

REQUEST FOR PROPOSALS  
for  
PROJECT DEVELOPMENT AND  
ENVIRONMENTAL (PD&E) STUDIES  
LAKE JACKSON ECOPASSAGE

Proposal Number BC-09-28-05-74  
BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA

Release Date: September 6, 2005

RFP Title: Request for Proposals for Project Development and Environmental (PD&E) Studies, 1  
Lake Jackson Ecopassage  
Proposal Number: BC-09-28-05-74  
Opening Date: Wednesday, September 28, 2005 at 2:00 pm

I. INTRODUCTION

Leon County requests proposals from qualified firms or individuals for the performance of Project Development and Environment (PD&E) Studies for the Lake Jackson Ecopassage. A 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 initial study. Through that process a preferred alternative was developed. This current study will evaluate the No Action and Preferred Alternative. The study will document the alternatives analysis process utilized in the Feasibility Study. All work will be in accordance with the Scope Services contained in Attachment A to this request for proposals.

II. GENERAL INSTRUCTIONS:

A. The response to the proposal should be submitted in a sealed addressed envelope to:

*Proposal Number: BC-09-28-05-74  
Purchasing Division  
2284 Miccosukee Road  
Tallahassee, FL 32308*

B. An ORIGINAL and five (5) copies of the Response must be furnished on or before the deadline. Responses will be retained as property of the County. **The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual,** all other copies may be photocopies.

C. Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Keith Roberts or Don Tobin at (850) 488-6949; FAX (850) 922-4084; or e-mail at [keith@leoncountyfl.gov](mailto:keith@leoncountyfl.gov) or [tobind@leoncountyfl.gov](mailto:tobind@leoncountyfl.gov). Written inquiries are preferred.

D. **Special Accommodation:** Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 488-6949 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

E. Proposers are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for proposals prior to submission. Each Vendor shall examine the RFP documents carefully; and, no later than seven (7) calendar days prior to the date for receipt of proposals, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications.

Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only those communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

F. Your response to the RFP must arrive at the above listed address no later than Wednesday, September 28, 2005 at 2:00 PM to be considered.

G. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.

H. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.

I. It is the Proposers responsibility to assure that the proposal is delivered at the proper time and

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- location. Responses received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the vendor.
- J. The County is not liable for any costs incurred by bidders prior to the issuance of an executed contract.
  - K. Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
  - L. The contents of the proposal of the successful firm will become part of the contractual obligations.
  - M. Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
  - N. If you are not submitting a proposal, please return the form attached at the end of the RFP, marked 'No Proposal'.
  - O. The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
  - P. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
  - Q. **Public Entity Crimes Statement:** Respondents must complete and submit the enclosed Public Entity Crimes Statement. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
  - R. **Certification Regarding Debarment, Suspension, and Other Responsibility Matters:** The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
  - S. **Licenses and Registrations:** The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state,

by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

T. Audits, Records, And Records Retention

The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.38(f)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

U. Monitoring

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

V. Local Preference in Purchasing and Contracting

1. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned

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for a local preference, as follows:

- a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent.
- b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.

2. Local business definition. For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

W. Planholders

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

X. Addenda To Request for Proposals

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 488-6949 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

III. SCOPE OF SERVICES:

The complete Scope of Services for this request for Proposals is contained in Attachment A.

IV. REQUIRED SUBMITTALS:

- A. Firm name or Joint Venture, business address and office location, telephone number.
- B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
- C. Address of the office that is to perform the work.

