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

April 30, 2020
Welcome

Introducing the Team

Mariano Amicarelli
Resource Engineer

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Help Desk Lead

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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

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

<table>
<thead>
<tr>
<th>Role</th>
<th>View</th>
<th>Create/Edit Scopes</th>
<th>Create/Edit Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Scope Editor</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Template Editor</td>
<td>✓</td>
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Where to find the DSOS Tool

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

Works with Google Chrome and Firefox
DSOS Tool Overview

Scope Setup
Wizard

Edit Document
Page

Export to
Word
Any Questions?
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
441650-1:32:01

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
ROUNDABOUT

Works with Google Chrome and Firefox
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

Works with Google Chrome and Firefox

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

4.5 Horizontal/Vertical Master Design Files
Include this activity in the scope. The CONSULTANT shall provide the geometry 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, alignment and pole design consistency and drainage, aesthetics, existing vegetation to be preserved, consideration given to the design traffic volumes, design speed, capacity and levels of service, functional classification, alignment and pole design consistency and drainage, aesthetics, existing vegetation to be preserved, bicycle, and pedestrian concerns, ADA requirements, the hazard of life, Program, and management. The CONSULTANT shall also provide utility conflict information to be provided to project utility line as in the format requested by the DEPARTMENT.

Note: The project includes a 3D model deliverable, also include Activity: 3G 3D Modeling.

4.6 Access Management
Include this activity in the scope. The CONSULTANT shall provide access management standards for each project in coordination with DEPARTMENT staff. The CONSULTANT shall provide access management standards and the existing access conditions (interchange spacing, signalized intersection spacing, median opening spacing, and connection spacing). Field data that will be collected, evaluated, or submitted shall be shown on plan sheets and submitted with supporting documentation for review with the first plans submission.

The DEPARTMENT shall provide access management classification information and information derived from PSDM studies and public hearings to be used by the CONSULTANT.

4.7 Roundabout Evaluation
Include this activity in the scope. The CONSULTANT shall analyze and document Roundabout Evaluation Tools in accordance with all applicable guidelines, standards, and requirements. The CONSULTANT shall perform a Roundabout Screening for assessment of potential site impacts such as utility
Any Questions?
Viewing a Scope
Lesson Topics

• Searching for a scope
• Viewing the scope online
• Exporting to Word
Viewing a Scope Demonstration

Works with Google Chrome and Firefox
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

Works with Google Chrome and Firefox
Any Questions?
Thank you

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

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