

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

April 30, 2020



The screenshot shows the login interface for the Design Scope of Services Tool. At the top left is the FDOT logo, followed by the text "Florida Department of TRANSPORTATION". To the right is a search bar with the placeholder "Search FDOT..." and a magnifying glass icon. Below the header is a navigation menu with links: Home, About FDOT, Contact Us, Offices, Maps & Data, Performance, and Projects. The main heading is "Design Scope of Services Tool". Below this are two input fields: "Username" and "Password". A blue "Sign In" button is positioned below the password field. Below the button are two links: "Forgot Your Password?" and "Contact Us". At the bottom is a footer with links: Contact Us, Employment, MyFlorida.com, Performance, Statement of Agency, and Web Policies & Notices.

FDOT Florida Department of
TRANSPORTATION

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Design Scope of Services Tool

Username

Password

Sign In

[Forgot Your Password?](#)

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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

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](#)

Not secure | stage.fh-std.org/nt/next/boc/DesignGulch/projectDocumentId=77564_4_1

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

4.8 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, indicated, 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 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

4.6 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 Cleaning and Grubbing

4.13 Tree Disposition Plans

4.14 Design Variations and Excavations

4.15 Erosion Control

4.16 Quarries

4.17 Cost Estimate

4.18 Technical Proposal/Proposals and Addendum (Optional)

[Wizard](#) [Save Options](#)

AutoSave | SourceServices_7756 - Compatibility Mode - Word

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

Exported from Design of Scope of Services Tool on 04/22/2020 04:22:42 PM
PDD: 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

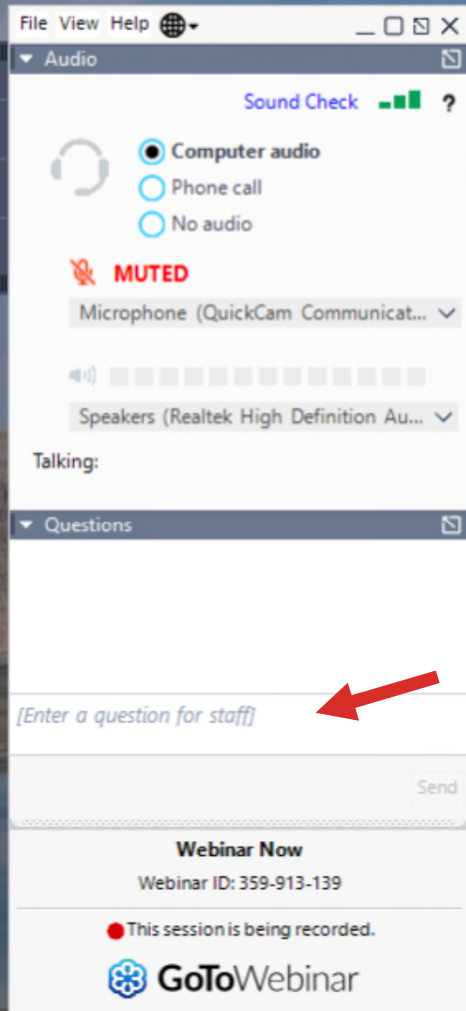
Scope Setup
Wizard



Edit Document
Page



Export to
Word



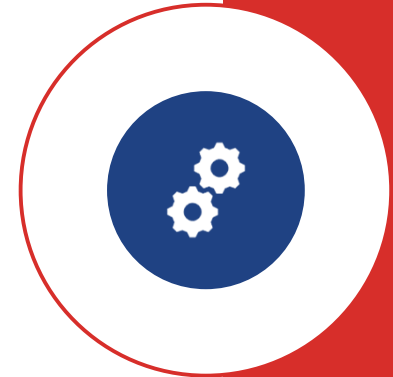
Any Questions?