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- D. Federal Identification Tax Number or Social Security Number.
- E. The age of the firm, brief history, and average number of employees over the past five years.
- F. Present size of firm, nature of services offered, and breakdown of staff by discipline.
- G. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.
- H. Forms SF-254 & 255 may be submitted to provide the information required in items E, F, & G.
- I. Names and descriptions of major projects for which the firm is presently under contract.
- J. If a joint venture, has this joint venture previously worked together? If yes, what projects? A copy of the joint venture agreement should be provided, if available at this time. If the joint venture agreement is not available at this time, then the selection of the firm will be subject to the County receiving and approving the joint venture agreement, prior to negotiating the contract.
- K. If the respondent is not a joint venture, list outside consultants anticipated to be used on this project. (You may attach F-254 for consultants, if desired). When listing consultants, give the respective specialty of the firm.
- L. Give brief resume of key persons to be assigned to the project including but, not limited to:
  - 1) Name & title
  - 2) Job assignment for other projects
  - 3) Percentage of time to be assigned full time
  - 4) How many years with this firm
  - 5) How many years with other firms
  - 6) Experience
    - a) Types of projects
    - b) Size of projects (dollar value and SF of project)
    - c) What was the specific project involvement?
  - 7) Education
  - 8) Active registration
  - 9) Other experience and qualifications that are relevant to this project
  - 10) Note which projects were fast tracked
- M. List the projects which best illustrate the experience of the firm and current staff which is being assigned to this project. (List no more than 10 projects, nor projects which were completed more than five (5) years ago.)
  - 1) Name and location of the project
  - 2) The nature of the firm's responsibility on this project
  - 3) Project Owner's representative name, address and phone number
  - 4) Project user agency's representative name, address and phone number
  - 5) Date project was completed or is anticipated to be completed
  - 6) Fee for this project
  - 7) Project manager and other key professionals involved and specify the role of each
- N. Describe how you would approach the design of this project, and outline the specific services to be provided.
- O. Describe clearly and concisely the tasks and activities that you will perform. Include a time/task schedule. Develop a chart showing the overall sequence of events and time frame for this project.
- P. Show the organization chart as it relates to the project indicating key personnel and their relationship. It should be understood that it is the intent of Leon County to insist that those indicated as the project team in the RFP response actually execute the project.

Develop a chart of individual staff members to be assigned responsibilities and number of days to be provided for each staff member.

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If a joint venture, indicate how the work will be distributed between the joint venture partners.

- Q. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
- R. Describe how the team will implement project control systems for time, budget, and quality for this project.
- S. Provide participation information and acknowledgment of the Leon County Minority/Women Business Enterprise and Equal Employment Policies (forms attached).

**V. SELECTION PROCESS**

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review all proposals received on time, and select one or more firms for interview based on the responses of each proposer. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.
- B. The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.
- F. Evaluation Criteria: Proposals will be evaluated and ranked on the basis of the following considerations:

1. Experience	45
Project team experience in past projects of similar magnitude, scope, and complexity; the success of these projects as related to meeting budget, scheduled milestones, and the expectations of the owner;	
2. Approach	30
How the project team will approach the project and the methods they will use to organize, plan, manage, design, and administer the various aspects of the project;	
3. Qualifications	5
The qualifications and technical competence of the project team.	
4. References	5
5. Minority Business Enterprise Participation	10
6. Local Preference	5
Total	100

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**VI. INDEMNIFICATIONS:**

The Contractor agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

The Firm shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project previously reviewed by the Firm that is found to be defective or not in accordance with the Contract Document and provisions of this agreement as a result of negligent act, error or omission on the part of the Firm, its agents, servants, or employees. The Firm shall be given a reasonable opportunity to correct any deficiencies.

**VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES**

**A. Minority/Women Business Enterprise Requirements**

It is the policy of the Leon County Board of County Commissioners to institute and maintain an effective Minority/Women Business Enterprise Program. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit M/WBE participation in our procurement process.
2. Established goals designed to increase M/WBE utilization.
3. Provide increased levels of information and assistance available to M/WBEs.
4. Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors.

