

January 22, 2026



EXHIBIT "A"
SCOPE OF SERVICES
DISTRICT ONE
BRIDGE ENGINEERING DESIGN CONTINUING SERVICE
FPID: 440581-1-32-04

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BRIDGE ENGINEERING DESIGN CONTINUING SERVICE

A. OBJECTIVES

The Consultant shall provide technical support services including but not limited to: structural, electrical, and mechanical engineering design, maintenance of traffic, drainage and geotechnical services for minor and major repairs or rehabilitation of bridges and ancillary structures. These services will be provided to support the District Structures Maintenance Office in both field and office engineering and inspection services.

B. DESCRIPTION

1. Task assignments will be processed to request routine or emergency services including structures inspection and design. These services may require the implementation of simple to complex repairs and replacement of structures related components. Personnel services on site or at the District Structures Maintenance Office may also be required.
2. These services may also require the preparation of all construction contract documents including, but not limited to structures rehabilitation/repair plans and specification; cost estimate and comparisons; permitting; post-design support; field reviews; shop drawings reviews and the preparation of As-Built Plans.
3. Unless otherwise approved by the Department, all final submittals shall be signed and sealed by a Professional Engineer in accordance with Florida Statute 471.025 and all contract documentation shall be in English units. When required, electronic submittal must be utilized.
4. All work shall be in accordance with current Florida Department of Transportation, hereinafter called the Department, criteria and procedures and subject to review and approval by the pertinent Department sections at different work phases.
5. Timely and immediate emergency response services are expected and shall be provided as needed, twenty-four (24) hours per day, seven (7) days per week.
6. The Consultant shall demonstrate good project management practices while working on assigned projects. These include communication with the Department and others as necessary, management of time, resources, and documentation. The Consultant shall set up and maintain a contract file throughout the design of the assigned projects in accordance with Department procedures. It shall be the Consultant's responsibility to utilize engineering judgment, practices, and principles possible during the execution of the work specified under this contract.

C. SERVICES TO BE PERFORMED

1. Structural

- a. Performing of load ratings for bridge structures according to Department procedures and American Association of State Highway & Transportation Officials (AASHTO) specifications.
- b. The consultant shall perform routine and emergency engineering evaluation, including but not limited to emergency response; review of plans and specifications prepared by others; preparation and evaluation of technical reports and data; provide work program and production support; prepare drawings and specifications for incidental repairs and other technical assistance as requested by the Department. The Consultant shall also perform field inspections to evaluate overall condition and rehabilitation/repairs needs in support of the project work program activities at the request by the Department.
- c. The consultant shall send out field personnel on site promptly after receiving notification from the Department.
- d. Design of repairs or rehabilitation to various components of Category I and II bridges as well as ancillary structures. Include all related documentation, such as special provisions, cost estimates, computation books, pay items, permits or permit coordination, etc. The plans and calculations shall be accurate, legible, complete, and drawn to scales in accordance with Department procedures.
- e. Coatings evaluation and design for recoating concrete and steel structures. Plans and specifications development including requirements of hazardous metals in existing coating systems.
- f. Prepare and/or process permits related to structures and review permit request by others. Permits could be related to; but not limited to, utilities, environmental, railroad and overload conditions.
- g. Perform and/ or evaluate special investigations including, but not limited to; post-tension investigation, wave vulnerability, corrosion & materials durability, structure deficiencies and cost benefit analysis.

2. Electrical / Mechanical

Provide engineering review and recommendations for scope of repair for electrical and mechanical items essential for the operation of movable structures. Provide design services for rehabilitation projects including electrical and mechanical components.

3. Drainage / Scour Analysis

Provide drainage evaluation support incidental to bridge rehabilitation projects. Provide design services for scour countermeasure projects. At the Department request, perform phased scour analysis on bridges and/or produce or review scour critical bridge's plan of action in accordance with Department current procedures and guidelines.

4. Geotechnical

Perform subsurface geotechnical investigations or provide interpretation of available investigations incidental to structural repair.

