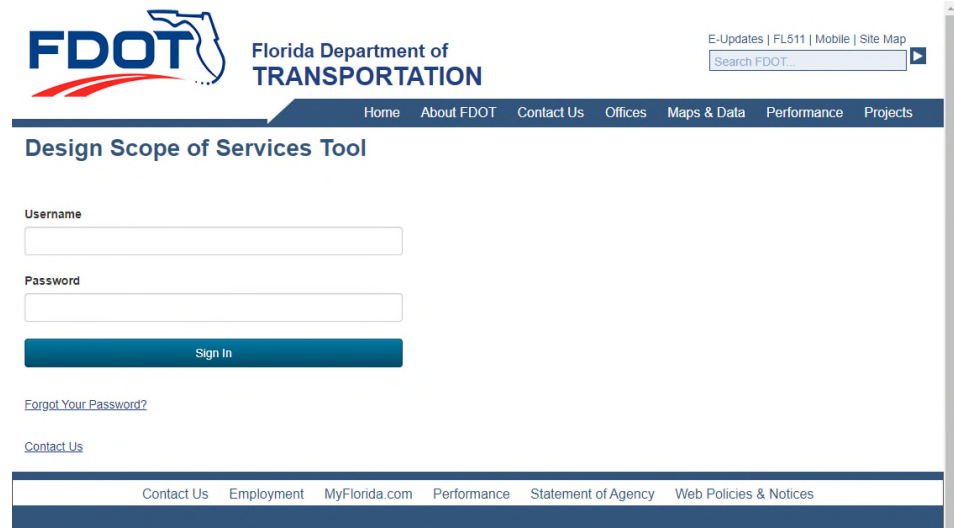


# How to Use FDOT's Design Scope of Service Tool (DSOS)

April 30, 2020



The screenshot shows the FDOT website header with the logo and navigation menu. The main content area is titled "Design Scope of Services Tool" and contains a login form with fields for "Username" and "Password", a "Sign In" button, and links for "Forgot Your Password?" and "Contact Us". The footer contains additional navigation links.

**FDOT** Florida Department of  
**TRANSPORTATION**

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### Design Scope of Services Tool

Username

Password

Sign In

[Forgot Your Password?](#)

[Contact Us](#)

Contact Us Employment MyFlorida.com Performance Statement of Agency Web Policies & Notices

# Welcome

Introducing the Team



**Mariano Amicarelli**

Resource Engineer

**Ruth Roaza**

Process Analyst

**Rob Quigley**

State Project Management Engineer

**Stephanie Clemons**

Help Desk Lead

**Kenny Kwan**

Lead DSOS Programmer



# Lessons



GETTING  
STARTED



SETTING UP A  
SCOPE



WRITING A  
SCOPE



VIEWING  
SCOPES



USING  
TEMPLATES



# Getting Started

# Lesson Topics

- How do I request a user account?
- What are the roles?
- Where do I find the DSOS Tool?
- In general, how does it work?



# How to request a DSOS account

## Requestor emails District DSOS Template Editor

- Name, email address, and phone number
- Role: Scope Editor, Reviewer, or Template Editor

Upon approval, District DSOS Template Editor forwards request to DSOS Help Desk at [dsos@fla-etat.org](mailto:dsos@fla-etat.org)







DSOS Help Desk creates account and responds to email when complete

Log in instructions emailed separately to requestor



If Welcome email from DSOS goes to junk mail, mark to Never Block from Sender's Domain in order to receive future emails.

# DSOS Roles

Role	View	Create/Edit Scopes	Create/Edit Templates
Reviewer			
Scope Editor			
Template Editor			

Where to  
find the  
DSOS Tool

## Production Support

Production Support / Project Scope /

### Scope of Services and Staff Hour Estimation



#### Scope of Services

A Scope of Services is a contractual agreement between the Department and the chosen professional firm that requires input from many disciplines and coordination with several offices within the Department. The Department has developed a Standard Scope of Services for procuring Project Development and Environmental (PD&E) services, Design services, and combined PD&E/Design services and guidelines for negotiating staff hours. These documents are to be used on each project and modified only with project specific information.

#### Standard Scope of Services and Staff Hour Estimation Guidelines and Forms

The Standard Scope & Staff Hour Estimation Guidelines provides the Department and Consultant Project Managers with detailed description of the work efforts (Activities and Tasks) for uniform and consistent project scoping and a basis or range of staff hours required to complete every project task. The Guidelines consist of the Scope of Services files (MS Word documents), the Staff Hour Forms and the Staff Hour Estimation Guidelines (MS Excel spreadsheets).

Use of the Guidelines is mandatory for the Department and Consultant Project Managers when scoping and negotiating **all consultant contracts** for PD&E and Design Services according to Department **Procedure 375-030-020**

#### Project Development and Environmental (PD&E)

**Scope of Services Development Tool** (New March 2017) Use this tool to prepare the Scope of Services for PD&E Studies. Click this link, <https://www.fla-etat.org/est/swept/> to access the tool. Developers of the PD&E Study Scopes of Services must have StateWide Environmental Project Tracker (SWEPT) accounts to access the scope development tool. Once the Scope of Services is created, export it to a MS Word document or PDF document. See **Instructions to Prepare Scope of Services** and **Standard Scope of Services for PD&E Studies** for more guidance.

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



Works with Google Chrome



and Firefox



# DSOS Tool Overview

**Setup Scope of Services**

**FM Number**  
441950-1-32-01 [Change](#)

**Work Program:**  
*If the Project Description (Name), County and/or Work Mix are incorrect, please submit a ProjectSuite (PSEE) Work Program Change Request. Updates will be reflected within one day of approval.*

**Project Description (Name)**  
SR 31 FROM CR 74 TO CR 74

**County**  
Charlotte County

**Work Mix**  
ROUNABOUT

[Next](#)

Wizard [Save Draft](#)

3 PROJECT COMMON AND PROJECT GENERAL TASKS (+)

**ROADWAY ANALYSIS**

- 4.1 Typical Section Package
- 4.2 Pavement Type Selection Report
- 4.3 Pavement Design Package
- 4.4 Cross-Slope Correction
- 4.5 Horizontal/Vertical Master Design Files

**4.3 Pavement Design Package**  
The CONSULTANT shall provide an approved Pavement Design Package prior to the Phase II plans submittal date.

**4.4 Cross-Slope Correction**  
N/A

**4.5 Horizontal/Vertical Master Design Files**  
**Include this activity in the scope? Yes**  
The CONSULTANT shall design the geometrics using the Standard Plans that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and level of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian and bicycle concerns, ADA requirements, State Mobility For Life Program, access management, PD&E documents and scope of work. The CONSULTANT shall also develop utility conflict information to be provided to project Utility Coordinator in the format requested by the DEPARTMENT.  
Note: When the project includes a 3D Model deliverable, also include Activity 36 3D Modeling.

**4.6 Access Management**  
**Include this activity in the scope? Yes**  
The CONSULTANT shall incorporate access management standards for each project in coordination with DEPARTMENT staff. The CONSULTANT shall review adopted access management standards and the existing access conditions (interchange spacing, signalized intersection spacing, median opening spacing, and connection spacing). Median openings that will be closed, resurfaced, or substantially altered shall be shown on plan sheets and submitted with supporting documentation for review with the first plans submittal.  
The DEPARTMENT shall provide access management classification information and information derived from PD&E studies and public hearings to be used by the CONSULTANT.

**4.7 Roundabout Evaluation**  
**Include this activity in the scope? Yes**  
The CONSULTANT shall analyze and document Roundabout Evaluation Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.  
The CONSULTANT shall perform a Roundabout Screening for assessment of potential site impacts such as utility

Wizard [Save Options](#)

AutoSave ScopeOfServices\_7756 - Compatibility Mode - Word Train, Ruth Noance PDF

File Home Insert Draw Design Layout References Mailings Review View Help Noance PDF

Times New Roman 12

Exported From Design of Scope of Services  
Tool on 04/22/2020 04:22:42 PM  
PHD: 441950-1-32-01

April 22, 2020  
Review

EXHIBIT A

**FDOT**

SCOPE OF SERVICES

FOR

Financial Project ID: 441950-1-32-01

FDOT District 1

**CHARLOTTE**

Page 1 of 6

Scope Setup  
Wizard

Edit Document  
Page

Export to  
Word

The screenshot shows a GoToWebinar interface with a sidebar on the left containing icons for navigation and audio. The main window has a title bar with 'File View Help' and standard window controls. Below the title bar is a 'Audio' section with a 'Sound Check' indicator. It lists three audio options: 'Computer audio' (selected), 'Phone call', and 'No audio'. A red 'MUTED' indicator is present. Below this are dropdown menus for 'Microphone (QuickCam Communicat...)' and 'Speakers (Realtek High Definition Au...)', followed by a 'Talking:' status. A 'Questions' section is visible, containing a text input field with the placeholder text '[Enter a question for staff]'. A red arrow points to this input field. Below the input field is a 'Send' button. At the bottom, there is a 'Webinar Now' section with the 'Webinar ID: 359-913-139', a recording indicator 'This session is being recorded.', and the 'GoToWebinar' logo.

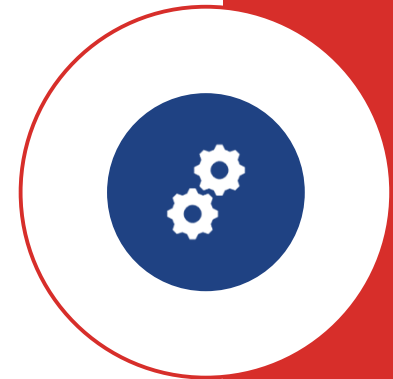
Any  
Questions?



# Setting Up a Scope

# Lesson Topics

- What is a wizard?
- What will it cover?
- Can I interrupt the wizard?
- How do I check for completeness?





# Scope Setup Wizard

Demonstration

## Setup Scope of Services

### FM Number

441950-1-32-01

Change

### Work Program:

*If the Project Description (Name), County and/or Work Mix are incorrect, please submit a ProjectSuite (PSEE) Work Program Change Request. Updates will be reflected within one day of approval.*

### Project Description (Name)

SR 31 FROM CR 74 TO CR 74


### County

Charlotte County

### Work Mix

ROUNDBOUT

Next

 Works with Google Chrome  
 and Firefox

The screenshot shows a GoToWebinar interface with a sidebar on the left containing icons for navigation and controls. The main window is titled "Audio" and includes a "Sound Check" button with a green signal indicator. Under "Audio", there are three radio button options: "Computer audio" (selected), "Phone call", and "No audio". A red "MUTED" indicator is visible. Below these are dropdown menus for "Microphone (QuickCam Communicat...)" and "Speakers (Realtek High Definition Au...)", along with a volume slider. A "Talking:" section is also present. The "Questions" section features a text input field with the placeholder text "[Enter a question for staff]", a "Send" button, and a red arrow pointing to the input field. At the bottom, there is a "Webinar Now" section with the text "Webinar ID: 359-913-139" and a red dot icon with the text "This session is being recorded." The GoToWebinar logo is at the very bottom.

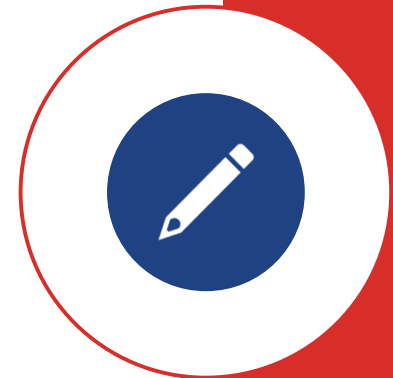
Any  
Questions?



# Writing a Scope

# Lesson Topics

- How to transition from Wizard to Page Editor?
- Can I skip the Wizard?
- How to add project-specific information to the scope?
- How do I export the scope to Word?







# Edit Scope Page

Demonstration

The screenshot shows a web browser window with the URL `stage.fl.a-etat.org/est/swept/dsos/DesignSo5.do?projectDocumentId=7706#p4_3`. The page content includes sections 4.3 through 4.7, each with a description and a "Submit Comment" button. A right-hand sidebar contains a table of contents with a "Save Draft" button at the top and "Wizard" and "Save Options" buttons at the bottom.

**4.3 Pavement Design Package**  
The CONSULTANT shall provide an approved Pavement Design Package prior to the Phase II plans submittal date.  
[Submit Comment](#)

**4.4 Cross-Slope Correction**  
N/A  
[Submit Comment](#)

**4.5 Horizontal/Vertical Master Design Files**  
Include this activity in the scope? **Yes**  
The CONSULTANT shall design the geometrics using the Standard Plans that are most appropriate with proper consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, adjacent land use, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian and bicycle concerns, ADA requirements, Safe Mobility For Life Program, access management, PD&E documents and scope of work. The CONSULTANT shall also develop utility conflict information to be provided to project Utility Coordinator in the format requested by the DEPARTMENT.  
Note: When the project includes a 3D Model deliverable, also include Activity 36 3D Modeling.  
[Submit Comment](#)

**4.6 Access Management**  
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[Submit Comment](#)

**4.7 Roundabout Evaluation**  
Include this activity in the scope? **Yes**  
The CONSULTANT shall analyze and document Roundabout Evaluation Tasks in accordance with all applicable manuals, guidelines, standards, handbooks, procedures, and current design memorandums.  
The CONSULTANT shall perform a Roundabout Screening for assessment of potential site impacts such as utility



Wizard Save Draft

3 PROJECT COMMON AND PROJECT GENERAL TASKS (-)

4 ROADWAY ANALYSIS (-)

- 4.1 Typical Section Package
- 4.2 Pavement Type Selection Report
- 4.3 Pavement Design Package
- 4.4 Cross-Slope Correction
- 4.5 Horizontal/Vertical Master Design Files
- 4.6 Access Management
- 4.7 Roundabout Evaluation
- 4.8 Roundabout Final Design Analysis
- 4.9 Cross Section Design Files
- 4.10 Temporary Traffic Control Plan (TTCP) Analysis
- 4.11 Master TTCP Design Files
- 4.12 Selective Clearing and Grubbing
- 4.13 Tree Disposition Plans
- 4.14 Design Variations and Exceptions
- 4.15 Design Report
- 4.16 Quantities
- 4.17 Cost Estimate
- 4.18 Technical Special Provisions and Modified Special

Wizard Save Options

 Works with Google Chrome  
 and Firefox

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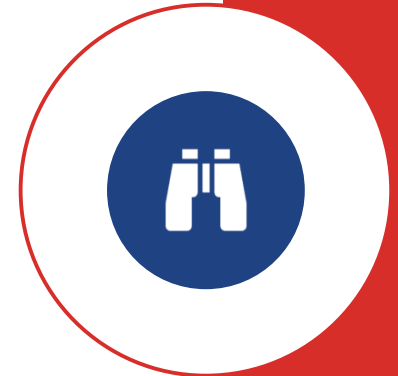
Any  
Questions?



# Viewing a Scope

# Lesson Topics

- Searching for a scope
- Viewing the scope online
- Exporting to Word





# Viewing a Scope



## Demonstration

The image shows a Microsoft Word document titled "ScopeOfService\_7706 - Compatibility Mode - Word" open in a browser. The document content includes:

- Exported from Design of Scope of Service  
Tool on 04/22/2020 04:22:42 PM  
FPID: 441950-1-32-01
- April 22, 2020  
Review
- EXHIBIT A
- FDOT logo

Below the Word document, a web browser window displays a project scope document with the following sections:

- 4.3 Pavement Design Package  
The CONSULTANT shall provide an approved Pavement Design Package prior to the Phase II plans submittal date.
- 4.4 Cross-Slope Correction  
N/A
- 4.8 Horizontal/Vertical Master Design Files  
Include this activity in the scope? **Yes**  
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 and Firefox

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Any  
Questions?



# Using Templates

# Lesson Topics

- Why use a template?
- How do I create a template?
- What does a template cover?
- What project-specific information is imported?







# Using Templates

Demonstration

**Save as Template**

**Name:**  
Sample Scope

**Description:** 4000 characters max.  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse vel erat lectus. Aliquam sollicitudin orci a libero dapibus sagittis. Phasellus interdum purus in bibendum auctor. Phasellus tincidunt neque nunc, eget interdum metus commodo et. Donec eu diam ac tortor ultrices dapibus in sed lectus.

**Update** **Save as New Template** **Cancel**

 Works with Google Chrome  
 and Firefox

The screenshot shows a GoToWebinar interface with a sidebar on the left containing icons for navigation and controls. The main window is titled "Audio" and includes a "Sound Check" button with a green indicator. Under "Audio", there are three radio button options: "Computer audio" (selected), "Phone call", and "No audio". A red "MUTED" indicator is present. Below these are dropdown menus for "Microphone (QuickCam Communicat...)" and "Speakers (Realtek High Definition Au...)", along with a volume slider. A "Talking:" section is also visible. The "Questions" section contains a text input field with the placeholder text "[Enter a question for staff]", which is highlighted by a red arrow. A "Send" button is located below the input field. At the bottom, the interface displays "Webinar Now" with the ID "359-913-139", a recording status "This session is being recorded.", and the "GoToWebinar" logo.

Any  
Questions?

# Thank you

---

Let us know if you have any  
questions or need help with the  
DSOS Tool



## **DSOS Help Desk**

[dsos@fla-etat.org](mailto:dsos@fla-etat.org)

850-414-5334

## **Mariano Amicarelli**

[Mariano.Amicarelli@dot.state.fl.us](mailto:Mariano.Amicarelli@dot.state.fl.us)

850-414-4346

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850-414-4620