Each bidder is strongly encouraged to secure M/WBE participation through purchase of those goods or services to be provided by others. Firms responding to this RFP are hereby made aware of the County's goals for M/WBE utilization. Respondents should contact Agatha Muse-Salters, Leon County M/WBE Director, at phone (850) 488-7509; fax (850) 487-0928 for additional information. Respondents **must complete and submit** the attached Minority/Women Business Enterprise Participation Plan form. **Failure to submit the form will result in a determination of non-responsiveness for your proposal.**

As a part of the selection process for this project, the ranking procedure will provide a maximum of ten (10) percent of the total score where M/WBE's are used as follows:

<u>M/WBE Participation Level</u>	<u>Points</u>
_____ The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy.	10
_____ The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals.	8
_____ The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use.	6

**B. Equal Opportunity/Affirmative Action Requirements**

The contractors and all subcontractors shall agree to a commitment to the principles and



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practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

### VIII. INSURANCE

Proposers' attention is directed to the insurance requirements below. Proposers should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
  - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
  - c. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.
2. Deductibles and Self-Insured Retentions  
Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:
  - a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
    - 1) The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
    - 2) The Contractor's insurance coverage shall be primary insurance as respects the

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County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

- 3) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- 4) The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- 4. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- 5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

*Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

- 6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- 7. Contractor shall carry professional liability insurance of the types necessary to protect the Firm from any professional liability arising under this agreement with a minimum \$1,000,000 liability limit. The deductible shall not exceed \$25,000 and, if greater than \$1,000, must be guaranteed by Contractor for the difference between the deductible and \$1,000. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. The professional liability insurance coverage for the services provided under this agreement shall be maintained in force from the date of the contract until a date at least one (1) year following the actual completion of the provision of any services under the terms of this agreement.

**IX. ETHICAL BUSINESS PRACTICES**

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier

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subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

**INVEST**

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Attachment # 1  
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### PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

Cliff Thael, Chairman  
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

BY \_\_\_\_\_  
(Firm Name)

\_\_\_\_\_ (Authorized Representative)

\_\_\_\_\_ (Printed or Typed Name)

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)**

Addendum #1 dated \_\_\_\_\_ Initials \_\_\_\_\_  
Addendum #2 dated \_\_\_\_\_ Initials \_\_\_\_\_  
Addendum #3 dated \_\_\_\_\_ Initials \_\_\_\_\_

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**Proposal Number: BC-09-28-05-74**  
**Opening Date: Wednesday, September 28, 2005 at 2:00 pm**

**STATEMENT OF NO BID**

We, the undersigned, have declined to respond to the above referenced RFP for the following reasons:

- \_\_\_\_\_ We do not offer this service
  - \_\_\_\_\_ Our schedule would not permit us to perform.
  - \_\_\_\_\_ Unable to meet specifications
  - \_\_\_\_\_ Others (Please Explain)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

Company Name \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print/Type) \_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR  
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Leon County Board of County Commissioners  
by \_\_\_\_\_  
[print individual's name and title]  
for \_\_\_\_\_  
[print name of entity submitting sworn statement]  
whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn  
statement: \_\_\_\_\_).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact

business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

RFP Title: Request for Proposals for Project Development and Environmental (PD&E) Studies,  
Lake Jackson Ecopassage  
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\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
NOTARY PUBLIC

Notary Public - State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

Printed, typed, or stamped commissioned name of notary public

## MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

RESPONDENT \_\_\_\_\_

<u>MBE Participation Levels</u>	<u>Points</u>
_____ The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy.	10
_____ The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals.	8
_____ The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use.	6

M/WBE firms and subcontractors must be certified by the City of Tallahassee or Leon County to qualify for M/WBE participation credit. Please provide the following information for each M/WBE. Please indicate minority groups by using the corresponding letters: African American (B), Asian American (A), Hispanic American (H), Native American (N) and Non Minority Female (F). **You must submit proof of certification with your proposal.** Attach additional sheets as necessary.

