

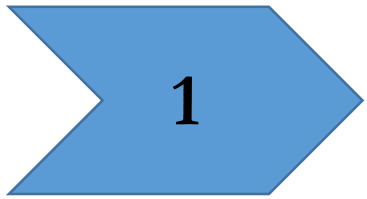


FDOT **TRANSPORTATION** **SYMPOSIUM** **2019**

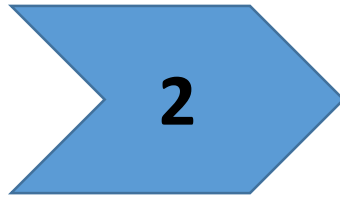
PD&E Scope of Services

Victor Muchuruza, Heidi Coggins and Bobby Bull

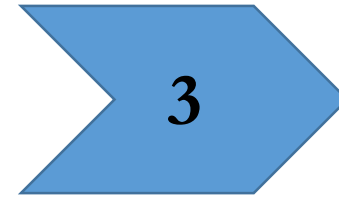
Outline



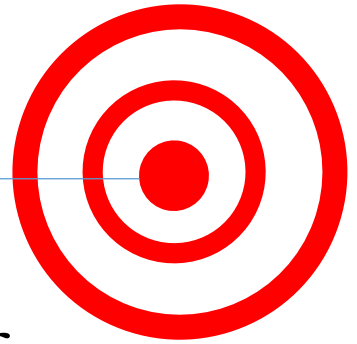
Overview of the
Standard Scope for
PD&E Studies



Standard Scope of
Services Tool
Demonstration



Scope of Services for
Concurrent
Design and PD&E phases



PD&E Standard Scope of Services Overview

Why Standard Scope of Services?

Procedure No. 375-030-020

Approved:

Effective: February 15, 2017
Review: January 4, 2017
Office: Production Support
Topic No.: 375-030-020-e


Department of Transportation

STANDARD SCOPE OF SERVICES and STAFF HOUR ESTIMATION GUIDELINES for PROJECT DEVELOPMENT and ENVIRONMENT (PD&E) STUDIES and DESIGN SERVICES

Both Department and Consultant Project Managers will utilize the ***S&SHE Guide Documents*** in scoping and negotiating all consultant contracts for PD&E Studies and Design Services.

AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

REFERENCES:

Acquisition of Professional Services, Topic No. 375-030-002
Section 287.055, F.S.
23 Code of Federal Regulations (CFR), Part 172.

SCOPE:

Both Department and Consultant Project Managers will utilize the ***S&SHE Guide Documents*** in scoping and negotiating all consultant contracts for PD&E Studies and Design Services.