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

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Project Description (Name)

SR 31 FROM CR 74 TO CR 74

County

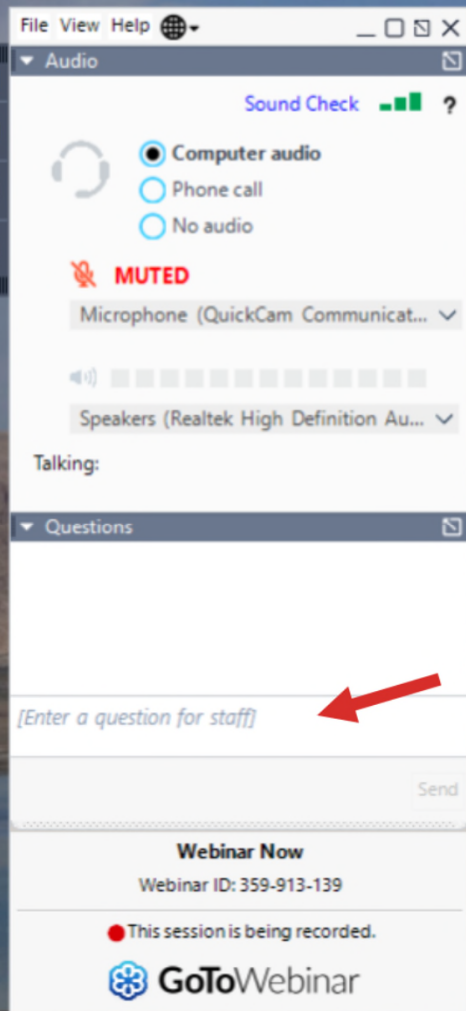
Charlotte County

Work Mix

ROUNDBOUT

Next

 Works with Google Chrome
 and Firefox



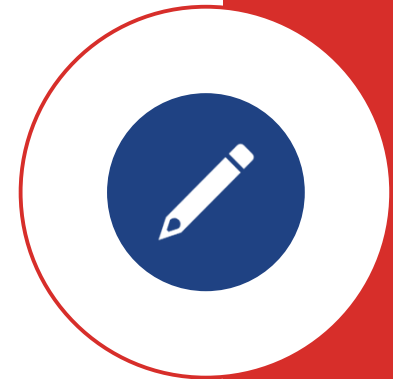
Any Questions?



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

← → ↻ ⌂ ⓘ Not secure | stage.fla-etat.org/est/swept/dsos/DesignSo5.do?projectDocumentId=7706#p4_3

4.2 Pavement Type Selection Report

N/A

[\[Continue to Next Page\]](#)

4.3 Pavement Design Package

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

[\[Continue to Next Page\]](#)

4.4 Cross-Slope Correction

N/A

[\[Continue to Next Page\]](#)

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.

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[\[Continue to Next Page\]](#)

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[\[Continue to Next Page\]](#)

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Wizard Save Draft

3 PROJECT COMMON AND PROJECT GENERAL TASKS (-)

4 ROADWAY ANALYSIS - (-)

[4.1 Typical Section Package](#)

[4.2 Pavement Type Selection Report](#)

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[4.4 Cross-Slope Correction](#)

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[4.10 Temporary Traffic Control Plan \(TTCP\) Analysis](#)

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[4.12 Selective Clearing and Grubbing](#)

[4.13 Tree Disposition Plans](#)

[4.14 Design Variations and Exceptions](#)

[4.15 Design Report](#)

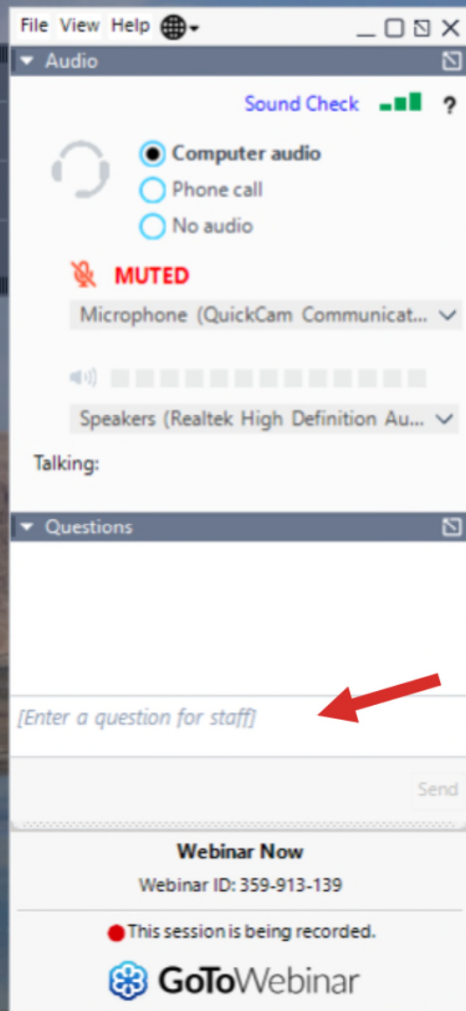
[4.16 Quantities](#)

