

Date: April 22, 2024

To: Gary T. Hartfield, Director
Small Business Development Division
Internal Services Department



From: Alfredo E. Munoz, P.E.
Chief, Capital Improvements Division
Department of Transportation and Public Works

Subject: General Architectural/Engineering Consultants for a wide range of engineering, surveying, architectural, landscaping, technical, management, and administrative services as needed to assist in delivering the Capital Program SPD Project No. E23TP05; Contract No. CIP203-DTPW23-DE

RECOMMENDATION

It is recommended that The Internal Service Department's Small Business Development Division (SBD) review and approve the attached Small Business Enterprise - Architecture & Engineering (SBE-AE) contract measures for **Project No. E23TP05, Contract No. CIP203-DTPW23-DE, for two (2) General Architectural/Engineering Consultants for a wide range of engineering, surveying, architectural, landscaping, technical, management, and administrative services as needed to assist in delivering the Capital Program.** Department of Transportation and Public Works (DTPW), Capital Improvements staff has evaluated the subject project and recommends a Set-Aside measure for SBE-AE based on the project scope and applicable requirements. The cost estimate for this project is approximately **\$28,600,000** inclusive of 10% contingency. Attached please find the DTPW project measure analysis, and recommendation findings, along with other supporting documents for your consideration.

SCOPE OF WORK

The Scope of Services includes performing all services associated with, but not be limited to, the Scope of Work attached under Exhibit A, to facilitate delivering DTPW's Capital Program. Services include a wide range of engineering, surveying, architectural, landscaping, technical, management, and administrative capabilities.

Services will be provided on an as-needed basis for DTPW under two separate non-exclusive Professional Services Agreements (PSA) providing for a five-year effective term with the option of a two year option to renew if the compensation ceiling is not reached, or until the maximum compensation limits are reached, whichever occurs first. Each PSA will not exceed \$13,000,000, excluding contingencies (for a total of \$26,000,000).

If any additional information is needed, please call me at (305) 375-2097, or Katherine Fernandez at (305) 375-2726.

AM/kf

Attachments (3)

C: Laurie Johnson, SPD/SBD Maria Perdomo, P.E., DTPW File
Alejandro Martinez-Esteve, RA, LEED AP, ENV SP, DTPW

Miami-Dade County Department of Transportation and Public Works
Contract/Project Measure Analysis and Recommendation

To: Gary T. Hartfield, Director
Internal Services Department
Small Business Development Division



From: Alfredo E. Munoz, PE
Chief, Capital Improvements Division
Department of Transportation and Public Works

Date: April 22, 2024

Department: Transportation and Public Works (DTPW)

Contract Type: Construction Engineering & Inspection (CEI) Services

DTPW Project No.: CIP203-DTPW23-DE; SPD Project No. E23TP05

RPQ No.: E23TP05

Re-submittal: Yes; Previous Review Committee (RC) Submittal Dates:
 No

Project Title: Construction Engineering and Inspection Services for Various Department of Transportation and Public Works Projects

Estimated Project Cost: \$26,000,000 plus \$2,600,000.00 for contingency.

Funding Source: Road Impact Fees, Mobility Fee, Secondary Gas Tax, Quality Neighborhoods Improvement Program, Stormwater Utility, operational funds and PTP.

Method of Award: Work Order

RPQ Title: General Architectural/Engineering Consultants for a wide range of engineering, surveying, architectural, landscaping, technical, management, and administrative services as needed to assist in delivering the Capital Program

Scope of Work: See Attached Exhibit A

Technical Certification Categories:

Type	Code	Description	Percentage (%)	SBE/DBE (%)	Dollar
Prime	2.02	MASS TRANSIT FEASIBILITY & TECHNICAL STUDIES	9		\$2,574,000
Prime	3.08	INTELLIGENT TRANSPORTATION SYSTEM ANALYSIS, DESIGN, AND IMPLEMENTATION	10		\$2,860,000
Prime	14.00	ARCHITECTURE	10		\$2,860,000
Prime	16.00	GENERAL CIVIL ENGINEERING	15		\$4,290,000

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Sub	1.01	URBAN AREA AND REGIONAL TRANSPORTATION PLANNING	1	1	\$286,000
Sub	1.02	MASS AND RAPID TRANSIT PLANNING	1	1	\$286,000
Sub	2.04	MASS TRANSIT CONTROLS, COMMUNICATIONS & INFORMATION SYSTEMS	1		\$286,000
Sub	2.05	GENERAL QUALITY ENGINEERING	1		\$286,000
Sub	2.06	MASS TRANSIT SAFETY CERTIFICATION FOR SYSTEM ELEMENTS	1		\$286,000
Sub	3.01	SITE DEVELOPMENT AND PARKING LOT DESIGN	1		\$286,000
Sub	3.02	MAJOR HIGHWAY DESIGN	2	2	\$572,000
Sub	3.03	BRIDGE DESIGN	1		\$286,000
Sub	3.04	TRAFFIC ENGINEERING STUDIES	1	1	\$286,000
Sub	3.09	SIGNING, PAVEMENT MARKING, AND CHANNELIZATION	1	1	\$286,000
Sub	3.10	LIGHTING	1	1	\$286,000
Sub	3.11	SIGNALIZATION	1	1	\$286,000
Sub	8.00	TELECOMMUNICATION SYSTEMS	1	1	\$286,000
Sub	9.02	SOILS, FOUNDATIONS AND MATERIALS TESTING - GEOTECHNICAL AND MATERIALS ENGINEERING SERVICES	1	1	\$286,000
Sub	10.01	STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES	1	1	\$286,000
Sub	10.05	CONTAMINATION ASSESSMENT AND MONITORING	1	1	\$286,000
Sub	10.06	REMEDIAL ACTION PLAN DESIGN	1		\$286,000
Sub	10.07	REMEDIAL ACTION PLAN IMPLEMENTATION/ OPERATION/MAINTENANCE	1		\$286,000
Sub	10.09	WELLFIELD, GROUNDWATER, AND SURFACE WATER PROTECTION AND MANAGEMENT	1		\$286,000
Sub	11.00	GENERAL STRUCTURAL ENGINEERING	1	1	\$286,000
Sub	12.00	GENERAL MECHANICAL ENGINEERING	1	1	\$286,000
Sub	13.00	GENERAL ELECTRICAL ENGINEERING	1	1	\$286,000
Sub	15.01	LAND SURVEYING	1	1	\$286,000
Sub	15.02	AERIAL PHOTOGRAMMETRY	1		\$286,000
Sub	17.00	ENGINEERING CONSTRUCTION MANAGEMENT	1	1	\$286,000
Sub	18.00	ARCHITECTURAL CONSTRUCTION MANAGEMENT	1	1	\$286,000
Sub	19.01	VALUE ANALYSIS AND LIFE-CYCLE COSTING - TRANSPORTATION PLANNING	1		\$286,000
Sub	19.02	VALUE ANALYSIS AND LIFE-CYCLE COSTING - MASS TRANSIT SYSTEMS	1		\$286,000
Sub	19.03	VALUE ANALYSIS AND LIFE-CYCLE COSTING - HIGHWAY SYSTEMS	1		\$286,000

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Sub	19.07	VALUE ANALYSIS AND LIFE-CYCLE COSTING - SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS	1	\$286,000
Sub	19.08	VALUE ANALYSIS AND LIFE-CYCLE COSTING - TELECOMMUNICATION SYSTEMS	1	\$286,000
Sub	19.09	VALUE ANALYSIS AND LIFE-CYCLE COSTING - SOILS, FOUNDATIONS AND MATERIALS TESTING	1	\$286,000
Sub	19.10	VALUE ANALYSIS AND LIFE-CYCLE COSTING - ENVIRONMENTAL ENGINEERING	1	\$286,000
Sub	19.11	VALUE ANALYSIS AND LIFE-CYCLE COSTING - GENERAL STRUCTURAL ENGINEERING	1	\$286,000
Sub	19.12	VALUE ANALYSIS AND LIFE-CYCLE COSTING - GENERAL MECHANICAL ENGINEERING	1	\$286,000
Sub	19.13	VALUE ANALYSIS AND LIFE-CYCLE COSTING - GENERAL ELECTRICAL ENGINEERING	1	\$286,000
Sub	19.14	VALUE ANALYSIS AND LIFE-CYCLE COSTING - ARCHITECTURE	1	\$286,000
Sub	19.16	VALUE ANALYSIS AND LIFE-CYCLE COSTING - GENERAL CIVIL ENGINEERING	1	\$286,000
Sub	19.20	VALUE ANALYSIS AND LIFE-CYCLE COSTING - LANDSCAPE ARCHITECTURE	1	\$286,000
Sub	19.01A	TRANSPORTATION PLANNING-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.02A	MASS TRANSIT SYSTEMS-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.03A	HIGHWAY SYSTEMS-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.06A	WATER AND SANITARY SYSTEMS-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.07A	SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.08A	TELECOMMUNICATION SYSTEMS-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.09A	SOILS, FOUNDATIONS AND MATERIALS TESTING -LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.10A	ENVIRONMENTAL ENGINEERING-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.11A	GENERAL STRUCTURAL ENGINEERING-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.12A	GENERAL MECHANICAL ENGINEERING-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.13A	GENERAL ELECTRICAL ENGINEERING-LIFE CYCLE COSTING SERVICES	1	\$286,000
Sub	19.14A	ARCHITECTURE -LIFE CYCLE COSTING SERVICES	1	\$286,000

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Sub	19.16A	GENERAL CIVIL ENGINEERING -LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.20A	LANDSCAPE ARCHITECTURE-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	21.00	LAND-USE PLANNING	1	1	\$286,000
Sub	22.00	ADA TITLE II CONSULTANT	1	1	\$286,000
		Total	100	20	\$28,600,000

Comments:

The prime firm through it personnel, is preferred to have five years of experience in program/consultant management

Contract Measure Recommendation:

- No Measure
- Set-Aside
- Trade Set-Aside
- Aggregate Set-Aside
- SBE-A&E Subcontractor 20% Goal
- CWP
- DBE Subcontractor Goal

Reason for Recommendation:

Staff has met with SBD on the past with similar contracts and established that there are plenty of SBE A/E Firms that have the mentioned TCs should be considered ancillary work required to complete this project which may be subcontracted.

Comments:

In accordance with the Miami-Dade County Code, DTPW attached its Project Measure Analysis and Recommendation findings along with other supporting documents for consideration of small business participation.

Based on the analysis of factors contained in Implementing Order 3-32, DTPW suggests the following contract measure recommendation: No Measures.

Areas recommended for SBE-AE Goal (DTPW/SBD): 20%

Similar Projects previously submitted for SBD Action: E23TP07

EXHIBIT A
Scope of Services for Various DTPW Projects

1. Purpose:

The Miami-Dade County Department of Transportation and Public Works (DTPW) requires professional services of a General Architectural/Engineering Consultant (Consultant) for a wide range of engineering, surveying, architecture, landscaping, technical, management and administrative services as needed to assist in delivering DTPW's capital program.

The Consultant will supplement DTPW's resources by providing highly qualified technical and professional personnel to perform the duties assigned under the terms of a Professional Service Agreement (PSA). Support includes planning, design, right of way administration, program management, and construction administration. The Consultant will also provide professional services to support DTPW's operations and maintenance needs. The Consultant shall minimize to the maximum extent possible DTPW's need to apply its own resources to authorized assignments.

DTPW may request Consultant services on an as needed basis through the issuance of a Work Order for the required work. There is no guarantee that any or all the described services will be assigned during the term of this Contract. Furthermore, the Consultant is providing these services on a nonexclusive basis.

DTPW, at its sole option, may elect to have any of the services set forth herein performed by other consultants or DTPW staff, and may elect to expand, reduce, or delete the extent of each work element described in this Scope of Services.

The work is anticipated to consist of, but not be limited to, the following:

- A. Professional Services Contractual Support
- B. Design-Build Project Support Services
- C. Planning and Environmental Management
- D. Project Engineering Support
- E. Intelligent Transportation System (ITS)
- F. Right of Way Support Services
- G. Professional Surveying & Mapping
- H. Geotechnical Services
- I. Public Involvement Support
- J. Maintenance I Operations
- K. Construction Management Services
- L. Plans Review
- M. Project Management
- N. Post-Design Services
- O. In-House Staffing
- P. Other Services

2. Services:

The following types of work elements may be assigned under the terms of this Agreement:

A. Professional Services Contractual Support for Planning, Design, Construction, and Operations.

Consultant support for the acquisition of professional services relative to the acquisition of professional services to support DTPW needs.

Upon proper authorization, the Consultant may:

- 1) Assist DTPW in Consultant Support as follows:
 - a. Develop project scopes of work, budgets, and schedules of projects.
 - b. Develop special contract provisions and project concept reports.
 - c. Prepare estimated staff loading requirements and estimates of costs for proposed services.
 - d. Develop milestone or primavera project schedules of overall time relationships authorized for the performance of services and coordination between various entities that are to be involved in a project.
 - e. Develop program/project mapping, implementation, integration, training and management of set systems/software.
 - f. Develop procedural/specification/technical manuals.
 - g. Prepare advertisement (i.e. Request to Advertise and Notice to Professional Consultants) drafts. Prepare documentation for obtaining internal Department approvals for advertisement.
 - h. Conduct day-to-day management of the Design Criteria Professional or Final Design Consultant preparing the design criteria package / 30% plans or final design/construction documents.
 - i. Provide oversight of design and systems consultants.
 - j. Perform value engineering of designs by others.
 - k. Prepare control estimates for all consultant selections and validate independent construction and project level estimates for design submissions.
 - l. Risk workshop(s) meetings, comment resolution, review of risk reports. All elements related to the risk workshop and risk assessment.
 - m. Review consultant invoices for adequacy of hours and work performed and provide comments.
 - n. Coordinate and review the Engineer's estimate of probable design-build cost prepared by the Design Criteria Professional or Final Design Consultant.
 - o. Coordinate and review the Engineer's estimate of all design bid-build cost prepared by Design Criteria Professional or Final Design Consultant.
 - p. Coordinate with the Design Criteria Professional or Final Design Consultant the "hand-off documents" to turn over to DTPW, including the certification of plans.
 - q. Develop, train, and maintain the estimates system, set policies, and procedures to support the estimating processes. Conduct post-bid reviews and produce cost history reports. Perform market analysis (bid review) by monitoring bidding and other marketplace activities within the construction industry for trends and pricing patterns.
 - r. Develop contract I procurement documents: requests for proposal, design criteria package, scope packages, addendums, supplemental amendment, and task work orders.
 - s. Prepare for coordinating and/or conducting Scope of Services meetings and prepare official minutes.
 - t. Review and evaluate consultant fee proposals.
 - u. Review and evaluate information related to the acquisition of professional and construction services.
 - v. Preparation of Notice-to-Proceed materials.

- w. Review and determine validity of consultant claims for extra work and/or extension of time for performance of services.
 - x. Review and evaluate appropriateness of consultant submitted fee proposals for supplemental services.
 - y. Develop, review, and document supplemental agreements for extra work or amendments such as extensions of time for performance of services.
 - z. Review and support of asset maintenance contracts, services, and platforms
 - aa. Review and recommend for approval consultant requests for payment.
 - bb. Monitor consultant performance of services to establish adequacy relative to contract requirements and compliance with invoice submittals.
 - cc. Other professional services support as necessary.
- 2) Assist DTPW in the coordination and management of:
- a. Standardized scopes of services normally solicited from consultants.
 - b. Implementation of standards, procedures, and policies.
 - c. Contract I procurement.
 - d. Public Private Partnership
 - e. Local Agency Program (LAP)
- 3) Assist DTPW in the coordination and management of various controls and reporting systems to:
- a. Schedule, track, and monitor status of professional contracting activities.
 - b. Provide and/or obtain subcontract advice on technical matters requiring specialized skills, techniques, or equipment.

3. Design-Build Project Support Services

The Consultant may be authorized to provide support services in the development of request for proposals, design criteria packages, concept plans for design-build, low bid design-builds, progressive design build, and public private partnership projects.

4. Planning and Environmental Management

The Consultant may be authorized to perform or assist in activities during the planning and planning project development and environment (PD&E) phases to achieve quality plans and documents. These activities may include, but are not limited to:

- 1) Preparation, design, and review of:
- a. Local comprehensive plans and master plans
 - b. Conceptual permit
 - c. Utility coordination
 - d. Geotech/contamination reports
 - e. Interchange modification or justification reports
 - f. Traffic reports
 - g. Corridor designation reports
 - h. Access management
 - i. Project concept report
 - j. Community awareness plans, public hearings, and public inquiries

- k. Transportation Improvement Program / State Transportation Improvement Program and work program issues
 - l. Public transportation, transit, rail, and intermodal programs.
 - m. Landscaping plans.
 - n. Environmental and contamination.
 - o. Other Planning and PD&E programs/issues.
- 2) Assistance with:
- a. Traffic forecast modeling.
 - b. Collecting traffic data.
 - c. Feasibility Studies
 - d. Scoping
 - e. Reviewing plans and coordinating issues between County divisions and departments, local agencies, state and federal agencies, and other agencies and the public.
- 3) Assistance in the processing of projects from PD&E to final plans including:
- a. Analyzing alternative designs.
 - b. Reviewing overall compatibility of preliminary or final designs from a constructability point of view
 - c. Developing reports and schedules
 - d. Monitoring and expediting the completeness of preliminary or final design
 - e. Coordinating the adjustment and relocation of utilities
 - f. Assisting in securing permits
 - g. Providing peer reviews
 - h. Coordinating legal issues
 - i. Analyzing the alternative preliminary or final designs so as to minimize the total project costs, including right-of-way, construction, and long term maintenance
 - j. Prepare, manage and review applicable environmental studies and the completion of required environmental documentation to obtain approval from appropriate federal agency. This may include the preparation of a categorical exclusion, environmental assessment/findings of no significant impacts (EA/FONSI), reevaluations, and the supporting reports. This also includes coordinating with appropriate agencies, local officials, interested parties, and the general public
 - k. Assisting in providing cultural resource programs
 - l. Other issues as necessary to achieve final plans

5. Project Engineering Support

The Consultant may be directed to perform the following services:

1) Management:

- I. Project Development Services and Support
 - a. Review engineering documents including, but not limited to plans, engineering reports, and all environmental documents
 - b. Review and recommend project limits or work for project design
 - c. Develop conceptual design documents, including but not limited to, project design criteria, pavement design, traffic control plans, utilities, geotechnical information and surveying that form the basis of the preliminary engineering and design contract packages

II. Project Control Services Support

- a. Monitor project scheduling requirements and major milestone events for engineering / construction activities such as the following:
 - i. Project Development and Environmental Studies
 - ii. Design
 - iii. Environmental
 - iv. Permits
 - v. Right of Way I Property acquisition I Demolitions
 - vi. Utility and railroad relocations
 - vii. Construction
 - viii. Landscape
 - ix. ITS
- b. Evaluate physical progress of design activities versus schedule progress and report significant variances
- c. Prepare and issue periodic status reports on project progress and document problems and delays
- d. Prepare engineering estimates of project costs operations & maintenance impacts and renewal and replacement impacts
- e. Assist in or prepare comparative cost estimates:
 - i. Claims analyses
 - ii. Level of work efforts (man hour estimates)
- f. Prepare and update cash flow requirements

III. Administrative Support

The Consultant may be authorized to:

- a. Maintain project files. Program / project files shall be transferred to DTPW upon completion of the work or as otherwise directed by DTPW.
- b. Analyze claims against DTPW arising out of a project or work thereon and provide support as required to effect the settlement of such claims
- c. Furnish trial exhibits, expert testimony by the Consultant in hearings, condemnation proceedings or other litigation with respect to acquisition of right-of-way, easements and other forms of property taking required for a project

2) Design and Permitting Support, The Consultant may be authorized to perform the following:

I. Design Support

- a. When required, provide DTPW with engineering support staff to serve as DTPW's technical expert in roadway, transit, facilities, structures, drainage, traffic design, transit engineering, ITS, LAP, project management, and other as needed. Serve as expert witness for DTPW.
- b. Review and coordinate the work with other agencies and consultants related to design projects.
- c. Review and comment on the preparation by DTPW and other consultants of plans and construction documents and of preliminary and final estimates of construction costs. Recommend acceptance and approval by DTPW for such plans, specifications and estimates based on such reviews. Prepare and/or review design exceptions, design variations, typical section packages, pavement design packages and other appropriate items

- necessary for design. Perform post design reviews. Prepare public interest finding justification request and gain applicable state and federal agency approval.
- d. Review design development for compliance with approved project design criteria. Perform shop drawing reviews.
 - e. Review and provide written response on the adequacy of all submittals by other agencies and design consultants for all plans, projects and reports related to DTPW criteria including, but not limited to, structural plans, roadway plans, building plans, and engineering reports.
 - f. Advise and consult on questions of engineering with respect to project design.
 - g. Monitor design consultants' performance to determine adequacy of work performed relative to contract requirements.
 - h. Review and provide written responses regarding the development of design and construction comparative cost estimates.
 - i. Assist in evaluation of environmental documentation.
 - j. Advise and consult on questions of engineering with respect to existing and proposed construction on the state highway system or local roadways.
 - k. Accomplish incidental and emergency design activities as may be required and authorized.
 - l. Provide special engineering services, including special studies and economic advisory/analytical services.
 - m. Provide final design work for special projects as determined by DTPW.
 - n. Coordination and support for all activities related to the right of way administration property acquisition program including, but not limited to, coordination with property appraisal firms, environmental consultants and DTPW general counsel and eminent domain attorneys.
 - o. Provide geotechnical advisory support services where directed.
 - p. Provide support and coordination on communications for public awareness.
 - q. Review, coordinate and verify available traffic data and develop additional data as directed.
 - r. Provide traffic operations support to include traffic counts, developing pavement marking and signing plans, signalization plans, and other functions as directed by DTPW.
 - s. Accomplish other minor design activities as may be authorized, such as developing traffic control plans or landscaping plans.
 - t. Perform design reviews for major projects as deemed necessary.
 - u. Assist in reviewing architectural design, structural, heating and air conditioning, electrical, illumination, plumbing and water supply for conformance to general standards.
 - v. Assist in providing activities required for value engineering, partnering, dispute review board and other engineering/construction activities as required by DTPW.
 - w. Archive and retain all plans, submittals and contract documents. Assure that all said documents are located within DTPW's Electronic Document Management System (CARA) or other set systems, and final plans, as-buils and contract close-out documents in the appropriate developmental software format (i.e. CAD Files, Word, Excel) and in PDF form.
 - x. Provide geographic information system (GIS) services and assist in the maintenance, operation and updating of the GIS in support of the enterprise GIS initiatives, whereby information of multiple origin and type are integrated and distributed for multiple purposes.
 - y. Develop, implement and maintain GIS web pages and online applications in support of streamlining business processes, workflow automation, and data analysis as necessary.
 - z. Other design support efforts as required by DTPW.

II. Permitting Support

- a. Prepare and provide permit application(s) as required for submittal to County agencies, Army Core, and other agencies by DTPW including, but not limited to: forms, sketches,

plans, and hydraulic calculations. Review and provide written comments on permit requirements and compliance. This will include permits issued by DTPW as well as those required by outside agencies

- b. Provide an inventory of environmental permits, permit requirements, permitting schedules, and permit preparation support
- c. Assist in the review of plans and provisions for environmental compliance
- d. Review local zoning requirements for compliance and coordination with these agencies
- e. Review plans, special provisions and construction activities for permit compliance

6. Intelligent Transportation System

The Consultant may be directed, on a case-by-case basis, to assist and support DTPW staff in providing the following ITS related services:

- 1) Cost estimates and implementation plans for all Department related ITS needs
- 2) Expertise in ITS needs within the transportation industry
- 3) Project Management for all ITS related services
- 4) Coordination and management for all Scopes of Services described herein as they relate to engineering, ITS and system-wide needs

7. Right-of-Way Support Services

Provide services necessary to assist in coordinating, planning, directing, and controlling the right-of-way program as necessary to assist DTPW in expediting the execution of the right-of-way process work and managing the contracts associated with property management and all activities and programs related to Right of Way processes including but not limited to:

- 1) Acquisition, negotiation, closing and order of taking: these disciplines encompass those services described in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Rule 14-66.007 and Chapter 73 and 74 of the Florida Administrative Code. The Consultant shall conduct negotiations for the acquisition of each parcel in accordance with all current DTPW policies and procedures.

An accurate and complete working file shall be established and maintained for each parcel. All original acquisition documents shall be transmitted to DTPW within five (5) working days after completion/execution/recording of the document. The Consultant's responsibilities shall include, but not be limited to, the following:

- I. Negotiations: Review title searches provided by DTPW and verify all title work, parcel interests and all parcel register information. Review right of way maps and/or sketches and construction plans provided by DTPW; identify discrepancies, if any. Verify that all legal descriptions, right of way maps, surveys, documents, data and appraisals are current and consistent with one another. Initiate negotiations by making a purchase offer to the property owner based on the approved market value estimate, and, if necessary, address related parcel interests, business damages, replacement housing payments, and explanation of relocation benefits. Issue all applicable notices to owners and tenants in accordance with State and Federal laws and regulations, and departmental policies and procedures. Consultant shall thoroughly document all contacts with the property owner and his or her representatives; ensure that an executed authorization letter has been received prior to negotiating with a

property owner's representative; work with DTPW's Eminent Domain attorneys when appropriate for strategizing; conduct in-depth interviews with business owners to determine eligibility for potential business damage claims and obtain appropriate documentation.

- II. Business Damages: Conduct negotiations (when applicable) for business damages with business owners based on their initial offers to DTPW, and obtain documentation of their claims, if necessary.
 - III. Settlements and Closings: Document negotiation attempts to reach an agreement. Receive counteroffers from property owners or their representatives for consideration by DTPW. When appropriate, prepare justifications and recommendations for administrative settlements, and submit such recommendations to DTPW's Project Manager for further handling. Conduct real estate closings and all related activities including, but not limited to, obtaining updated title searches, municipal lien searches, and searches with the Secretary of State's Office. Provide documentation showing the satisfaction of all liens and transfers, recordation of all title documents, and collection and payment of prorated real estate taxes and/or outstanding or delinquent taxes and all appropriate fee and costs relating to documentary stamps, if applicable.
 - IV. Suit Preparation: Review the title search(s) provided by DTPW, verify all title information, all parcel interests and obtain all suit information from property owners. The Consultant must comply with DTPW procedures, the Florida Public Disclosure Act, the Florida Rules of Court, and local Rules of Court. Under the supervision of DTPW's Project Manager and/or County Attorney, the Consultant shall provide comprehensive administrative support in the area of preparation and styling of lawsuit packages, organization and arrangement of pleadings, and all required photocopying. Updated appraisals shall be ordered by the Consultant, through DTPW's Project Manager, when necessary. Once a suit package is complete, it shall be submitted to DTPW's Project Manager or designee for review by an eminent domain attorney. Corrections and revisions, when required, shall be made by the Consultant, who shall file the lawsuit (including e-filing, if necessary), obtain a hearing date, maintain all necessary copies of filed court documents, and provide status reports to DTPW's Project Manager and/or County Attorney. The Consultant shall perform a title or pencil search of instruments recorded affecting a parcel within two business days prior to the date a suit is filed, and another search within two business days after the Lis Pendens appears in the public records. If revisions or amendments are required as a result of the title or pencil searches, the Consultant shall report these findings to DTPW's Project Manager and/or County Attorney and prepare the necessary revisions or amendments.
 - V. Legal Support: The Consultant shall be capable of providing personnel to assist DTPW's attorney in obtaining orders of taking including, but not limited to, providing testimony, and responding to interrogatories. Consultant shall prepare and deliver the "30-Day Notice to Vacate" notices to any occupants of improvements located within the area of acquisition after closing, or, in the case of eminent domain actions, after deposit of monies with the County Clerk of the Courts.
 - VI. File Retirement: Within thirty (30) days after title transfer on a parcel, the Consultant shall have the agent's working file thoroughly reviewed and compared to DTPW's official file-checklist and transmit a complete/retired file to DTPW.
- 2) Right of Way Management System Services: The Consultant will be responsible to enter all data into the Geographic Asset Management System (GAMA) for the project, parcel and parcel

interests during all Acquisition, Negotiation, Closing and Order of Taking services to ensure accuracy, completeness; and to ensure the integrity of the GAMA application.

- 3) Relocation Services: These disciplines encompass those services described in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Rule 14-66.007, and Chapter 14-75 of the Florida Administrative Code. The Consultant shall comply with all current requirements, and policies and procedures of DTPW in providing relocation services. Consultant responsibilities shall include, but not be limited to, the following:
 - I. Conceptual Stage/Needs Assessment Plans: Researching, preparing, and maintaining a copy of the Conceptual Stage Relocation Plan and/or Needs Assessment Survey Plan.
 - II. Establishing and maintaining an accurate and complete working file for displaced individuals in accordance with DTPW's numbering and District's filing system.
 - III. Preparing claim packages, and submitting them to DTPW's Project Manager for approval.
 - IV. Within thirty (30) days after the completion of all relocation activities, the Consultant shall deliver the relocation file for each parcel to DTPW's Project Manager or its District Right of Way Administrator, Relocation. DTPW's Project Manager and/or its District Right of Way Administrator, Relocation shall review and approve each file to ensure all requisite originals are included therein. Each file must contain all necessary notices, and any correspondence. All appropriate costs and payments shall be calculated correctly, and all computations that determine compensation for relocation shall be prepared, reviewed, and approved by separate, qualified individuals, including any and all inputting into GAMA.
 - V. In the event of litigation, the Consultant shall provide DTPW's Project Manager with all the necessary information, including the estimated dollar amounts of the relocations for all litigated parcels. The Consultant shall also provide personnel to assist DTPW's Project Manager and attorney in obtaining all information pertinent to relocation appeals including, but not limited to, providing testimony and accumulating information. The appropriate Consultant personnel shall be available to testify at any relocation appeal hearing, during the life of the contract.
 - VI. Providing field surveillance and documentation of business and residential relocations when required or when so instructed by DTPW's Project Manager.
 - VII. Reviewing all available information, and resolving discrepancies, if any, between parcels inventories, appraisal reports (whether approved or unapproved), relocation inventories, property owners' inventories, and tenant inventories.
 - VIII. Explaining relocation benefits to owners and tenants through personal contact and in writing where necessary, and documenting files accordingly.
 - IX. Maintaining up-to-date resource lists of comparable replacement housing and business locations in accordance with fair housing laws and pertinent civil rights requirements. The names, addresses and telephone numbers of any listing broker or owner should be included in such lists.
 - X. Maintaining up-to-date surveys of available replacement housing and business sites. Relocation agents must have access to the local multiple listing services and utilize these services to identify available replacement properties.
 - XI. Presenting all required relocation notices and entitlements to owners and tenants in a timely manner as per Department procedure.

- XII. Preparing claim packages in a timely manner per Department procedure and submitting them to DTPW's Project Manager in accordance with the general requirements for relocation payment approvals (per relevant departmental procedures).
 - XIII. Preparing all invoices for requesting warrants for payment claims and forwarding them through DTPW's Project Manager for review. The Consultant shall respond within two days of an invoice query with corrections.
 - XIV. For each parcel assigned, the Consultant shall provide written certification to DTPW, that all policies, procedures, regulations, and statutes were followed, and that all relocates have been moved from the right of way.
 - XV. Issuing and delivering "30-Day Notice to Vacate" notices as appropriate.
 - XVI. Notifying DTPW's Project Manager of the need for eviction notices and preparing eviction packages.
- 4) Litigation Support Services: The Consultant and Sub consultant(s), if any, shall perform litigation support services, as necessary, on any assignments set forth by DTPW's Project Manager. Litigation support may include, but is not limited to, the following:
- I. Pre-hearing, pre-mediation, or pre-trial preparation and participation.
 - II. Attendance at Orders of Taking, mediations, depositions, trials, or other court hearings.
 - III. Preparation of all necessary pleadings through Order of Taking (OT) filing and transfer of title through Order of Taking deposit.
 - IV. Any other support deemed necessary by DTPW's District Right of Way Manager, Project Manager, or assigned attorney to successfully mediate, litigate and defend DTPW's position through transfer of title.
 - V. Any person employed by the Consultant for work on a project, in any capacity, shall be available to testify in any eminent domain proceedings or administrative hearings when so requested by DTPW.
- 5) Mediation Support Services: The Consultant may be required to participate in the nonbinding pre-litigation mediation process including, but not limited to, scheduling, notification of parties, preparation of the mediation report, and presenting DTPW's position at the formal mediation. Final authority for mediation rests with DTPW.

8. Professional Surveying and Mapping

The Consultant shall provide professional staff to advise and confer with DTPW in the performance of Professional Surveying and Mapping functions, whether in the support of design operations or standalone survey operations. The Consultant may be authorized to perform the following:

- 1) Location Survey
 - I. Review and coordinate the work of surveying and mapping consultants.
 - II. Review and provide written response on the adequacy of all location/design surveys.
 - III. Advise and consult on questions of surveying and mapping with respect to project intent.

- IV. Incidental survey work as required.
- V. Monitor surveying and mapping consultants' performance of services to determine adequacy of Work performed relative to Contract intent.
- VI. Advise and consult on questions of surveying and mapping with respect to the construction of the project.
- VII. Provide surveying and mapping support services as required.
- VIII. Establish and maintain a record keeping system and archives.
- IX. Meet and coordinate with public officials of government agencies and civic groups as required.
- X. Provide management services necessary to coordinate, plan, direct and control the surveying and mapping program.
- XI. Manage the contracts associated with the surveying and mapping program in accordance with DTPW surveying and mapping procedures and directives.

2) Right-of-Way Mapping

- I. Review and coordinate the work of surveying and mapping consultants.
- II. Review and comment on the preparation of consultant Right-of-Way mapping; review and comment on the preparation of consultant Legal Descriptions; review and comment on the preparation of consultant Appraisal Sketches. Based on such reviews, recommend acceptance and approval by DTPW of said items.
- III. Advise and consult on questions of surveying and mapping with respect to project intent.
- IV. Incidental survey work as required.
- V. Monitor surveying and mapping consultants' performance of services to determine adequacy of Work performed relative to Contract intent.
- VI. Advise and consult on questions of surveying and mapping with respect to the acquisition of property interests for the project.
- VII. Prepare "modernization maps" consisting of: i.) specific purpose survey of right of way maps, and ii.) right of way monumentation maps.
- VIII. Provide surveying and mapping support services as required.
 - a. Establish and maintain a record keeping system and archives.
 - b. Meet and coordinate with public officials of government agencies and civic groups as required.
 - c. Provide management services necessary to coordinate, plan, direct and control the surveying and mapping program.
 - d. Manage the contracts associated with the surveying and mapping program in accordance with DTPW surveying and mapping procedures and directives.

9. Geotechnical Services

The Consultant shall provide geotechnical services in support of DTPW's Production, Construction and Maintenance offices. The services, when requested by DTPW, may include, but are not limited to, the following:

- 1) Geotechnical plan review during all phases in design.
- 2) Review test borings and other field testing.
- 3) Review geotechnical laboratory testing in case of conflicts.
- 4) Assist the CEI in reviewing Ground Penetration Radar and other geophysics tests.
- 5) Assist in reviewing and evaluating pile installation plans.
- 6) Pile Driving Analyzer (PDA) services.
- 7) Determination of production pile length and installation criteria.
- 8) Construction support for any foundation, as requested by construction.
- 9) Evaluation of drilled shaft installation plan.
- 10) Condition survey and documentation of existing structures.
- 11) Assist and recommend Monitoring devices for noise and vibration if required.
- 12) Review installed geotechnical instrumentation.
- 13) Calculate and interpret geotechnical instrumentation data.
- 14) Review installed water observation wells for adequacy and compliance.
- 15) Review and inspect sheet pile wall installation and prestressed soil anchors.
- 16) Assist in analyzing unforeseen conflicts and/or events of a geotechnical nature, provide or review proposed repair methods and monitor the implementation of repair methods.
- 17) Shop drawing review.
- 18) Contamination investigation.

10. Public Involvement Support

The Consultant may be directed, on a case-by-case basis, to assist and support DTPW's Public Information and Public Communication staff in providing the following public awareness services associated with DTPW's Work Program, to lead or participate in any public information programs and to inform the public on the status and impact of Work Program projects as follows:

- 1) Provide information to the public through establishment of contact with the media and use of any communication tools necessary to effectively inform the public. This includes, but is not limited to DTPW's weekly traffic advisories on construction projects for roadway closures, detours, etc.
- 2) Coordinate and Schedule public meetings, workshops, hearings and other possible communications vehicles in order to provide project status information.
- 3) Assist DTPW staff in public outreach, public information updates, public meetings, community awareness plans, public involvement plans, coordination of updating elected officials, public communications support, etc.
- 4) Assist DTPW staff, as needed, to update, enhance and develop DTPW's website as it relates to content and project information.

- 5) Attend regular meetings with DTPW's Public Information and Public Communication staff.

11. Maintenance / Traffic Operations

The Consultant may be authorized to perform or assist in activities relating to Maintenance I Traffic Operations as necessary to assist DTPW in achieving quality construction projects. These activities may include, but are not limited to:

- 1) Assist traffic operations activities such as design phase review for all maintenance of traffic activities for future construction projects; design phase review for signing and marking plans for future construction projects; on-going review of all maintenance of traffic activities for all construction projects.
- 2) All other traffic operations requests, including but not limited to: signal warrant study, intersection analysis, turning movement counts, pedestrian counts, safety reports, spot speed study.
- 3) Assist DTPW to provide emergency response overview services, provide structural engineering support as needed for bridges, provide bridge inspection as necessary, provide shop drawing reviews, RFI reviews and design revisions for current construction projects as needed; provide MOT designs and analysis as needed, provide work program and production support.
- 4) Assist other maintenance areas on an as-needed basis, as necessary.

12. Construction Management Services

- 1) Construction Support
 - I. Provide constructability and bid-ability review of plans and specifications, as necessary, in packaging of construction contract bids.
 - II. Review and evaluate pre-bid construction contract document packages and recommend possible changes for improvement to strengthen these documents as a management tool during construction.
 - III. Review terms and conditions of special provisions, technical special provisions and standard supplemental specifications to recommend changes to better meet construction objectives.
 - IV. Study the need for and recommend advanced construction contracts for clearing, grubbing and removal of obstacles and buildings prior to letting of individual construction contracts.
 - V. When authorized, assist in developing and monitoring of construction contracts.
 - VI. Ensure compliance for each segment of construction as to distribution of approved drawings and specifications and other data in reference to contract terms and conditions, i.e. permits, regulations, coordination, construction methods, utilities, communication and alternative construction methods.
 - VII. Coordinate project support services.
 - VIII. Coordinate utility relocation within active construction contacts.
 - IX. Prepare Contract Scopes of Services, technical special provisions, Specifications, Requests for Proposal, and other contract related documents.

- X. Review and respond to questions of an engineering nature in relation to active construction problems on projects.
- XI. Assist in preparation and advertising for bids, review of bids and awards of contracts for construction.
- XII. Conduct and/or participate in pre-bid conferences for construction contracts.
- XIII. Attending and participating in pre-construction conferences to assist project managers and CEI's.
- XIV. Review and determine validity of claims for entitlement of extra work and/or time extension for performance of construction related services.
- XV. Review and evaluate appropriateness of submitted fee proposals for supplemental agreements and work orders on construction related services.
- XVI. Review and recommend approval of contractors' requests for payment.
- XVII. Monitor the turnaround time of shop drawings and request for information as submitted by contractors.
- XVIII. Assist in preparing all construction related documents, including but not limited to, Certificates of Completion, release and waiver of liens and other documents including required community outreach criteria for the management and oversight of construction related activities.
- XIX. Assist in preparing construction related documents for dispute resolution and/or litigation, should the need arise.
- XX. Conduct and/or participate in the pre-bid conference for both construction and maintenance contracts.
- XXI. Attend and participate in value engineering studies.
- XXII. Assist in developing Engineer's estimate for projects not requiring plans.
- XXIII. Perform or oversee all other CEI functions necessary for timely and cost-effective project completion in accordance with industry practice and in the best interest of DTPW.
- XXIV. Perform Threshold Inspections, as required.

2) Construction Management Support

- I. Review construction inspection reports relating to Contractor(s) performance and communication, through CEI(s) only and with Contractor(s) if necessary, regarding non-conformance issues such as plan specifications or workmanship. Provide CEI services as requested by DTPW.
- II. Analyze contract change requests during construction and recommend the appropriate action.
- III. Review and analyze claims and disputes and recommend courses of actions. Provide for independent review and analysis of claims, including independent review, analysis and verification of accounting procedures used by contractors in the submittal of claims.
- IV. Monitor and provide technical support to the CEI construction manager for the project construction quality control/quality assurance program regarding:
 - a. Conformance
 - b. Reliability

- c. Acceptance
 - d. Rejection, requiring:
 - i. Rework
 - ii. Repair
 - iii. Replacement
 - iv. Re-verification
 - e. Document quality control
 - f. Material Testing Surveillance
- V. Administer a quality assurance / quality control program to review and evaluate CEI's Consultant's performance in accordance with DTPW procedures, specifications and rules. Review and evaluate CEI recommendation regarding contractor's performance in accordance with DTPW procedures, specifications and rules, as necessary, and directed by DTPW's Program Manager.
- VI. Monitor the CEI Consultant's preparation of record drawings to verify that they are being prepared and maintained in a timely manner.
- VII. Provide project inspectors and engineering technicians to DTPW's Program Manager on an as needed or emergency basis.
- VIII. Provide incidental CEI services as directed.

13. Plans Review

Review and comment on the contract plans packages prepared by the in-house design section or consultant design team. Based upon such reviews, recommend acceptance and approval by DTPW of such plans, specifications and estimates. In reviewing documents, certain basic tasks must be carried out as follows:

- 1) Provide review comments through DTPW's Review Systems / applications.
- 2) Readdress comments that receive inadequate responses.
- 3) Ensure that subsequent plans reflect the changes indicated by previous responses.
- 4) Identify and report on design components that require Design Variance or Design Exception.
- 5) Make sure that the description of work to be constructed is clear and concise.
- 6) Review plans to make sure that all work has an appropriate pay item, or in the case of ILump sum projects, ensure that DTPW guidelines are followed.
- 7) Make sure that the summaries of quantities are accurate and are in accordance with DTPW standards.
- 8) Review construction cost estimates.
- 9) Determine the amount of time that the work specified can be reasonably accomplished (determine contract time including procurement time and construction days).

- 10) Review design documents and inspect the job site to make sure that field conditions have been investigated and clearly represented in the contract documents.
- 11) Review such items as Utilities, Maintenance of Traffic, R/W Requirements, Transit Requirements, Construction Sequences and Phasing, Permit Requirements and Conditions, Quantities, and Equipment requirements. Note any items that may generate future problems on a proposed project.
- 12) Determine the feasibility of construction equipment ingress, egress and placement at the job site. For utility relocations, retaining walls and bridge construction, determine if the work will require any temporary retaining structures for equipment placement and if failure of a temporary structure would jeopardize the safety of the general public. For existing bridges being widened, particular attention shall be given to feasibility of placing construction equipment within the median area of dual bridges.
- 13) Review and comment on the effectiveness of technical special provisions.
- 14) Ensure that plans comply with approved typical section packages and approved pavement design.

Reviews will utilize the Review Team's experience and knowledge regarding design, environmental issues, permitting, utility coordination, joint project agreements, and construction methods and procedures. Constructability reviews will include a field visit, notation to special environment, and job site conditions.

The Consultant shall ensure that all construction plans, as applicable, are prepared in accordance with the latest standards adopted by applicable AASHTO manuals, DTPW's Design Standards, Standards Specifications, current memorandums, Design Manuals, Structures Design Guidelines, Structures Detailing Manual, Flexible & Rigid Pavement Design Manual, Drainage Manual, and shall be accurate, legible, complete in design, and drawn to the appropriate scale.

14. Project Management

The Consultant may be authorized to perform the following services:

- 1) Project Control Services Support
 - I. Establish and monitor project scheduling requirements and major milestone events for Engineering / construction activities such as the following:
 - a. Design
 - b. Right-of-Way
 - c. Environmental
 - d. Permits
 - e. Residential and business relocations
 - f. Demolitions
 - g. Utility and railroad relocations
 - h. Maintenance of Traffic plans
 - i. Construction
 - II. Evaluate and validate consultant submitted schedules and their overall compliance with project milestone objectives.

- III. Evaluate physical progress of design activities versus schedule progress and report significant variances.
- IV. Prepare and issue periodic (monthly) status reports on project progress and document problems and delays.
- V. Develop and maintain a cost engineering system.
- VI. Prepare and update project cash flow requirements.
- VII. Maintain record of committed costs, estimated costs remaining to commit, and estimate at completion cost.
- VIII. Assist in preparing or prepare comparative cost estimates.
- IX. Estimate level of work efforts (staff-hour estimates).
- X. Prepare and track department expenditures reports.
- XI. Project management services
- XII. Track and manage internal and external stakeholders for plans and specification review and comments.
- XIII. Maintain and support project and program reporting. Including tracking of activities.
- XIV. Review and certification of final plans and development of procurement submittal package.

2) Administrative Project Support

The Consultant may be authorized to develop, implement, and maintain a program-wide document control and filing system which shall govern the distribution and file copies of all program-related files including correspondence, reports, plans, and technical data. Said system shall be subject to DTPW approval, and all program/project files shall be transferred to DTPW upon completion of the work or as otherwise directed by DTPW.

The Consultant will support and provide DTPW with expertise to develop, program/project mapping, implementation, integration, training and management of systems/software.

15. Post-Design Services

The Consultant shall provide DTPW with the services of a qualified team to conduct the following tasks:

- 1) Review shop drawings for projects designed by his staff or other consultants for conformance with the contract plans, the special provisions and DTPW's Design Manual.
- 2) Review design computations made by the Contractor Specialty Engineer or other Consultants.
- 3) Responding to Request for Information.
- 4) Conduct required inspections by the AOR/EOR to obtain, as necessary the final project certification.
- 5) Assist in resolving construction problems.

16. In-House Staffing

The Consultant shall provide in-house staff to work in the office of DTPW's Project Manager or at any other location, to assist in any of the tasks outlined in the Scope of Services or serve in other capacities as needed. Working hours for the assigned staff person(s) shall be under DTPW's normal working hours unless modified by DTPW Project Manager and approved by the Consultant's Project Manager.

17. Other Services

Perform engineering assistance to DTPW as directed by the Director or designees, to support DTPW. Support may include engineering designs, maintenance and repairs assistance, design assistance, traffic maintenance, damage surveys or other related services.

III. Specifications of Work

Provided below are lists of standards utilized by DTPW. These lists are by no means all inclusive, but suggestive of the regulations governing the Consultant's performance. The Consultant shall comply with all applicable Federal, State and Local Regulations in performance of services.

1) Plans & Specifications

The Consultant shall ensure that all documents, studies and construction plans, as applicable, are prepared in accordance with the latest editions of the standards utilized by DTPW, which include, but are not limited to, publications such as:

- FHWA Manual on Uniform Traffic Control Devices
- Federal Transit Administration (FTA) requirements
- FTA Circular 4220.1F
- Federal transit laws at 49 U.S.C. Chapter 53
- FTA Common Grant Rules, 49 CFR Part 18
- FTA Best Practices Procurement Manual (BPPM)
- Federal Highway Program Manual
- AASHTO, "A Policy on Geometric Design of Highways and Streets"
- AASHTO Roadside Design Guide
- South Florida Building Codes, Miami-Dade County Edition
- Standard Building Code
- Miami Dade County Standards
- Department of Transportation and Public Works Standards
- FDOT Soils and Foundations Handbook
- FDOT Flexible and Rigid Pavement Design Manuals
- FDOT Standard Specifications for Road and Bridge Construction
- FDOT Design Manual
- FDOT Florida Greenbook
- FDOT Basis of Estimates Manual
- FDOT Construction Project Administration Manual
- FDOT Drainage Manual
- FDOT Sample, Testing and Reporting Guide
- FDOT Structures Manual
- FDOT Standard Plans for Road Construction
- FDOT Standard Plans for Bridge Construction
- FDOT Utility Accommodation Manual
- FDOT D6 ERC Library Files
- FDOT D6 Design Handbook

- FDOT D6 District 6 Quality Control Plan for Project Design
- FDOT D6 Drainage Requirements
- FDOT D6 Lighting & Signalization Requirements
- FDOT D6 ITS Guidelines
- FDOT CADD Manual

2) Professional Services Contract Documents and Retention

The Consultant shall ensure that all hard copies/electronic copies of Contract Documents and support documentation are stored at the Consultant's office through project completion. Once a project is closed out, delivery of project files to DTPW must be coordinated with DTPW.

IV. SCHEDULE

1) Plans Review:

To meet plan review schedules determined by DTPW, the Consultant shall complete each phase plans review within the following number of working days after receiving assignment:

Plans Review Phase 1	15 Work Days
Plans Review Phase 2	15 Work Days
Plans Review Phase 3	15 Work Days
Plans Review Phase 4	15 Work Days
Final Estimates	7 Work Days
Plans Certification	7 Work Days

The days shown are typical time limits. The actual time allowed on some projects may be increased or reduced, depending on production schedules.

2) Design Services:

The schedule for a particular engineering service or element shall be assigned when the work is authorized.

Project Technical Certifications:

- 1.01 URBAN AREA AND REGIONAL TRANSPORTATION PLANNING
- 1.02 MASS AND RAPID TRANSIT PLANNING

2.00 MASS TRANSIT SYSTEMS

- 2.01 MASS TRANSIT PROGRAM (SYSTEMS) MANAGEMENT
- 2.02 MASS TRANSIT FEASIBILITY & TECHNICAL STUDIES
- 2.04 MASS TRANSIT CONTROLS, COMMUNICATIONS & INFORMATION SYSTEMS
- 2.05 GENERAL QUALITY ENGINEERING
- 2.06 MASS TRANSIT SAFETY CERTIFICATION FOR SYSTEM ELEMENTS

3.00 HIGHWAY SYSTEMS

- 3.01 SITE DEVELOPMENT AND PARKING LOT DESIGN
- 3.02 MAJOR HIGHWAY DESIGN
- 3.02B MINOR HIGHWAY DESIGN
- 3.03 BRIDGE DESIGN
- 3.04 TRAFFIC ENGINEERING STUDIES
- 3.08 INTELLIGENT TRANSPORTATION SYSTEM ANALYSIS, DESIGN, AND

IMPLEMENTATION
3.09 SIGNING, PAVEMENT MARKING, AND CHANNELIZATION
3.10 LIGHTING
3.11 SIGNALIZATION
8.00 TELECOMMUNICATION SYSTEMS
9.00 SOILS, FOUNDATIONS AND MATERIALS TESTING
10.00 ENVIRONMENTAL ENGINEERING
10.01 STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES
10.05 CONTAMINATION ASSESSMENT AND MONITORING
10.06 REMEDIAL ACTION PLAN DESIGN
10.07 REMEDIAL ACTION PLAN IMPLEMENTATION/ OPERATION/MAINTENANCE
10.08 PATHOGEN AND CONTAMINANT RISK ANALYSIS
10.09 WELLFIELD, GROUNDWATER, AND SURFACE WATER PROTECTION AND
MANAGEMENT
11.00 GENERAL STRUCTURAL ENGINEERING
12.00 GENERAL MECHANICAL ENGINEERING
13.00 GENERAL ELECTRICAL ENGINEERING
14.00 ARCHITECTURE
15.00 SURVEYING AND MAPPING
15.01 LAND SURVEYING
15.02 AERIAL PHOTOGRAMMETRY
15.03 UNDERGROUND UTILITY LOCATION
16.00 GENERAL CIVIL ENGINEERING
17.00 ENGINEERING CONSTRUCTION MANAGEMENT
18.00 ARCHITECTURAL CONSTRUCTION MANAGEMENT
19.00 VALUE ANALYSIS AND LIFE-CYCLE COSTING
All but Aviation and Port
21.00 LAND-USE PLANNING
22.00 ADA TITLE II CONSULTANT

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CIP203-DTPW23-DE E23TP05

Program Management Office (PMO) 2023 PSA

Total amount \$28,600,000

Type	Code	Description	Percentage (%)	SBE/DBE (%)	Dollar
Prime	2.02	MASS TRANSIT FEASIBILITY & TECHNICAL STUDIES	9		\$2,574,000
Prime	3.08	INTELLIGENT TRANSPORTATION SYSTEM ANALYSIS, DESIGN, AND IMPLEMENTATION	10		\$2,860,000
Prime	14.00	ARCHITECTURE	10		\$2,860,000
Prime	16.00	GENERAL CIVIL ENGINEERING	15		\$4,290,000
Sub	1.01	URBAN AREA AND REGIONAL TRANSPORTATION PLANNING	1	1	\$286,000
Sub	1.02	MASS AND RAPID TRANSIT PLANNING	1	1	\$286,000
Sub	2.04	MASS TRANSIT CONTROLS, COMMUNICATIONS & INFORMATION SYSTEMS	1		\$286,000
Sub	2.05	GENERAL QUALITY ENGINEERING	1		\$286,000
Sub	2.06	MASS TRANSIT SAFETY CERTIFICATION FOR SYSTEM ELEMENTS	1		\$286,000
Sub	3.01	SITE DEVELOPMENT AND PARKING LOT DESIGN	1		\$286,000
Sub	3.02	MAJOR HIGHWAY DESIGN	2	2	\$572,000
Sub	3.03	BRIDGE DESIGN	1		\$286,000
Sub	3.04	TRAFFIC ENGINEERING STUDIES	1	1	\$286,000
Sub	3.09	SIGNING, PAVEMENT MARKING, AND CHANNELIZATION	1	1	\$286,000
Sub	3.10	LIGHTING	1	1	\$286,000
Sub	3.11	SIGNALIZATION	1	1	\$286,000
Sub	8.00	TELECOMMUNICATION SYSTEMS	1	1	\$286,000
Sub	9.02	SOILS, FOUNDATIONS AND MATERIALS TESTING - GEOTECHNICAL AND MATERIALS ENGINEERING SERVICES	1	1	\$286,000
Sub	10.01	STORMWATER DRAINAGE DESIGN ENGINEERING SERVICES	1	1	\$286,000
Sub	10.05	CONTAMINATION ASSESSMENT AND MONITORING	1	1	\$286,000
Sub	10.06	REMEDIAL ACTION PLAN DESIGN	1		\$286,000
Sub	10.07	REMEDIAL ACTION PLAN IMPLEMENTATION/ OPERATION/MAINTENANCE	1		\$286,000
Sub	10.09	WELLFIELD, GROUNDWATER, AND SURFACE WATER	1		\$286,000
Sub	11.00	GENERAL STRUCTURAL ENGINEERING	1	1	\$286,000
Sub	12.00	GENERAL MECHANICAL ENGINEERING	1	1	\$286,000
Sub	13.00	GENERAL ELECTRICAL ENGINEERING	1	1	\$286,000
Sub	15.01	LAND SURVEYING	1	1	\$286,000
Sub	15.02	AERIAL PHOTOGRAMMETRY	1		\$286,000
Sub	17.00	ENGINEERING CONSTRUCTION MANAGEMENT	1	1	\$286,000

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CIP203-DTPW23-DE E23TP05

Program Management Office (PMO) 2023 PSA

Total amount \$28,600,000

Sub	18.00	ARCHITECTURAL CONSTRUCTION MANAGEMENT	1	1	\$286,000
Sub	19.01	VALUE ANALYSIS AND LIFE-CYCLE COSTING - TRANSPORTATION PLANNING	1		\$286,000
Sub	19.02	VALUE ANALYSIS AND LIFE-CYCLE COSTING - MASS TRANSIT SYSTEMS	1		\$286,000
Sub	19.03	VALUE ANALYSIS AND LIFE-CYCLE COSTING - HIGHWAY SYSTEMS	1		\$286,000
Sub	19.07	VALUE ANALYSIS AND LIFE-CYCLE COSTING - SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS	1		\$286,000
Sub	19.08	VALUE ANALYSIS AND LIFE-CYCLE COSTING - TELECOMMUNICATION SYSTEMS	1		\$286,000
Sub	19.09	VALUE ANALYSIS AND LIFE-CYCLE COSTING - SOILS, FOUNDATIONS AND MATERIALS TESTING	1		\$286,000
Sub	19.10	VALUE ANALYSIS AND LIFE-CYCLE COSTING - ENVIRONMENTAL ENGINEERING	1		\$286,000
Sub	19.11	VALUE ANALYSIS AND LIFE-CYCLE COSTING - GENERAL STRUCTURAL ENGINEERING	1		\$286,000
Sub	19.12	VALUE ANALYSIS AND LIFE-CYCLE COSTING - GENERAL MECHANICAL ENGINEERING	1		\$286,000
Sub	19.13	VALUE ANALYSIS AND LIFE-CYCLE COSTING - GENERAL ELECTRICAL ENGINEERING	1		\$286,000
Sub	19.14	VALUE ANALYSIS AND LIFE-CYCLE COSTING - ARCHITECTURE	1		\$286,000
Sub	19.16	VALUE ANALYSIS AND LIFE-CYCLE COSTING - GENERAL CIVIL ENGINEERING	1		\$286,000
Sub	19.20	VALUE ANALYSIS AND LIFE-CYCLE COSTING - LANDSCAPE ARCHITECTURE	1		\$286,000
Sub	19.01A	TRANSPORTATION PLANNING-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.02A	MASS TRANSIT SYSTEMS-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.03A	HIGHWAY SYSTEMS-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.06A	WATER AND SANITARY SYSTEMS-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.07A	SOLID WASTE COLLECTION AND DISPOSAL SYSTEMS-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.08A	TELECOMMUNICATION SYSTEMS-LIFE CYCLE COSTING SERVICES	1		\$286,000

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Program Management Office (PMO) 2023 PSA

Total amount		\$28,600,000			
Sub	19.09A	SOILS, FOUNDATIONS AND MATERIALS TESTING -LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.10A	ENVIRONMENTAL ENGINEERING-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.11A	GENERAL STRUCTURAL ENGINEERING-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.12A	GENERAL MECHANICAL ENGINEERING-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.13A	GENERAL ELECTRICAL ENGINEERING-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.14A	ARCHITECTURE -LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.16A	GENERAL CIVIL ENGINEERING -LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	19.20A	LANDSCAPE ARCHITECTURE-LIFE CYCLE COSTING SERVICES	1		\$286,000
Sub	21.00	LAND-USE PLANNING	1	1	\$286,000
Sub	22.00	ADA TITLE II CONSULTANT	1	1	\$286,000
	Total		100	20	\$28,600,000