

***PINELLAS COUNTY GOVERNMENT IS COMMITTED TO PROGRESSIVE PUBLIC POLICY, SUPERIOR PUBLIC SERVICE, COURTEOUS PUBLIC CONTACT, JUDICIOUS EXERCISE OF AUTHORITY AND SOUND MANAGEMENT OF PUBLIC RESOURCES, TO MEET THE NEEDS AND CONCERNS OF OUR CITIZENS TODAY AND TOMORROW.***



**NON-CONTINUING PROFESSIONAL SERVICES AGREEMENT**

**RFP TITLE: Starkey Road Improvements – Professional Engineering Services**

**RFP CONTRACT NO. 190-0688-NC (SS)**

**COUNTY PID NO. 002063A**

**NON-CONTINUING FIRM: AECOM Technical Services, Inc.**

**PROFESSIONAL ENGINEERING SERVICES NON-CONTINUING SERVICES SAMPLE  
AGREEMENT**

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**SECTION 1  
INTENT OF AGREEMENT**

**AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR  
(Insert Project Title)**

THIS AGREEMENT, entered into on the 20 day of October, 2020, between PINELLAS COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the COUNTY, represented by its Board of County Commissioners, and, AECOM Technical Services, Inc. with offices in Tampa, Florida hereinafter referred to as the CONSULTANT.

WITNESSETH, That:

WHEREAS, Pinellas County, herein referred to as the COUNTY, requires **PROFESSIONAL ENGINEERING SERVICES** associated with support to develop plans and specifications and perform all other professional engineering services as may be required during the construction of Starkey Road Improvements from Flame Vine Avenue to North of 109<sup>th</sup> Avenue, Pinellas County, Florida

WHEREAS, the COUNTY desires the CONSULTANT provide PROFESSIONAL ENGINEERING SERVICES requisite to the development of the PROJECT; and

WHEREAS, the CONSULTANT has expressed the willingness and ability to provide the aforementioned Services; and

NOW THEREFORE, the COUNTY and the CONSULTANT, in consideration of the mutual covenants hereinafter set forth, agree as follows:

## **SECTION 2 SCOPE OF PROJECT**

### **2.1 PROJECT DESCRIPTION AND PROFESSIONAL REQUIREMENTS**

For the purposes of this Agreement the term PROJECT shall include all areas of proposed improvements, all areas that may reasonably be judged to have an impact on the PROJECT, and all PROJECT development phases and the services and activities attendant thereto. It is not the intent of this Agreement to identify the exact limits or details involved in providing satisfactorily completed PROJECT construction documents. The CONSULTANT shall provide the following professional services to prepare construction plans, specifications, and complete applications for and receive all federal, state, and local permits required for construction of the PROJECT. The PROJECT design shall be based on the following data:

All required permits shall be obtained by the engineering consultant. Plans shall be prepared in accordance with Civil 3D Pinellas County Requirements. Exhibit A, Scope of Services is attached.

#### a) Required Deliverables

- Civil 3D file (eTransmit) of construction plans and for each transmittal phase. The plans shall be provided electronically, plus two (2) paper prints signed and sealed by a Professional Engineer certified in the State of Florida.
- All technical specifications required for construction of project.

### **2.2 PROJECT PHASES**

All project phases shall be completed on or before the milestone dates provided in the COUNTY approved PROJECT design schedule referenced in Exhibit A.

### **2.3 CONSULTING RESPONSIBILITIES**

- A. It is the intention of the COUNTY that the CONSULTANT is held accountable for its work, including checking and review of plans, and that submittals are complete.
- B. The CONSULTANT shall be responsible for the accuracy of the work and shall promptly correct its errors and omissions without additional compensation. Acceptance of the work by the COUNTY will not relieve the CONSULTANT of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.
- C. The CONSULTANT represents that it has secured or will secure, at its own expense, all personnel necessary to complete this Agreement; none of whom shall be employees of or have any contractual relationship with the COUNTY. Primary liaison with the COUNTY will be through the CONSULTANT'S Project Manager. All of the services required hereunder will be performed by the CONSULTANT or under the CONSULTANT'S supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under law to perform such services.
- D. The CONSULTANT shall endorse all reports, calculations, contract plans, and survey data. Services shall be prepared under the direction of an engineer registered in the State of Florida and qualified in the required discipline. Products or services performed or checked shall be signed and sealed by the CONSULTANT'S Florida registered engineer.