5. Maintenance of Traffic

Prepare Maintenance of Traffic Plans to implement repairs or rehabilitations. All work shall be in accordance with the Departments current procedures/guidelines and incorporate District lane closure policies. The Consultant shall design a safe and effective Traffic Control Plan to move vehicular and pedestrian traffic during all phases of construction. The design shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, and detour quantity tabulations. The Consultant shall investigate the need for temporary traffic signals along with temporary timings, temporary lighting, alternate detour roads, and the use of materials such as sheet piling in the analysis. The Traffic Control Plan shall be prepared by a designer who has completed training as required by the Department's procedure #625-010010h. The Consultant shall submit lane closure calculations to the Department in Microsoft Excel format. Prior to proceeding with the Traffic Control Plan, the Consultant shall meet with the appropriate Department personnel. The purpose of this meeting is to provide information to the Consultant that will better coordinate the Preliminary and Final Traffic Control Plan efforts.

6. Contract Document Preparation

- a. The Consultant shall participate in Design Kickoff Meetings as well as any other meetings as directed by the Department.
- b. Unless otherwise directed, all Phase II, IIR, IV, and Final plans are to be Computer Aided Drafting and Design (CADD) generated and prepared according to current Department and AASHTO standards and specifications. The Consultant will compile and respond to all comments by reviewers. Review comments will be accessed and responded through the Electronic Review Comment (ERC) system. The Consultant will track the production schedules and make sure all required clear letters are obtained.
- c. All final plans and specifications deliverables provided for herein shall support a fully electronic advertisement, bidding and letting process for the construction contract in a manner acceptable to the Department. In addition to any required hard copies, the Consultant shall provide Adobe Acrobat (PDF) Format files for all plans phase submittals.

- d. The Consultant will be responsible for specification package and contract document preparation according to Department standards and policies.
- e. Cost Estimates: The Consultant shall be responsible for producing a construction cost estimate for each assigned project and reviewing and updating the cost estimate when scope changes occur and/or at milestones of the assigned project and for the annual Work Program Update Cycle. This estimate will be used to compare with the Department's Long-Range Estimate (L.R.E.) for conformity and accuracy of the estimate. Prior to 60% plans and completion of quantities, the Department's L.R.E. system will be used to produce a conceptual estimate, according to District policy. Once the quantities have been developed (beginning at 60% plans and no later than 90% plans) the Consultant shall be responsible for inputting the pay items and quantities into TRNS*PORT PES (Proposal Estimating System) *as* approved by the Department through the use of the Department's Designer Interface. A Summary of Pay Items sheet shall be prepared with all required Phase Plan submittals.
- f. Construction Duration: The Consultant shall develop an estimate of construction contract duration for each assigned project based on the guidelines set forth in Chapter 1.2 of the Construction Project Administration Manual (CPAM).
- g. Technical Special Provisions: The Consultant shall provide Technical Special Provisions for all items of work not covered by the Standard Specifications for Road and Bridge Construction and the workbook of implemented modifications. A Technical Special Provision shall not modify the first nine sections of the Standard Specifications and implemented modifications in any way. All modifications to other sections must be justified to the appropriate District Specifications Office to be included in the assigned project's specifications package, typically as special provisions and not as Technical Special Provisions. The Technical Special Provisions shall be technical in nature and shall provide a description of work, materials, equipment and specific requirements, method of measurement and basis of payment. Proposed Technical Special Provisions will be submitted to the District Specifications Office for initial review at the time of the Phase III plans review submission to the Department's Project Manager. This timing will allow for adequate processing time prior to final submittal. The Technical Special Provisions will be reviewed for suitability in accordance with the Handbook for Preparation of Specification Package. The District Specifications Office will forward the Technical Special Provisions to the District Legal Office for their review and comment. All comments will be returned to the Consultant for correction and resolution. Final Technical Special Provisions shall be electronically signed and sealed in accordance with applicable Florida Statutes. The Consultant shall contact the appropriate District Specifications Office for details of the current format to be used before starting preparations of Technical Special Provisions.
- h. Public Engagement: Public engagement is an important aspect of the assigned project development process. Public engagement includes communicating to all interested persons, groups, and government organizations information regarding the development of the assigned project. The Consultant shall continue the public

engagement begun in any previous studies through implementing the Department's Community Awareness Plan. Property owners adjacent to the assigned project, including those not subject to right-of-way acquisition shall be informed about the assigned project.

Joint Project Agreements: The Consultant services shall include all coordination, meetings, etc., required to include Joint Project Agreement (JPA) plans (prepared by others) in contract plans package including all necessary revisions/modifications to contract documents to ensure plans compatibility.

