

Scope of Services

A scope of services will be prepared by the consulting firm that designs the project and prepares the plans, if the project is selected for Transportation Alternatives funding. The scope of services will be submitted on the firm's letterhead as an electronic Word document. If the project is selected, the scope of services submitted with the application will be the basis for the scope of services used to prepare the work order for the consulting design firm. This document will be well thought out and accurate, including all potential items that will need to be included as part of the project. The scope of services will be based on the project defined in the scope of work document, also submitted as part of the Transportation Alternatives application.

The design/engineering cost included in section M of the application will be based on this scope of services, using the consultant's approved and current SDDOT rates with a 12% profit rate. **A detailed hour and fee breakdown should not be submitted until after Transportation Alternatives project selection.**

The scope of services must be prepared and submitted as part of the Transportation Alternatives application. The document below may be used as a guide to prepare the scope of services. Items shown in **yellow highlight** are items that need to be revised to describe the proposed project. Items in **red text** are instructional and should be removed from the proposed scope of services. This example is only a guide. Subtract from, add to, and modify the document as needed to fit the project being processed. If selected, this document will be used to determine what is and isn't included in the design/engineering consultant's fee and may be used to determine if additional services are warranted. Please be as detailed as possible in preparing this scope of services.

Example of Scope of Services

- Project understanding:** The **Local Government (i.e. County, Tribe, City, etc) of X** proposes to **construct new sidewalks, pedestrian ramps and painted street crossings as part of** the Transportation Alternatives program. This scope of services is to complete the following tasks necessary to accomplish the project defined in the attached approved project scope of work. **New sidewalk** is planned at the following locations:
 - **West side of X Street from Y Street to Z Street.**
 - **Describe additional locations.**
- Project team:** **Identify design consulting firm, project manager, subconsultants (if applicable), etc. Please note, if design consultant is not on the environmental retainer list, (<https://dot.sd.gov/media/documents/State-EnvironmentalStudies.pdf>) it must be sub-contracted out to a consultant who is on the environmental retainer list.**
- Project management:** **Identify project manager and duties (i.e. communication, subconsultant work). Identify support staff project & project manager duties (i.e. survey needs, plan preparation).**
- Public Involvement:** **Identify any public meetings to be held.**
- Local Government Coordination:** **Define coordination with the local government. Some items that may be included:**
 - **Conduct one kickoff meeting with **the Local Government** and SDDOT staff. Identify the Local Government project needs and wants.**

- Coordination meetings. Identify two meetings (one at 60% plan review and one at final plan review) to ensure Local Government needs and wants are met.
 - Presentations to city council. Identify and estimate quantity.
6. Coordination on behalf of local government: Define coordination on behalf of the project local government. If there are specific coordination items not included in your fee, those items should be listed in the "Supplemental Services Not Included" section. Some items that may be included:
- Obtain environmental clearances: Obtain all necessary project-related environmental clearances from U.S. Fish and Wildlife, South Dakota Department of Agriculture and Natural Resources, South Dakota Game, Fish and Parks and others. Complete records search and archaeological survey, if needed for Section 106 process. Submit to the SDDOT documentation verifying project approval has been obtained from the required agencies and letters have been sent to the tribes. **Note: The consultant/sub-consultant will need to obtain all NEPA checklist documents (https://dot.sd.gov/doing-business/environmental/forms#listItemLink_1356). All environmental engineering must be completed by an engineer selected from the SDDOT environmental consultant retainer list at <https://dot.sd.gov/media/documents/State-EnvironmentalStudies.pdf>.**
 - **Right of way and utility certification and private utility coordination:** Assist the City in preparing certification that all right of way and utility adjustments or agreements are in place prior to the state's advertisement and letting. Prepare and submit right-of-way and utility certification documents to the SDDOT Active Transportation Engineer in advance of final plans.

Note: This includes contacting the utility companies early in the design process to determine impacts to the utilities, documenting which utilities occur in the corridor, identifying the contact for the utilities and identifying the impacts to the utilities. In addition to the utility certification form being completed, the consultant also will be required to send a certification letter to the SDDOT (with the information identified in the previous sentence), to include the utility information in the plans and to send letters to the utility companies located in the corridor once the bid letting date is sent.

- **Obtain railroad crossing agreement and estimate:** If the project requires a pedestrian or bike path crossing to be constructed across an existing rail line: Obtain a written agreement and cost estimate from the XXXX (railroad) for the construction of XXXX (sidewalk/shared use path, etc.) crossing the XXXX (railroad) at XXX (location) and include a copy of this XXXX (railroad) agreement and a schedule for the construction of the crossing with the project's final plan submittal package. The consultant will contact Lance Birger, STATE Highway-Rail Safety Engineer, for guidance on crossing requirements and coordination with the XXXX (railroad).
- **Obtain railroad permit to occupy the right of way:** If the project requires construction of a pedestrian or bike path to be constructed within the railroad right of way: Obtain a permit to occupy the right of way from the XXXX (railroad) for the construction of XXXX (sidewalk, shared use path, etc.) in the XXXX railroad's right of way at XXX (location) and include a copy of this XXXX (railroad) permit to occupy the right of way with the project's final plan submittal package. The consultant will contact Lance Birger, STATE Highway-Rail Safety Engineer, for guidance and coordination with the XXXX (railroad).
- **Right of way or easement acquisition:** Conduct X (number) property owner meetings. Complete right-of-way documentation and exhibits and assist or acquire easements and agreements for the project (if requested by the City) according to the Uniform Relocation

Assistance and Real Property Acquisition Policies Act of 1970, as amended in 1987. The **local government** will use unaltered State forms in obtaining right of way. Perform legal survey, obtain plats or property information as required to establish easements and generate right-of-way plats (if necessary) for use by the **local government**.