[4.17 Cost Estimate](#)

4.18 Technical Special Provisions and Modified Special

Wizard Save Options

 Works with Google Chrome
 and Firefox



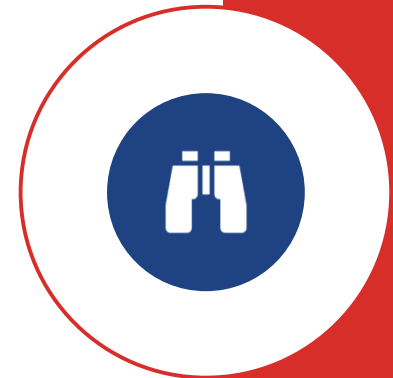
Any Questions?



Viewing a Scope

Lesson Topics

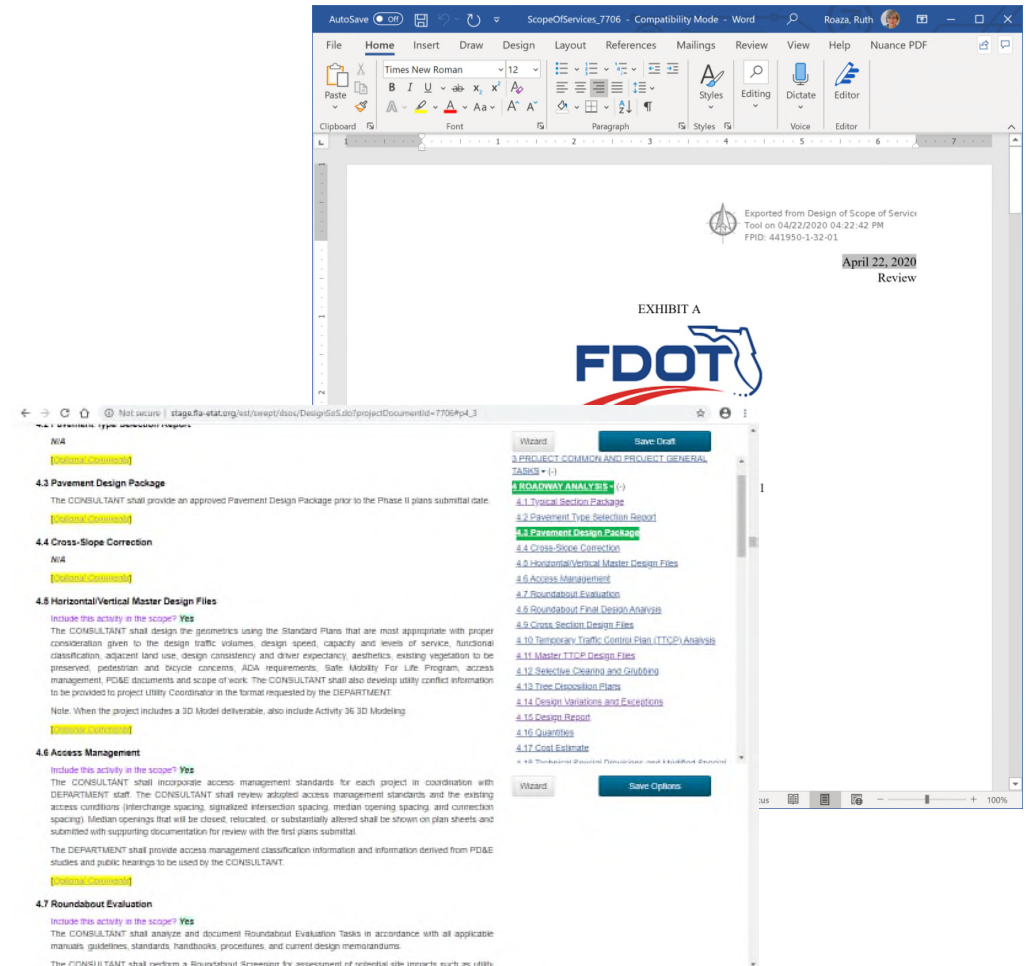
- Searching for a scope
- Viewing the scope online
- Exporting to Word



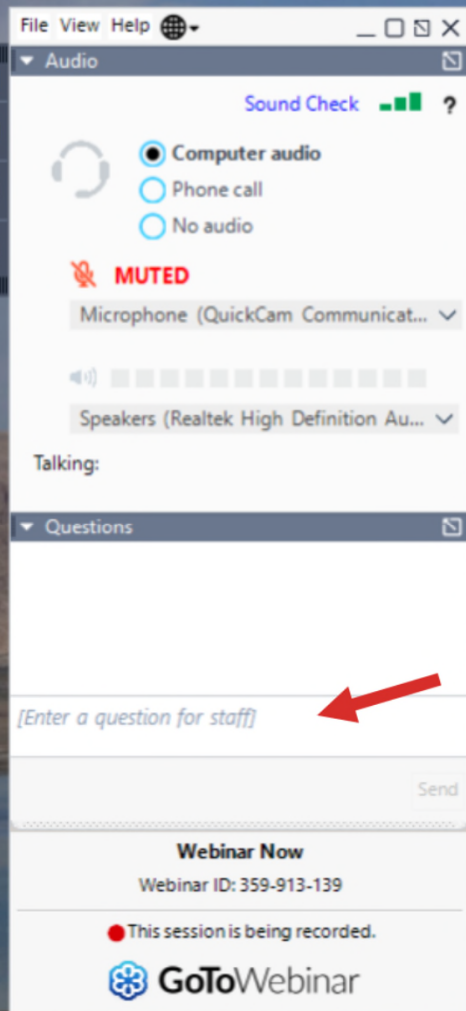


Viewing a Scope

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?



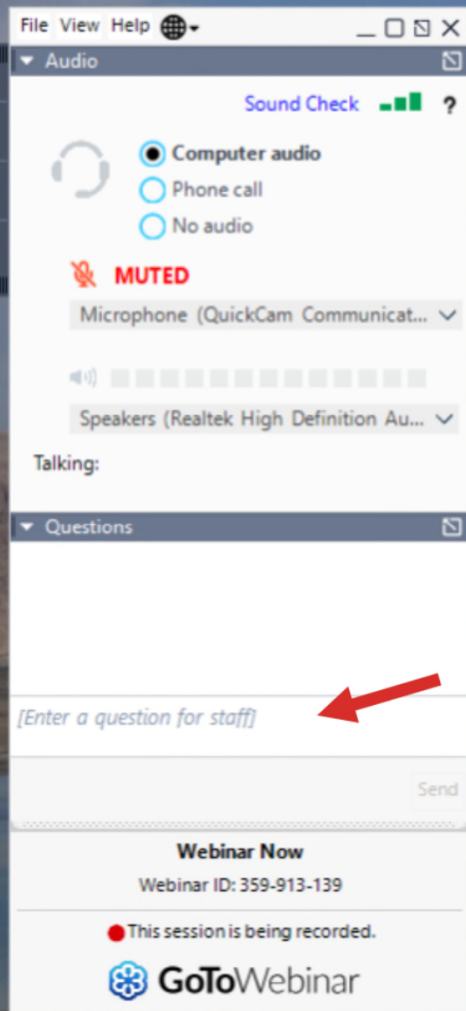


Using Templates

Demonstration

The screenshot shows a web application interface for FDOT (Florida Department of Transportation). In the background, there is a page titled "Design Scope of" with an "Edit Template" button. The "Edit Template" section shows a form with "Name: Sample Scope" and "Description: 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." Overlaid on this is a "Save as Template" dialog box. The dialog box has a title bar with a close button (X). It contains a "Name:" label and a text input field with "Sample Scope". Below this is a "Description:" label with a note "4000 characters max." and a large text area containing the same Lorem ipsum text as the background. At the bottom of the dialog box are three buttons: "Update", "Save as New Template", and "Cancel".

 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



DSOS Help Desk

dsos@fla-etat.org

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Mariano Amicarelli

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850-414-4356

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