- E. The CONSULTANT shall be responsible for the preparation of a PROJECT design schedule, prepared in Microsoft Project 2013 or later, which shows a breakdown of all tasks to be performed, and their relationship in achieving the completion of each phase of work. A bar chart schedule showing overall PROJECT time frames should also be prepared. These schedules must be submitted for COUNTY approval within ten (10) days of the initial PROJECT Notice to Proceed. These schedules will be used to verify CONSULTANT performance in relationship to Fees claimed and to allow the COUNTY'S Project Manager to monitor the CONSULTANT'S efforts. The CONSULTANT shall be responsible for any updates to these schedules and for documenting in writing to the COUNTY any major deviations in the actual versus estimated PROJECT time frames.
- F. The CONSULTANT shall respond, in writing, to all review comments made by the COUNTY, and shall incorporate appropriate design adjustments into the PROJECT, in a timely manner, resulting from the review exchange.

## 2.4 GENERAL DESIGN CONDITIONS

2.4.1 The CONSULTANT shall coordinate and solicit appropriate input, with the knowledge of the COUNTY.

2.4.2 All design data, plans, and drawings shall be delivered electronically and or on travel drives formatted to .DXF or .DWG utilizing Civil 3D 2012 or later; as well as providing reproducible hard copies of plans and drawings. All specification and other documents shall be delivered electronically and or on two travel drives, Microsoft Word & Excel format as required, as well as the reproducible hard copies.

2.4.3 One (1) original and nine (9) copies of all deliverables are required unless specific submittal requirements are specified elsewhere in this Agreement, if applicable.

2.4.4 The CONSULTANT shall develop acceptable alternates to any and all design recommendations that may be declared unacceptable.

## 2.5 GOVERNING SPECIFICATIONS REGULATIONS AND PERTINENT DOCUMENTS

The PROJECT shall be designed by the CONSULTANT in accordance with applicable industry standards. The CONSULTANT shall be responsible for utilizing and maintaining current knowledge of any laws, ordinances, codes, rules, regulations, standards, guidelines, special conditions, specifications, or other mandates relevant to the PROJECT or the services to be performed.

### **SECTION 3 SERVICES TO BE FURNISHED BY THE CONSULTANT**

3.1 SEE EXHIBIT A – SCOPE OF SERVICES.

#### 3.2 BIDDING PHASE

The CONSULTANT shall prepare with the COUNTY'S assistance the necessary bidding information, bidding forms, the conditions of the contract, and the form of agreement between the COUNTY and the Contractor. The CONSULTANT also, shall bear the cost of two (2) complete sets of documents (plans and specifications), two (2) of which shall be signed and sealed by the CONSULTANT as original record sets for the PROJECT. Each sheet in the two (2) construction plans print sets shall be signed, sealed and dated. The title sheet only of the two (2) specifications sets shall be signed, sealed, and dated. Additionally, any required addenda shall be signed, sealed, and dated.

3.2.1 The CONSULTANT, following the COUNTY'S review of the Construction Documents and of the latest Statement of Probable Construction Cost, shall be available to assist the COUNTY in obtaining bids, and in preparing and awarding construction contracts for each bid package. The CONSULTANT shall assist conducting pre-bid conferences, and shall prepare a Bid Tabulation spreadsheet following receipt of bids.

3.2.2 If the Advertisement for bids has not commenced within sixty (60) days after the CONSULTANT submits the approved Construction Documents to the COUNTY, any fixed limit of Construction Cost established as a condition of this Agreement shall be adjusted to reflect any change in the general level of prices which may have occurred during that period of time in construction industry. The adjustment shall reflect changes between the date of submission of the Construction Documents to the COUNTY and the date on which the Advertisement for Bids occurred.

3.2.3 The CONSULTANT shall prepare any required addenda to construction plans and specifications on the PROJECT during the bidding phase affecting the CONSULTANT'S plans and specifications. The CONSULTANT shall also provide any addenda during the Construction Phase in sufficient quantity to distribute to all necessary parties as determined by the COUNTY.

### 3.3 CONSTRUCTION PHASE

All contact and/or communication from the CONSULTANT to the Contractor shall be coordinated with the knowledge of the COUNTY.

#### A. Construction Consultation Services

1. Processing, review, approval and distribution of shop drawings, product data, samples and other submittals required by the Contract Documents.
2. Maintenance of master file of submittals with duplicate for COUNTY.
3. Construction Field Observation Services consisting of visits to the site as frequent as necessary, but not less than once every week, to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the Contract Documents and prepare related reports and communications. Provide written report of each visit. This field observation requirement shall include any sub-consultants at appropriate construction points.
4. Review for comment or approval any and all proposal requests, supplemental drawings and information and change orders.
5. Review for correctness Contractors pay requests for the COUNTY.
6. Prepare, reproduce and distribute supplemental drawings, specifications and interpretations in response to requests for clarification by the Contractor or the COUNTY as required by construction exigencies. Response to any request must be received by the COUNTY within twenty-four (24) hours of request, or the next available working day when the request is prior to a weekend or holiday.
7. Review, upon notice by the Contractor that work is ready for final inspection and acceptance.
8. Notify the COUNTY of any deficiencies found in follow-up reviews.
9. Evaluate all testing results and make recommendations to the COUNTY.

