

# ***Standard Design Scope of Services and Staff Hour Forms Update***



## **2014 Design Update Training**

**Robert Quigley, P.E.  
& Mary Jane Hayden, P.E.  
Project Management Office**

# *Update Approach*

- ◆ Background
- ◆ Reassembled Discipline Task Teams with the same team members from previous updates, where possible
- ◆ Solicited Input from:
  - ✓ District Project Managers
  - ✓ Discipline Leads/Experts
  - ✓ Consulting Industry
- ◆ Current version was released November 1, 2013

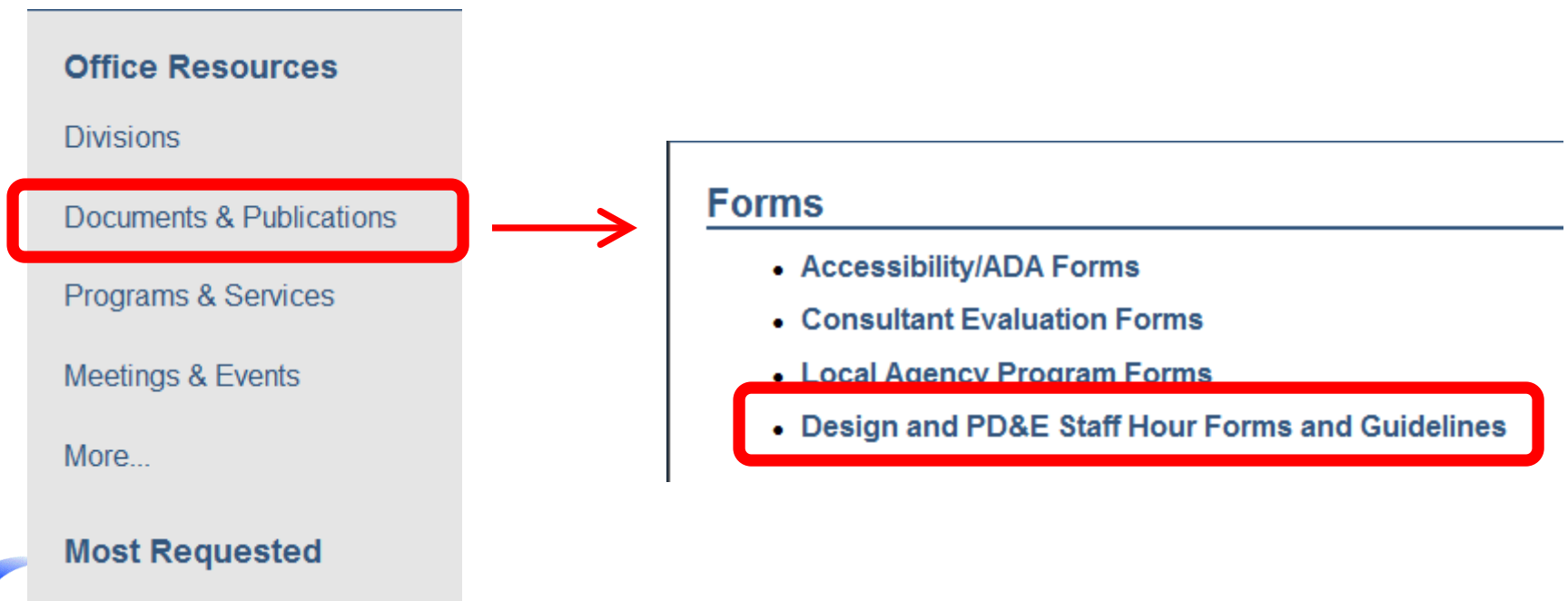
# Update Approach

- ◆ According to current FDOT Procedure (375-030-020), major updates are to be done annually and released in January.
  - ✓ The Next Scheduled Update will be January 2015
- ◆ Interim Updates are required changes. These will be kept to a minimum and released *only* on an “As Needed” basis
  - ✓ These updates will be communicated via Contact Mailer and also the FDOT Project Management website.

# Where are the Scope & SH Documents?

- ◆ Current Documents Are Maintained on the FDOT website

<http://www.dot.state.fl.us/projectmanagementoffice/>



# 2013 Major Changes

- ◆ Project Description (2)
- ◆ Roadway (3, 4, 5)
- ◆ Drainage (5, 6)
- ◆ Utilities (7)
- ◆ Environmental Permits, Compliance and Clearances (8)
- ◆ Structures (9, 10, 11, 12, 13, 14, 15, 16, 17)
- ◆ Signing and Pavement Markings, Signals, & Lighting (19, 20, 21, 22, 23, 24)
- ◆ Landscape Architecture (25, 26)
- ◆ Surveying & Mapping (27, 28, 29, 30)
- ◆ Architecture (31)
- ◆ Noise Barriers Impact Design Assessment in the Design Phase (32)
- ◆ ITS (33, 34)
- ◆ Geotechnical (35)

# 2013 Major Changes

## ◆ General Changes

- ✓ General Clarifications and Formatting Throughout
- ✓ Project Description (2) updated in conjunction with all disciplines
- ✓ List of References (2.20) was organized and updated
- ✓ Staff hours were reviewed and updated

# 2013 Major Changes

- ◆ Roadway (2, 3, 4, 5)
  - ✓ General Clarifications and Formatting
  - ✓ New Items Added
    - Other Agency Presentations/Meetings (2.1)
    - Risk Assessment Workshop (2.1, 3.10)
    - Pavement Type Selection Report (2.1, 4.2)
    - Cross Slope Correction (2.1, 4.4)
    - Transit Route Features (2.1)
    - Roadway Alternative Analysis (2.1)
  - ✓ Comp Book references removed

# 2013 Major Changes

## ◆ Removal of Computation Book

- ✓ Outstanding Issue – Task 4.12, Quantities and Task 5.6, Summary of Quantities

Task No.	Task	Units	Staff Hour Range	Basis for Staff Hour Range
4.12	Quantities	LS	40 to 300	Includes all work required to determine the quantities for placement in the various summary of quantities sheets, <b>all efforts required to develop the summary of quantities sheets</b> and the supporting documentation, and estimating construction days when required. Project length, complexity, and number of pay items should be considered. Projects to be let as Lump Sum 40-80 hours. Projects requiring the summary of quantities sheets 80-300 hours. (LS - based on per project.)
5.6	Summary of Quantities	Sheet	12 to 24	<b>CADD production work necessary to complete sheets</b> , does not include the effort required to compute quantity take-offs (this effort is included in various Roadway Analysis Tasks).





# 2013 Major Changes

- ◆ Removal of Computation Book
- ◆ Per Roadway Design Bulletin 13-11:

“... the increased work of the plan summary boxes will be offset by the reduced work of the computation book. No adjustment should be made to the designer’s number of hours.”



**Florida Department of Transportation**

605 Suwannee Street  
Tallahassee, FL 32399-0450

RICK SCOTT  
GOVERNOR

ANANTH PRASAD, P.E.  
SECRETARY

ESTIMATES BULLETIN 13-09

ROADWAY DESIGN BULLETIN 13-11

STRUCTURES DESIGN BULLETIN 13-12

DCE MEMORANDUM NO. 19-13

*(FHWA Approved: 7/22/2013)*

DATE: July 22, 2013

TO: District Design Engineers, District Construction Engineers, District Program Management Engineers/Administrators

FROM: Duane Brautigam, Director, Office of Design

David Sadler, Director, Office of Construction

Trey Tillander, Manager, Specifications and Estimates Office

COPIES TO: Bruce Dana, Rudy Powell, Robert Robertson, Michael Shepard, Bob Crim, Greg Davis, Trey Tillander, Kurt Lieblong, Amy Tootle, Richard Massey, Sherry Valdes, Stanley Youmas, Missy Hollis, Cheryl Hudson, Chester Henson, Denise Broom, Jimmie Prow, Chad Thompson, Rafiq Darji, Bob Burleson, Tom Byron

SUBJECT: Replacement of Computation Books with Plan Summary Boxes

## BACKGROUND

Computation Books, aka “comp books”, have been used for many years to document planned and final quantities, by location for each pay item on a project. These books are also used by construction inspectors to document quantity changes and related notes as a project progressed. Alternatively, some pay items were documented within the plans on summary tables. The summary table information

# 2013 Major Changes

## ◆ Removal of Computation Book

- ✓ Outstanding Issue – Task 4.12, Quantities and Task 5.6, Summary of Quantities

Task No.	Task	Units	Staff Hour Range	Basis for Staff Hour Range
4.12	Quantities	LS	40 to 300	Includes all work required to determine the quantities for placement in the various summary of quantities sheets, <b>all efforts required to develop the summary of quantities sheets</b> and the supporting documentation, and estimating construction days when required. Project length, complexity, and number of pay items should be considered. Projects to be let as Lump Sum 40-80 hours. Projects requiring the summary of quantities sheets 80-300 hours. (LS - based on per project.)
5.6	Summary of Quantities	Sheet	12 to 24	<b>CADD production work necessary to complete sheets</b> , does not include the effort required to compute quantity take-offs (this effort is included in various Roadway Analysis Tasks).



# 2013 Major Changes

- ◆ Drainage (2, 5, 6)
  - ✓ General Clarifications and Formatting
  - ✓ Deletions (these were combined with other existing Tasks):
    - Interchange Drainage Map – covered in 5.3 Drainage Map (Including Interchanges)
    - Design of Outfalls – covered in 6.4 Design of Ditches & 6.8 Design of Storm Drains
  - ✓ 6.7 Design of Stormwater Management Facility now includes pollutant loading calculations

# 2013 Major Changes

## ◆ Utilities (2, 7)

- ✓ General Clarifications and Formatting
- ✓ Detailed language added to 2.3 Utilities Coordination and Section 7
- ✓ Determination of reimbursability

### 7.3 Make Utility Contacts

First Contact: The CONSULTANT shall send letters and two sets of plans to each utility, one set for the utility office, and one set to the DEPARTMENT Offices as required by the District. Includes contact by phone for meeting coordination. Request type, size, location, easements, and cost for relocation if reimbursement is claimed Request the voltage level for power lines in the project area. **Send UAO requests for reimbursement to FDOT for a legal opinion.** Include the meeting schedule (if applicable) and the design schedule. Include typical meeting agenda. If scheduling a meeting, give 4 weeks advance notice.

# 2013 Major Changes

- ◆ Environmental Permits, Compliance and Clearances (2, 8)
  - ✓ General Clarifications and Formatting
  - ✓ Reorganized Tasks with Sub-Tasks
    - Field Work (8.3)
    - Technical Support to Department for Environmental Clearances and Reevaluations (8.14)
    - Preparation of Environmental Clearances and Reevaluations (8.15)

# 2013 Major Changes

- ◆ Structures (2, 9, 10, 11, 12, 13, 14, 15, 16, 17)
  - ✓ General Clarifications and Formatting
  - ✓ Activity 10 – removed 10.36 thru 10.48
  - ✓ Activity 13 – added Beam Stability and Bearing tasks
  - ✓ Activity 14 – added Erection Scheme

# 2013 Major Changes

- ◆ Signing and Pavement Markings, Signals, & Lighting (2, 19, 20, 21, 22, 23, 24)
  - ✓ General Clarifications and Formatting
  - ✓ Added details for several Tasks
    - No Passing Zone Study (19.2)
    - Sign Lighting/Electrical Calculations (19.6)
    - Quality Assurance/Quality Control (20.14, 21.16, 22.17, 24.13)
    - Lighting Justification Report (23.1)

# 2013 Major Changes

- ◆ Landscape Architecture (2, 25, 26)
  - ✓ General Clarifications and Formatting
  - ✓ 2.9 ITS/Utility coordination



# 2013 Major Changes

- ◆ Surveying & Mapping (2, 27, 28, 29, 30)
  - ✓ General Clarifications and Formatting
  - ✓ Added new Activity
    - Terrestrial Mobile LiDAR
    - Assigned to Activity 30 (formerly Geotechnical)

# 2013 Major Changes

## ◆ Architecture (2, 31)

- ✓ General Clarifications and Formatting
- ✓ Added details for LEED in Task 2.14
- ✓ Added new Tasks
  - Program Review/Verification
  - Stair Section, Enlarged Stair Plan and Details
  - Specific technical meetings (sub tasks)
  - LEED Certification
  - Building Information Modeling (BIM)

# 2013 Major Changes

- ◆ Noise Barriers Impact Design Assessment in the Design Phase (2, 32)
  - ✓ General Clarifications and Formatting
  - ✓ Added new Task:
    - Other (Noise Barrier Analysis)

# 2013 Major Changes

- ◆ ITS (2, 33, 34)
  - ✓ General Clarifications and Formatting
  - ✓ 2.9 Landscape ITS/Utility coordination
  - ✓ 2.16 added language regarding FHWA Rule 940
  - ✓ Activity 33 Intelligent Transportation Systems Analysis
    - Detailed language added

# 2013 Major Changes

- ◆ Geotechnical (2, 35)
  - ✓ General Clarifications and Formatting
  - ✓ Impacted by addition of LiDAR (30): Since Geotechnical was originally adjacent to the Surveying & Mapping Activities, it was moved to the end in order to avoid renumbering ALL of the subsequent Activities and their corresponding Tasks.

# Questions or Suggestions for Improvements?

- ◆ Please call or email either Rob Quigley or Mary Jane Hayden for questions or for suggestions on how was can make this better!

**Rob Quigley, P.E.**  
**State Project Management Engineer**  
**FDOT Production Support Office**  
**[Robert.Quigley@dot.state.fl.us](mailto:Robert.Quigley@dot.state.fl.us)**

**850-414-4356**

**OR**

**Mary Jane Hayden, P.E., PMP**  
**Project Manager**  
**FDOT Production Support Office**  
**[MaryJane.Hayden@dot.state.fl.us](mailto:MaryJane.Hayden@dot.state.fl.us)**

**850-414-4783**