<u>Name, Address, and Phone</u>	<u>Materials/Services</u>	<u>Amount</u>	<u>Group</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Value of M/WBE Participation: \$ \_\_\_\_\_  
 Total Project Base Bid: \$ \_\_\_\_\_  
 M/WBE Participation as % of Total Base Bid: \_\_\_\_\_%

The vendor acknowledges the Leon County M/WBE policy and the provisions specified for this RFP. If applicable, vendor certifies that the above list of minority vendors and the respective contract amounts and percentages of the total bid are accurate.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_

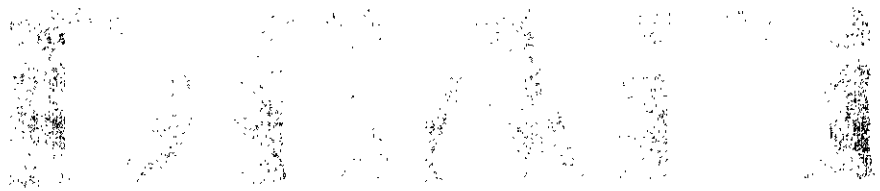


RFP Title: Request for Proposals for Project Development and Environmental (PD&E) Studies  
Lake Jackson Ecopassage  
Proposal Number: BC-09-28-05-74  
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### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_



RFP Title: Request for Proposals for Project Development and Environmental (PD&E) Studies  
Lake Jackson Ecopassage  
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### INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES       NO

Commercial General Liability:	Indicate Best Rating: _____ Indicate Best Financial Classification: _____
-------------------------------	--

Business Auto:	Indicate Best Rating: _____ Indicate Best Financial Classification: _____
----------------	--

Professional Liability:	Indicate Best Rating: _____ Indicate Best Financial Classification: _____
-------------------------	--

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES       NO

Indicate Best Rating: \_\_\_\_\_  
Indicate Best Financial Classification: \_\_\_\_\_

If answer is NO, provide name and address of insurer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the Respondent able to obtain insurance in the following limits (next page) for this professional services agreement?

YES       NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

#### Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

#### Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

**RFP Title: Request for Proposals for Project Development and Environmental (PD&E) Studies, Lake Jackson Ecopassage**  
**Proposal Number: BC-09-28-05-74**  
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Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability

Primary and not contributing coverage- General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place  Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name \_\_\_\_\_  
          Typed or Printed

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_  
(Company Risk Manager or Manager with Risk Authority)

RFP Title: Request for Proposals for Project Development and Environmental (PD&E) Studies,  
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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
And OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor/Firm

\_\_\_\_\_  
Address

00

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
b) Holds any business license required by the County, and, if applicable, the City of Tallahassee (please attach copies); and
c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: Phone:
Current Local Address: Fax:
If the above address has been for less than six months, please provide the prior address.
Length of time at this address
Number of Employees and hours worked per week by each:
Name and Address of Owner(s) who reside in Leon County and who in total own at least 50% or more of the business. Attach additional sheets as necessary.
Percentage of Ownership
1.
2.

Signature of Authorized Representative Date

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_, 20\_\_\_.
By \_\_\_ of \_\_\_
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)
a \_\_\_ corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
or has produced \_\_\_ as identification.
(type of identification)

Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

Return Completed form with supporting documents to:
Leon County Purchasing Division
2284 Miccosukee Road
Tallahassee, Florida 32308

ATTACHMENT A  
SCOPE OF SERVICES

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

**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 engineering services required for location/design studies, including consideration of all 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, preliminary plans, 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 general objective of the study is to provide documented information necessary for the MPO to reach a decision on the type, design, and location of improvements to this transportation facility. 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 is in the process of completing 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. EE

**Scope of Services**  
**Project Development and Environmental (Pd&E) Studies, Lake Jackson Ecopassage**

**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 may include:

- Interagency kick off meeting.
- Lake Jackson Advisory Group Meetings (meetings to continue bi-monthly)
- Public Information Meetings

For any of the above type meetings, the CONSULTANT shall prepare and/or provide:

- Scripts or agenda for presentation.
- **Graphics for presentation.**
- **Minutes of the meetings.**
- **Meeting equipment set-up and tear-down.**
- **Legal and/or display advertisements. The CONSULTANT 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 HEARING:**

The CONSULTANT shall provide all support necessary for the MPO to hold the Public Hearing required by the PD&E Manual.