10. Assist in the establishment by the COUNTY of programs of operation and maintenance of the physical plant and equipment.
11. Arrange for and coordinate instructions on operations and maintenance of equipment in conjunction with manufacturer's representatives.
12. Prepare an operation and maintenance manual for the COUNTY'S use.
13. The CONSULTANT shall visit the project as necessary, but at a minimum of three (3) month, six (6) month and upon construction completion in order to certify that the permit conditions have been met satisfactorily. This shall not relieve the CONSULTANT of other needed visits to the project should specific issues arise.
14. Assistance in the training of the facility operation and maintenance personnel in proper operations, schedules, procedures and maintenance inventory.
15. Prepare as-built record drawings, based on information furnished by the Contractors including significant changes in the work made during construction. The CONSULTANT will provide one (1) set of signed and sealed prints and one (1) CADD disk of the as-built record construction documents.
16. Transmit certified as-built record drawings and general data, appropriately identified, to the COUNTY within thirty (30) days following completion of construction.
17. Consult with, and recommend solutions to, the COUNTY during the duration of warranties in connection with inadequate performance of materials, systems, and equipment under warranty.
18. Review facilities or equipment prior to expiration of warranty period(s) to ascertain adequacy of performance, materials, systems and equipment.
19. Document noted defects or deficiencies and assist the COUNTY in preparing instructions to the Contractor for correction of noted defects.
20. The Contractor shall provide the CONSULTANT with all the required project close out material for CONSULTANT'S use in the warranty period services.
21. The Contractor shall have prime responsibility in the warranty period for all services herein. The CONSULTANT shall assist, consult, observe review and document as noted.

### 3.4 PROVISIONS RELATED TO ALL PHASES

3.4.1 The CONSULTANT will investigate and confirm in writing to the COUNTY, to the best of the CONSULTANT'S knowledge, conformance with all applicable local public and utility regulations.

3.4.2 The CONSULTANT will coordinate work designed by various disciplines.

3.4.3 The CONSULTANT shall submit to the COUNTY design notes and computations to document the design conclusions reached during the development of the construction plans.

- a. Five (5) copies of the design notes and computations shall be submitted to the COUNTY with the design development review plans, if applicable. When the plans are submitted for final review, the design notes and computations corrected for any COUNTY comments shall be resubmitted. At the PROJECT completion, a final set of the design notes and computations, properly endorsed by the CONSULTANT, shall be submitted with the record set of plans and tracings.
- b. The design notes and calculations shall include, but not be limited to, the following data:
  - 1) Design criteria used for the PROJECT.
  - 2) Roadway geometric calculations
  - 3) Structural calculations.
  - 4) Drainage calculations.
  - 5) Traffic design calculations
  - 6) Traffic control calculations
  - 7) Calculations as required by provisions of the Florida Energy Conservation Manual (Department of General Services), latest revision.
  - 8) Calculations showing probable cost comparisons of various alternatives considered.
  - 9) Documentation of decisions reached resulting from meetings, telephone conversations or site visits.
  - 10) Other PROJECT-related correspondences as appropriate.

3.4.4 Each set of plans for the PROJECT shall be accurate, legible, complete in design, suitable for bidding purposes and drawn to scales acceptable to the COUNTY. The completed plans shall be furnished on reproducible material and in a format, which is acceptable to the COUNTY.

3.4.5 The CONSULTANT shall make such reviews, visits, attend such meetings and conferences and make such contacts as are necessary for the proper preparation of plans and specifications for the PROJECT.

3.4.6 The COUNTY in no way obligates itself to check the CONSULTANT'S work and further is not responsible for maintaining project schedules.

3.4.7 Other CONSULTANT responsibilities shall be as listed below:

- a. Provide necessary sealed drawings to obtain building permits or any utility permit.
- b. Assist the COUNTY in Contractor claims and/or litigation.
- c. Review the Adequacy and completeness of documents submitted by the Contractor to protect the COUNTY against claims by suppliers or third parties.

3.4.8 The CONSULTANT must be familiar with the intent, thoroughness, safety factors and design assumptions of all structural calculations.

3.4.9 All work prepared and/or submitted shall be reviewed and checked by a CONSULTANT (Architect/Engineer) registered in Florida. All plans shall be signed and sealed by the Professional CONSULTANT in responsible charge.

### 3.5 PERMIT APPLICATIONS AND APPROVALS

3.5.1 The CONSULTANT shall prepare all permit applications, data and drawings required for submittal BY THE COUNTY for approval of local, state and federal agencies.



3.5.2 The CONSULTANT shall, at no additional cost to the COUNTY, make all reasonable and necessary construction plans revisions required to obtain the necessary permit approvals for construction of the PROJECT.