Standard Scope of Services for PD&E Studies

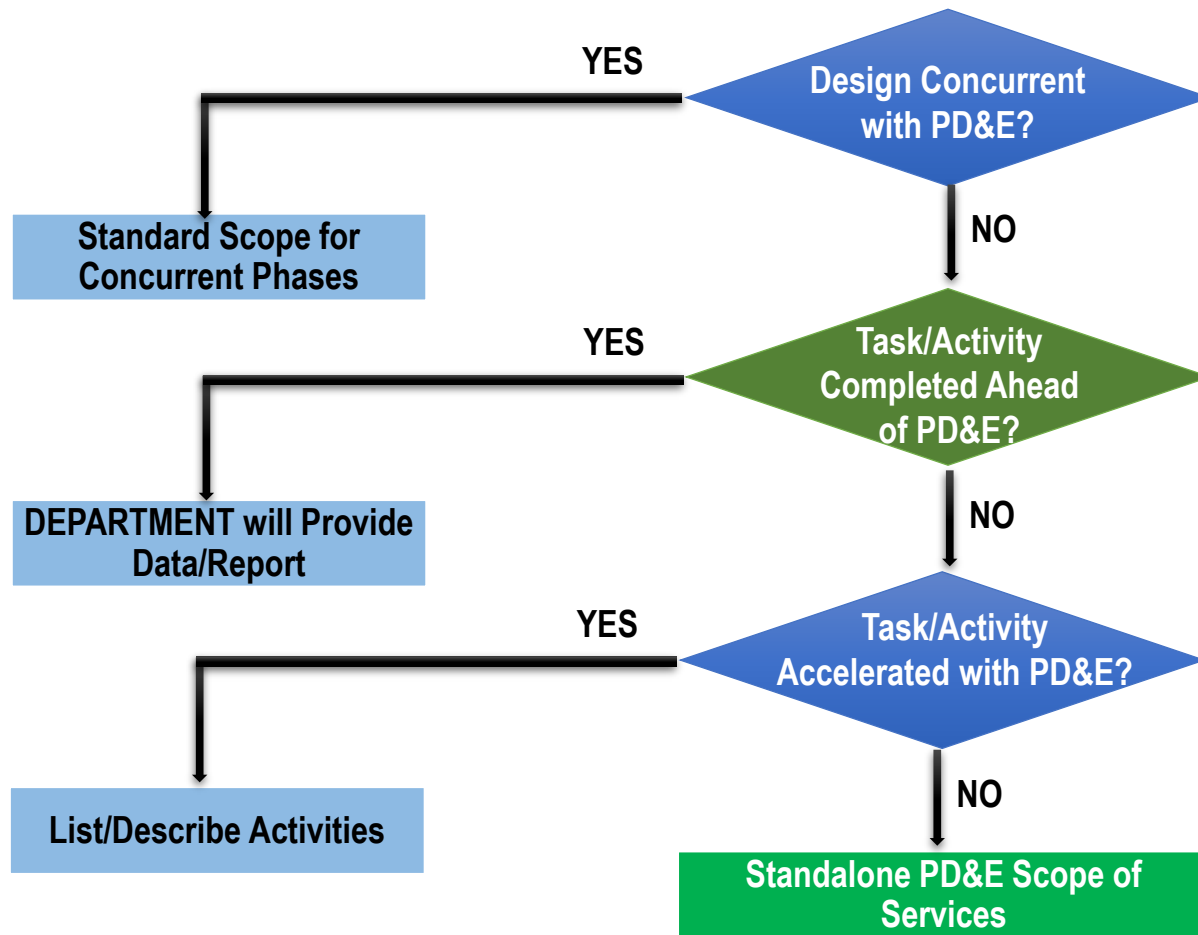
Highway Projects



FTA Funded Transit Projects



Standard Scope of Services for a PD&E Study



Districts have **FOUR** options to procure PD&E studies

1. PD&E contract followed by a Design contract (Sequential phases)
2. One contract with both PD&E and Design (Concurrent phases)
3. PD&E contract with an option for Design
4. Two overlapping contracts (PD&E and Design) procured simultaneously or separately

Structure of the PD&E Standard Scope

1

PURPOSE

3

PUBLIC
INVOLVEMENT

2

PROJECT
DESCRIPTION
AND OBJECTIVES

4

ENGINEERING
ANALYSIS

Structure of the PD&E Standard Scope

5

ENVIRONMENTAL
ANALYSIS AND
REPORTS

7

METHOD OF
COMPENSATION

6

ENVIRONMENTAL
DOCUMENT

8

DESIGN SERVICES

Scope of Services Template and Guidelines

Standard Scope of Services Template

- A PDF document
- Default language with instructions and notes
- Scope of Services is developed using a web-based application

Flexibility to Modify Task in the Tool

- Scope activities with enough detail to meet project objectives
- Eliminate or scale down activities that were previously completed
- Modify activities to be done by others

<https://www.fdot.gov/designsupport/Scope/>



Standard Scope of Services for PD&E Studies

Revised 1/8/2018

The following is the Standard Scope of Services for Project Development and Environment (PD&E) Studies. The Scope of Services for a PD&E Study will be developed with a scope

Instructions to Prepare Scope of Services



Instructions to Prepare Scope of Services

Describes how to develop a Scope of Services for PD&E Studies



March 20, 2017

Defines roles and responsibilities

Emphasizes collaboration between various offices/disciplines

Highlights important considerations before preparing scope

Explains how to use Scope of Services Development Tool

Discusses Scope of Services Structure in detail

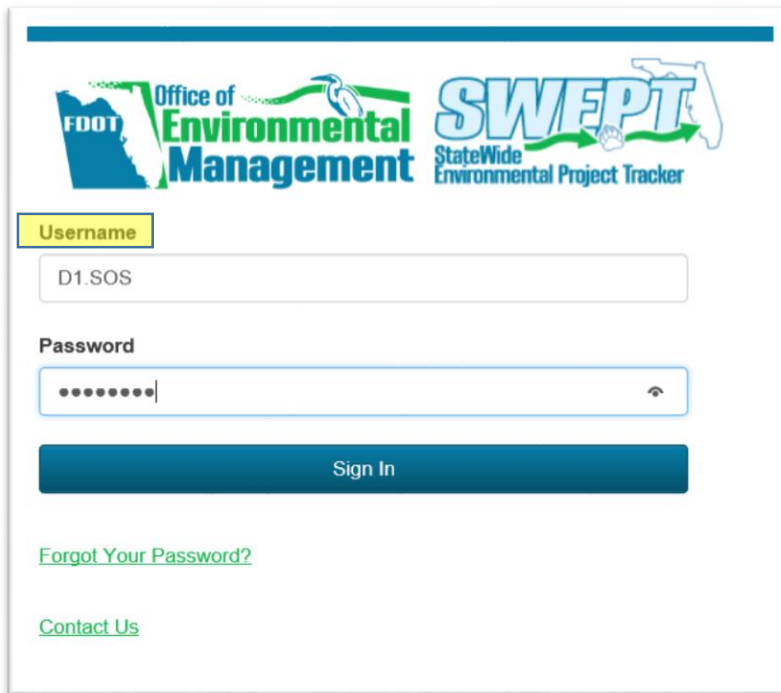
Explain information need to develop each section of the Scope

Demonstration of the Standard Scope Tool

Requesting Access

- District Environmental Leadership authorizes accounts via email to help@fla-etat.org
 - FDOT District employees – send an email to Environmental Administrator, Environmental Manager, or Project Development Manager
 - Consultant project team members – go through FDOT project manager, who will make requests to District Environmental Leadership
- For each account, include:
 - Name
 - Email address
 - SWEPT roles (s)

Scoping Tool Demonstration



The login page for the SWEPT system. It features the logos for FDOT, Office of Environmental Management, and SWEPT. The login fields include a Username field with the text 'D1.SOS' and a Password field with masked characters. A 'Sign In' button is located below the password field. There are also links for 'Forgot Your Password?' and 'Contact Us'.

FDOT Office of Environmental Management SWEPT StateWide Environmental Project Tracker

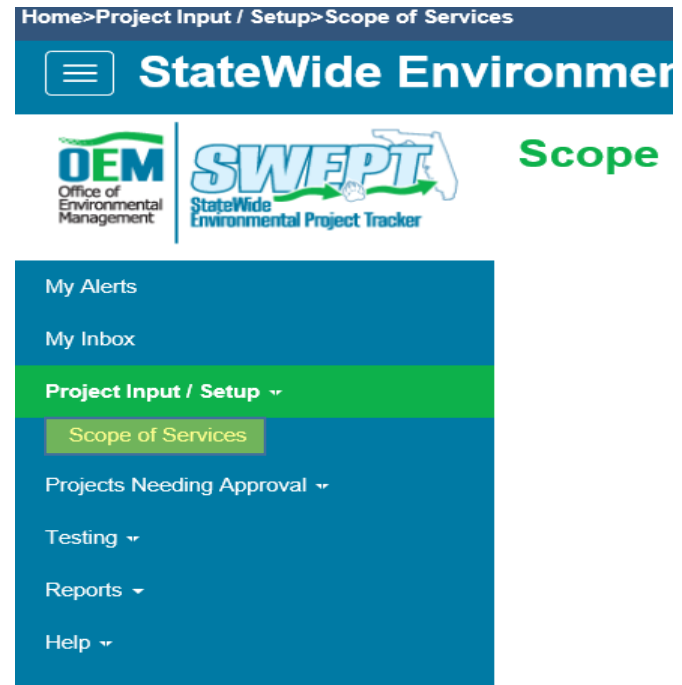
Username
D1.SOS

Password
.....