The CONSULTANT shall provide all the support services listed in Paragraph III. B. above, and in addition shall prepare and/or provide:

- Property owner letters. (English Only) The CONSULTANT will provide marked tax maps of the project alternatives and identify the names and addresses of the property owners from county tax rolls. The CONSULTANT will prepare the letters, insert them in envelopes, and address the envelopes. The CONSULTANT will pay for postage.
- Displays of plans and report(s) for display to the public for 35 (approximate) days prior to the hearing.
- Brochures or handouts.
- Legal and/or display advertisements. The CONSULTANT will pay the cost of publishing. The CONSULTANT will draft public advertisements and provide to the



**Scope of Services**  
**Project Development and Environmental (Pd&E) Studies, Lake Jackson Ecopassage**

- District's Environmental Management Office for review before publication.
- Court reporter.
- Security (Off duty law enforcement officer)

The CONSULTANT will procure a verbatim transcript of the Public Hearing. The CONSULTANT will combine the transcript with any letters received by the MPO as part of the public hearing record, and affidavits of publication of legal ads, and will reproduce ten (10) copies of the transcript for the MPO use. The CONSULTANT will also prepare a Public Hearing Summary. The CONSULTANT will prepare a legal or display advertisement for Location and Concept approval notification. The CONSULTANT will pay the cost of publishing.

**E. 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 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.

The CONSULTANT shall develop a Microstation CADD data base that includes all existing highway characteristics. CADD data base information shall be compatible for use on aerial photography used for public hearing presentations, corridor maps, and alternative plans.

**Scope of Services**  
**Project Development and Environmental (Pd&E) Studies, Lake Jackson Ecopassage**

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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.

A preliminary utility contact shall be made by submitting twenty (20) sets of 11 x 17 aerial photo plan sheets to the Project Manager for processing through the District Utility Engineer.

3. SOILS SURVEY AND GEOTECHNICAL WORK:

The CONSULTANT shall be responsible for a complete geotechnical investigation. All work performed by the CONSULTANT shall be in accordance with FDOT standards, the Soils and Foundations Manual (February 1999), related directives, Federal Highway Administration Checklist and Guidelines for review of Geotechnical Reports and Preliminary Plans and Specifications, F.H.W.A. Work Zone Traffic Control Practices Manual and Pavement Coring and Evaluation Procedure (Topic No. 675-030-005-c). The County Engineer will make all determinations regarding FDOT geotechnical standards, policies and procedures. Soils surveys shall not be commenced until Location and Design Concept Acceptance has been received, unless special soils conditions or project requirements require subsoil investigations to assist in route preparation. Prior to beginning the investigation and no later than 30 days after the Notice to Proceed is given, the CONSULTANT shall meet with St Lucie County's County Engineer or representative to review the project scope and FDOT requirements.

- a. Field Investigation - Roadway: The soils investigation for roadways shall include, but not be limited to:
- 1) One 5 foot auger boring per 100 feet per each roadway.
  - 2) One 20-foot auger boring per 500 feet of alignment.
  - 3) Soil samples for laboratory soil testing will be obtained on a minimum frequency of 2 samples per stratum per 3000 feet.
  - 4) Soil samples for pipe corrosion testing will be obtained on a minimum frequency of 1 sample per stratum per 2500 feet of alignment.
  - 5) Pavement cores will be obtained as directed at the scope meeting.
  - 6) Use U.S.G.S. and S.C.S. maps to identify areas of organic soils.
  - 7) Determine the vertical and horizontal extent of compressible strata (i.e. muck, peat, clay, etc.).
- b. Laboratory Testing (Roadway and Structures): All laboratory testing will be performed in accordance with Florida Sampling and Testing Methods (FSTM) or ASTM or by related directives. Laboratory testing will include the following as required by the needs of the project and the type of soils encountered during

**Scope of Services**  
**Project Development and Environmental (Pd&E) Studies, Lake Jackson Ecopassage**

the investigation:

- 1) Organic Content (FM 1-T 267)
- 2) Moisture Content (FM1-T 265)
- 3) Sieve Analysis (FM 1-T 088)
- 4) Particle Size Analysis with hydrometer (FM 1-T 088)
- 5) Specific Gravity (FM 1-T 100)
- 6) Torvane Sensitivity
- 7) Atterberg Limits (FM 1-T 89/90)
- 8) Consolidation (FM 1-T 216)  
 With an unload/reload cycle near the preconsolidation pressure
- 9) Triaxial (FM 1-T 234)
- 10) Corrosion Series; PH (FM 5-550), Resistivity (FM 5-551),  
 Chloride Content (FM 5-552), Sulfate Content (FM 5-553)
- 11) Limerock Bearing Ratio (FM 5-515)
- 12) Aggregate Gradation (FM 1-T 30)
- 13) Bitumen Extraction (FM 1-T 164)

c. Roadway Report: The roadway report shall include, but not be limited to:

- 1) Copies of U.S.G.S. and S.C.S. maps with project limits and beginning/ending station shown.
- 2) A report of tests sheet which summarizes the laboratory test results, the soil stratification(i.e. soils grouped into layers of similar materials) and construction recommendations relative to Standard Indices 500 and 505. All soils should be classified according to the AASHTO Classification System.
- 3) Estimated seasonal high and/or low groundwater levels.
- 4) The design LBR value.
- 5) Permeability parameters for water retention areas.
- 6) The existing pavement section and asphalt composition for possible reuse or grade control, if warranted.
- 7) A description of the site and subsoil conditions, design recommendations and a discussion of any special considerations (i.e. removal of unsuitable material, recompression of weak soils, stabilization, estimated settlement time/amount, groundwater control etc.).

**Scope of Services**  
**Project Development and Environmental (Pd&E) Studies, Lake Jackson Ecopassage**

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- 8) An appendix which contains stratified soil boring profiles, laboratory test data sheets, design LBR calculation/graphs, and any other pertinent information.

In addition to the roadway report, the CONSULTANT will also plot the stratified boring profiles on the original roadway cross-sections and have the Geotechnical Subconsultant review for completeness. A draft of the roadway report shall be submitted to the County Engineer for review prior to incorporation of the CONSULTANT's recommendations in the project design.

- d. Field Investigation - Structures: The geotechnical investigation for structural foundations includes bridges, box culverts, retaining walls, sea walls, high mast lighting, Mastarms, overhead signing and high embankment fills as required. The investigation shall include, but not be limited to:

- 1) Standard Penetration Test (STP) borings or Cone Penetration Test (CPT) sounding at each bridge bent/pier location or at the maximum interval of 100 feet.
- 2) SPT borings or CPT soundings 100 feet behind each abutment as a minimum for exploration of high fill areas.
- 3) SPT borings or CPT soundings at a maximum interval of 150 feet along proposed retaining wall locations.
- 4) At least 2 SPT borings at proposed box culvert locations.
- 5) All SPT borings are to be sampled on maximum intervals of 2.5 to 3 foot centers.
- 6) Continuous SPT sampling is recommended in the top 15 feet unless the material is unacceptable as a foundation material.
- 7) Undisturbed samples of cohesive soils obtained in accordance with FDOT standards.
- 8) Rock coring when hard rock is encountered. A Standard Penetration Test (SPT) shall be performed at the bottom of each core run. Core runs shall not be longer than 6 feet.
- 9) Additional specialized field testing as required by needs of project.

Field sampling and testing is also to include the testing of soils, and/or water for the determination of environmental class for the substructure and superstructure, and measurement of d50 and evaluation of angle of repose for channel bed soils.

SPT borings or CPT soundings including an analysis of foundation alternates shall be performed if justified by the inclusion of signing and/or lighting foundations. This effort shall include field work, lab testing, data reduction, analysis and recommendations.

- e. Structures Report: The structures report shall contain the following discussions as appropriate for the assigned project:

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- 1) Summary of structure background data.
- 2) Analysis of structure foundation alternatives including the following:
  - Spread footings
  - Prestressed concrete piling - various sizes (SPT97.EXE)
  - Steel H-piles (SPILE)
  - Steel pipe piles (STP97.EXE)
  - Drilled shafts - various sizes (FHWA Drilled Shaft Manual - Reese/O'Neill or UF Research Report D647F as appropriate)
  - Other feasible foundation types
- 3) Recommendations for most practical foundations types will be given along with the basis for selection.
- 4) Analysis of allowable and/or ultimate foundation capacity and settlement potential for all feasible alternatives. Foundation capacity analyses shall be performed using the methods listed above or a County approved alternate. For pile foundations, provide graphs of design soil resistance versus estimated minimum/maximum pile tip elevations (Adjusted for scour if necessary).
- 5) Analysis of lateral load capacities.
- 6) Evaluation of external stability for conventional retaining<sup>®</sup> walls and retained/reinforced earth wall systems (FHWA-RD-89-043, 11/90).
- 7) Evaluation of Embankment Slope Stability (PCSTABL) and Settlement.
- 8) Evaluation of Sheet Piling (CWALSHT).
- 9) Draft of detailed boring/sounding standard sheet, including environmental classification and specialized construction requirements, for inclusion in final construction plans.
- 10) Summary of soil test results including the following:
  - (a) Unit Weight
  - (b) Consolidation parameters
  - (c) Cohesion
  - (d) Friction angle for cohesionless soils
  - (e) Strain at 50% stress level from UU Triaxial compression
  - (f) Modulus of subgrade reaction
  - (g) Other pertinent test results
- 11) Evaluation of lateral earth pressures on underground structures (i.e. box culverts, retaining walls, etc.).
- 12) Shallow foundation bearing capacity (i.e. allowable bearing pressure, minimum footing width, and minimum embedment depth).
- 13) Construction information addressing the following items:
  - (a) Estimated maximum driving resistance anticipated for pile foundations.

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- (b) Recommendations for footing or shaft installation, or other site preparation soils-related construction considerations with plan sheets as necessary.
  - (c) Recommend quantity, location and length of test piles with or without instrumentation and a recommendation on the use of load tests.
- 14) An Appendix which includes SPT and CPT boring/sounding profiles, data from any specialized field tests, laboratory test data sheets, engineering analysis notes/sample calculations and any other pertinent information.

A draft of the structures report shall be submitted to the County Engineer for review prior to incorporation of the CONSULTANT's recommendations in the project design.

- f. **Final Analysis and Reports:** Separate final engineering reports will be submitted for roadway and structures projects. These final reports will incorporate comments of the Leon County Engineer and contain any additional field or laboratory test results, recommended foundation alternatives along with design parameters and special provisions for the construction plans. These reports will be submitted to the County Engineer for review prior to project completion. After review by the County Engineer, the reports will be submitted in final form and will include the following:

- 1) Six copies of the Structures report.
- 2) All original plan sheets.
- 3) One set of reproducible mylars.
- 4) Two sets of record prints.
- 5) Six sets of any special provisions.
- 6) Two copies of Roadway reports.
- 7) All reference and support documentation used in preparation of contract plans package.

The final roadway and structure reports, as well as plan sheets, will be signed and sealed by a Professional Engineer registered in the State of Florida.

- g. **Provisions for Work:** The proposal will show the base unit costs and shall state the upset limit fee estimated to complete this activity. Negotiated unit estimates may vary to meet the project requirements. Prices will adhere to the fee schedule and remain under the upset limit. Actual payment for the geotechnical investigation will be based on the work actually performed at the unit prices stipulated in the price proposal.

4. SURVEYS:

- a. General:

The CONSULTANT shall perform a English field survey necessary to prepare

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the Right of Way Control Survey, Engineering Design and/or Construction Plans. This work must comply with the "Minimum Technical Standards for Land Surveyors", Chapter 61G17-6, Florida Administrative Code, pursuant to Florida Statutes, Section 472.027; the Department of Environmental Protection requirements for State Jurisdiction Boundary Surveys, pursuant to Chapter 177.25 - 177.40, Florida Statutes; and any special instructions from the District Location Surveyor and the District Right of Way Surveyor.