3.5.3 For the purpose of ensuring the timely approval of all permits necessary for the construction of the PROJECT, the CONSULTANT shall schedule the necessary contacts and liaison with all agencies having permit jurisdiction over the PROJECT, and shall furnish, on a timely basis, such plans, data and information as may be necessary to secure approval of the required permits.

### 3.6 COORDINATION WITH UTILITY SERVICES AND AFFECTED PUBLIC AGENCIES

3.6.1 The requirements of the various utility services shall be recognized and properly coordinated with the PROJECT design.

3.6.2 Drainage investigations and drainage design shall be coordinated with any city or drainage district that may be affected by or have an effect on the PROJECT.

## **SECTION 4 SERVICES TO BE FURNISHED BY THE COUNTY**

4.1 The COUNTY shall provide the following for the CONSULTANT'S use and guidance:

- A. Copies of existing maps, existing aerial photographs, as-built construction plans and data pertinent to the PROJECT design, which the COUNTY may have in its possession.
- B. Reproduces of the COUNTY Engineering Department Standard Drawings applicable to the PROJECT.
- C. Sample copies of the COUNTY standard contract documents and specifications.
- D. Preparation of legal (front-end) section of the specifications.

## **SECTION 5 PRESENTATIONS, PUBLIC MEETINGS AND TECHNICAL LIAISON**

The following services shall be provided at no additional cost to the COUNTY:

5.1 Prior to the commencement of design activities, the COUNTY will conduct with the CONSULTANT a pre-design conference for the purpose of discussing issues relative to the PROJECT, plans preparation and submittal procedures and to convey to the CONSULTANT such items provided for under Section 4 as may be required and available at that time.

5.2 The CONSULTANT shall make presentations to the COUNTY'S Director of Public Works or designee as often as reasonably requested and at any point in the PROJECT development should issues arise which make additional presentations other than those listed elsewhere in this Agreement, in the COUNTY'S best interest.

5.3 The CONSULTANT shall participate in Monthly PROJECT Conferences with COUNTY staff personnel. The meetings will be scheduled by the COUNTY at a location provided by the COUNTY.

5.4 The CONSULTANT shall attend, as technical advisor to the COUNTY all meetings or hearings conducted by permitting agencies or public bodies in connection with any permit required for the construction of the PROJECT, and shall prepare all presentation aids, documents and data required in connection with such meetings or hearings, and at the discretion of the COUNTY, shall either plead the COUNTY'S case or provide engineering and technical assistance to the COUNTY in its pleading of the case.

5.5 The CONSULTANT shall keep accurate minutes of all meetings and distribute copies to all attending. These meetings shall be set up through the COUNTY and appropriate COUNTY staff shall attend.

## **SECTION 6 PAYMENT GUIDELINES AND CATEGORY OF SERVICES**

### **6.1 BASIC SERVICES**

The services described and provided for under Sections 2, 3 and Exhibit A shall constitute the Basic Services to be performed by the CONSULTANT under this Agreement.

### **6.2 OPTIONAL SERVICES**

Services noted in Exhibit A of this Agreement as "Optional" shall constitute the Optional Services to be performed by the CONSULTANT under this Agreement. Optional Services shall be rendered by the CONSULTANT only upon written authorization by the COUNTY's Director of the Public Works, or designee.

### **6.3 CONTINGENCY SERVICES**

When authorized in writing by the COUNTY'S Director of Public Works or designee, the CONSULTANT shall furnish services resulting from unforeseen circumstances not anticipated under Basic Services due to minor changes in the PROJECT scope.

Compensation for any Contingency Services assignments shall be negotiated between the COUNTY and the CONSULTANT at the time the need for services becomes known.

### **6.4 ADDITIONAL SERVICES**

When executed by the County Administrator or Board of County Commissioners as an amendment to this Agreement, the CONSULTANT shall provide such additional services as may become necessary because of changes in the Scope of PROJECT. Additional Services shall be classified as any change beyond the Contingency Services upset limit for compensation.

### **6.5 INVOICING**

The CONSULTANT may submit invoices for fees earned on a monthly basis. Such invoicing shall be supported by a Progress Report showing the actual tasks performed and their relationship to the percentage of fee claimed for each phase. Billings within each phase of work shall be for the percentage of work effort completed to date for that phase. The COUNTY shall make payments to the CONSULTANT for work performed in accordance with the Local Government Prompt Payment Act, Section 218.70 et. seq., F.S.

The following services shall be considered reimbursable services and may be filled in full upon their completion and acceptance. The CONSULTANT shall provide copies of supporting receipts/invoices/billing documentation. Self-performed reimbursable work shall be reimbursed at the firm's standard hourly rates for all related services. A breakdown of man hours and billing rates shall be provided with each invoice. An hourly rate sheet is attached (Exhibit B).