Sign In

[Forgot Your Password?](#)

[Contact Us](#)



The home page of the SWEPT system. It shows the breadcrumb 'Home>Project Input / Setup>Scope of Services'. The main header is 'StateWide Environmental Project Tracker' with a 'Scope' link. The left sidebar contains a menu with 'My Alerts', 'My Inbox', 'Project Input / Setup' (expanded), 'Scope of Services' (highlighted), 'Projects Needing Approval', 'Testing', 'Reports', and 'Help'.

Home>Project Input / Setup>Scope of Services

StateWide Environmental Project Tracker

Scope

My Alerts

My Inbox

Project Input / Setup

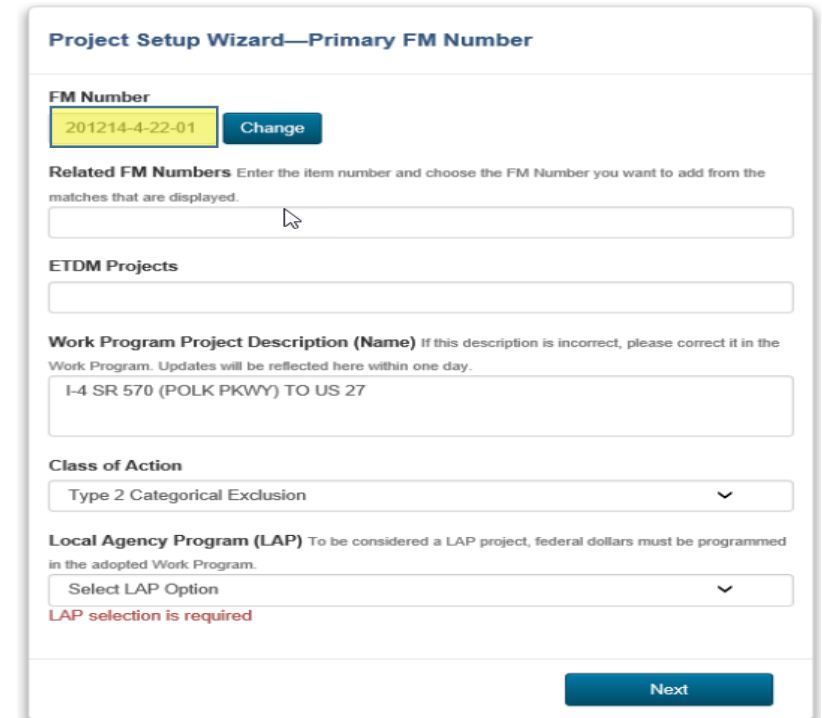
Scope of Services

Projects Needing Approval

Testing

Reports

Help



The 'Project Setup Wizard—Primary FM Number' screen. It includes a 'FM Number' field with the value '201214-4-22-01' and a 'Change' button. Below is a 'Related FM Numbers' section with a text input field. The 'ETDM Projects' section has a text input field. The 'Work Program Project Description (Name)' section has a text input field with the value 'I-4 SR 570 (POLK PKWY) TO US 27'. The 'Class of Action' section has a dropdown menu with 'Type 2 Categorical Exclusion' selected. The 'Local Agency Program (LAP)' section has a dropdown menu with 'Select LAP Option' selected and a red message 'LAP selection is required'. A 'Next' button is at the bottom right.

Project Setup Wizard—Primary FM Number

FM Number
201214-4-22-01 Change

Related FM Numbers Enter the item number and choose the FM Number you want to add from the matches that are displayed.

ETDM Projects

Work Program Project Description (Name) If this description is incorrect, please correct it in the Work Program. Updates will be reflected here within one day.

I-4 SR 570 (POLK PKWY) TO US 27

Class of Action
Type 2 Categorical Exclusion

Local Agency Program (LAP) To be considered a LAP project, federal dollars must be programmed in the adopted Work Program.

Select LAP Option

LAP selection is required

Next

<https://www.fla-etat.org/est/swept/>

How would you like to start?

- ☒ Use a blank standard Scope of Services
- ☐ Use a previously saved Scope of Services

Back to Import

Next

Scoping Tool Demonstration

Home>Project Input / Setup>Scope of Services

StateWide Environmental Project Tracker

Scope of Services
I-4 SR 570 (POLK PKWY) TO US 27

EXHIBIT A

FDOT

SCOPE OF SERVICES
FOR
PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E) STUDIES
I-4 SR 570 (POLK PKWY) TO US 27
FDOT District 1
Polk County

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

Financial Project ID: 201214-4-22-01
Federal Aid Project No.:
ETDM No.:
County Section No.: Polk
Bridge number required Yes
Bridge No.: [redacted]
Railroad Crossing number required No
Railroad Crossing No.: NA
Project Type: [redacted]
Lead Agency: FL Department of Transportation
Federal Funding: Yes
Anticipated Class of Action: Type 2 Categorical Exclusion

1.0 SCOPE OF SERVICES PURPOSE
The Scope of Services describes the responsibilities of the CONSULTANT and the Florida Department of Transportation (FDOT) for the Project Development and Environment (PD&E) Studies necessary to comply with DEPARTMENT procedures and underlying laws and regulations.

All activities encompassed by this Scope of Services include:

- Major work groups include: [redacted]
- Minor work groups include: [redacted]

Is Design Phase Concurrent with PD&E? Yes

Select one of PD&E and Design options: PD&E and Design Concurrent with two different contracts

Preliminary engineering and design for this project will be performed concurrent with the PD&E Study. The CONSULTANT (and key subconsultants, if applicable) will support preparation of design plans by attending and participating in meetings and workshops with the design team. The CONSULTANT shall provide the design team with project materials that are deemed necessary by the DEPARTMENT Project Manager to perform engineering analysis; develop design plans; and conduct meetings and workshops for this project.

The Project development process and all tasks identified in this Scope of Services must follow the guidance provided in the DEPARTMENT's current version of the PD&E Manual and FDOT Design Manual (DM). As discussed in Part 4, Chapter 4, of the PD&E Manual, the PD&E Manual applies state and federal agencies, and incorporates the requirements of the National Environmental Policy Act (NEPA).

Wizard

1.0 SCOPE OF SERVICES PURPOSE
2.0 PROJECT DESCRIPTION AND OBJECTIVES
3.0 PUBLIC INVOLVEMENT
4.0 ENGINEERING ANALYSES AND CONSIDERATIONS
5.0 ENVIRONMENTAL ANALYSIS AND REPORTS
6.0 ENVIRONMENTAL DOCUMENT
7.0 METHOD OF COMPENSATION
8.0 DESIGN SERVICES (SEE ANOTHER EXHIBIT FOR SET OF INSTRUCTIONS)

Save Draft

Wizard

User can provide or change answers (Yellow Background)

Move to Scope Developer (Blue Background)

Scoping Tool Demonstration

Create a Word Document of the Scope of Services

Home>Project Input / Setup>Scope of Services

StateWide Environmental Project Tracker

DEM
Office of
Environmental
Management

SWEPT
Statewide
Environmental Project Tracker

My Alerts

My Inbox

Project Input / Setup -

Projects Needing Approval -

Testing -

Reports -

Help -

5.4.4 Construction Impact Analysis

Indicate if any Construction Impact Analysis - Physical Effects are anticipated for Project:
[\[Construction Impact Analysis Check\]](#)

5.4.5 Contamination

Indicate if any Contamination - Physical Effects are anticipated for Project:
[\[Contamination Check\]](#)

5.5 CUMULATIVE EFFECTS EVALUATION

The CONSULTANT will perform and document cumulative effects evaluation of each resource of concern based on context and in consultation with the DEPARTMENT as per the process outlined in the Cumulative Effects Evaluation Handbook. The cumulative effects evaluation should build upon information from the direct and indirect effects analyses.

5.6 PROJECT COMMITMENTS RECORD

The CONSULTANT will assist the DEPARTMENT in filling out Form No. 700-011-35 Project Commitments Record. The DEPARTMENT Procedure 700-011-035 will be used by the CONSULTANT for recording the project commitments.

6.0 ENVIRONMENTAL DOCUMENT

7.0 METHOD OF COMPENSATION

Payment for the work accomplished will be in accordance with Exhibit B of this contract. The DEPARTMENT will review the reasonableness of the billings compared to the study schedule and the work accomplished and accepted. The DEPARTMENT has been accomplished by comparing the reported Scope of Services percent complete against actual work completed.

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

8.0 DESIGN SERVICES (SEE ANOTHER EXHIBIT FOR SET OF INSTRUCTIONS)

Note to the scope developer: The Design Scope of Services will be Part 2 of this scope of services. Design related activities should be covered under the Design Scope of Services. The Design Phase Project Manager will develop scope of services for the design activities that overlaps both PD&E and Design. Consult the current Design Standard Scope of Services for Roadway Design, and coordinate with the responsible design office for the appropriate scope language. Modify tasks identified in Section 4.0, Engineering Analysis, by appropriately scaling down or eliminating some of the tasks.

- Roadway Analysis and Roadway Plans
- Drainage Analysis
- Utilities
- Environmental Permitting, Compliance and Clearance
- Structures
- Signing and Pavement Marking Analysis and Plans
- Signalization Analysis and Plans
- Lighting Analysis and Plans
- Landscape Architecture Analysis and Plans
- Survey
- Photogrammetry
- Mapping
- Terrestrial Mobile LIDAR
- Architecture Development
- Intelligent Transportation Systems Analysis and Plans
- Geotechnical

Design services for this project will be performed by others concurrent with the project. The CONSULTANT will support will support preparation of design plans by attending and participating in design reviews and meetings as required by the DEPARTMENT Project Manager.

Wizard

1.0 SCOPE OF SERVICES PURPOSE

2.0 PROJECT DESCRIPTION AND OBJECTIVES -

3.0 PUBLIC INVOLVEMENT -

4.0 ENGINEERING ANALYSES AND CONSIDERATIONS -

5.0 ENVIRONMENTAL ANALYSIS AND REPORTS -

5.1 SOCIOCULTURAL EFFECTS -

5.2 CULTURAL RESOURCES -

5.3 NATURAL RESOURCES -

5.4 PHYSICAL EFFECTS -

5.4.1 Noise

5.4.2 Transit Noise and Vibration Analysis

5.4.3 Air Quality

5.4.4 Construction Impact Analysis

5.4.5 Contamination

5.5 CUMULATIVE EFFECTS EVALUATION

5.6 PROJECT COMMITMENTS RECORD

6.0 ENVIRONMENTAL DOCUMENT

7.0 METHOD OF COMPENSATION

8.0 DESIGN SERVICES (SEE ANOTHER EXHIBIT FOR SET OF INSTRUCTIONS)

Save Draft

Wizard

Check for Completeness and Save

Save Draft

Review unanswered questions

Click on Check for Completeness
Save a Word Document

Scope of Services for Concurrent Design and PD&E Phases

Concurrent Phases

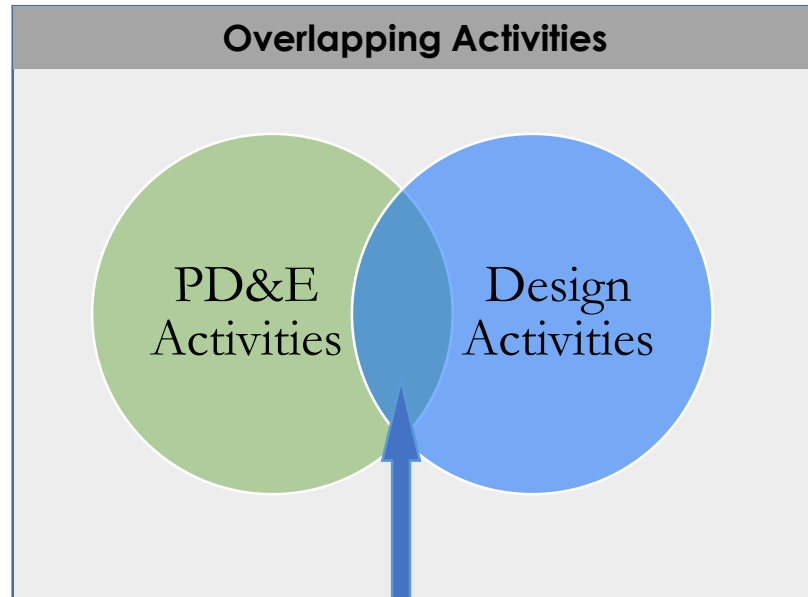
Concurrent
Phases means..

Both PD&E and Design phases are procured in one Contract—i.e. ONE contract with both PD&E study and Design services

Combined Phases (PD&E Study is combined with Design services) in ONE contract

Concurrent Phases is NOT a PD&E Study with an option for Design services

What is the Standard Scope of Services?



- Public Involvement
- Roadway Analysis
- Drainage Analysis
- Utilities
- Structure Analysis
- Signalization Analysis
- ITS Analysis
- Lighting Analysis
- Landscape Analysis
- Survey
- Photogrammetry
- Geotechnical
- Noise
- Contamination
- Documentation

In which phase should we effectively scope these activities?



Review:

- District Scopes
- Other States Processes

Approach to Modifying Scope of Overlapping Activities

Goal

Prepare ONE Standard Scope of Services with Design and PD&E Study combined

Did not want to create a significant learning burden to practitioners

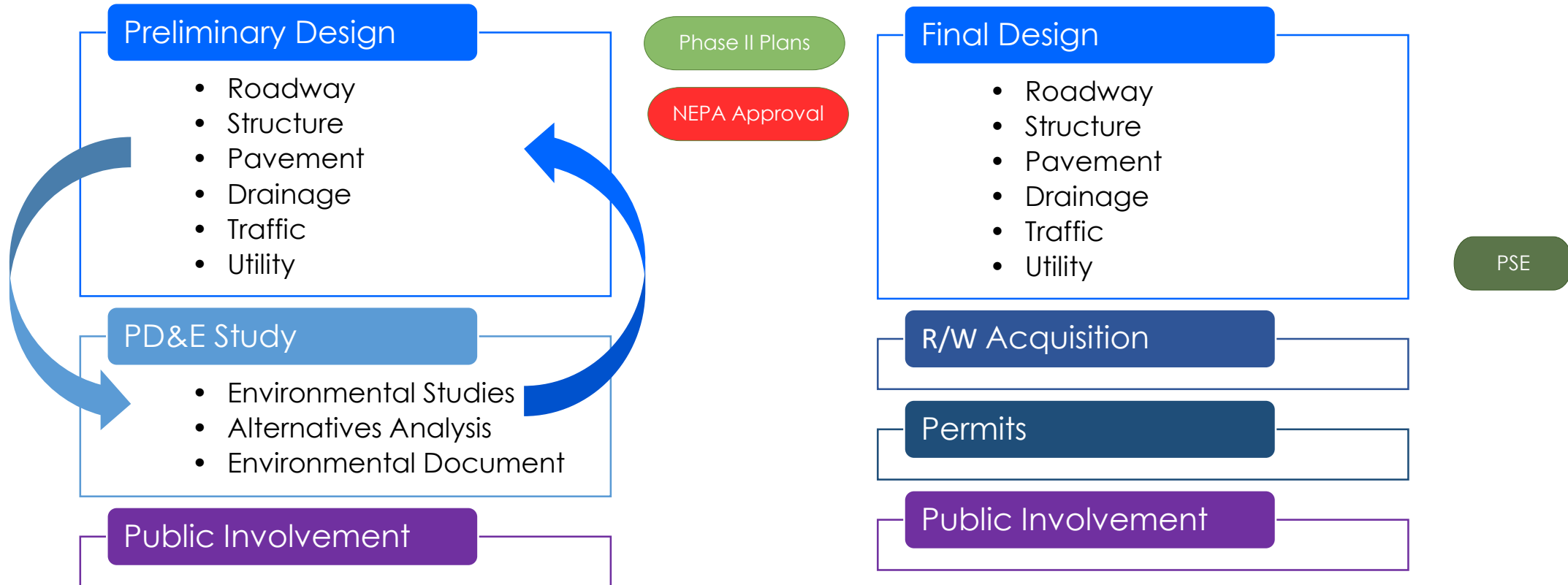
Learned from other states processes that overlap Design with PD&E

Approach

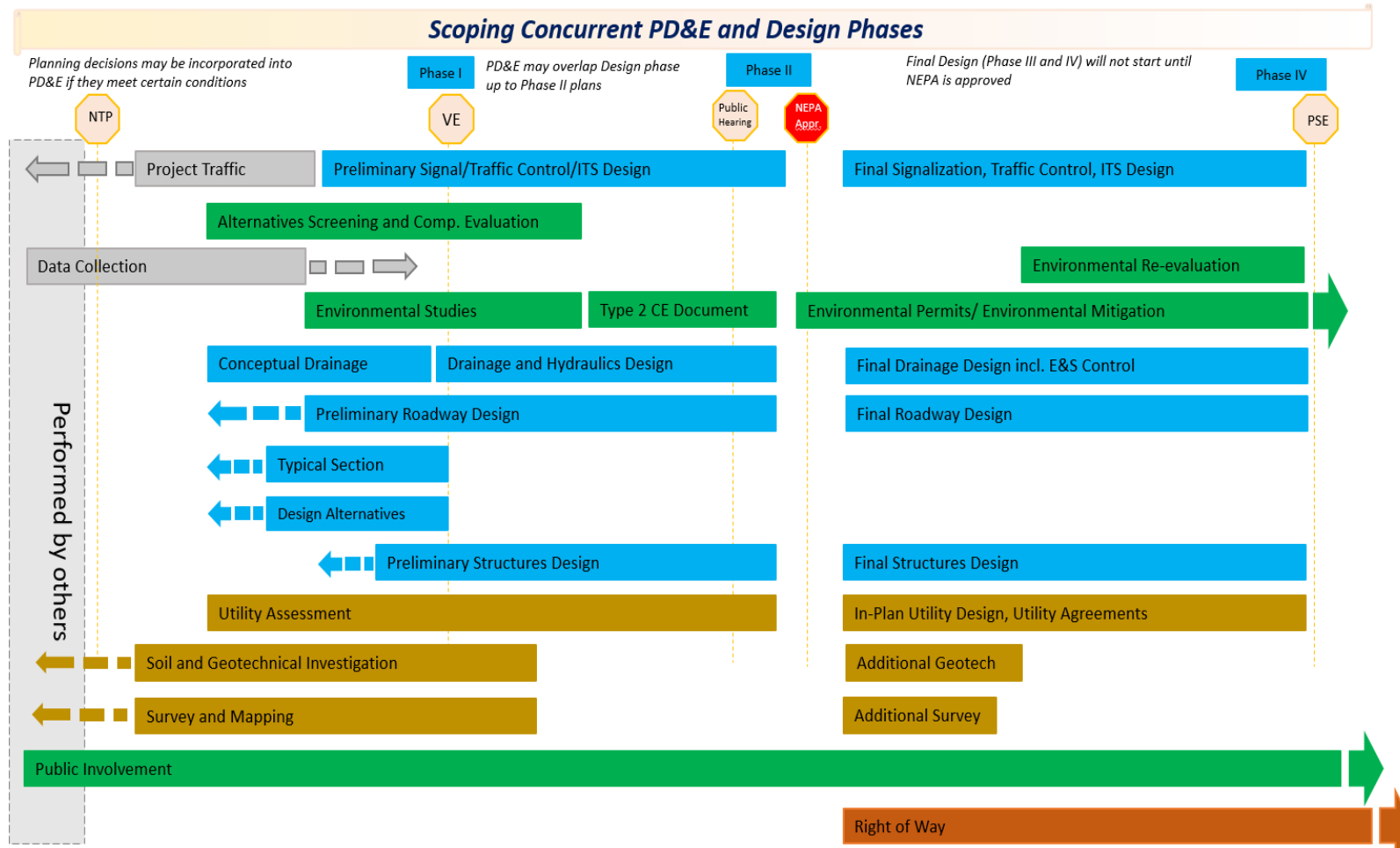
Maintain the integrity of Activities in the Roadway Standard SoS—Where can we place PD&E activities?

Eliminate redundancies from overlapping activities—Scope either as Design Activity or PD&E Activity

Fitting in PD&E Activities into Design



Fitting in PD&E Activities into Design



The District and Consultants can schedule overlapping activities depending on the project's context

Flexibility in scheduling these activities

Typical Projects that can have Concurrent PD&E and Design Phases

Projects with fewer environmental issues and lesser engineering complexity

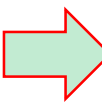
- Class of Action = Type 2 CE or SEIR
- Roadway projects where only one Build Alternative is evaluated against No-Build Alternative

Remember

- Both PD&E and Design must have been programmed concurrently
- Final Design (Phase III and Phase IV) will not start until NEPA is approved

Table of Contents Comparison

Design SOS			
1	PURPOSE	4	
2	PROJECT DESCRIPTION	6	
3	PROJECT COMMON AND PROJECT GENERAL TASKS	22	
4	ROADWAY ANALYSIS	31	
5	ROADWAY PLANS	36	
6a	DRAINAGE ANALYSIS	38	
6b	DRAINAGE PLANS	41	
7	UTILITIES	42	
8	ENVIRONMENTAL PERMITS, COMPLIANCE AND CLEARANCES	46	
9	STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWINGS	52	
10	STRUCTURES - BRIDGE DEVELOPMENT REPORT	53	
11	STRUCTURES - TEMPORARY BRIDGE	55	
12	STRUCTURES - SHORT SPAN CONCRETE BRIDGE	56	
13	STRUCTURES - MEDIUM SPAN CONCRETE BRIDGE	58	
14	STRUCTURES - STRUCTURAL STEEL BRIDGE	61	
15	STRUCTURES - SEGMENTAL CONCRETE BRIDGE	64	