- j. Specifications Package Preparation: The Consultant shall prepare and provide a complete electronic specifications package, including applicable Technical Special Provisions, for all items and areas of work. The Department will provide the necessary workbook and electronic files, in Microsoft Word Document format, for proper completion of the specifications package. The actual work effort will entail utilization of the supplied electronic files, including updates of new files that may be issued from time to time as mandatory specifications changes, and assembling the package in accordance with the Department's Specification Package Preparation Training. The Department may also require inclusion of special provisions necessary to convey particular Department needs. The Standard Specifications, for Road and Bridge Construction and, Special Provisions or Supplemental Specifications from the applicable workbook of implemented modifications may not be modified unless absolutely necessary to control project-specific requirements. Proposed modifications to these listed documents must be drafted in redline strikethrough format along with justification of the project specific need, and coordinated with the District Specifications Office, who will obtain District Legal input, and approval by the State Specifications Engineer, prior to inclusion in the final project specifications package. The specifications package must be submitted for initial review to the District Specifications Office at least 30 days prior to the contract package to Tallahassee due date, or sooner if required by the District Specifications Office. This submittal does not require signing and sealing and shall be coordinated through the District's Project Manager. Submittal material shall consist of (1) the complete specifications package, (2) a copy of the marked-up workbook used to compile package, (3) a copy of the final project plans, and (4) a copy of the Contract Estimating System sheet utilized with the project. Final submittal of the complete specifications package must occur at least 10 working days prior to the contract package to Tallahassee due date. This submittal shall be electronically signed, dated, and sealed in accordance with applicable Florida Statutes by a person who has successfully completed the Department's "Specification Package Preparation Training for Consultant Firms"

7. Post Design Services

Post Design Services are intended to address changed conditions that may occur before or after construction letting. Design Assistance consists of those Post Design services that may be required to maintain the integrity and usefulness of final design up through the letting of construction. Construction Assistance consists of those Post Design services that may be required to satisfactorily complete construction. These services are not intended for Consultant errors and/or omissions.

a. Design Assistance

At the option of the Department's Project Manager, the Consultant shall perform additional services in the area of Plans Maintenance.

The Consultant shall perform engineering analysis and/or make revisions to original on-shelf tracings or special provisions, as requested by the Department, to reflect changing conditions prior to the letting. Whenever original tracings are changed, the Consultant shall submit to the Department one set of signed and sealed prints of the revised sheets. This requirement is an addition to any other reproduction and delivery instruction given by the Department in specific instances. The Consultant shall assist with Pre-bid questions and answers in accordance with section 1.3 of the Construction Project Administration Manual.

b. Construction Assistance

The Department may at its option, require certain Construction Assistance Services. Services may include, but are not limited to: Plans Update, Engineering Assistance, Expert Witness Testimony, and Review of Shop Drawings.

c. Plans Update

The Consultant shall be custodian of the project tracings and shall be responsible for their upkeep during the construction period. At the conclusion of construction, the Consultant, if requested by the Department, shall revise the tracings to reflect as-built conditions based on marked up prints, drawings and other data furnished to the Consultant. At the conclusion of construction or at the Department's request, the Consultant shall return all tracings to the Department for its use and file.

d. Engineering Assistance

The Consultant shall provide the Department with qualified representation during the construction phase to deal with issues concerning the intent and interpretation of the construction contract plans and documents prepared in the work. Should changed conditions be encountered in the field and when requested by the Department, the Consultant shall respond in a timely manner with suitable engineering solutions which consider the changed conditions.

On site appearance of the Consultant shall be made during construction by written request of the Department or its designated representative.

The Consultant may be requested by the Department or its designated representative to review contractor proposed field changes or to respond with a recommended solution to remedy field situations not covered by the plans and specifications.

e. Expert Witness Testimony

The Consultant shall serve as an expert witness in legal proceedings such as construction claims, if required by the Department.

f. Review of Shop Drawings

The Consultant shall be responsible for the review of construction shop drawings. Shop drawing reviews shall be performed in accordance with the Shop Drawing Review Procedure. See Chapter 19, Florida Department of Transportation Structure Design Guidelines.

The Consultant shall respond to Request for Information and Request for Modification in accordance with section 8.11 of the Construction Project Administration Manual.

8. Diving Services and Boat Access Services

Diving services may be required to support any of the services required in this scope. The diving services will include photographic and or video documentation of conditions in support of structures evaluation and design. The Consultant will provide the boat support for diving services, divers, and all equipment required for diving services. The Consultant will provide boat access for inspection and plans development as needed.