- A. Soil Analysis/Geotechnical Investigations.
- B. Contamination Assessments/Hazardous Material Analysis (if required).
- C. Aerial Photography (if required).
- D. Payment of Permit Fees (if required).
- E. Payment of the Public Information Meeting Advertisements, if required.
- F. Payment of the Court Reporter for public meetings, if required.
- G. Printing and Binding Services.

Should an invoiced amount for fees earned appear to exceed the work effort believed to be completed, the COUNTY may, prior to processing of the invoice for payment, require the CONSULTANT to submit satisfactory evidence to support the invoice.

All progress reports shall be mailed to the attention of the designated Project Manager, KC Lim, 14 South Fort Harrison, 6<sup>th</sup> Floor, Clearwater, FL 33756.

SUPPLIER shall submit invoices for payment due as provided herein with such documentation as required by Pinellas County and all payments shall be made in accordance with the requirements of Section 218.70 *et. seq.*, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Division Accounts Payable  
Pinellas County Board of County Commissioners  
P. O. Box 2438  
Clearwater, FL 33757

Each invoice shall include, at a minimum, the Supplier's name, contact information and the standard purchase order number. The County may dispute any payments invoiced by SUPPLIER in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

Fees for contingent or additional services authorized shall be invoiced separately, and shall be due and payable in full upon the presentation of satisfactory evidence that the corresponding services have been performed.

**SECTION 7  
COMPENSATION TO THE CONSULTANT**

7.1 For the BASIC SERVICES provided for in this Agreement, as defined in Section 3.1, the COUNTY agrees to pay the CONSULTANT as follows:

Part 1 Roadway Design

A Lump Sum Fee of: Eighteen Thousand Nine Hundred Thirty and 00/100 Dollars (\$18,930.00) for Task 1 – Project General Tasks - Phase of the PROJECT.

A Lump Sum Fee of: Forty-Seven Thousand Two Hundred Fifty and 00/100 Dollars (\$47,250.00) for Task 2 – Roadway Analysis Phase of the PROJECT.

A Lump Sum Fee of: Twenty-Four Thousand Four Hundred Twenty and 00/100 Dollars (\$24,420.00) for Task 3 – Roadway Plans Phase of the PROJECT.

A Lump Sum Fee of: Seventy-Two Thousand One Hundred Sixty and 00/100 Dollars (\$72,160.00) for Task 4 – Drainage Analysis Phase of the PROJECT.

A Lump Sum Fee of: Twenty-Five Thousand Ninety and 00/100 Dollars (\$25,090.00) for Task 5 – Drainage Plans Phase of the PROJECT

A Lump Sum Fee of: Nineteen Thousand Ninety and 00/100 Dollars (\$19,090.00) for Task 6 – Utility Coordination Support Phase of the PROJECT

A Lump Sum Fee of: Three Thousand Five Hundred Five and 00/100 Dollars (\$3,505.00) for Task 7 – Environmental Permitting Phase of the PROJECT

A Lump Sum Fee of: Seventy Thousand Four Hundred Fifteen and 00/100 Dollars (\$70,415.00) for Task 8 – Structures Phase of the PROJECT.

A Lump Sum Fee of: Fourteen Thousand Five Hundred Forty and 00/100 Dollars (\$14,540.00) for Task 9 – SAPM Analysis Phase of the PROJECT

A Lump Sum Fee of: Four Thousand One Hundred Eighty and 00/100 Dollars (\$4,180.00) for Task 10 – SAPM Plans Phase of the PROJECT

A Lump Sum Fee of: Sixteen Thousand Four Hundred Fifty and 00/100 Dollars (\$16,450.00) for Task 11 – Signalization Analysis Phase of the PROJECT

A Lump Sum Fee of: Seven Thousand Sixty-Five and 00/100 Dollars (\$7,065.00) for Task 12 – Signalization Plans Phase of the PROJECT

A Lump Sum Fee of: for Task 13 See below 7.2 – Optional Services Phase of the PROJECT

A Lump Sum Fee of: Thirteen Thousand Seven Forty-Five and 00/100 Dollars (\$13,745.00) for Task 14 – Geotechnical Phase of the PROJECT

A Lump Sum Fee of: for Task 15 – See below 7.2 Optional Services Phase of the PROJECT

Part 2 Utility Design

A Lump Sum Fee of: One Hundred Fifty-Three Thousand Two Hundred Forty and 00/100 Dollars (\$153,240.00) for Task 1 – 60% Design Phase of the PROJECT.

A Lump Sum Fee of: Eighty-One Thousand Five Hundred and 00/100 Dollars (\$81,500.00) for Task 2 – 90% Design Phase of the PROJECT.