Combined PD&E and Design SOS			
1	PURPOSE AND PROJECT DESCRIPTION	4	
2a	PROJECT COMMON AND PROJECT GENERAL TASKS	28	
2b	PUBLIC INVOLVEMENT	38	
3a	PRELIMINARY ENGINEERING ANALYSIS	44	
3b	ENVIRONMENTAL ANALYSIS AND REPORTS	52	
3c	ENVIRONMENTAL DOCUMENT	59	
4	ROADWAY ANALYSIS	62	
5	ROADWAY PLANS	69	
6a	DRAINAGE ANALYSIS	71	
6b	DRAINAGE PLANS	75	
7	UTILITIES AND RAILROADS	76	
8	ENVIRONMENTAL PERMITS	81	
9	STRUCTURES - SUMMARY AND MISCELLANEOUS TASKS AND DRAWINGS	86	
10	STRUCTURES - BRIDGE DEVELOPMENT REPORT	88	
11	STRUCTURES - TEMPORARY BRIDGE	91	
12	STRUCTURES - SHORT SPAN CONCRETE BRIDGE	92	
13	STRUCTURES - MEDIUM SPAN CONCRETE BRIDGE	94	
14	STRUCTURES - STRUCTURAL STEEL BRIDGE	97	
15	STRUCTURES - SEGMENTAL CONCRETE BRIDGE	101	
16	STRUCTURES - MOVABLE SPAN	105	
17	STRUCTURES - RETAINING WALLS	110	
18	STRUCTURES - MISCELLANEOUS	112	

- PD&E tasks were merged into the Design SOS to create a combined scope.
- The two scopes have very similar outlines. The majority of the changes to the outline are in the first three sections.
- The Task Team efforts focused on combining tasks and modifying text to remove redundancies for each scope section.

Staff Hour Staff Hour Estimation Guidelines

- The Staff Hour Estimates and Staff Hour Estimates Guidelines were created for the combined scope and tasks.
- Careful consideration was given to make sure that hours ranges and work descriptions took into account effort for both PD&E and Design.
- Some hours increased or decreased depending on the modifications

**STANDARD SCOPE &
STAFF HOUR ESTIMATION
GUIDELINES**

CONCURRENT PD&E AND DESIGN SERVICES

April 2019

Tools and Guidance

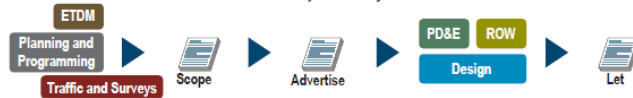
Scope of Services for Concurrent PD&E and Design Phases USER'S QUICK GUIDE



PURPOSE

This Quick Guide helps Florida Department of Transportation (FDOT) Project Managers and staff from the District Design and Environmental Offices understand the Standard Scope of Services and Staff Hour Estimation Guidelines for projects with concurrent Project Development and Environment (PD&E) and Design phases. These projects have both phases procured under one contract as major work items. The intent of performing PD&E and Design phases concurrently is to streamline the project development process by realizing efficiencies from early identification of project scope and issues through cross-functional reviews and elimination of rework or redundant activities during PD&E and Design phases. A successful streamlining of the project development process requires effective integration of planning, engineering and environmental functions through continuous coordination between staff from Planning, Design, and Environmental offices. Through such collaboration, the development of the project can realize a balanced consideration of engineering and environmental issues.

Concurrent Project Delivery Process



APPLICABILITY

Typical projects that would combine PD&E and Design phases are those with fewer environmental issues and lesser degree of engineering complexity. Therefore, PD&E studies for some Type 2 Categorical Exclusions (CEs) or State Environmental Impact Reports (SEIRs) may be procured concurrently with the Design phase. The decision to overlap PD&E and Design phases must come from the Work Program Development process where both phases should be programmed and funded in the same year.

Type 2 CE and SEIR projects that MAY be scoped and procured with concurrent PD&E and Design phases are:

- ✓ Roadway projects where only one Build Alternative is evaluated against the No-Build Alternative
- ✓ Projects that do not involve complex interchange or intersection modifications
- ✓ Bridge replacement projects which do not involve segmental concrete bridge or movable span

Projects that ARE NOT scoped and procured with concurrent PD&E and Design phases:

- ✗ All projects involving segmental concrete bridge or movable span
- ✗ All projects which require preparation of Environmental Impact Statement (EIS) or Environmental Assessment (EA)

PROJECT MANAGER RESPONSIBILITIES

The Project Manager is responsible for developing the Scope of Services for the project as well as gathering information essential to scope the project. To clarify and focus the scope to the issues that are relevant to the project while achieving project goals, the Project Manager may modify (or customize) the scope language with project specific information. The Project Manager should pay close attention to work items that support both PD&E and Design activities to include data and analysis necessary for both phases and avoid repetition of work. Additionally, the Project Manager is responsible for identifying the project team members, conducting the scoping kickoff meeting, communicating with relevant offices concerning their scope of work, and reviewing the required budget and initial schedule to perform PD&E study and Design services concurrently.

Scope of Services for Concurrent PD&E and Design Phases

USER'S QUICK GUIDE



STRUCTURE OF THE STANDARD SCOPE OF SERVICES

The Standard Scope of Services for Concurrent PD&E and Design Phases tracks the efforts for completing PD&E (Work Group 2.0) and Design (Work Group 3 and 4). Like the Standard Scope of Services for "standalone" Design Services, the Standard Scope of Services for Concurrent PD&E and Design Phases is organized into thirty-eight (38) sections that group tasks into major work activities. The activities from the Standard Scope of Services for PD&E Studies were merged into the Design Standard Scope of Services, with a reorganization of the first three sections to allow for a dedicated section of PD&E study activities.

MERGING PD&E ACTIVITIES INTO THE DESIGN SCOPE OF SERVICES

Activities from the Standard Scope of Services for PD&E Studies were merged into the Standard Scope of Services for Design services by creating new sections or modifying appropriate sections of the Design Scope.