All survey work shall be made to conform to the Florida State System of Plane Coordinates, using the North American Datum of 1983 (1990 or most recent adjustment) for horizontal control, and the North American Vertical Datum of 1988 (NAVD 1988) for vertical control.

The surveyor shall comply at all times with applicable Federal, State, and local laws, provisions and policies governing safety and health. This includes Title 29, Code of Federal Regulations, Parts 1910 and 1976, Occupational Safety and Health Regulations, including confined space entry requirements for General Industry and Construction, including any subsequent revisions and updates. To safely conduct the public through the work area full compliance with the current Department Roadway and Traffic Design Standards (600 Series) and Survey Safety Handbook is a minimum requirement.

b. Equipment:

The survey must be performed by using automated survey equipment that is compatible with the FDOT's Electronic Field Book Processing Standards. All field survey data shall be delivered to Kimley-Horn in an electronic format that can be directly input and used (without having to be edited) in FDOT's computer system.

c. Design Survey:

Design survey services shall be performed in a manner that will perpetuate the control and reference system through the construction and final activities. These activities may include, but shall not be limited to, the following:

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:

After selection of viable corridor(s), the CONSULTANT shall develop and analyze alternate conceptual design alignments as described in Part 1, Chapter 9

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of the PD&E Manual. Up to *three* alternate alignments may be developed in each corridor.

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.

f. **CONCEPTUAL TRAFFIC CONTROL PLANS**

The CONSULTANT shall develop conceptual traffic control plans (TCP) that consider staged construction costs, and temporary impacts. The CONSULTANT shall meet with the MPO to discuss the proposed CP. The conceptual TCP will be discussed in the Preliminary Engineering Report.

g. **PREPARE FINAL RECOMMENDATION:**

The CONSULTANT shall recommend a preferred alternative based on a review and analysis of all engineering, environmental, and public involvement issues related to the project.

6. **ENGINEERING REPORTS:**

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 reports 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 Report.



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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 Deficiencies
  - 3.2 Safety
  - 3.3 Consistency with Transportation Plan
  - 3.4 Social and Economic Demands
4. ALTERNATIVES TO BE DEVELOPED
  - 4.1 Typical Sections
  - 4.2 Special Roadway Improvements
  - 4.3 Non Roadway Improvements

b. PRELIMINARY ENGINEERING REPORT:

The CONSULTANT shall prepare a Preliminary Engineering (PE) Report. 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 Report shall be folded to standard size sheets. The typical sections will be bound in the PE Report.

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**

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**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.

**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:**

The CONSULTANT shall collect data necessary to completely analyze the impacts to all cultural resources by the proposed alternatives and prepare a Cultural Resource Assessment Request Package as described in Part 2, Chapter 12, of the PD&E Manual.

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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.

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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

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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 determination of the Class of Action is the responsibility of the DEPARTMENT in consultation with the FHWA Transportation Engineer. The CONSULTANT will do the work required for preparation of the Class of Action Determined form. The CONSULTANT shall prepare a CE as described in Part 1, Chapter 3, of the PD&E Manual.

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).
- Contamination Screening Technical Memorandum (PD&E Manual, Part 2, Chapter 22).
- Biological Assessment Technical Memorandum (PD&E Manual, Part 2, Chapter 27)

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

**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

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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 weekly 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.

**G. 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.

<u>Engineering Items:</u>	<u>Copies:</u>
Draft Preliminary Engineering Report	10
Preliminary Engineering Report (Signed and Sealed)	10
 <u>Environmental Items:</u>	 <u>Copies:</u>
Advance Notification Package	5
Class of Action Determination	5
Contamination Assessment Technical Memorandum	5
Public Hearing Transcript	10
Biological Assessment Technical Memorandum	5

Wetlands Evaluation Technical Memorandum  
Draft Categorical Exclusion  
Final Categorical Exclusion  
Cultural Resource Assessment

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