A Lump Sum Fee of: Forty-One Thousand One Hundred Ninety and 00/100 Dollars (\$41,190.00) for Task 3 – Construction Documents Phase of the PROJECT.

A Lump Sum Fee of: Five Thousand Three Hundred Thirty and 00/100 Dollars (\$5,330.00) for Task 4 – Contract Bidding Phase of the PROJECT.

A Lump Sum Fee of: Sixty-Eight Thousand Seven Hundred Forty and 00/100 Dollars (\$68,740.00) for Task 5 – Construction Documents Phase of the PROJECT

The above fees shall constitute the total not to exceed amount of Three Hundred Thirty-Six Thousand Eight Hundred Forty and 00/100 Dollars (**\$336,840.00**) for **Part 1 Roadway Design**, and a not to exceed amount of Three Hundred Fifty Thousand and 00/100 Dollars (**\$350,000.00**) for **Part 2 Utility Design** to the CONSULTANT for the performance of Basic Services. All man hours are billed per the established and agreed hourly rates. The hourly rates are fully loaded and include all labor, overhead, expenses and profit of any nature including travel within the Tampa Bay Metropolitan Statistical area. Travel outside of the Tampa Bay Metropolitan Statistical Area will be reimbursed in accordance with Section 112.061 F.S. and/or the County Travel Policy, as approved by the County.

7.2 For the OPTIONAL SERVICES – provided for in the Agreement, as defined in Exhibit A, the COUNTY agrees to pay the CONSULTANT as follows:

A Lump Sum Fee of: Eleven Thousand One Hundred Sixty and 00/100 Dollars (**\$11,160.00**) for Task 13 – Public Involvement of the Part 1 Roadway Design

A Lump Sum Fee of: Sixty-Three Thousand Seven Hundred Fifty and 00/100 Dollars (**\$63,750.00**) for Task 15 – Post Design of the Part 1 Roadway Design

7.3 For any CONTINGENCY SERVICES performed, the COUNTY agrees to pay the CONSULTANT, a negotiated fee based on the assignment, up to a maximum amount not to exceed Twenty-Five Thousand and 00/100 Dollars (\$25,000.00) for Part 1 Roadway Design and Twenty-Five Thousand and 00/100 Dollars for Part 2 Utility Design for a total not to exceed amount of Fifty Thousand and 00/100 Dollars (**\$50,000.00**) for all assignments performed.

7.4 Total agreement not-to-exceed amount Eight Hundred Eleven Thousand Seven Hundred Fifty and 00/100 Dollars (**\$811,750.00**).

7.5 For any ADDITIONAL SERVICES, the COUNTY agrees to pay the CONSULTANT a negotiated total fee based on the work to be performed as detailed by a written amendment to this Agreement.

7.6 In the event that this Agreement is terminated under the provisions of this contract the total and complete compensation due the CONSULTANT shall be as established by the COUNTY based on the COUNTY'S determination of the percentage of work effort completed to date of termination.

## **SECTION 8 PERFORMANCE SCHEDULE**

Time is of the essence in this Agreement. The CONSULTANT shall plan and execute the performance of all services provided for in this Agreement in such manner as to ensure their proper and timely completion in accordance with the following schedule:

8.1 The services to be rendered by the CONSULTANT shall be commenced upon receipt from the COUNTY of written "NOTICE TO PROCEED."

8.2 All project phases shall be completed on or before the milestone dates provided in the COUNTY approved PROJECT design schedule referenced in 2.3 E.

8.3 The CONSULTANT shall not be held responsible for delays in the completion of the PROJECT design when the COUNTY causes such delays. The COUNTY reviews related to the above submittals shall not exceed twenty-one (21) days.

**SECTION 9  
AUTHORIZATION FOR CONTINGENT OR ADDITIONAL SERVICES**

9.1 The CONTINGENCY services provided for under this Agreement shall be performed only upon prior written authorization from the Director of Public Works or designee.

9.2 The ADDITIONAL services provided for under this Agreement shall be performed only upon approval of the County Administrator or Board of County Commissioners.

9.3 The CONSULTANT shall perform no services contemplated to merit compensation beyond that provided for in this Agreement unless such services, and compensation therefore, shall be provided for by appropriate written authorization or amendment(s) to this Agreement.

**SECTION 10  
FIRMS AND INDIVIDUALS PROVIDING SUBCONSULTING SERVICES**

The COUNTY reserves the right to review the qualifications of any and all subconsultants, and to reject any subconsultant in a proper and timely manner, deemed not qualified to perform the services for which it shall have been engaged. Any subconsultant not listed as part of the prime consultants team at time of award must be approved by the Director of Purchasing prior to performing any service.