Final Design activities (beyond Phase II Plans) for federal projects MUST NOT proceed until NEPA document is approved.

Existing PD&E Scope of Services Activity	Concurrent PD&E and Design Scope of Services Activity
1 Scope of Services Purpose	1 Purpose and Project Description
2 Project Description and Objectives	2a Project Common and Project General Tasks
3 Public Involvement	3a Preliminary Engineering Analysis
4 Engineering Analysis and Considerations	4 Roadway Analysis
	6a Drainage Analysis
	7 Utilities and Railroads
	10 Structures - Bridge Development Report
5 Environmental Analysis and Report	3b Environmental Analysis and Report
6 Environmental Document	3c Noise Analysis and Noise Barrier Design
	3c Environmental Document

OUTLINE OF THE STANDARD SCOPE OF SERVICES FOR CONCURRENT PD&E AND DESIGN PHASES

The outline of the Standard Scope of Services for concurrent PD&E and Design phases includes major changes in the first three sections as follows:

- Section 2 of the "standalone" Scope of Services for Design Services is merged with Section 1.
- Section 3 is retitled Section 2 and is broken into Section 2a. Project Common and General Tasks and Section 2b. Public Involvement.
- Section 3 is repurposed for PD&E tasks with three subsections: 3a. Preliminary Engineering Analysis, 3b. Environmental Analysis and Report, and 3c. Environmental Document.

Additionally, Section 8 includes only tasks to prepare environmental permits. Environmental clearance and re-evaluation are merged into Section 3c.

Except for Sections 7, 8, and 32, titles for Sections 4 through 38 did not change.

Existing Design Scope of Services	Concurrent PD&E and Design Scope of Services
1 Purpose	1 Purpose and Project Description
2 Project Description	2a Project Common and Project General Tasks
3 Project Common and Project General Tasks	2b Public Involvement
4 Roadway Analysis	3a Preliminary Engineering Analysis
5a Roadway Plans	3b Environmental Analysis and Report
6a Drainage Analysis	3c Environmental Document
6b Drainage Plans	4 Roadway Analysis
7 Utilities	5 Roadway Plans
8 Environmental Permits, Compliance, and Environmental Clearances	6a Drainage Analysis
9 Structures - Summary and Miscellaneous Tasks and Drawings	6b Drainage Plans
10 Structures - Bridge Development Report	7 Utilities and Railroads
11 Structures - Temporary Bridge	8 Environmental Permits
12 Structures - Short Span Concrete Bridge	9 Structures - Summary and Miscellaneous Tasks and Drawings
13 Structures - Medium Span Concrete Bridge	10 Structures - Bridge Development Report
14 Structures - Structural Steel Bridge	11 Structures - Temporary Bridge
15 Structures - Segmental Concrete Bridge	12 Structures - Short Span Concrete Bridge
	13 Structures - Medium Span Concrete Bridge
	14 Structures - Structural Steel Bridge
	15 Structures - Segmental Concrete Bridge

Scope of Services for Concurrent PD&E and Design Phases

USER'S QUICK GUIDE



MODIFIED DESIGN ACTIVITIES IN THE SCOPE FOR CONCURRENT PHASES

Existing Design Scope of Services Activity	Description of Change into Concurrent PD&E and Design Scope of Services
1 Purpose	Combined with Project Description
2 Project Description	Added PD&E related information
3 Project Common and Project General Tasks	Broken into 2a. Project Common and Project General Tasks and 2b. Public Involvement
4 Roadway Analysis	Added preliminary engineering tasks
6a Drainage Analysis	Added preliminary engineering tasks
8 Environmental Permits	Moved environmental clearance to PD&E task
10 Structures - Bridge Development Report	Added preliminary engineering tasks
15 Structures - Segmental Concrete Bridge	NOT APPLICABLE for Concurrent PD&E and Design Scope
16 Structures - Movable Span	NOT APPLICABLE for Concurrent PD&E and Design Scope
32 Noise Analysis and Noise Barrier Design	Added PD&E noise analysis

The Standard Scope of Services for concurrent PD&E and Design phases follows the outline of the Scope of Services for Design Services where some PD&E activities were merged or combined with design activities to the extent practical and redundancies removed as appropriate.

STAFF HOUR ESTIMATION GUIDELINES

Staff Hour Estimation Guidelines and Forms for projects with concurrent PD&E and Design phases have been updated to reflect activities and tasks from the Standard Scope of Services. Ranges of staff hours and their descriptions include efforts for combined PD&E and Design activities while removing potential redundancies on merged activities. As such, ranges of staff hours for some activities have either increased or decreased from their corresponding hours of standalone PD&E study or Design services.

An Example of Modifications to Staff Hour Estimation Guidelines

2b. Public Involvement				
Task No.	Task	Units	Staff Hour Range	Basis for Staff Hour Range
2b	PD&E and Design Public Involvement	LS	See Basis for Staff Hour Range	Itemized tasks in this activity cover effort to support both PD&E and Final Design
2b	Public Involvement Plan	LS	2432 to 24112	This task involves the research and coordination necessary to complete the public involvement plan as per Part 1, Chapter 11 of the PD&E Manual and Public Involvement Handbook, and also incorporates the requirements of the Community Awareness Plan per the FDOT Design Manual in the project. Issues such as how information will be disseminated and gathered from the public are to be considered. This does not include website development and updating. Range depends on project length, number of jurisdictions, nearby properties, stakeholders, and controversy potential.

RESOURCES

The Standard Scope of Services and Staff Hour Estimates for projects with concurrent PD&E and Design phases can be found on the FDOT Scope of Services and Staff Hour Estimation page.

<https://www.fdot.gov/designsupport/Scope/default.shtm>



Questions

Thank you!

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