Instructions to Prepare Scope of Services

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List of Acronyms

AADT	Annual Average Daily Traffic
AASHTO	American Association of State Highway and Transportation Officials
ACER	Alternative Corridor Evaluation Report
AN	Advance Notification
APE	Area of Potential Effect
CAR	Contamination Assessment Remediation
CBIA	Coastal Barrier Improvement Act of 1990
CBRA	Coastal Barrier Resources Act of 1982
CBRS	Coastal Barrier Resources System
CE	Categorical Exclusions
CEQ	Council on Environmental Quality
CMF	Crash Modification Factors
COA	Class of Action
CRAS	Cultural Resource Assessment Survey
CSER	Contamination Screening Evaluation Report
CSRP	Conceptual Stage Relocation Plan
CWA	Clean Water Act
DDHV	Directional Design Hourly Volume
DHR	Department of Historic Resources
DEO	Florida Department of Economic Opportunity
DEP	Florida Department of Environmental Protection
DOA	Determination of Applicability
DOE	Degree of Effect
DOI	US Department of Interior
DSHC	District Scenic Highway Coordinator
DUO	District Utility Office
EA	Environmental Assessment
EDMS	Electronic Document Management System
EFH	Essential Fish Habitat
EIS	Environmental Impact Statement
ERC	Electronic Review Comments
ERP	Environmental Resource Permit
ESAL	Equivalent Single Axel Load
EST	Environmental Screening Tool
ETAT	Environmental Technical Advisory Team
ETDM	Efficient Transportation Decision Making
FAQ	Frequent Asked Question
FCMP	Florida Coastal Management Program
FDOT	Florida Department of Transportation
FSUTMS	Florida Standard Urban Transportation Model Structure
FTA	Federal Transit Administration
FWC	Florida Fish and Wildlife Conservation Commission
FMSF	Florida Master Site File
FONSI	Finding of No Significant Impact

FWS	US Fish and Wildlife Service
GIS	Geographic Information System
GSVT	Generalized Service Volume Tables
HCM	Highway Capacity Manual
HCS	Highway Capacity Software
HSM	Highway Safety Manual
ICA	Impact to Construction Assessment
IJR	Interchange Justification Report
IMR	Interchange Modification Report
ITS	Intelligent Transportation Systems
LAP	Local Agency Program
LDCA	Location and Design Concept Acceptance
LEP	Limited English Proficiency
LOS	Level of Service
LRTP	Long Range Transportation Plan
MOA	Memorandum of Agreement
MOE	Measures of Effectiveness
MPO	Metropolitan Planning Organization
MUTS	Manual of Uniform Traffic Studies
NAAQS	National Ambient Air Quality Standards
NAC	Noise Abatement Criteria
NHPA	National Historic Preservation Act
NEPA	National Environmental Policy Act
NMFS	National Marine Fisheries Service
NMSA	Non-Major State Action
NRE	Natural Resource Evaluation
NRHP	National Register of Historic Places
NRI	National Rivers Inventory
NSR	Noise Study Report
OD	Origin-destination
OEM	Office of Environmental Management
OFW	Outstanding Florida Waters
OPA	Otherwise Protected Areas
PD&E	Project Development and Environment
PEIR	Project Environmental Impact Report
PTAR	Project Traffic Analysis Report
RCI	Roadway Characteristics Inventory
ROD	Record of Decision
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCE	Sociocultural Effects Evaluation
SEIR	State Environmental Impact Report
SHPO	State Historic Preservation Officer
SIS	Strategic Intermodal System
SLD	Straight line diagram
SOS	Scope of Services

STIP	State Transportation Improvement Plan
SWAT	State-Wide Acceleration and Transformation
SWEPT	State-Wide Environmental Project Tracker
TEM	Traffic Engineering Manual
TIP	Transportation Improvement Plan
TPO	Transportation Planning Organization
TSM&O	Transportation Systems Management and Operations
UAO	Utility Agency Owner
USCG	US Coast Guard
VE	Value Engineering
WSRA	Wild and Scenic River Act of 1968

Purpose

These instructions explain how to develop a Scope of Services for a Project Development and Environment (PD&E) study. The instructions also explain how to use the Scope of Services development tool that is built within the State-Wide Environmental Project Tracker (SWEPT) application. The Scope of Services development tool is a web-based application that interacts with the user through a series of questions.

The documents to be used with these instructions are:

- Standard Scope of Services for PD&E Studies
- Staff Hour Estimation Guidelines for PD&E Studies
- Staff Hour Estimation Forms for PD&E Studies
- Standard Schedule Templates for PD&E Studies

The Standard Scope of Services should be used on each project and modified with project specific information enough to focus the scope of the PD&E Study to issues relevant to the project and meaningfully negotiate the work effort.

Roles and Responsibilities

The Project Manager is responsible for developing the Scope of Services for the Project. The Project Manager is also responsible for gathering technical information and other project information essential to scope the project.

Development of the Scope of Services is a collaborative process which requires input from many disciplines and coordination with several offices within the Department. The development of the Scope of Services should be completed after the Statewide Acceleration Transformation (SWAT) Kick-off Meeting which is held at least one year before the PD&E start date in the Work Program. Proactive communication with other District offices is critical to appropriately identify project requirements and focus the scope to issues that must be addressed by the project. The Project Manager and the scope preparer should coordinate with appropriate District offices to obtain their input on project issues and the approach to address those issues. Complex project may require the Project Manager to hold a formal meeting to discuss scoping tasks and activities. As such, the Department Project Manager must involve staff from Environmental Management, Roadway Design, Structures, Traffic Operations, and Planning as appropriate during preparation of the scope of services for the project.

Considerations in Developing a Scope of Services

Before writing the scope of services, the Project Manager should:

- Review SWAT scoping form and pay close attention to the following:
    - Project impacts to environmental resources
    - Activities that were advanced ahead of PD&E and their status
    - Potential project development risks and risk management strategies
    - Need for overlapping Design phase with PD&E phase

- Review the Efficient Transportation Decision Making (ETDM) Final Programming Screen Summary Report; and pay close attention to the following:
    - Date the screening was completed
    - Purpose and need
    - Class of Action (COA) determination
    - Lead Agency, Cooperating Agencies, and Participating Agencies
    - Potential environmental issues and comments from environmental resource agencies
    - Potential environmental permits
- Review previous completed planning studies and reports, and other project-related information with emphasis on understanding project parameters (that will affect scope, schedule, cost, and quality) and identifying engineering and environmental constraints.
- Review Alternative Corridor Evaluation (ACE) reports, if applicable.
- Seek input from subject matter experts on project issues identified from previous reports
- Request data from Planning Office, Safety Office, Roadway Design Office, Structures Office, Survey and Mapping Office, and other offices as appropriate.
- Perform project site visit and desktop evaluation to become familiar with the actual field conditions; understand the problem/need; and identify any other problems or issues at or near the project that may affect scope of the project.

The following questions can be asked on each activity of the scope of services to help the Project Manager prepare a focused scope:

- What is the work to be done?
- Who will perform the work?
- What activities must occur before the work is done?
- What was completed on this activity prior to this project? Do we have the previous results?
- What are the deliverables?
- What coordination and/or consultation is required for this activity?

It is expected that the Scope of Services for the PD&E study will provide an understanding of transportation problems and needs that the project will address; identify environmental and other project issues; focus on environmental issues and transportation problems that the project will solve; be completed consistent with the Department procedures and policies; and communicate the Department's expectations to the Consultant.

Using the Scope of Services Development Tool

Use of the Scope of Services development tool does not replace the need for informed background research for the project. The tool helps the user to prepare the scope and it does not substitute for professional judgment. The Scope of Services development tool is only as good as the information the user acquires before filling it out. Therefore, the users of the tool should review information used to prepare the scope prior to preparing the Scope of Services.

All interpretations of the questions found within the Scope of Services development tool should be directed towards the applicable chapters of the *PD&E Manual* and the *FDOT Design Manual* (or *Plans Preparation Manual (PPM)*). In the event the *PD&E Manual* or *FDOT Design Manual/Plans Preparation Manual* does not resolve the issue of interpretation, the Project Manager should appropriately consult with the District Environmental Office and Design Office.

Creating the Scope. The scope developer must log in the SWEPT application to prepare the Scope of Services. The Scope of Services development tool allows the user to modify tasks that were completed ahead of the PD&E or will be performed by others during the PD&E study. Additionally, the tool allows the user to add project-specific tasks or activities to the scope. See **Appendix A Accessing and Preparing Scope Using SWEPT Application**for instructions to access SWEPT application and interact with the Scope of Services development tool.

The Scope of Services will be prepared as the user interacts with the tool by answering questions. The answers will allow the scope of the project to be focused on issues that are present in the project area. There are two ways to input the project in the Scope of Services development tool:

- Edit interface—editing the Scope of Services document by previewing and directly entering or editing information in the highlighted fields of the Scope of Services. The edit interface allows a user to see what the end result will look like while the scope is being created.
- Wizard interface—answering questions pertaining only to the information specific to the project. As the user provides the answers, some tasks will be omitted if they are not applicable or were completed ahead of the PD&E study.

Both options result in the same output if the project information entered is consistent. The user can switch back and forth between the two options during preparation of the scope.

Use of Color Codes. In order to establish consistency between projects and Districts, the scope of services uses different background colors to differentiate the default language that can be changed.

- White background: The user cannot change the scope language within SWEPT.
- Green background: The user can customize the default scope language to meet the scope of work and complexity of the project.
- Yellow background: The user can provide or change the answer.
- Blue background: The text instructs the user how to complete the section.