**SECTION 11  
SATISFACTORY PERFORMANCE**

All services to be provided by the CONSULTANT under the provisions of this Agreement, including services to be provided by subconsultants, shall be performed to the reasonable satisfaction of the COUNTY'S Director of Public Works or designee.

**SECTION 12  
RESOLUTION OF DISAGREEMENTS**

12.1 The COUNTY shall reasonably decide all questions and disputes, of any nature whatsoever, that may arise in the execution and fulfillment of the services provided for under this Agreement.

12.2 The decision of the COUNTY upon all claims, questions, disputes and conflicts shall be final and conclusive, and shall be binding upon all parties to this Agreement, subject to judicial review.

**SECTION 13  
CONSULTANT'S ACCOUNTING RECORDS**

13.1 Records of expenses pertaining to all services performed shall be kept in accordance with generally accepted accounting principles and procedures.

13.2 The CONSULTANT'S records shall be open to inspection and subject to examination, audit, and/or reproduction during normal working hours by the COUNTY'S agent or authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the CONSULTANT or any of his payees pursuant to the execution of the Agreement. These records shall include, but not be limited to, accounting records, written policies and procedures, subconsultant files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to this Agreement. They shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. The COUNTY shall not audit payroll and expense records on task assignments paid by lump sum fee.

13.3 For the purpose of such audits, inspections, examinations and evaluations, the COUNTY'S agent or authorized representative shall have access to said records from the effective date of the Agreement, for the duration of work, and until five (5) years after the date of final payment by the COUNTY to the CONSULTANT pursuant to this Agreement.

13.4 The COUNTY'S agent or authorized representative shall have access to the CONSULTANT'S facilities and all necessary records in order to conduct audits in compliance with this Section. The COUNTY'S agent or authorized representative shall give the CONSULTANT reasonable advance notice of intended inspections, examinations, and/or audits.

#### **SECTION 14 OWNERSHIP OF PROJECT DOCUMENTS**

Upon completion or termination of this Agreement, all records, documents, tracings, plans, specifications, maps, evaluations, reports and other technical data, other than working papers, prepared or developed by the CONSULTANT under this Agreement shall be delivered to and become the property of the COUNTY. The CONSULTANT, at its own expense, may retain copies for its files and internal use. The COUNTY shall not reuse any design plans or specifications to construct another project at the same or a different location without the CONSULTANT'S specific written verification, adaptation or approval.

#### **SECTION 15 INSURANCE COVERAGE AND INDEMNIFICATION**

15.1 The Consultant must maintain insurance in at least the amounts required in the Request for Proposal throughout the term of this contract. The contractor must provide a Certificate of Insurance in accordance with Insurance Requirements of the Request for Proposal, evidencing such coverage prior to issuance of a purchase order or commencement of any work under this Contract. See Section C Insurance Requirements – Attached

15.2 If the CONSULTANT is an individual or entity licensed by the state of Florida who holds a current certificate of registration under Chapter 481, Florida Statutes, to practice architecture or landscape architecture, under Chapter 472, Florida Statutes, to practice land surveying and mapping, or under Chapter 471, Florida Statutes, to practice engineering, and who enters into a written agreement with the COUNTY relating to the planning, design, construction, administration, study, evaluation, consulting, or other professional and technical support services furnished in connection with any actual or proposed construction, improvement, alteration, repair, maintenance, operation, management, relocation, demolition, excavation, or other facility, land, air, water, or utility development or improvement, the CONSULTANT will indemnify and hold harmless the COUNTY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of the Agreement.

**SECTION 16  
EQUAL EMPLOYMENT OPPORTUNITY CLAUSE  
FOR CONTRACTS NOT SUBJECT TO EXECUTIVE ORDER 11246**

In carrying out the contract, the CONSULTANT shall not discriminate against employee or applicant for employment because of race, color, religion, sex or national origin.

**SECTION 17  
INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE  
IMMIGRATION REFORM AND CONTROL ACT OF 1986**

CONSULTANT acknowledges that it is functioning as an independent Consultant in performing under the terms of this Agreement, and it is not acting as an employee of COUNTY. CONSULTANT acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to comply with the above provisions of this contract shall be considered a material breach and shall be grounds for immediate termination of the contract.

**SECTION 18  
PROHIBITION AGAINST CONTINGENT FEE**

The CONSULTANT warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement.

**SECTION 19  
TRUTH IN NEGOTIATIONS**

By execution of this Agreement, the CONSULTANT certifies to truth-in-negotiations and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original contract amount and any additions thereto shall be adjusted to exclude any significant sums where the COUNTY determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the contract.

**SECTION 20  
SUCCESSORS AND ASSIGNS**

The CONSULTANT shall not assign, sublet, or transfer his interest in this Agreement without the written consent of the COUNTY.