7. Design Survey:

- Identify and obtain state approval of the project limits and scoping details as established during the kickoff meeting.
- Perform field survey as necessary to establish beginning and ending stations, horizontal and vertical control points and horizontal alignment data.
- Complete topographic survey required to complete the final design documents. Topographic survey will be completed from **the centerline of the street to X feet outside the right of way on the one side of the street receiving sidewalk.**
- Additional survey will be completed at the intersections for design of the pedestrian landings/ ramps. Survey will be completed along the entire project, including areas where existing sidewalk may remain in place.
- Topographic features, profiles and cross sections will be incorporated into the base map and plans for the project.
- One-call locates will be completed for the topographic areas, and various utility companies will be contacted to collect available information on underground utility locations. Locations will be incorporated into the base mapping for the project. Utilities include electric, gas, sanitary sewer, storm sewer, telephone, fiber optic and cable.
- City and county records will be researched to establish approximate locations of property lines, right-of-way lines and property ownership for the properties affected by the project, and the data will be incorporated into the base map of the project.
- Survey notes will be retained on file with the consultant for subsequent use in the preparation of construction plans and will be available to the **local government** and the SDDOT upon request.

8. Encroachment survey: Prepare and submit an encroachment survey to the Office of Project Development once all permanent right-of-way boundaries have been established. (Explain activities to be covered in the encroachment survey. Encroachment Survey Guide to be supplied by the Active Transportation Engineer.)

9. Drainage analysis: (Explain level of drainage analysis needed—for culverts, intersections, etc.)

10. Engineer's estimate of probable construction: An estimate of probable cost will be prepared and submitted with the preliminary plan submittal and again when final plans and specifications are submitted.

11. Preliminary plans: Plans, specifications and cost estimates will be prepared for the project. Plans will be prepared according to state guidelines and will use state specifications. **The engineering/ design services section of the SDDOT website is a reference for plan preparation: <http://www.sddot.com/business/design/Default.aspx>.** Specifications will follow the 2015 *Standard Specifications for Roads and Bridges*, SDDOT Local Roads Plan, *Manual on Uniform Traffic Control*

Devices (MUTCD), Americans with Disabilities Act (ADA) standards and must comply with

American Association of State Highway and Transportation Officials, *MUTCD* and ADA standards. **The SDDOT uses PROWAG as the appropriate ADA guidelines.** SDDOT bid items, standard plates and plan notes will be used in development of 11" x 17" Non-section method plan sheets. Plan and specification requirements should be coordinated with the state Active Transportation Engineer.

Preliminary plans will be submitted electronically at 60% and will include plan and profile, right-of-way impacts and a preliminary engineer's estimate. (The local government should also be supplied with a set of 60% plans for review.)

12. **Final plans:** Final plans will be submitted at 100% completion and will be ready for bid letting. Final plans will be submitted in PDF format and will be distributed for SDDOT and local government review. Necessary revisions will be provided in electronic SDDOT review comments. Final plans will include a vicinity map, design designation, estimate of quantities, rates of materials, plan notes, traffic control notes, typical sections, summary of items, standard plates and specifications. A copy of the engineer's estimate will accompany the plans. Final plans will be submitted to the Active Transportation Engineer, Office of Project Development, and will be placed on the SharePoint site (link to be sent by the Active Transportation Engineer upon request). The state's Active Transportation Engineer will be notified when the plans have been uploaded.
13. **Bid letting plans:** Bid letting plans will incorporate plan changes requested in SDDOT electronic plan review comments. An electronic PDF file of the engineer-stamped set of plans will be submitted. Bid letting plans will be submitted within two weeks of receipt of the electronic plan review comments. An updated copy of the engineer's estimate will accompany the plans.
14. **Construction miscellaneous (maximum of 20 hours not to exceed a total estimated cost of \$5,000):** It may be necessary for the designer to review and address general construction engineering issues that may occur during the construction of pathway project. Services, as requested by the state, will be on an as-requested basis requiring the designer to respond in a timely manner based on the urgency of the request. This item does not include revision of plan sheets and redesign.
If no design issues arise, the funds for this scope item, and corresponding fixed fee, will not be paid to the consultant.
A notice to proceed will be required for this item, as documented by an email chain that will include the specific request, the request date and the requestor name (such as an SDDOT staff member). The notice to proceed needs to be dated prior to or on the day of the work being done. It will be the responsibility of the consultant to supply the email chain, along with the billing information, to be reimbursed.
15. **Overall completion date:** The overall completion date of this work order will be XXXX.
16. **Supplemental services not included in this contract (examples):**
 - Any supplemental engineering work required to meet agency regulatory or funding requirements that become effective subsequent to the date of this agreement
 - Additional property owner meetings, exhibits, letters, and/or correspondence not described within this scope of services
 - Landscaping plans or improvements beyond surface restoration by seeding and/or sodding
 - Permanent signing plans other than speed limit, school zone and crosswalk signs
 - Soil borings or any other geotechnical work
 - Establishing an assessment schedule for the proposed sidewalk improvements
 - Record drawings are not included in this agreement • Construction administration
 - Resident engineering.

All information and data will be submitted and all questions and requests will be directed to the SDDOT Office of Project Development.

WORK ORDER COMPLETION DATE:

PROJECT SCHEDULE

- Preliminary Plans (60%) Submittal
- Environmental Review Completion
- Submit construction plans for DOT/FHWA review
- Submit construction plans for to bid letting for final QC/QA review.....
- Submit final construction plans to Bid Letting (Ready Date)
- Work Order Expiration Date