

ATTACHMENT A  
SCOPE OF SERVICES

PROJECT DEVELOPMENT AND  
ENVIRONMENTAL (PD&E) STUDIES  
LAKE JACKSON ECOPASSAGE

## **SECTION I. PURPOSE**

The purpose of this Exhibit is to describe the scope of work and the responsibilities of the CONSULTANT and Leon County Metropolitan Planning Organization (MPO) in connection with the Project Planning (Corridor Location), Preliminary Engineering (Conceptual Design), and Environmental Studies necessary to comply with the Florida Department of Transportation procedures.

The CONSULTANT shall perform those studies required to evaluate the social, economic, environmental effects, and mitigation as required by the Federal Highway Administration (FHWA) and/or the Project Development and Environmental Manual, along with the required environmental documents, engineering reports, and public hearing.

The MPO will provide contract administration and provide management services and technical reviews of all work associated with the development and preparation of the engineering/environmental study reports for the transportation facility.

The Florida Department of Transportation (DEPARTMENT) District 3 (DISTRICT) is responsible for final quality assurance and the administrative processing of all environmental documentation.

## **SECTION II. STUDY OBJECTIVE**

### **A. GENERAL OBJECTIVE:**

The Project Development Process shall follow the Florida Department of Transportation Department publication titled "Project Development and Environment Guidelines", published 07-01-88 and all subsequent revisions. Throughout this Scope of Services portion of this CONSULTANT Contract, the publication will be referred to as the "PD&E Manual".

The PD&E Manual incorporates all the requirements of the National Environmental Policy Act (NEPA); Federal law and executive orders; applicable Federal regulations included in the Federal Highway Administration Federal-Aid Policy Guide; and applicable State laws and regulations including Chapter 339.155 of the Florida Statutes. The project documentation prepared by the CONSULTANT in accordance with the PD&E Manual shall therefore be in compliance with all applicable State and Federal laws, executive orders, and regulations.

Sections III, IV and V of the Scope of Services will establish which items of work described in the PD&E Manual are specifically included in this contract, and also which of the items of work will be the responsibility of the CONSULTANT or MPO.

**B. SPECIFIC PROJECT OBJECTIVE:**

The CONSULTANT has completed a Feasibility Study for the Lake Jackson Ecopassage and through the process completed an extensive evaluation of the corridor, the feasible alternatives with input from the public and the Lake Jackson Advisory Group throughout the study. Through this process a preferred alternative was developed. This study will evaluate the No Action and Preferred Alternative. The study will document the alternatives analysis process utilized in the Feasibility Study.

The following scope includes only those items necessary to complete a Type II Categorical Exclusion and is based on input from FHWA and FDOT.

**SECTION III. PUBLIC INVOLVEMENT**

**A. GENERAL:**

Public involvement is an important aspect of the project development process. Extensive public involvement has occurred as part of the Feasibility Study. The Public Involvement Program implemented thus far will be summarized and incorporated into the PD&E study.

The CONSULTANT shall coordinate and perform the appropriate level of public involvement for this project as outlined in Part I, Chapter 8 of the PD&E Manual.

**B. PUBLIC MEETINGS:**

The CONSULTANT shall provide all support necessary for MPO to hold various public meetings, which will include:

- Interagency kick off meeting (one (1) meeting).
- Lake Jackson Advisory Group Meetings (two (2) meetings).
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- CRTPA Briefing (one (1) meeting)
- Coordination meeting with FDOT and FHWA to discuss the Categorical Exclusion (CE) status (one (1) meeting).
- Public Meeting (1)

For the above meetings, the CONSULTANT shall prepare and/or provide the following as necessary:

- Scripts or agenda for presentations.
- Graphics for presentations.
- Minutes of the meetings.
- Meeting equipment set-up and tear-down.
- Legal and/or display advertisements. The CRTPA will pay the cost of publishing.
- Letters for notification of elected and appointed officials.

- News releases, for use three to five days prior to meeting.
- All postage will be paid by the CONSULTANT for all meeting notifications.

The CONSULTANT will attend the meetings with an appropriate number of his personnel to assist the MPO Project Manager.

C. PUBLIC INVOLVEMENT DATA:

This scope assumes that the mailing lists, elected and appointed officials and permit and review agencies or other affected persons developed as part of the Feasibility Study will be appropriate for this study.

The collection of public input occurs throughout the life of the project and requires maintaining of files, updating the mailing list, newspaper clippings, letters, and especially direct contacts before, during and after any of the public meetings.

In addition to collecting public input data, the CONSULTANT shall assist the MPO in preparing responses to any public inquires as a result of the public involvement process.

**SECTION IV. ENGINEERING DATA COLLECTION, ANALYSIS AND REPORTS**

A. GENERAL:

The CONSULTANT shall coordinate and perform the appropriate level of engineering analysis for this project as outlined in Part I, Chapter 9 of the PD&E Manual and the following sections.

B. ENGINEERING DATA COLLECTION:

Immediately following the Advance Notification, the CONSULTANT shall begin preliminary assessments of the study corridor from an engineering standpoint. This task is largely of a data gathering nature. This activity consists of collecting various information and materials relative to the performance of engineering analyzes within the study area. The information should include all data necessary to perform adequate evaluation of the location and design of a transportation facility.

1. EXISTING HIGHWAY CHARACTERISTICS:

The CONSULTANT shall be responsible to procure all the engineering data listed in Part I, Chapter 9, of the PD&E Manual necessary to conduct a PD&E study and prepare a Preliminary Engineering Report.

2. UTILITIES AND RAILROADS:

The CONSULTANT shall identify the following existing and proposed utilities which may influence location and design considerations:

- Overhead: Transmission lines, microwave towers, telephone lines, etc.
- Underground: Water, gas, sanitary sewer, force mains, power cables, telephone cables, etc.

3. SOILS SURVEY AND GEOTECHNICAL WORK:

The CONSULTANT will obtain and review existing soils and geotechnical data, if available, to supplement the work completed as part of the Feasibility Study.

4. SURVEYS:

It is the CONSULTANT'S understanding that survey data will be provided by FDOT and no further survey effort is required.

5. ENGINEERING ANALYSIS:

Utilizing the data collected as part of this scope of work, the CONSULTANT shall perform the engineering analysis necessary to complete the project development process described in Part 1, Chapter 9 of the PD&E Manual. The task of engineering analysis will be ongoing throughout the duration of the project and will be performed with consideration to the results of the environmental impacts analysis.

a. PROJECT NEED:

The CONSULTANT shall establish and/or verify the purpose and need for the project as outlined in Part 2, Chapter 5 of the PD&E Manual.

b. CONCEPTUAL DESIGN ANALYSIS:

The CONSULTANT will summarize the design analysis completed during the Feasibility Study as described in Part 1, Chapter 9 of the PD&E Manual.

c. **COST ANALYSIS:**

The CONSULTANT shall develop cost estimates for the preferred design alternative, including:

- Construction cost estimates for all alternatives.
- Estimates of right-of-way acquisition costs, including cost estimates for relocations and business damages.
- Estimates of "life cycle" costs for operation and maintenance of alternatives.

d. **COMPARATIVE ANALYSIS OF DESIGN ALTERNATES:**

This scope assumes that the Preferred Alternative and the No Build alternative are the alternatives being evaluated. The MPO will determine which viable alternative(s) will be evaluated further through the public involvement process and environmental analysis. The possibility exists that the No-Build alternate may be selected at this point.

e. **ACCESS MANAGEMENT:**

The CONSULTANT shall review FDOT Access Management Policies and Guidelines and determine the application to the project.

6. **ENGINEERING MEMORANDUMS:**

The CONSULTANT shall document the results of the data collection efforts and the engineering analysis performed as part of this scope of work. The engineering memorandums and documents shall be prepared as outlined in Part 1, Chapter 9 of the PD&E Manual. The task of documentation includes the preparation of draft and interim reports prepared by the CONSULTANT for review and comment upon by the MPO prior to producing final reports and documents.

a. **PROJECT CONCEPT SUMMARY:**

The CONSULTANT shall prepare a Project Concept Summary (PCS) according to the PD&E Manual, as discussed in Part I, Chapter 9 regarding the PE Memorandum.

The suggested table of contents noted below:

1. PROJECT STATUS
  - 1.1 Project Location and Logical Termini
  - 1.2 Current Funding Amounts and Years Programmed.
  - 1.3 Work Program Update
    - 1.3.1 Construction Cost Estimate
    - 1.3.2 Right of Way Cost Estimate
    - 1.3.3 Project Schedule
    - 1.3.4 Project Limits and Description
2. PD&E STUDY APPROACH AND SCHEDULE
  - 2.1 Design Criteria
  - 2.2 Constraints
  - 2.3 Issues
  - 2.4 Special Activities
  - 2.5 Needed PD&E Reports
  - 2.6 PD&E Schedule
3. NEED FOR IMPROVEMENT
  - 3.1 Consistency with Transportation Plan
  - 3.2 Social and Economic Demands
4. ALTERNATIVES TO BE DEVELOPED
  - 4.1 Typical Sections

b. PRELIMINARY ENGINEERING MEMORANDUM:

The CONSULTANT shall prepare a Preliminary Engineering (PE) Memorandum. Included in that report will be Conceptual Plan drawings of the preferred alternative discussed in the Feasibility Study, including the recommended alternative. The Concept Plans included in the PE Memorandum shall be folded to standard size sheets. The typical sections will be bound in the PE Memorandum.

Report all of the alternative structural design concepts considered, and the basis for their further consideration or their rejection as being unfeasible or not cost effective.

c. UTILITY AND RAILROAD COORDINATION PACKAGE:

The CONSULTANT shall prepare a utility request package as described in Part 2, Chapter 10 of the PD&E Manual.

d. QUALITY CONTROL:

The CONSULTANT shall provide the necessary quality control for each phase of the project. A quality assurance review must be performed by the CONSULTANT prior to any submittal.

## **SECTION V. ENVIRONMENTAL ANALYSIS AND REPORTS**

### **A. GENERAL:**

The CONSULTANT shall perform the services outlined in this section necessary to assess the environmental consequences or impacts of the No Build and Preferred Alternative that are being considered to satisfy the project's need. This effort consists of supplementing existing data collected during the Feasibility Study, comparing the alternatives, and documenting environmental impacts and recommendations. The CONSULTANT shall coordinate and perform the appropriate level of environmental analysis for this project as outlined in the PD&E Manual and the following sections.

### **B. ANALYSIS OF SOCIAL IMPACTS:**

#### **1. LAND USE INFORMATION:**

The CONSULTANT is responsible for the following:

- a. Collect data regarding past and present land usage as well as future land use plans, proposed developments, zoning guidelines, municipal comprehensive plans, and observed growth trends.
- b. Collect data required to prepare existing and future land use map(s) indicating as a minimum, residential, commercial, industrial, public, agricultural, and undeveloped areas adjacent to the alignment.
- c. Collect data on active development activity in the highway corridor, especially preliminary and filed plats which have the potential for dedication of highway right-of-way. The CONSULTANT must update information on any plat activity every three months.
- d. Determine if provisions of Coastal Barrier Resources Act apply and provide documentation as described in PD&E Manual Part 2 Chapter 26.

#### **2. CULTURAL FEATURES:**

The CONSULTANT shall collect the data necessary to identify the Community Facilities listed in Part 2, Chapter 9 of the PD&E Manual, and also to identify any Section 4(f) lands (parks, recreation areas, wildlife refuges). This scope does not include a separate Section 4(f) applicability documentation. This analysis will be completed utilizing existing data sources and for the purpose of preparing a Compliance Review package for submittal to SHPO.

#### **3. ANALYSIS OF SOCIAL-ECONOMIC IMPACTS:**

The CONSULTANT shall perform an analysis of the social-economic impacts of all proposed alternatives as described in Part 2, Chapter 9, of the PD&E Manual. This scope assumes that the data collected during the Feasibility Study including data regarding past and present land usage as well as future land use plans, proposed developments, zoning guidelines, municipal comprehensive plans, observed growth trends and their economic results will be sufficient for this analysis.

4. **ARCHAEOLOGICAL AND HISTORICAL FEATURES:**

This analysis will be completed utilizing existing data sources and for the purpose of preparing a Compliance Review package for submittal to SHPO. The CONSULTANT will prepare the necessary documentation for SHPO review of the potential project impacts. This scope assumes that field survey is not required and that a Cultural Resources Assessment Survey is not required.

5. **DETERMINATION OF SECTION 4(F) INVOLVEMENT:**

The CONSULTANT shall determine if Section 4(f) applies to any properties affected by any proposed alternatives and if so, evaluate the impacts to the Section 4(f) property as described in Part 2, Chapter 13, of the PD&E Manual. This scope does not include a separate Section 4(f) applicability documentation.

6. **VISUAL AND AESTHETIC IMPACT ANALYSIS:**

The CONSULTANT shall analyze the visual and aesthetic impacts of the proposed alternatives as described in Part 2, Chapter 15, of the PD&E Manual.

7. **FARMLANDS IMPACT ANALYSIS:**

The CONSULTANT shall determine if a farmland evaluation is required by the preferred alternative as described in Part 2, Chapter 28, of the PD&E Manual.

C. **ANALYSIS OF NATURAL IMPACTS:**

1. **HYDROLOGIC AND NATURAL FEATURES:**

The CONSULTANT shall supplement all existing data collected during the Feasibility Study to perform an assessment of the impacts of the proposed alternatives in the following areas:

- Wetlands (Part 2, Chapter 18 of the PD&E Manual).
- Aquatic Preserves (Part 2, Chapter 19 of the PD&E Manual).
- Water Quality (Part 2, Chapter 20 of the PD&E Manual).
- Outstanding Florida Waters (Part 2, Chapter 21 of the PD&E Manual).
- Wild & Scenic Rivers (Part 2, Chapter 23 of the PD&E Manual).
- Floodplains and Floodways (Part 2, Chapter 24 of the PD&E Manual).

2. IDENTIFY PERMIT CONDITIONS:

In conjunction with the collection of data related to wetlands the CONSULTANT shall also obtain permit-related information about sites which may require dredge and fill permits, water quality permits, or stormwater discharge permits. This includes identifying all involved permit agencies.

3. WETLAND IMPACT ANALYSIS:

The CONSULTANT shall analyze the impacts to wetlands for all proposed alternatives as described in Part 2, Chapter 18, of the PD&E Manual.

4. CONCEPTUAL MITIGATION PLANS:

The CONSULTANT shall prepare conceptual mitigation alternatives, if required, as described in Part 2, Chapter 18, of the PD&E Manual. The conceptual mitigation shall be documented as part of the Wetland Evaluation Technical Memorandum.

5. BIOLOGICAL ASSESSMENT DATA:

The CONSULTANT shall collect data necessary to perform a Biological Assessment for the proposed alternatives as described in Part 2, Chapter 27, of the PD&E Manual.

6. WILDLIFE AND HABITAT IMPACT ANALYSIS:

The CONSULTANT shall analyze the impacts to wildlife and habitat by all proposed alternatives as described in Part 2, Chapter 27, of the PD&E Manual.

D. ANALYSIS OF PHYSICAL IMPACTS:

1. AIR QUALITY DATA COLLECTION AND IMPACT ANALYSIS:

Based on discussions with FDOT, District 3 and FHWA, a statement regarding air quality will be included in the Preliminary Engineering Report. Air quality data collection and analysis will not be required.

2. NOISE IMPACT DATA COLLECTION AND IMPACT ANALYSIS:

Based on discussions with FDOT, District 3 and FHWA, a statement regarding noise impacts will be included in the Preliminary Engineering Report. Noise data collection and analysis will not be required.

3. CONTAMINATION IMPACT ANALYSIS:

The CONSULTANT shall perform the necessary analysis to complete the Contamination Screening Evaluation for all proposed alternatives as described in Part 2, Chapter 22, of the PD&E Manual.

4. WATER QUALITY IMPACT ANALYSIS:

The CONSULTANT shall analyze the impacts to water quality by all proposed alternatives as described in Part 2, Chapter 20, of the PD&E Manual.

5. FLOODPLAIN IMPACT ANALYSIS:

The CONSULTANT shall analyze the significance of any encroachments to floodplains and floodways by all proposed alternatives as described in Part 2, Chapter 24, of the PD&E Manual.

6. CONSTRUCTION IMPACT ANALYSIS:

The CONSULTANT shall analyze the construction impacts of the No Build and Preferred Alternative as described in Part 2, Chapter 30, of the PD&E Manual.

7. COASTAL BARRIER IMPACT ANALYSIS:

The CONSULTANT shall determine if the provisions of the Coastal Barrier Resources Act apply to any of the proposed alternatives as described in Part 2, Chapter 26 of the PD&E Manual.

E. ENVIRONMENTAL REPORTS:

The CONSULTANT shall document the results of the data collection efforts and the environmental analysis performed as part of this scope of work. The Environmental Documents prepared by the CONSULTANT will comply with all the procedures listed in the PD&E Manual, Part 1, and will also follow the format and include all content described in Part 2 of the PD&E Manual. Especially important to the CONSULTANT'S work effort will be the "impact" sections of the Environmental Document which provide the scientific and analytic basis for the comparison of alternatives. The CONSULTANT shall provide all the necessary content for these sections as specifically listed in Part 2, Chapters 9 through 12 and Chapters 14 through 30 of the PD&E Manual. The task of documentation includes the preparation of draft and interim reports prepared by the CONSULTANT for review and comment upon by SLC prior to producing final reports and documents. The DEPARTMENT is responsible for final quality assurance and the administrative processing of all environmental documentation. All environmental documents must be submitted to FHWA and the Agencies by the DEPARTMENT.

1. ADVANCE NOTIFICATION:

The CONSULTANT shall prepare the Advance Notification Package as described in Part 1, Chapter 2, of the PD&E Manual for submittal by MPO through FDOT.

2. CATEGORICAL EXCLUSION

A Categorical Exclusion is the expected level of environmental documentation

required for this project. The CONSULATANT will prepare the Type II Categorical Exclusion document.

3. OTHER ENVIRONMENTAL REPORTS:

The CONSULTANT shall provide the following separate reports as required by the PD&E Manual:

- Wetland Evaluation Technical Memorandum (PD&E Manual, Part 2, Chapter 18). The CONSULTANT will prepare the necessary documentation to solicit comments and recommendations from FDEP and USACE regarding the proposed project impacts.
- Contamination Screening Technical Memorandum (PD&E Manual, Part 2, Chapter 22).
- Biological Assessment Technical Memorandum (PD&E Manual, Part 2, Chapter 27). The CONSULTANT will forward the Biological Assessment to USFWS and FWC requesting input into the potential project impacts.

This scope assumes that the environmental documentation required to support the CE will be a technical memorandum.

**SECTION VI. STUDY REQUIREMENTS AND PROVISIONS FOR WORK**

A. PROJECT SCHEDULE:

Within ten (10) days after the Notice to Proceed, the CONSULTANT shall provide a schedule of calendar deadlines accompanied by an anticipated payout curve. Said schedule and anticipated payout curve shall be prepared in a format prescribed by SLC.

B. KEY PERSONNEL:

The CONSULTANT'S work shall be performed and directed by the key personnel identified in the proposal presentations by the CONSULTANT. Any changes in the indicated personnel shall be subject to review and approval by MPO.

C. PROGRESS REPORTING:

The CONSULTANT shall provide written progress reports which describe the work performed on each task on a monthly basis. Progress reports shall be delivered to MPO in the format utilized during the Feasibility Study. Judgment on whether work of sufficient quality and quantity has been accomplished will be made by the Project Manager by comparing the reported percent complete against actual work accomplished.

D. QUALITY CONTROL

The CONSULTANT shall be responsible for insuring that all work products conform to FDOT standards and criteria. This shall be accomplished through an internal Quality Control (QC) process performed by the CONSULTANT. This QC process shall insure that quality is achieved through checking, reviewing, and surveillance of work activities by objective and qualified individuals who were not directly responsible for performing the initial work.

E. CORRESPONDENCE:

Copies of all written correspondence between the CONSULTANT and any party pertaining specifically to this study shall be provided to the MPO for their records within one (1) week of the receipt of said correspondence.

F. LIAISON OFFICE:

The MPO will designate a Liaison Office and a Project Manager who shall be the representative of MPO for the Project. While it is expected the CONSULTANT shall seek and receive advice from various State, regional, and local agencies, the final direction on all matters of this Project remain with the Project Manager.

SUBMITTALS:

The CONSULTANT shall provide copies of the required documents as listed below. These are the anticipated printing requirements for the project. This tabulation will be used for estimating purposes, and the Project Manager will determine the number of copies required prior to each submittal.

Engineering Items:

	<u>Copies:</u>
Draft Preliminary Engineering Memorandum	2
Preliminary Engineering Memorandum (Signed and Sealed)	10

Environmental Items:

	<u>Copies:</u>
Advance Notification Package	5
Contamination Assessment Technical Memorandum	5
Public Hearing Transcript	10
Biological Assessment Technical Memorandum	5
Wetlands Evaluation Technical Memorandum	5
Draft Type II Categorical Exclusion	10
Final Type II Categorical Exclusion	10

Upon completion of the study, the CONSULTANT shall deliver to the MPO, in an organized manner, all project files, maps, sketches, worksheets, and other materials used or generated during the study process.

**SECTION VIII. SERVICES TO BE PERFORMED BY THE MPO**

MPO will provide those services and materials as set forth below:

- A. Project data currently on file.
- B. Engineering standards and review services.
- C. Environmental standards and review services.
- D. All available information in the possession of MPO pertaining to utility companies whose facilities may be affected by the proposed construction.
- E. All future information which may come to MPO pertaining to subdivision plans so that the CONSULTANT may take advantage of additional areas that can be utilized as part of the existing right-of-way.
- G. Process Advance Notification through FDOT.
- H. Coordinate with the State Historic Preservation Officer.
- I. Process all environmental and engineering documents