**SECTION 21  
INTEREST ON JUDGMENTS**

In the event of any disputes between the parties to this Agreement, including without limitation thereto, their assignees and/or assigns, arising out of or relating in any way to this Agreement, which results in litigation and a subsequent judgment, award or decree against either party, it is agreed that any entitlement to post judgment interest, to either party and/or their attorneys, shall be fixed by the proper court at the rate of five percent (5%), per annum, simple interest. Under no circumstances shall either party be entitled to pre-judgment interest. The parties expressly acknowledge and, to the extent allowed by law, hereby opt out of any provision of federal or state statute not in agreement with this paragraph.



## **SECTION 22 TERMINATION OF AGREEMENT**

22.1 The COUNTY reserves the right to cancel this Agreement, without cause, by giving thirty (30) days prior written notice to the CONSULTANT of the intention to cancel. Failure of the CONSULTANT to fulfill or abide by any of the terms or conditions specified shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of COUNTY. Alternatively, at the COUNTY'S discretion, the COUNTY may provide to CONSULTANT thirty (30) days to cure the breach. Where notice of breach and opportunity to cure is given, and CONSULTANT fails to cure the breach within the time provided for cure, COUNTY reserves the right to treat the notice of breach as notice of intent to cancel the Agreement for convenience.

22.2 If COUNTY terminates the Agreement for convenience, other than where the CONSULTANT breaches the Agreement, the CONSULTANT'S recovery against the COUNTY shall be limited to that portion of the CONSULTANT'S compensation earned through date of termination, together with any costs reasonably incurred by the CONSULTANT that are directly attributable to the termination. The CONSULTANT shall not be entitled to any further recovery against the COUNTY, including but not limited to anticipated fees or profit on work not required to be performed.

22.3 Upon termination, the CONSULTANT shall deliver to the COUNTY all original papers, records, documents, drawings, models, and other material set forth and described in this Agreement.

22.4 In the event that conditions arise, such as lack of available funds, which in the COUNTY'S opinion make it advisable and in the public interest to terminate this Agreement, it may do so upon written notice.

## **SECTION 23 AGREEMENT TERM**

This Agreement will become effective on the date of execution first written above and shall remain in effect for **271** consecutive calendar days from the commencement date on the Notice to Proceed) unless terminated at an earlier date under other provisions of this Agreement, or unless extended for a longer term by amendment.

## **SECTION 24 CONFLICT OF INTEREST**

24.1 By accepting award of this Contract, the CONSULTANT, which shall include its directors, officers and employees, represents that it presently has no interest in and shall acquire no interest in any business or activity which would conflict in any manner with the performance of services required hereunder, including as described in the CONSULTANT'S own professional ethical requirements. An interest in a business or activity which shall be deemed a conflict includes but is not limited to direct financial interest in any of the material and equipment manufacturers suppliers, distributors, or contractors who will be eligible to supply material and equipment for the PROJECT for which the CONSULTANT is furnishing its services required hereunder.

24.2 If, in the sole discretion of the County Administrator or designee, a conflict of interest is deemed to exist or arise during the term of the contract, the County Administrator or designee may cancel this contract, effective upon the date so stated in the Written Notice of Cancellation, without penalty to the COUNTY.

## **SECTION 25 ENTIRE AGREEMENT**

This Agreement represents, together with all Exhibits and Appendices, the entire written Agreement between the COUNTY and the CONSULTANT and may be amended only by written instrument signed by both the COUNTY and the CONSULTANT.

**SECTION 26  
PUBLIC ENTITY CRIMES**

CONSULTANT is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and CONSULTANT agrees that its bid and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. CONSULTANT represents and certifies that CONSULTANT is and will at all times remain eligible to bid for and perform the services subject to the requirements of these, and other applicable, laws. CONSULTANT agrees that any contract awarded to CONSULTANT will be subject to termination by the County if CONSULTANT fails to comply or to maintain such compliance.

**SECTION 27  
PUBLIC RECORDS**

Consultant acknowledges that information and data it manages as part of the services may be public records in accordance with Chapter 119, Florida Statutes and Pinellas County public records policies. Contractor agrees that prior to providing services it will implement policies and procedures to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies, including but not limited to the Section 119.0701, Florida Statutes. Notwithstanding any other provision of this Agreement relating to compensation, the Consultant agrees to charge the County, and/or any third parties requesting public records only such fees allowed by Section 119.07, Florida Statutes, and County policy for locating and producing public records during the term of this Agreement.

**CONTRACTOR'S DUTY**

**If the contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Pinellas County Board of County Commissioners, Purchasing Department, Operations Manager custodian of public records at 727-464-3311, [purchase@pinellascounty.org](mailto:purchase@pinellascounty.org), Pinellas County Government, Purchasing Department, Operations Manager, 400 S. Ft. Harrison Ave, 6<sup>th</sup> Floor, