underground Storage tank (UST)/Hazmat survey and report.
- E. Prepare for and attend monthly meeting with GDOT
 - a. Provide Meeting Minutes
- F. Provide Cost Estimates
 - a. Construction Cost estimate
 - b. Right of Way (ROW) cost estimate using approved ROW cost estimator
- G. Concept-level MS4 report (as needed).

IV. AVAILABLE INFORMATION:

The Department shall provide the following:

- A. Project Justification Statement
- B. Approved and Revised Concept Reports (if any)
- C. Project Schedule
- D. Any existing special studies performed
- E. Utilities and Environmental Mitigation cost estimates

V. DELIVERABLES:

The following items shall be completed by the Consultant and delivered to the Department during the term of this task order as specified by the GDOT Project Manager:

- A. Approved Revised concept report (if needed)
- B. Concept Design date book
- C. Early coordination letters.
- D. Phase I UST/Hazmat report
- E. Public Involvement Plan
- F. Ecology Survey Report (with agency concurrence, if needed).
- G. Aquatic Survey report
- H. History survey report with SHPO concurrence.
- I. Archaeology survey report with SHPO concurrence, if required
- J. Noise Levels for historic resources (existing year, design year no-build & build alternatives).
- K. Air Assessment (assume inclusion of Carbon Monoxide (CO) analysis.
- L. PIOH dry run, sign fabrication & installation, handouts, displays, summary of comments, and response letters.
- M. PHOH dry run, sign fabrication & installation, handouts, displays, summary of comments, and response letters
- N. Meeting minutes for all project related meetings
- O. PAR Layouts

TASK ORDER 3

II. TASK ORDER DESCRIPTION:

The purpose of this task order is to provide Preliminary Design and Right of Way (ROW) plans.

III. SCOPE OF SERVICES:

The Consultant shall provide:

Preliminary Design:

- A. Prepare for, attend, and respond to recommendations from a Value Engineering (VE) study (if needed)
- B. Prepare any needed design variances and design exceptions.
- C. Conduct Phase II Underground Storage Tank (UST) borings, analysis & reports (if needed).
- D. Prepare Bridge Hydraulic Studies (if needed).
- E. Prepare Preliminary Bridge Layouts (if needed).
- F. Prepare Complete Preliminary Roadway Plans
 - a. Preliminary Bridge Plans (if needed)
 - b. Preliminary Signing & Marking Plans
 - c. Preliminary Staging Plans.
 - d. Preliminary Utility Plans/ First Submission Utility Coordination
 - e. Preliminary Erosion Control Plans.
 - f. Preliminary Municipal Separate Storm Sewer System (MS4) design (if needed)
 - g. Preliminary Right of Way & easements
- G. Railroad Coordination (if needed)
- H. Pavement type selection and pavement design
- I. Prepare for, participate in Constructability Review, address/respond to comments, and make plan changes.
- J. Prepare construction & ROW cost estimates with annual updates.
- K. Conduct Quality Assurance/Quality Control (QA/QC) reviews.
- L. Prepare Location and Design Report
- M. Stake proposed bridge end rolls and centerlines of mainline and side road relocations (if needed).
- N. Preliminary Field Plan Review (PFPR) participation, report, electronic submittals, and responses (all plan sets and other information requested by Engineering Services).
- O. Subsurface Utility Engineering (Sue) (if needed)
- P. First Submission Utility Coordination
- Q. Soil Survey (if needed) (Check PDP, some Counties require soil survey prior to PFPR)
- R. MS4 report (as needed)

Right of Way Plans:

- A. Prepare Right of Way Plans
 - a. Revise Plans and deliver final ROW Plans
 - b. Stake ROW & easements
 - c. Coordination with GDOT ROW Office during acquisitions

Preliminary Environmental Tasks:

- A. Conduct NEPA Survey for Resources (if needed)
- B. Perform NEPA Management and Coordination, to include attending Project Meetings and Preparing Minutes (if needed)
- C. Prepare for and attend Alternatives Analysis – Avoidance and Minimization Meetings (A3M) with Engineering and Environmental regarding environmental resources to prepare for PFPR/Right of Way Plans.
- D. Preparation for and attendance of PFPR.

- E. Review PFPR report and provide written responses to any environmental comments.
- F. Prepare Plan Review, Environmental commitments table (Green Sheet), assist engineering with Environmental Resource Impact Table (ERIT) for History, Ecology, Displacements, Noise receptors, and Archaeology.
- G. Prepare, attend, and debrief Constructability Review for corridor.
- H. Prepare Programmatic 4(f) Evaluation (if necessary)
- I. TPro and P6 updates

IV. AVAILABLE INFORMATION:

The Department shall provide the following:

- A. TBD

V. DELIVERABLES:

The following items shall be completed by the Consultant and delivered to the Department during the term of this task order as specified by the GDOT Project Manager:

- A. Pavement Design
- B. MS4 report if needed
- C. Approved design exceptions/variances
- D. Constructability Review to include roll plots and critical cross-sections
- E. Full Preliminary Design Package.
- F. Approved ROW Plans.
- G. Approved Bridge Layouts & Hydraulic Studies (in accordance with LRFD including hydraulic & hydrological computer model files) if needed
- H. SUE database with Utility Owners list and Utility Legend if needed
- I. Phase II UST report if needed.
- J. Section 4(f) document if needed
- K. Environmental Commitments Table (Green Sheet)
- L. Soil Survey

TASK ORDER 4

II. TASK ORDER DESCRIPTION:

The purpose of this task order is to provide Final Plans and Final Environmental Activities. All deliverables shall be in accordance with the current edition of the GDOT Plan Development Process (PDP) and Environmental Procedure Manual (EPM).

III. SCOPE OF SERVICES:

The Consultant shall provide:

Final Design:

- A. Final Field Plan Review (FFPR) participation, report, and responses (all plan sets and other information request-ed by Engineering Services).
- B. Erosion control Plans.
- C. Quality Assurance/Quality Control Reviews (QA/QC).
- D. Corrected FFPR Plans.
- E. Final Cost Estimate.
- F. Final Plans, Specifications, and Estimate (PS&E) Package.
- G. Amendments & revisions.
- H. Final Design Data Book.
- I. Updated Traffic Study as necessary
- J. Complete Final Roadway Plans, including:
 - a. Final Bridge Plans (if needed)
 - b. Final Signing & Marking Plans
 - c. Final Staging & Erosion Plans.
 - d. Final quantities
 - e. Final Signal Plans (if needed)
- K. Updates to Tpro/P6
- L. 2nd Submission Utilities
- M. Pavement design Validation
- N. Final Special Provisions
- O. Railroad coordination – Final Submittal (if needed).
- P. Municipal Separate Storm Sewer System (MS4) Report – Final Submittal (if needed)

Final Environmental Activities:

- A. NEPA/GEPA Document (if needed)
 - a. NEPA Document for Federal Projects
 - i. NEPA document re-evaluation for Construction Authorization
 - b. GEPA Document for State funded projects > \$100 mil
- B. Necessary Environmental Special Studies Survey reports.
 - a. Cultural Assessment of Effects (to include history and archaeology, and update memos if necessary).
 - b. Ecology Assessment of Effects Report
 - c. Ecology Memorandum (if necessary)
 - d. Air Study and Noise with respect to Section 106 National Register of Historic Places (NRHP) eligible re-sources.
 - e. Local Termini Form (if needed)
 - f. Schedule Update/Project Meetings.
 - g. Bat Surveys and associated reports (if needed)

- h. Preparation of Section 404 Permit Application (if necessary).
- i. Preparation of a Vegetative Buffer Application (if necessary).
- j. Prepare for and attend the Final Field Plan Review (FFPR).
- k. Prepare Environmental Commitments Table/Environmental Resource Impacts Table (ERIT)

IV. AVAILABLE INFORMATION:

The Department shall provide the following:

- A. TBD

V. DELIVERABLES:

The following items shall be completed by the Consultant and delivered to the Department during the term of this task order as specified by the GDOT Project Manager:

Final Design:

- A. Railroad Coordination Package (if needed).
- B. MS4 Report (if needed)
- C. Validate Pavement Design & submittal (if needed).
- D. FFPR Package with reproduction and distribution.
- E. FFPR Responses & Revisions.
- F. Final Corrected Plans submission.
- G. Final Plans PS&E package with reproduction and distribution.

Environmental:

- A. Approved Cultural Resources Assessment of Effects (AOE)
- B. Approved Ecology Assessment of Effects Report.
- C. Ecology, History, & Archaeology Memorandum (if necessary).
- D. Updated ERIT/Green Sheet.
- E. Complete Section 404 Permit Application (if necessary).
- F. Complete Stream Buffer Variance Application (if necessary).
- G. Written comments and responses to FFPR Meeting.
- H. Approved NEPA/GEPA Document

TASK ORDER 5

II. TASK ORDER DESCRIPTION:

The purpose of this task order is to provide Use on Construction (UOC) revisions and other design-related activities in support of construction efforts for the duration of the Construction phase of the project. All deliverables shall be in accordance with the current edition of the GDOT Plan Development Process (PDP) and Environmental Procedure Manual (EPM).

GDOT Project Manager shall manage and monitor the Consultant's level of effort and classification of employees used to perform the services under this task order and the consultant shall not be in direct control of the number of hours worked.

III. SCOPE OF SERVICES:

The Consultant shall provide:

Construction Services:

- A. Use on Construction Revisions
- B. Shop Drawings
- C. Site Condition Revisions
- D. Participate in Pre-Construction Meeting.
- E. Answer design-related questions during construction.
- F. Attend construction meetings including for utility coordination, up to 6 meetings (if needed).
- G. Conduct 7-day inspection for erosion control

IV. DELIVERABLES:

The following items shall be completed by the Consultant and delivered to the Department during the term of this task order as specified by the GDOT Project Manager:

Construction:

- A. Use on Construction Revisions.
- B. Site Condition Revisions.
- C. Approved shop drawings.
- D. 7-day Inspection Report.