A FDOT contractor flag will be provided by the Department and is required to be displayed when diving around assigned bridges. The Consultant will also be required to display Department provided vehicle decals when working on assigned bridges.

9. Survey Services

Survey services may be required to support any of the services required in this scope. The survey services will plain and topographical survey documentation of conditions in support of structures evaluation and design. Services to include but not limited to 3D imaging and mapping, hydrographic surveys, articulated mat surveys, geophysical survey, laser scanning – land and marine based, LiDAR, nautical depth survey. The Consultant will provide the survey services.

10. Structures Inspection and Evaluation Services

- a. Provide structures inspection services to evaluate the condition of structures as requested by the Department. Inspection services may include quality assurance reviews of inspection reports and work orders. Structures evaluation may include corrosion studies and life-cycle cost analysis.
- b. The consultant shall provide Non-Destructive Evaluation (NDE) Services on bridges and other structures as requested by the Department.
- c. The consultant shall perform and/or certify structural inspections as required, including but not limited to complex and/or movable bridges. These inspections will be related to quality control or assurance activities; emergency response; construction oversight; work order reviews or other types of structural inspection. The Consultant shall also be required to prepare and distribute all inspection related documents.
- d. Review inspection reports and other documents related to the inspection services prepared by Department personnel or others. As directed, analyze, prepare data, and certify reports related to inspection activities. Review and confirm the accuracy of data; maintain the structures inventory data systems, including but not limited to the Bridge Management System; and perform corrections to the data system as required. Assist and coordinate scour inspection activities, especially during storm events. As directed, install, monitor, and maintain structural health monitoring devices. This includes report production and training on interpretation of the data collected. All data and equipment will be property of the Department.
- e. The Consultant shall perform quality assurance/control activities in relation to structure inspections and other technical documents, including but not limited to information input into the bridge management system the maintenance management system and structure electronic data management system. The quality reviews shall evaluate the accuracy and process of documentations; including but not limited to structure inspection reports, structure plans, pile driving record, load rating, scour reports, bridge hydraulic reports and others.
- f. The consultant shall assist in the technical efforts to collect data or provide technical responses to public record requests and other technical information; related but not limited to structure inspection reports, structural plans, pile driving record, load ratings, scour reports, bridge hydraulic reports, and others.

D. GOVERNING PROVISIONS FOR WORK

All services to be performed by the Consultant shall conform to the following State and National publications (latest revision) covering bridge inspection standards of practice:

National Bridge Inspection Standards

Code of Federal Regulations 23 – Highways, Part 650, Subpart C; State of Florida Statute 335.074 Rule 14-48 F.A.C., Safety Inspection of Bridges

Structures Manual (FDOT)- Structures Design Guidelines (Volume 1), Structures Detailing Manual (Volume 2), FDOT Modifications to LRFDLTS-1 (Volume 3), Fiber Reinforced Polymer Guidelines (Volume 4)

Florida Design Manual (FDOT)

Standard Specifications for Highway Bridges (AASHTO)

LRFD Movable Highway Bridge Design Specifications (AASHTO)

Standard Plans for Road and Bridge Construction (FDOT)

The Manual for Bridge Evaluation (AASHTO)

Bridge Inspector's Training Manual 90, U.S. Department of Transportation/Federal Highway Administration

Bridge Inspector's Manual for Moveable Bridges, FHWA-IP-77-10, U.S. Department of Transportation/Federal Highway Administration

Inspection of Fracture Critical Bridge Members, FHWA-IP-86-26, U.S. Department of Transportation/Federal Highway Administration

Culvert Inspection Manual, FHWA-IP-86-2, U.S. Department of Transportation/Federal Highway Administration

Evaluating Scour at Bridges, Hydraulic Engineering Circular 18 FHWA- HIF-12-003

Stream Stability at Highway Structures, Hydraulic Engineering Circular 20 FHWA- HIF-12-004

Bridge Scour and Stream Instability Countermeasures, Hydraulic Engineering Circular 23 FHWA- NHI-09-112

Utility Accommodations Manual (FDOT)

Underwater Inspection of Bridges, FHWA-DP-80-1, U.S. Department of Transportation/Federal Highway Administration