Flexibility

It is very important to identify the project delivery approach early in the project development process before the Scope of Services for the PD&E study is developed; as this will allow the Project Manager to scope the activities with enough details to meet the project objectives. FDOT uses the SWAT process to support the selection of the project delivery approach and develop the scope of services using SWAT Scoping Form. The scoping form identifies environmental issues, project activities that are performed prior to PD&E; degree of overlap between PD&E phase and Design phase; and project delivery approach.

In some cases, planning studies (e.g. alternative corridor evaluation, interchange access requests) recommend conceptual alternatives that are carried forward for further environmental analyses during the PD&E phase.

For these reasons, the Standard Scope of Services and its tool allow for flexibility in accounting for the planning products and other project related studies that were earlier performed and would be incorporated by reference in the Environmental Document. The flexibility also allows for the Project Manager to eliminate or scale down activities that were previously completed or will be completed by others (through Districtwide Consultants or District staff) during PD&E study. Additionally, the flexibility allows to scope a PD&E study that will have an overlapping Design phase. To take advantage of the flexibility, the Project Manager should review information from previously completed studies and review the scope of ongoing activities to determine if the information can be used in the PD&E study before modifying the standard language.

Scope of Services Structure

The Project Manager should modify or customize tasks and activities to be specific to the project. When modifying the tasks, the Project Manager must retain the Section numbers of the scope and standard language that is not related to project-specific tasks to maintain consistency statewide.

The Standard Scope of Services for PD&E Studies is organized into eight (8) sections that group tasks into major work activities, namely:

- **1.0 Scope of Services Purpose** – Describes the purpose; identifies major work groups; states if the Design phase will be procured concurrently with the PD&E phase.
- **2.0 Project Description and Objectives** – Describes project objectives; project requirements and provisions for work; coordination with other Consultants and entities; contract management; additional services; services to be performed by the Department; and optional services.
- **3.0 Public Involvement** – Describes tasks related to public involvement and agency coordination
- **4.0 Engineering Analyses and Considerations** – Describes tasks required to perform preliminary design and engineering analysis to determine the project's location and design concept.
- **5.0 Environmental Analysis and Reports** – Describes tasks required to perform environmental analysis and documentation for the project.
- **6.0 Environmental Document** – Describes tasks required to prepare the Environmental Document
- **7.0 Method of Compensation** – Describes method of compensation for Consultant work.
- **8.0 Design Services** – Lists PD&E activities that will be scoped with the Scope of Services for Roadway and Structures Design (Design Scope of Services) when the PD&E phase overlaps the Design phase. Design Services will be described in a separate Exhibit (Exhibit A, Part 2) of the Contract Agreement. This Section does not appear in the scope of services for a standard PD&E study without an overlapping Design Phase.

The following sections discuss the information needed to develop each of the sections of the Scope of Services.

Cover Page

Most of the fields on the cover page is automatically populated from the Work Program system and ETDM.

Project Type is selected based on the proposed improvement identified in the scope of work, scoping report or ETDM screening report. Project type can be Highway, Multimodal, Freight, or Bicycle/Pedestrian. If the type of project is transit, select Multimodal.

Lead Agency is identified during the ETDM Programming Screen event. Local Agency Program (LAP) projects are federal actions requiring FDOT oversight and OEM approval. If the project is not a federal action then it is processed as a state action.

Federal Funding is selected based on federal participation in PD&E, Design, Right of Way, or Construction.

Anticipated Class of Action is identified based on Programming Screening Summary Report. Assume an Environmental Assessment if Class of Action is unknown (not determined at the time of scope development).

1.0 Scope of Services Purpose

Activities encompassed in the scope of services depend on the degree of overlap between the PD&E phase and the Design phase. Depending on the SWAT Strategy Meeting recommendations, choose one of the following options:

1. PD&E and Design Concurrent with one contract—choose this option if the consultant will conduct preliminary engineering and design activities required to prepare design plans for this project. Design phase submittal (Phase I, II, III, or IV plans) must be identified. The Scope of Services will be divided into two parts—Part 1 will cover PD&E (environmental analysis and alternatives evaluation) and Part 2 will cover engineering analysis and design services.
2. PD&E and Design Concurrent with two different contracts—choose this option if the two different contracts will be executed almost simultaneously. One contract will cover PD&E (environmental analysis and alternatives evaluation services) and the second contract will cover engineering analysis and design services.
3. PD&E has an option for Design phase—choose this option if Design phase will be an added option after PD&E phase is completed.
4. PD&E only—choose this option if the project has PD&E phase only.

2.0 Project Description and Objectives

Project Description

Project description should come from the ETDM Programming Screen. Update the project description based on availability of new information and the outcome of SWAT Kickoff meeting. The project description must be clearly written to allow the Consultant to understand the project. Reference Part 1 Chapter 4 of the PD&E Manual for guidance on writing the project description.

Project Objectives

Develop project objectives based on the purpose and need for the project. Use the project objectives from the ETDM Programming Screen Summary Report and any additional new information.

The project objectives describe project outcomes. Project objectives are the foundation of the Scope of Services—tasks and activities described in the Scope of Services are meant to meet the objectives of the project.

Examples of project objectives are:

- *To conduct analysis and document information necessary for the Department to reach a decision on the feasibility, location, and conceptual design of a replacement for the (project name) bridge.*

- *To evaluate intersection configurations at State Route X and County Road Y and document information necessary for the Department to reach a decision on the conceptual design that will eliminate congestion problems and create pedestrian friendly intersection.*

- *To evaluate widening of State Route Y from State Route X to State Route Z in Leon County and document information necessary for the Department to reach a decision on the feasibility, location, and conceptual design that will improve mobility and accessibility.*

Project Requirements and Provisions

Previous studies, products and decision relevant to the project

List all of the planning studies and products relevant to this project which the Consultant is required to review. These documents could have been completed previously or will be completed by others concurrent with the PD&E Study. These studies and products may include, but are not limited to:

- Feasibility Studies,
- Interchange Operational Analysis Report (IOAR), Interchange Modification (IMR), Justification Report (IJR)
- Alternative Corridor Evaluation Report (ACER)
- Corridor and sub area studies
- Needs studies
- Master plans
- Design Reports
- PD&E Study technical reports and associated Environmental Documents

Review these products and consult with applicable District offices to determine the products applicability in the PD&E studies and whether the documents can be incorporated by reference in the Environmental Document. The decision to incorporate by reference should be made in consultation with the Lead Agency.

Regulations that apply to this project

Review the listed governing regulation and update the list as necessary.

Lead Agency and Cooperating or Participating Agencies

Obtain this information from the ETDM Final Programming Screen Summary Report.

Meetings and presentation

Start with a best estimate of meetings and presentations; the actual number of meetings and presentation will be determined during negotiations with the Consultant that is selected. This activity includes meetings with Department staff and /or resources agency staff, other Consultants, or other miscellaneous meetings anticipated during the entire project timeframe. These meetings do not include public involvement meetings.

Schedule

Insert the anticipated date for approval of the Environmental Document if known, otherwise the anticipated date will not appear in the scope.

Include the number of days or weeks required for documents reviews. The review period should include District Review, Lead Agency Review, Cooperating Agency Review and applicable Resource Agency Review. Consult with the Environmental Manager and Project Development Manager for review times.

Submittals

Specify the number of hard copies for each draft document is submitted for review. If paperless is desired, remove hard copy requirements from the scope. Requirements for documents that support the Public Hearing (public review) are covered in Section 3.0.

Review the list provided in the Standard Scope of Services and determine which submittals are required for the Project. Add other submittals as necessary.

Coordination with other consultants

List ongoing or planned Department projects that will require coordination with this project.

Contact Management

Do not modify the default language.

Additional services

Additional services are project tasks and activities that are not listed under Public Involvement, Engineering Analysis, and Environmental Analysis Sections.

Alternative Corridor Evaluation

An Alternative Corridor Evaluation (ACE) should have been completed during the ETDM Planning or Programming Screen. Examples of projects that may require an ACE include new alignments, major realignments, or major bypasses. ACE is used to identify corridor alternatives, screen alternatives and eliminate unreasonable alternatives before the PD&E starts.

Add this task only if the ACE will be completed with the PD&E project; and adjust the PD&E schedule such that ACE can be completed before detailed environmental analysis and engineering analysis start.

Advance Notification

Include this task only if the Advanced Notification (AN) will be done with the PD&E project. Coordinate with the ETDM coordinator to make sure this activity is scoped correctly.

The AN for most projects occurs during ETDM Screening. Reprocessing of the AN (during PD&E) should take place when one or more of the following conditions occur:

1. Time lapse—it has been 4 years or longer and no project activities have occurred since the distribution of the AN
2. The project termini have been expanded
3. The project concept has changed (e.g., new or revised alignments, addition of a new interchange, addition of express lanes)

Scoping

Include this task if the Class of Action is Environmental Impact Statement (EIS) only. Fill in the number of estimated formal interagency/public scoping meeting.

Notice of Intent

Include this task if the Class of Action is Environmental Impact Statement (EIS) only.

Transit Coordination Plan

Include this task if the project is transit (Federal Transit Administration is the Lead Agency) and COA is either Environmental Impact Statement (EIS) or Environmental Assessment (EA) as required by 23 US 139(g). Coordination Plan requirements for projects with other Lead Agencies are fulfilled by ETDM and activities scoped under section 3.0, Public Involvement.

Miscellaneous Services

Identify and describe any required project task or activity that is not described in the Additional Services, Public Involvement, Engineering Analysis, or Environmental Analysis sections.

This task does not include optional services which are covered under Section 2.9. This Section will not appear in the scope if there are no miscellaneous services.

Services to be performed by the Department

Review, update, and add as needed the list of additional services to be provided by the Department.

Optional Services

Describe any known Optional Services that will be added to the contract. Keep the default language even when no optional services are known or anticipated at the time of scope of services preparation.

3.0 Public Involvement

This section identifies tasks and activities that either the Department or the Consultant will complete to prepare the Public Involvement Plan. The Project Manager should understand the Department's role in the public involvement effort prior to completing the Scope of Services. The Project Manager should coordinate with the District's Community Liaison Coordinator (CLC) prior to developing the Scope of Services to obtain project background and audiences for PD&E outreach activities, community issues identified during ETDM screening, level of public involvement, whether the Department or Consultant will provide the public involvement services, and whether there will be additional public involvement efforts in the scope.

Consider the following when scoping public involvement task:

- Audience and needs for the project and any potential barriers to communication.
  - Are there potential Title VI properties to be considered?
  - Will Limited English Proficiency (LEP) services be required?
  - Are there communities that are active with the District's projects
- Answers to questions (related to project background and project goals) that are listed in *Part 1, Chapter 11* of the *PD&E Manual*.
- Who will develop the Public Involvement Plan (PIP)?
- Who will create and maintain the project website?
- Who will develop the public involvement materials?
- Who will identify and maintain the project mailing list?
- Who will investigate potential meeting locations?
- Who will pay expenses such as postage, facility rentals, publishing?
- How many and what types of public meeting the project needs?

In coordination with the District's CLC and Environmental Office, determine who (Department or Consultant) will prepare the Public Involvement Plan and/or collect data to support the public involvement process.

Scheduled Public Meetings. Identify and provide an initial estimate for all public meetings that are expected to occur for the project. Insert zero in the listed meeting if that meeting is not applicable for the project. Other meetings include meeting with special interest groups such as homeowners associations, minority groups and individuals that are not included in the list.

Requirements for websites that are prepared by the Consultant. Procurement Office requires the Project Plan template and Security Plan be included in the Scope of Services. The hours to design the website should include hours to prepare the Project Plan and Security Plan for website development.

Additional public involvement requirements. The Project Manager in consultation with the CLC should identify and list any special public involvement requirements such as preparation of frequent asked questions, design charrettes, microsimulation, videos, Rendering, Fly-Through, 3-Dimensional Visualization or other special coordination with specific stakeholders.

List coordination with resources and regulatory agencies that the Consultant will assist the Department regarding environmental work, coordination, and consultations.

For projects with a concurrent Design phase, modify this task to include design related public involvement activities. Coordinate with the Design phase Project Manager and CLC before modifying the task.

4.0 Engineering Analysis and Considerations

This section describes tasks and activities essential to complete the engineering analysis to determine the location and design concept for the PD&E study. The standard scope language considers:

- Tasks or activities that were completed prior to PD&E and will be incorporated by reference in the PD&E Study
- Activities that will be completed during the PD&E study by others
- Activities that will be completed during the PD&E study by the Consultant; and activities that may overlap with the design phase

PD&E Studies with Design Phase Overlap

For PD&E projects with an overlapping Design phase (both phases procured simultaneously with one contract or two different contracts), most of the engineering tasks overlap with the tasks outlined in the Scope of Services for Roadway and Structures. For these projects, the preparer should work with the Design phase Project Manager to modify the PD&E and Design scope languages by merging some of the PD&E engineering tasks (Section 4.0) with Design tasks, or appropriately scaling down some of the tasks. Merging engineering task with Design task eliminates redundancy and duplication of work. Both Project Managers should coordinate with the responsible offices (e.g., Environmental Management, Roadway Design, Structures, Drainage, Traffic Operations, and Utility) for the appropriate scope language modifications.

The following activities of a PD&E study with a concurrent Design phase may overlap with design services:

4.2 Existing Conditions Analysis
4.3 Survey
4.4 Geotechnical Investigation
4.5.16 Signalization Analysis

4.6 Signage
4.9 Utilities and Railroad
4.10 Roadway Analysis
4.13 Structures
4.14 Drainage
4.15 Landscaping Analysis
4.18 Concept Plans
4.19 Transportation Management Plan

Modify the scope of the PD&E study for the above tasks and their activities and reference the Design Scope of Services. Work with the Design phase Project Manager to include language specific to PD&E in the Design scope. This modification may reduce the staff hours for the PD&E study and increase the staff hours for Design services.

Standalone PD&E Studies

Standalone PD&E studies are the ones which do not have an overlapping Design phase. The engineering analysis for these projects should have enough detail to evaluate and compare the alternatives. The default standard language in Section 4 suits standalone PD&E projects with no advanced design activities. However, these projects, depending on special features such as bridges, may require a level of engineering analysis beyond the typical PD&E Study level of detail.

Modify appropriate tasks and activities for standalone PD&E projects with special project features such as bridges or other structures that require engineering analysis beyond the typical PD&E Study level of assessment. Refer to the Design Standard Scope of Services and coordinate with appropriate offices when scoping these activities.

Review of Previous Studies

List any Planning Studies such as Alternative Corridor Evaluation Report (ACER), Interchange Access Request Reports, Corridor and subarea studies reports that were performed for this project. The Consultant is required to review these studies and incorporate their data, results, or decision in the PD&E study.

Existing Conditions Analysis

The purpose of this activity is to conduct field observations to review existing conditions, verify desktop data, and obtain additional data that will help the Consultant and Department understand the project base conditions. Modify this task if:

- Existing conditions analysis was performed prior to PD&E. Provide existing conditions report to the Consultant
- Design phase is concurrent with PD&E phase, include activities from the Standard Design Scope of Services. Decide if Existing Conditions Memorandum will be prepared for this project. Instruct the Consultant to prepare existing conditions memorandum that can be shared with the Design Project Manager. Coordinate with the Design Project Manager when modifying this task.

Survey

Scope preliminary survey to obtain the information about the project area that can be used to prepare the topographic base map and digital terrain model needed for development of preliminary concepts and Project alternatives. Coordinate with the Survey and Mapping Office to determine the scope of preliminary survey and photogrammetry mapping, and the party who will conduct the survey. The level of preliminary survey should be proportionate with the level of design effort planned for the PD&E study. The survey for the Design phase will be built from preliminary survey collected during the PD&E study.

If the design survey has to be advanced ahead of PD&E study and the Department will provide the survey, modify this activity to indicate that the Department will provide survey data to the Consultant. In this case, the Project Manager should coordinate with the Survey and Mapping Office to determine whether additional survey may be needed, and scope additional survey as appropriate.

Include Design Survey (Activity 4.3.1) and Photogrammetry (Activity 4.3.2) if the Consultant will perform design level survey and photogrammetry or the PD&E phase is concurrent with the Design Phase. List and describe design survey and photogrammetry services.

Geotechnical Investigation

If geotechnical investigation was conducted ahead of the PD&E study, include the text which states that the Department will provide geotechnical report to the Consultant.

If design level geotechnical analysis is required, scope the required level of geotechnical effort by listing and describing design level geotechnical activities (from the standard Design Scope of Services).

For standard PD&E studies, include the default standard language and modify as needed depending on the context of the project. If the project involves bridges; or when large amounts of cut are anticipated; or when the project is located in marshy area or karst (sinkholes) area, request from District Geotechnical Engineer or include in the scope, soil borings to identify unstable subsurface conditions that may affect project construction activities such as pile driving.

Traffic Analysis

The Project Manager should modify the following activities if Traffic Analysis was advanced ahead of PD&E study:

- 4.5.1 Traffic Analysis Methodology
- 4.5.2 Traffic Counts
- 4.5.3 Vehicle Classification Counts
- 4.5.2 Pedestrian, Bicycle and other Multimodal Data
- 4.5.5 Calibration and Validation Data
- 4.5.6 Existing Traffic Operational Analysis
- 4.5.7 Calibration and Validation
- 4.5.8 Future Demand Forecasting

4.5.13 Interchange Access Request
4.5.16 Signalization Analysis

If any of the above activities were prepared by the Department or others (under a separate contract), modify the language in the scope of services to state that the Department will provide all data and reports to the Consultant for use during the PD&E study. List the data and reports that the Department will provide. In coordination with subject matter experts, decide if the previously completed reports and data satisfy the objectives of the project. If additional data are needed, include appropriate efforts to collect and analyze data in the Scope of Services. Include activities to review the reports and data for any data gaps and determine whether additional data will be needed. Additional data determined after the contract is executed will be procured under Optional Services.

Consider the following items when scoping traffic analysis: project and traffic study limits; design year; availability of data; existing traffic operational conditions; air quality and noise analysis requirements; and special components for traffic analysis such as freight, transit, managed lanes, and origin-destination data.

Traffic Analysis Methodology. Develop the scope of the traffic analysis effort based on the need for the project and the analysis objectives. Before establishing traffic analysis objectives, review the purpose and need for the project, previously completed planning studies, and consult with appropriate subject matter experts.

Request the version of the Department or Metropolitan Planning Organization (MPO) travel demand model that should be used in the analysis. If a current model is not available, coordinate with the District Planning Office to determine an appropriate method to forecast future travel demand, such as use of the Florida Statewide Model, a recent regional model, a subarea model, or traffic count extrapolation approach. Simplified Trips-on-Project Software (STOPS) might be required for transit ridership forecasting.

Work with the District Planning and Traffic Operations Offices, as appropriate, to determine whether microsimulation is warranted for the project. Details of the microsimulation analysis, including preferred analysis tools, will be outlined by the Consultant during preparation of a methodology for traffic analysis.

Traffic Data. If the Department already has collected traffic data for the subject corridor, specify that the Department will provide turning movement counts, vehicle classifications, pedestrian, bicycle and multimodal data and list the corresponding locations where data will be provided. This will require coordination with the District Planning Office. If the Consultant will collect traffic data, specify in the scope the data to be collected and the locations — intersections, ramps, and roadway segments.

Calibration and Validation Data. Scope needed calibration and validation data when microsimulation will be used in the project. The microsimulation analysis approach will be further refined in the traffic analysis methodology which is prepared after the contract is executed. Corridor level calibration and validation

data might also be needed for future demand forecasting in special cases such as transit corridor studies and managed lanes alternatives.

Future Demand Forecasting. Scope this activity if the Consultant will prepare the future year travel demand forecasts for both build and no-build conditions. The travel forecasting methodology should follow the Department's Project Traffic Forecasting Procedure, Topic Number 525-030-120.

Development and Screening of Alternatives. This activity involves development of preliminary concepts and evaluation of those concepts using fatal flaw analysis and measures such as purpose and need; project goals and objectives; and regulatory and resource agency comments through ETDM screening to determine viable alternatives that will proceed to detailed operational evaluation. This activity does not include detailed evaluation of alternatives. If build alternatives or concepts are known, describe these in the scope of services.

Operational Evaluation of Build Alternatives. Describe required detailed operational analysis of viable or reasonable alternatives for each analysis year. The number of build alternatives for Type 2 CE and EA should be known at the time of developing the scope of services. See Part 2, Chapter 6 Engineering Analysis for guidance on the number of build alternatives. Coordinate with appropriate subject matter experts when scoping this activity.

Project Traffic Analysis Report. This activity includes efforts to document the results of a traffic analysis. It is recommended that all traffic analyses be documented in the Project Traffic Analysis Report. However, depending on the size or complexity of the project, the Project Manager may scope interim technical memorandums for delivery and approval such as Existing Conditions Analysis, Calibration and Validation Report, and Future Year Analysis Memorandum. Documentation requirements for a traffic analysis should be established during development of the traffic analysis methodology.

Interchange Access Request. Work with the District Interchange Review Coordinator (DIRC) to scope engineering and operations analysis required to support development of interchange access requests. The interchange access request must be prepared in accordance with the **Interchange Access Request User's Guide**. This task involves analysis, documentation, and corresponding coordination with FHWA and FDOT. This activity is supplemented with Section 4.5.1 Traffic Analysis Methodology; 4.5.16 Signalization Analysis; 4.6 Signage; and Section 4.10.4 Intersection and Interchange Evaluation. Development of interchange layouts (alternative geometric design concepts for interchanges) is included in Section 4.10.4. This effort includes coordination with the District Roadway Design and Structures offices, as appropriate.

Modify this effort if an Interchange Access Request was approved before PD&E—include effort to coordinate with DIRC when the approved interchange concept is revised/refined during PD&E.

Signalization Analysis. Scope this activity to analyze and prepare preliminary signal timing and signal operating plans for each intersection that requires signalization. This activity does not include intersection control evaluation (See Section 4.10.4 Intersection and Interchange Evaluation for intersection type and control evaluation). Modify the default language to suit the needs of the project. Include coordination

with the District Transportation Systems Management and Operations (TSM&O) engineer. Scope this effort with design services if the project has a concurrent Design phase.

Evaluation of intersection type and control is scoped under Section 4.10.4 Intersections and Interchange Evaluation.

Signage

This activity includes review and evaluation of the signing requirement for the project. Include coordination with Traffic Operations Office. Scope this effort with design services if the project has a concurrent Design phase.

Tolling Concepts

This activity applies to projects with express lanes or tolling.
Coordinate with District Traffic Operations Office, State Managed Lanes Engineer, and Florida Turnpike for changes required. Modify the default language as appropriate to suit the needs of the project.

Safety

Scope safety analysis to assess the existing safety performance and evaluate the potential safety implications of a project. Depending on project context, determine and include Highway Safety Manual (HSM) methodologies and procedures to assess safety performance of the project.

Decide if a standalone safety analysis report will be prepared or safety analysis results will be included in the Project Traffic Analysis Report.

Utilities and Railroad

Discuss the level of engineering analysis and coordination required for utilities with the District Utility office before scoping this task. Indicate who (Department or Consultant) will be responsible to prepare the Utility Assessment Package; and send notifications to the utility agency owners (UAOs). If utility agreements will be prepared, specify tasks related to developing such agreements.

For projects involving railroad, discuss the level of coordination required for the District and Central Offices Rail Offices.

Certain utility facilities (e.g. Florida Gas Transmission) requires long durations of coordination efforts during project development. PD&E study with an overlapping Design phase will require a higher level of coordination with the Utility Agency Owners (UAOs) than project with a standard PD&E phase alone, hence duration of coordination should be accounted for if the project will impact such utility owners.

Roadway Analysis

For a PD&E project with a concurrent Design Phase, modify activities under this task by merging the activities in the Design Scope of Services. Coordinate with the Design Phase Project Manager as you modify the activities.

Design Controls and Criteria. Scope this activity to obtain data and develop, refine, and/or confirm the context classifications for:

- Current conditions surrounding the project area
- Future conditions surrounding the project area based on future land use, and land development

This activity also involves establishing design controls and criteria according to the Department procedures and standards. Coordinate with Design Office when scoping this activity.

Typical Section Analysis. This activity involves preparation of conceptual typical sections to be used during alternatives evaluation and development of a typical section package. The Project Manager should request the pavement design report from the District Pavement Design Engineer. List and describe alternatives or conceptual typical sections if they are known.

Geometric Design. This activity involves preliminary design of horizontal alignments and vertical profiles of the mainline by using established design controls and criteria and considering physical constraints, environmental issues, context sensitive solutions and other known issues. This activity includes refining the alternatives and designing the geometric elements of the viable alternatives.

Intersections and Interchange Evaluation. This activity involves identifying the intersection control through evaluation of travel demand, operational and safety objectives, environmental issues of viable alternatives. Intersection and interchange evaluation includes both traffic control (signal warrant, roundabout) and geometric design layouts (conventional and alternative intersections). Intersection evaluation may not be required for intersections that are determined to need minimal traffic control (two way stop or no control). This activity includes preparation of Roundabout Evaluation Technical Memorandum or Intersection Evaluation Technical Memorandum. Coordinate with the Traffic Operations Office for more guidance on scoping this activity. Efforts to perform signalization analysis is scoped under Section 4.5.16 Signalized Analysis.

Access Management. This activity involves evaluation of the project alternatives with the Department access management classification systems and standards. If the project will modify or change access, scope Public Hearing for access modification with the PD&E Public Hearing.

Multimodal Accommodations. Modify this task to include coordination required with appropriate local agencies and MPOs. This activity involves researching, evaluating, and documenting the location and condition of existing pedestrian, bicycle, freight and public transit accommodation facilities. This activity also includes considerations and evaluation of need for and anticipated future use of the Project by

bicyclists and pedestrians; evaluation of potential impacts of the Project alternatives on bicycle and pedestrian travel, and propose measures to avoid or reduce adverse impacts to bicyclists and pedestrians that would use the Project.

Maintenance of Traffic. This activity involves evaluation of general constructability (build-ability of the project) and the ability to maintain traffic during construction (construction project phasing and access); and estimation of cost to maintain traffic. Pay closer attention while scoping this activity on projects which propose new bridges or modify existing bridges.

Lighting. Scope this activity to describe PD&E efforts for lighting analysis which may include evaluating the need for lighting and the estimated cost for lighting.

Identify Construction Segments

This activity applies on large corridor projects only.

Scope this task if the Consultant will assist the Department to identify construction segments (segmenting the project into different contracts and/or phases) by analyzing probable construction costs, funding mechanism, and logical termini of the segments.

Modify this task if the Department will identify construction segments.

Transportation Systems Management and Operations

This task applies on the projects with Intelligent Transportation Systems (ITS) elements, Express Lanes, Tolls, and Transportation Systems Management and Operations (TSM&O) strategies only. This task involves investigating a broader range of TSM&O strategies to support project objectives using a systems engineering approach. The task also includes preparation of Preliminary Systems Engineering Management Plan (PSEMP) and a high-level Project Concept of Operations (Project ConOps).

Coordinate with the TSM&O Engineer to identify the need for improvements, preservations, or modifications to the existing TSM&O system that may be scoped for inclusion in the build alternatives.

Modify activities for this task if this is a transit project, to account for overlapping activities scoped in Task 4.23 Transit. For example, if the PD&E alternative is suggesting a Transit Signal Priority (TSP) system, this means that the ITS architecture service packages for TSP, Communications, and others should be scoped here.

Structures

Modify activities for this task if the PD&E project overlaps with the Design Phase. Some of the design activities can be advanced and completed under this task, or removed and merged with Design Scope of Services. Coordinate with the Project Manager for the Design Phase and the District Structures Design Office when scoping this task.

For each bridge list the bridge number; and describe the typical section, location, length, and other pertinent information to define the scope of the proposed bridge work.

List location and description of other existing structures such as retaining walls, noise barrier walls, and miscellaneous structures.

Specify the level of structural analysis and development of each bridge structure. Also include in Section 2.2.10 specific deliverables related to bridge and structural analyses.

Drainage

For projects with a standard PD&E phase, scope preliminary drainage analysis for stormwater collection system including stormwater management facility (pond siting) to establish approximate construction limits and estimate potential environmental impacts. Preliminary drainage analysis should be expanded and finalized during Design phase. Coordinate with District Drainage Design Engineer when scoping this task. If the project involves bridges, coordinate with District's Structures Design Engineer.

Modify activities for this task if the PD&E project overlaps with the Design phase. Some of the Design Scope activities can be advanced and done under this task or removed and merged with Design Scope of Services. Coordinate with the Project Manager for Design phase and the District Drainage Design Engineer before finalizing this task.

Landscaping Analysis

This task involves researching and collecting data to complete initial landscaping design and analysis of the preferred alternative. Coordinate with the District Landscape Architect regarding the district preference on the level of preliminary landscaping analysis and design.

Modify activities for this task if the PD&E project overlaps with the Design Phase by merging with the Design Scope of Services. Coordinate with the Project Manager for Design Phase before finalizing this task.

Construction and Right of Way Cost Estimates

Construction cost. This activity involves estimating the cost for each alternative analyzed in detail. This activity may include planning level cost analysis to identify improvement concepts that can be eliminated from detailed study for cost prohibitive reasons. The Department's Long Range Estimate (LRE) program and historical unit costs should be used as the basis for cost estimates.

Right of way cost. Right of way costs and relocation costs are estimated by the Department Right of way office. Scope this activity for Consultant's efforts to support project parameters and coordination required by the Department to establish right of way cost and cost estimates for relocations and business damages.

Alternatives Evaluation

This task involves establishing alternatives evaluation criteria; developing evaluation methodology or approach; comparatively evaluating alternatives after technical studies and cost estimates are complete; and presenting the evaluation results in a matrix format. This task includes Consultant's efforts to assist the Department in selecting recommended alternative.

Value Engineering

This task is applicable for project that require a value engineering (VE) study. Scope this task for Consultant's efforts to assemble information required by the VE team to study PD&E preferred alternative recommendations, and incorporate VE study recommendation in the comparative alternatives evaluation. Consultant efforts may include time to meet with the VE team to explain or clarify the process used to develop, screen, and evaluate alternatives. The task also includes efforts.

Modify this task to suit the need of the VE study. Coordinate with the District VE team leader for additional requirements needed to scope this task.

Concept Plans

For standard PD&E studies, this task involves creating a base map; drafting project alternatives on the base map, finalizing the preferred alternative concept plans; preparing and submitting the typical section package for District Design Engineer approval; and preparing Design Exceptions and Design Variations. This activity also involves preparation of sketches of plan, profiles, and typical sections to be used for public involvement activities.

Specify appropriate scales for project corridor map, drainage map, and overall project location map. Suggested scales for corridor map, drainage map, and overall project location map are 1:200, 1:500, and 1:2000, respectively. Preparation of rendering maps and 3-D displays is scoped under Public Involvement.

Modify this task to project specific conditions or requirements. Coordinate with the Design Office before finalizing this task.

Transportation Management Plan

This task involves developing preliminary Temporary Traffic Control (TTC) plan, Transportation Operations (TO), and Public Information (PI) components that are included in the Transportation Management Plan (TMP) for managing transportation needs of a project that is defined to be significant according to FDOT work zone policy. Coordinate with the Project Manager for Design Phase before finalizing this task.

Modify this task if the PD&E study overlaps with the Design Phase by merging it in the Design Scope of Services.

Risk Management

Modify the default language to suit the needs and complexity of the project. Scope this task to include Consultant's effort to support the Project Manager in Risk Assessment Workshop. Review the SWAT

Scoping Form for information risk identified during SWAT meetings. Coordinate with the Cost Risk Assessment (CRA) regional team when scoping this task. .

Modify this task if the PD&E project overlaps with the Design Phase by merging it in Design Scope of Services.

Engineering Analysis Documentation

Documentation of engineering analysis depends on the Class of Action and the degree of Design phase overlap with PD&E phase. Choose one of the following three options:

- Prepare Preliminary Engineering Report (PER) to support engineering analysis for Type 2 Categorical Exclusion, Environmental Assessment, or Environmental Impact Statements.
- Prepare Engineering Analysis Technical Memorandum to support engineering analysis for SEIR.
- Prepare Alternative Analysis Memorandum to document alternatives development and evaluation of PD&E projects that have a concurrent Design phase. Select this option when Design phase will start with PD&E phase or Both PD&E and Design will be procured under one contract.

Planning Consistency

Coordinate with Planning Office for applicable plans that should be reviewed by the Consultant. Scope Consultant effort to review and verify transportation plans and document planning consistency for the project.

Transit Systems and Service

This task will appear on the Scope of Services for Transit/Multimodal projects only. This task involves performing planning and engineering activities that support development of transit projects.

Modify activities for this task to match the scope of the transit project funded by FHWA, State, or Local funds. FTA led projects are different from FHWA or FDOT led projects. The FTA project development process is comprised of three components—NEPA, Ridership and Financial Plan. Ridership and financial plan are the basis for FTA project rating. Additionally, FTA projects require extra level of coordination (by and between local, regional, state and federal participants) beyond that of a typical FHWA funded project. Contact Modal Office for applicable scope for FTA projects.

5.0 Environmental Analysis and Reports

This section describes tasks and activities essential to complete environmental analysis (technical studies) for a PD&E study. The standard language considers the following situations:

- Technical studies that were completed prior to the PD&E phase and will be incorporated by reference in the PD&E study;
- Technical studies that will be completed during PD&E study by others; and
- Studies or activities that will be completed during the PD&E study by the Consultant.

The level of environmental analysis depends on the complexity of the project, level of controversy, potential for significant impacts and degree and quality of information/data available from previous activities.

Tasks in this section include analyzing project alternatives with respect to social, cultural, natural and physical environment and documenting all analyses in the technical reports or memorandums in accordance with the latest edition of the PD&E Manual. As appropriate, the tasks include proposing measures to avoid, minimize, or mitigate impacts to environmental resources.

Review the ETDM Programming Summary Report to understand environmental issues that are present in the project area that may be involved with the project. Review each resource agency's comments. Also, review the Technical Studies Anticipated section of the ETDM Programming Summary Report. Obtain input from the subject matter experts when scoping these resources.

For each resource identified in the Standard Scope of Services, select one of the following options:

1. Resource is not present or is present but will not be impacted.
2. The task was completed prior to PD&E by others or will be performed by others concurrent with PD&E study.
3. Resource will be impacted and will require analysis under this study.

If Option 2 or Option 3 is selected, modify the standard language to add specific activities pertaining to evaluation of that resource being scoped. For option 2, specify activities have been done previously and activities that will be done concurrently by others on the project and how the Consultant will receive data and reports. Coordinate with the Subject Matter Experts when modifying the standard language.

The subsequent sub sections provide guidance on scoping environmental resources if the project has a potential to impact them.

Sociocultural Effects Analysis

Scope Consultant effort required to assesses social, economic, land use changes, mobility, aesthetics effects and relocations, including potential issues associated with Environmental Justice, Civil Rights, and other nondiscrimination laws. Summarize the level of Sociocultural Effects (SCE) evaluation that is required for the project; and documentation required including if a stand-alone SCE report will be prepared.

If this task was completed before the PD&E phase (e.g. when deciding on the level of public involvement), no further SCE evaluation activity will be scoped provided the following conditions are true:

- SCE evaluation process steps for each SCE issue were adequately completed and potential sociocultural effects were adequately considered and documented during a previous phase;
- Conditions in the project area have not changed appreciably since the prior SCE evaluation; and
- A community concern is not identified during PD&E.

Projects with a Potential for Relocation. State the approximate number of business and residential relocations in the Scope of Services. Include efforts to collect data and perform analysis to support preparation of a *Conceptual Stage Relocation Plan* by the District Right of Way Office.

Cultural Resources

Cultural resources include evaluation of potential project impact to archeological resources, historic resources and Section 4 (f) resources.

Archaeological and Historic Resources

This task involves reviewing and addressing any resources listed in the Environmental Screening Tool (EST) by the State Historic Preservation Officer (SHPO); preparing a Research Design and Survey Methodology; determining the Area of Potential Effect (APE); researching and identifying previously recorded resources listed in the National Register of Historic Places (NHRP), and other cultural resources that may be of cultural significance; conducting a reconnaissance field survey to locate and document historic properties (archeological sites, buildings, structures, objects and districts) within the APE; identifying the locations of potential impacts to identified resources on a base map; performing a cultural assessment survey to examine in detail each archeological site of importance that may be impacted by the build alternatives; assessing the direct and indirect impacts to identified resources; and documenting assessment results in the Cultural Resources Assessment Survey (CRAS).

Modify this task to match the context of the project and anticipated intensity of impact to archeological/historic resources. List specific databases that the Consultant may research. Consult with the District Cultural Resources Coordinator and the District Environmental Manager for additional scope language specific to the project area. Include consultant efforts to identify archeological sites and potential NRHP eligible resources for pond sites of the preferred alternative. If a Pond Site Technical Memorandum is required, modify Section 2.33 Submittals.

If there are known or anticipated NRHP-listed or eligible cultural resources, list such resources in the Scope of Services.

If required, modify the Scope of Services by adding and describing the following activities in this task:

- Prepare a Determination of Eligibility (DOE) for each resource determined to be eligible.
- Assist the Department to prepare a Section 106 Memorandum of Agreement (MOA) or other methods to resolve adverse effects
- Prepare and document Historic Resources, Section 4 (f) evaluation
- Assist the Department with coordination and technical support in Section 106 consultation meetings
- Assist the Department with coordination and technical support in Native American coordination meetings
- Attend public meeting and public hearing

- Assess adverse effects and prepare an effects evaluation and/or Section 106 consultation Case Study Report.
- Assist the Department in meetings by providing technical support in Section 106 meetings such as Section 106 Consultation meetings and/or Cultural Resource Committee meetings.

Recreational, Section 4(f)

Section 4(f) for historic and archaeological sites is scoped under 5.2.1 Archaeological and Historic Resources.

Scope Consultants' efforts to review and determine the applicability of programmatic Section 4(f) evaluation for use of land from a publicly owned park, recreation area or wildlife and waterfowl refuge; document the determination of applicability (DOA); and analyze and prepare either a Section 4(f) *de minimis* finding or a Section 4(f) evaluation. Coordinate with the District Cultural Resources Coordinator and the District Environmental Office to determine whether there are any recreational Section 4(f) resources in or adjacent to the project. List known recreational Section 4(f) properties that may be impacted by the project.

Consultant activities to identify and evaluate possible alternatives to avoid or minimize Section 4(f) resources while meeting the project objectives should be scoped with Alternatives Development under Section 4.0. Include this statement in the Scope of Services "for each build alternative the Consultant shall identify and evaluate all possible measures to minimize the impact(s) on each Section 4(f) property".

Natural Resources

Natural resources include evaluation of potential project impact (direct and indirect) to wetlands, essential fish habitat (EFH), wildlife and habitat, water quality, special designations, and farmlands.

Wetlands

Modify this task to meet project needs and context after coordinating with the subject matter experts from the Environmental Office.

This task involves identifying the type, quality and function of wetlands that are within the project area; assessing appropriate avoidance, minimization, and mitigation measures to compensate for losses to regulated wetlands and adjacent areas; and identifying type(s) of impacts expected from construction activities and project changes, including affected acreage of regulated wetlands. This task includes field observations and coordination with resource agencies.

Consultant efforts to document wetland evaluation is covered in task 5.3.4 Natural Resource Evaluation (NRE) report. Wetland evaluation is a component of NRE report.

Essential Fish Habitat

This task involves evaluating project's potential impact to essential fish habitat (EFH). EFH evaluation is a component of NRE report (task 5.3.4).

Modify this task to meet project needs and context after coordinating with the subject matter experts from the District Environmental Office.

Wildlife and Habitat

This task involves researching, field observations, surveying and coordination to determine project involvement with protected species and wildlife; developing a study design to evaluate the magnitude of involvement and impact to wildlife and habitat; assessing the potential for each build alternative to adversely affect the species of concern; determining measures for avoidance, minimization, or mitigation as necessary; analyzing wildlife and habitat conservation measures; and coordinating with resource agencies. Biological Assessment if required, will be part of NRE report (task 5.3.4)

Modify this task to meet project needs and context after coordinating with the subject matter experts from the District Environmental Office.

Natural Resource Evaluation Report

This task involves documenting the results of Wetlands, EFH, and Wildlife and Habitat in accordance with Part 2, Chapter 20 of the PD&E Manual.

Water Quality

This task involves identification of general characteristics of water bodies within and adjacent to the project; determining surface water classifications; evaluating appropriate avoidance, minimization, and mitigation measures to compensate for surface and ground water quality impacts; and documenting the water quality evaluation.

Modify this task to meet project needs and context after coordinating with the subject matter experts from the District Environmental Office.

Special Designations

This task involves identifying and documenting Special Designations include Outstanding Florida Waters (OFW), Wild and Scenic Rivers, Aquatic Preserves, Coastal Barrier Resources, and Scenic Highways.
List special designations in the Scope of Services.

Identify Permit Needs

For a standard PD&E Study, scope Consultant efforts to identify permits required for the project. Permits may have been identified during ETDM screening.

For projects with accelerated design activities or projects with an overlapping Design phase, scope activities to acquire the required permits. List and describe all expected permits. Coordinate with the Design phase Project Manager and District Permit Coordinator.

Farmlands

This task involves evaluating data and documenting the project's potential impacts to farmlands.

Physical Effects

This subsection involves tasks to identify potential physical effects on the project evaluation area.

Noise

This task involves performing a noise study for highway projects and documenting the results in accordance with the PD&E Manual. Activities for this task include: identifying land uses adjacent to the project area; identifying sensitive noise receptors; measuring existing noise levels in the field; calculating existing noise levels using the FHWA Traffic Noise Model; comparing existing noise levels; predicting future noise levels; determining noise impacts; analyzing alternative abatement measures to mitigate noise impacts; and preparing a Noise Study Report. Include analysis of construction noise resulting from the project. Modify this task to match the complexity and need of the project. Traffic data for noise analysis is covered under Section 4.0. Coordinate with the District Noise Specialist before finalizing this task.

Transit Noise and Vibration Analysis

This task applies to Transit projects only; it involves conducting a transit and vibration analysis to satisfy FTA requirements.

Air Quality

This task involves analyzing potential air quality impacts and documenting the analysis in accordance with the PD&E Manual. Traffic data required for air quality analysis is covered under Section 4.0.

Construction Impacts Analysis

This task involves analyzing the effects of construction activities on the following:

- Air quality impacts such as open burning and dust control
- Noise and vibration
- Water quality such as erosion, sedimentation, turbidity, changes in runoff, dredging on stream bed or bank, discharge of dredge and fill material.
- Maintenance of traffic and detour routing
- Access to businesses and residences, emergency vehicle, and utility services
- Safety
- Public involvement and community interaction to ease disruptive effects.
- Disposal of construction materials

- Stockpiling of construction materials and fill
- Borrow areas
- Wildlife

Contamination

This task involves screening for contamination issues that are within a specified radius or radii of the project right of way, including permanent easements. Consultants' efforts will be related to Level I Investigation (Contamination Screening Evaluation), and if required, asbestos testing.

Modify this task to meet project needs and context after coordinating with the subject matter experts from the District Environmental Office.

For projects with an overlapping Design phase, include Consultant responsibilities to support Level 2 Assessment.

6.0 Environmental Document

Based on the COA, insert the Environmental Document selected for this project into the Scope of Services.

7.0 Method of Compensation

Standard scope language is used for this section of the Scope of Services.

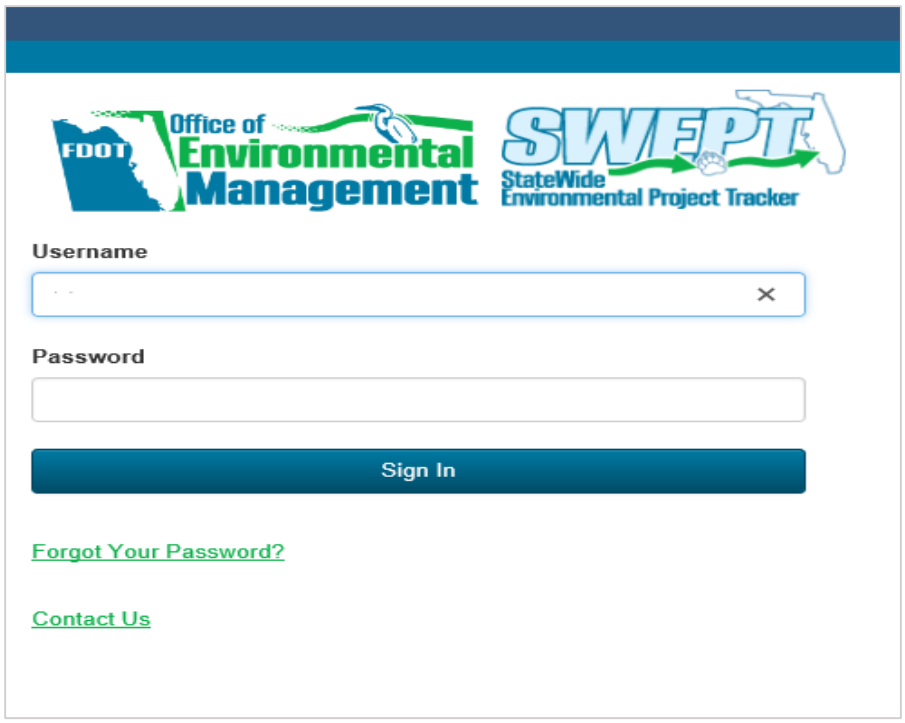
8.0 Design Services

This section is a separate Exhibit for projects with PD&E phase overlapping with the Design phase.

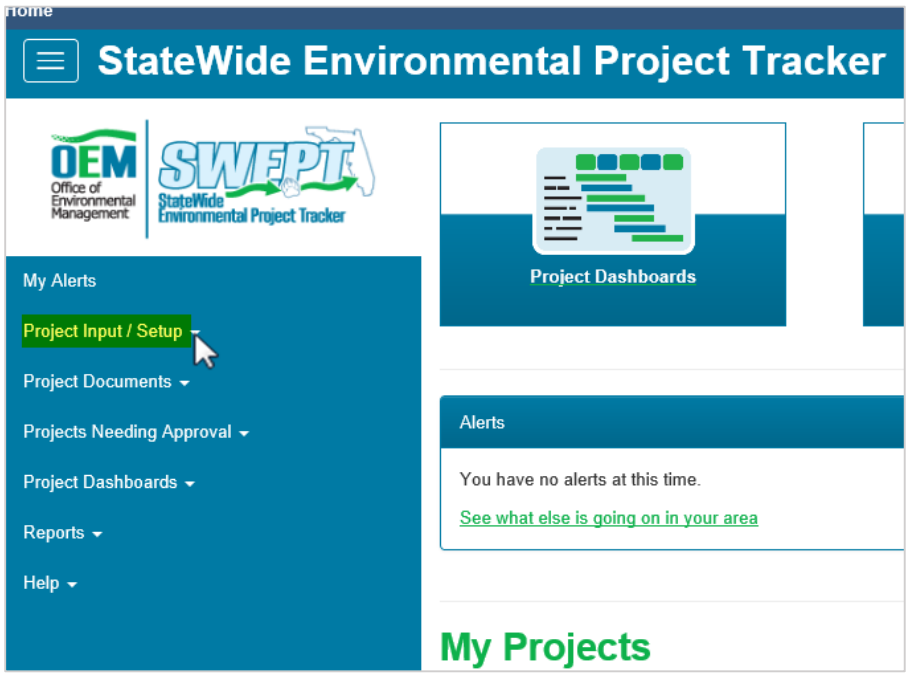
Delete this Section if a project is a standard PD&E study with no overlapping Design phase.

Appendix A
Accessing and Preparing Scope Using SWEPT Application

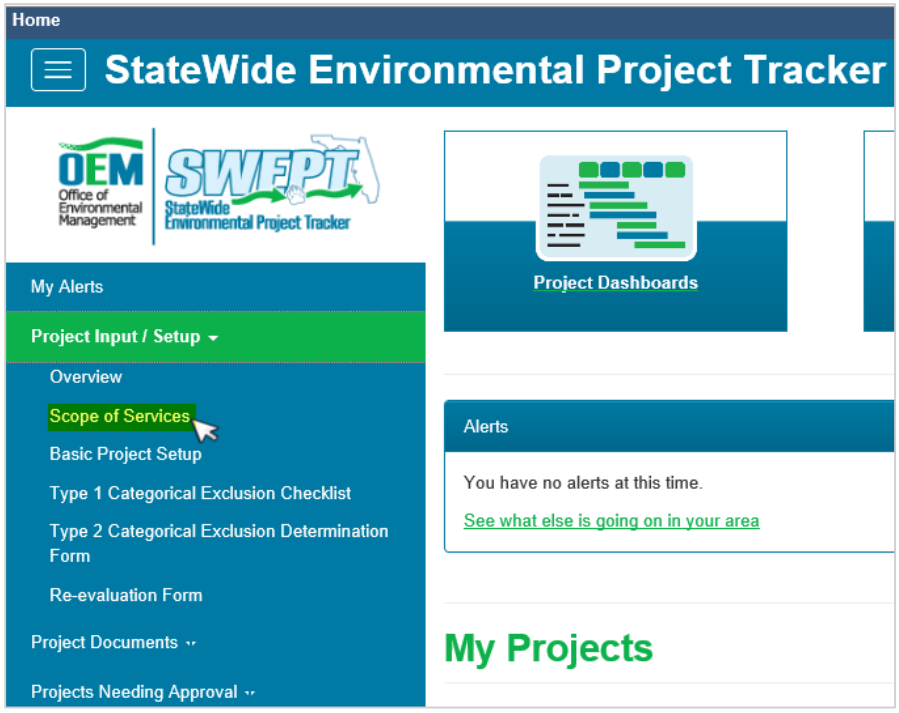
1. Open SWEPT application: https://www.fla-etat.org/est/swept/



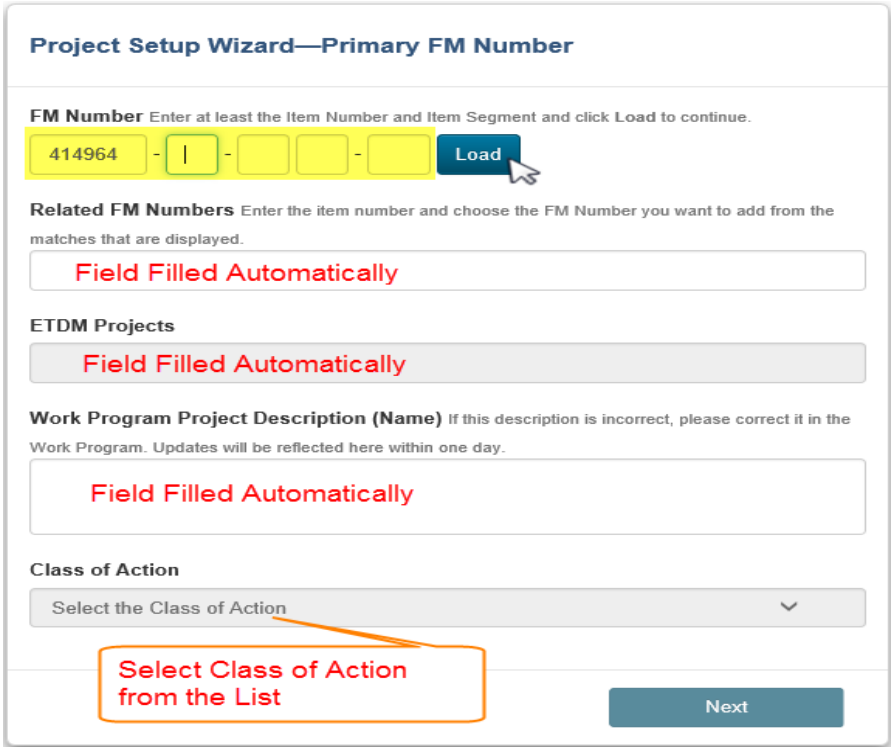
2. Click On Project Input/Setup



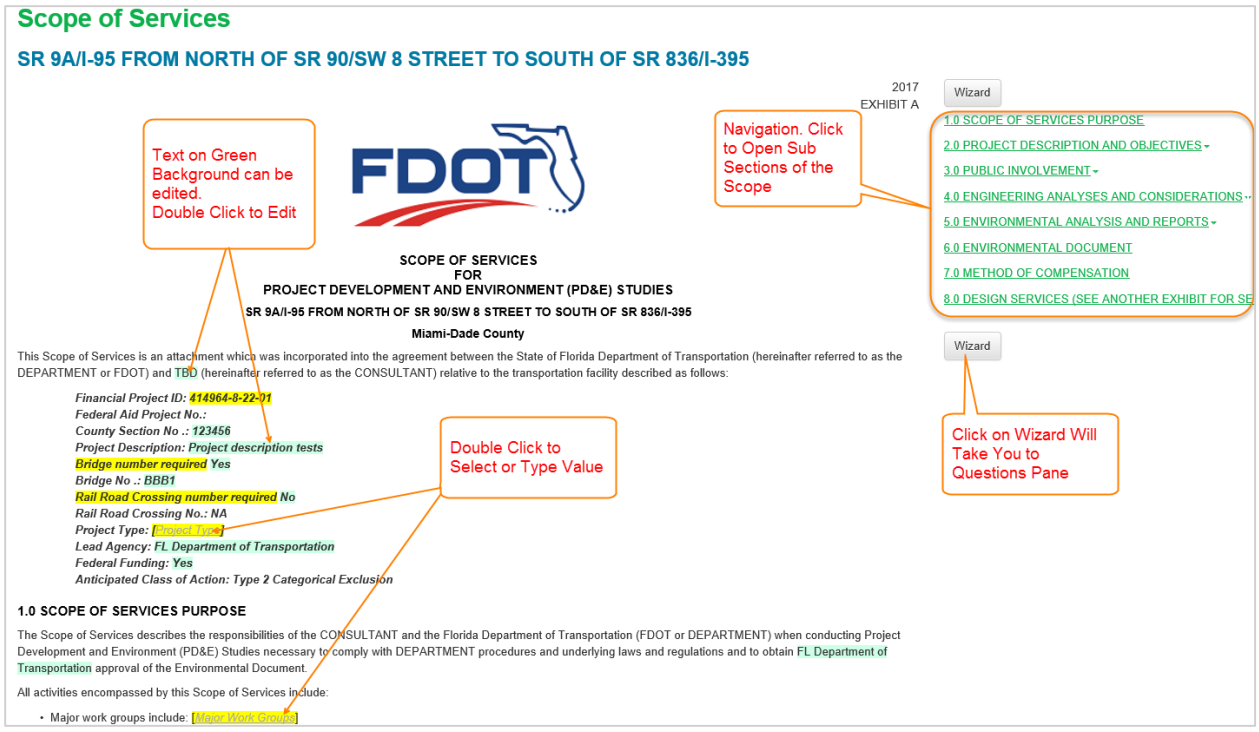
3. Click on Scope of Services to open the Project Setup Wizard—Primary FM Number



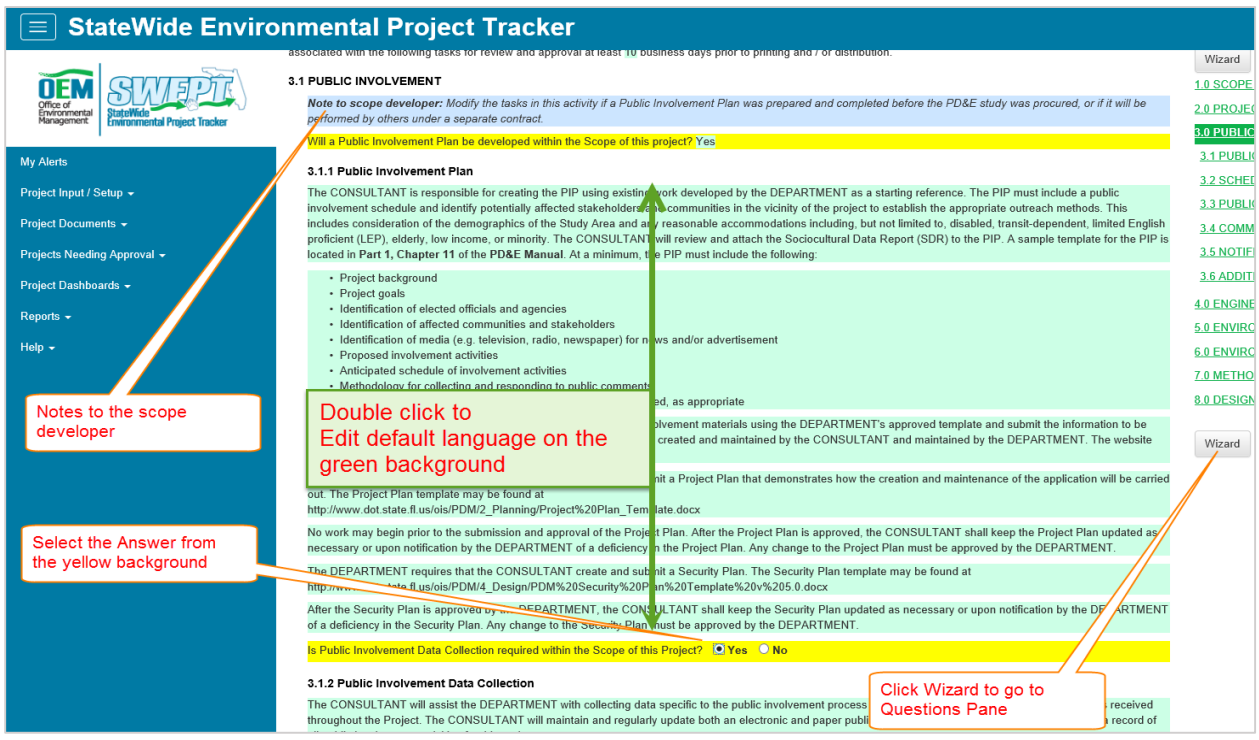
4. Type in at least the Item Number and Item Segment, Select Class of Action from the List
   Click Load to Continue



5. The Scope of Services Opens in an Edit View

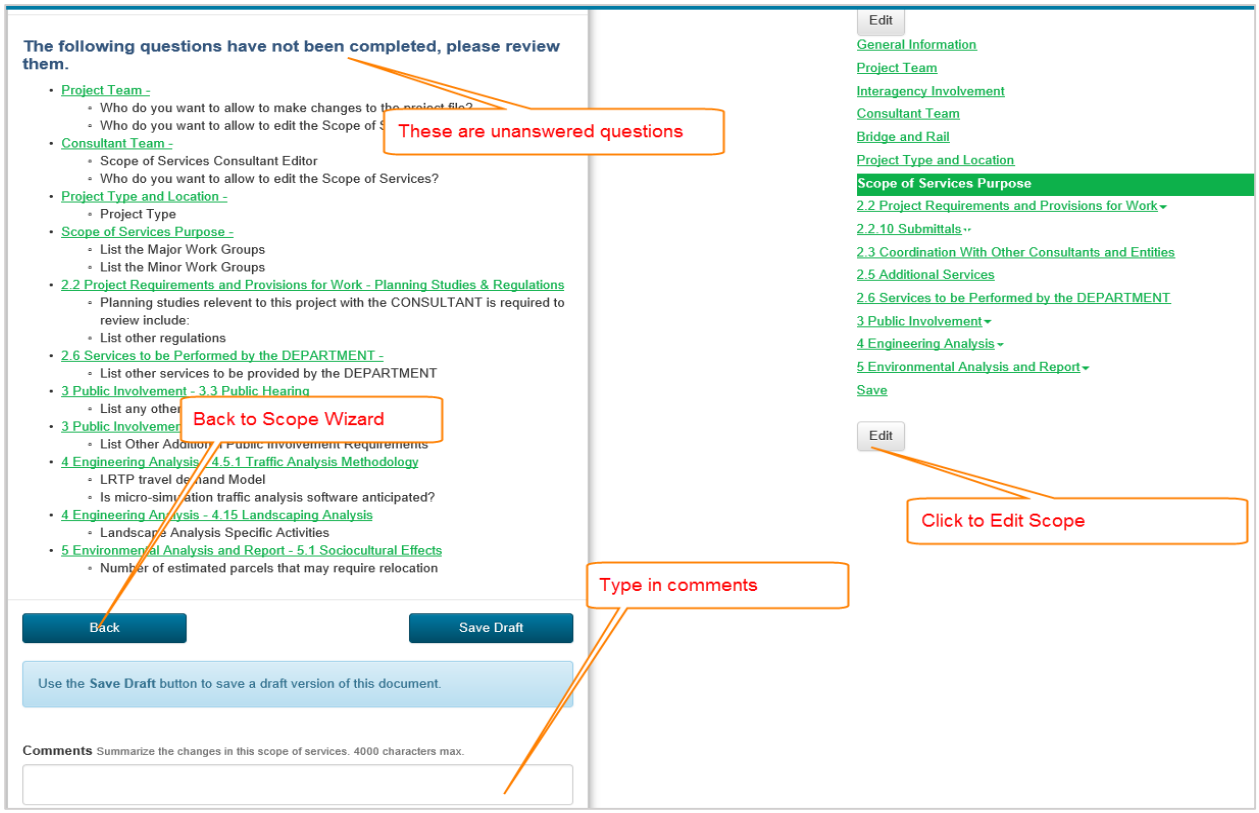


6. Edit the Scope

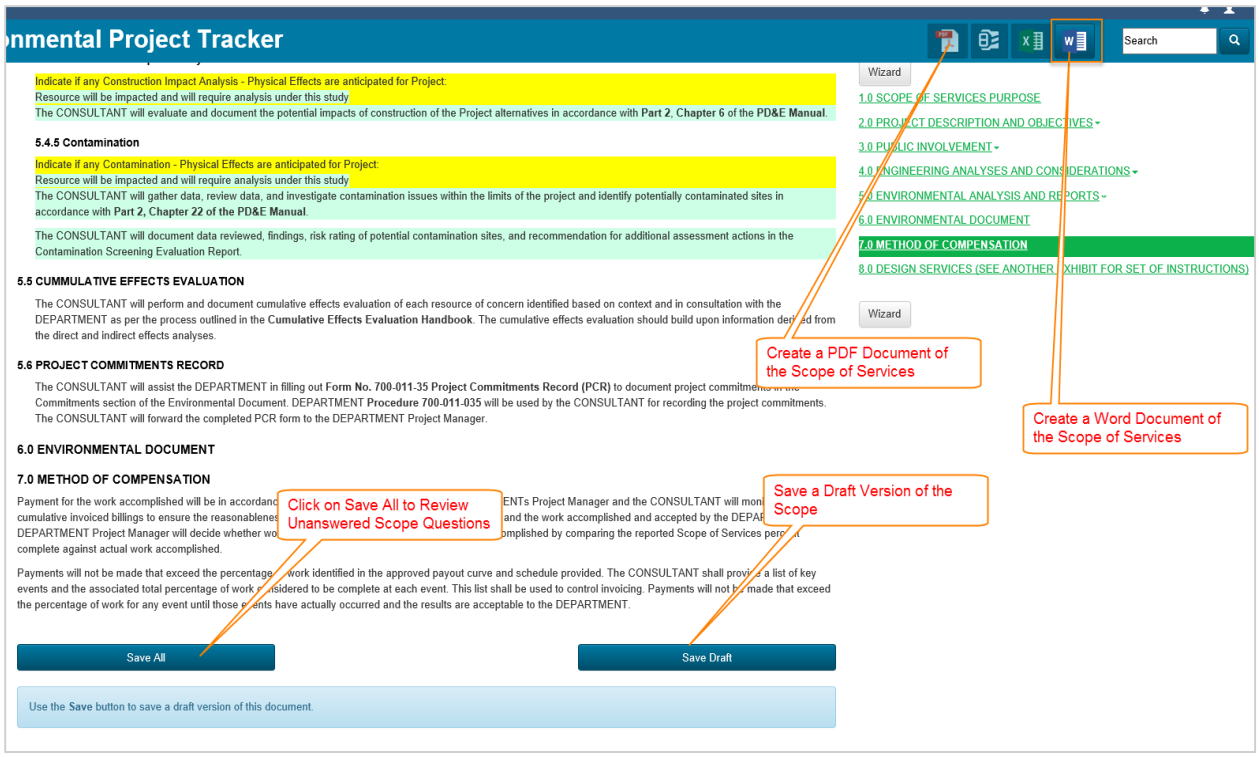


7. Switch to Wizard Mode

8. Check for Completeness; Review unanswered questions



9. Finish and create a Word Document



10. Save and Open the Scope in Microsoft Word

10. Insert the following Footer with page number and FPID number.

i. *From Insert>>Footer>>Blank*

ii. Double click in the Footer area, and insert the following in the footer:

PD&E Scope of Services MM Year Page A-32 FPID:

11. Create the Table of Content

Scroll to the Second page and right-click on the text and choose "Update fields"