## Introduction

FDOT project managers are responsible for defining, developing, monitoring, controlling, and validating the scope of services on a project. The Scope of Services is an exhibit to the contract between FDOT and the consultant that will perform professional services for the Department. The Consultant has a contractual obligation to provide the specific work requirements contained in the scope of services.

The Department has developed a Standard Scope of Services as well as guidelines and forms for developing and negotiating staff hours for procuring PD&E, Design, concurrent PD&E/Design and other professional services. These documents must be used on each project and modified only with project specific information.

The Scope of Services and Staff Hour Estimation website provides scope of services developmental tools and resources for the following project types:

- Project Development and Environmental (PD&E)
- Design
- Concurrent PD&E and Design Phases

FDOT's Standard Scope of Services template must be used by all Districts when developing a scope for PD&E and Design Projects per Procedure 375-030-020.

## Project Development and Environment

The PD&E Scope of Services is developed through an application called Statewide Environmental Project Tracker (SWEPT). The PD&E Scope of Services should be produced through this scope developmental tool. Instructions of how to prepare a PD&E Scope of Services using the SWEPT application and a Standard Scope of Services for PD&E studies guide manual is provided on the website.

## Roadway & Bridge Structural Design

The Design Scope of Services is developed with the Design Scope of Services Tool that allows the user to create a scope of services output that include project specific information with all anticipated design activities. Examples are also provided on the website for the project manager to understand all available design activities exported from the Design Scope of Services Tool.

## Concurrent PD&E and Design Phases

Concurrent, or Combined, PD&E and Design Scope of Services is the combined Scope of PD&E and Design. The combined PD&E and Design Scope of Services is developed when both PD&E and Design phases are procured concurrently in one contract. This is done when the phases are streamlined to create efficiencies in project development and can save time and money. A Scope of Services Template has been provided on the website. The scope file is the complete Standard of Scope thus including PD&E and Design activities.

## Other Scopes of Services

The following related links provide information containing the Scope of Services and Staff Hour Estimation Hours.

- **Tolls Design:** The Tolls Design site contains project management support, standard scope of services, staff hours estimation forms and guidelines, and other helpful resources for all tolling projects.
- **Geotechnical and Materials Testing:** State Materials Office Contract Documents site will assist with access to the standard scope and automated fee proposal for Geotechnical and Material Testing.
- **Construction Engineering & inspection (CEI):** The Construction office contains the CEI scope of service documents.
- **Design – Build:** The Construction office houses information regarding Design Build Projects.