Bridge Underwater Operations Manual 850-010-011 (FDOT)

Bridge and other Structures Inspection and Reporting Procedures Manual 850-010-030 (FDOT)

Bridge Inventory Data, State of Florida Department of Transportation

Manual on Uniform Traffic Control Devices-950-044-0000-4; U.S. Department of Transportation/Federal Highway Administration

Bridge Load Rating Manual, Florida Department of Transportation

E. QUALITY ASSURANCE

The Consultant shall institute quality assurance procedures which shall be provided in written form to the Department for review and approval before work begins. Procedures shall include a proposed work schedule, and an organizational flow chart. Quality assurance procedures are an integral part of this contract and are not a separate pay item. The Department may perform additional quality assurance by reviewing the Consultant's work and Quality Control and Quality Assurance (QC/QA) plan as it applies to specific tasks.

1. Quality Assurance Plan

Within sixty (60) days after execution of the contract, the Consultant shall furnish a Quality Assurance Plan to the Department. The quality assurance plan shall detail the procedures, evaluation criteria, and instructions to his organization to assure conformance with the contract. This plan shall be provided to the Department for review and approval prior to the start of the project. Significant changes to the work requirements may require the Consultant to revise his quality assurance plan to keep it current with the work requirements. The plan shall include, but not be limited to the following areas:

- a. Organization - A description of the Consultant's quality control organization and its functional relationship to the part of the organization performing the work under the contract. The authority, autonomy and responsibilities of the quality assurance organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.
- b. Quality Reviews - The Consultant's quality assurance methods used to monitor and assure compliance of their organization with the contract requirements for services and products shall be detailed.
- c. Quality Records - The types of records that will be generated and maintained by the Consultant during the execution of his quality assurance program shall be outlined.
- d. Quality of Subcontractors and Vendors - The methods used by the Consultant to control the quality of his subcontractors and vendors shall be detailed.
- e. Quality Assurance Certification - An officer of the Consultant firm will be required to sign and seal a certification that will accompany each submittal stating that all calculations, plans, reports, load ratings, etc., have been prepared and checked in accordance with the Department's specifications.

2. Quality Control

- a. Quality Reviews - The Consultant shall conduct at a minimum semi-annual reviews to make certain the Consultant's own organization is in compliance with the requirements cited in the Scope of Services. Quality reviews shall evaluate the

adequacy of documentation, processes, procedures, training, guidance, and staffing included in the execution of this contract. The Quality Assurance Program shall also have a second, peer review level.

- b. Quality Records - The Consultant shall maintain adequate records of the quality assurance actions performed by his organization (including subcontractors and vendors) in providing services and products under this contract. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. These records shall be kept at the primary office site and shall be available to the Department for audit review during the contract term.

F. PERSONNEL SERVICES

These services may require personnel on site or at the District Structures Maintenance Office to perform tasks in various disciplines, as listed below:

Florida Registered Professional Engineer - Structural Florida Registered Professional Engineer - Electrical Florida Registered Professional Engineer – Mechanical Florida Registered Professional Engineer - Hydraulic – Mechanical Florida Registered Professional Engineer - Fluids Florida – Registered Professional Engineer – Coastal Engineering Florida Registered Professional Land Surveyor Non-Registered Engineer – Structural Senior Technical Coordinator - Technical Coordinator Certified Bridge Inspector – Assistant Bridge Inspector – Diver Inspector – Clerical – Certified Coatings Inspector – CADD technician

G. DEPARTMENT RESPONSIBILITIES

The Department’s District Structures Maintenance Office will furnish the following:

1. General

- a. Bridge Inventory Data Sheets for each bridge
- b. Prior Inspection Reports
- c. Bridge Plans, shop drawings, and pile records (when available)
- d. Bridge Location Maps

- e. Sign structures and shop drawings (when available)
- f. Scour Evaluation Report Format
- g. Field Review Checklist

All items above shall be returned to the Department as directed by the Department's Project Manager.

2. Bridge Load Rating Materials

- a. Load Rating Summary Forms.
- b. Bridge Analysis and Rating System Coding Forms.

3. Manuals

Please see the website below for manuals.

- a. <http://www.dot.state.fl.us/default.shtm> FDOT Manuals
- b. <https://www.transportation.org/aashto-store/> AASHTO Manuals
- c. <https://www.fhwa.dot.gov/resources/> FHWA Manuals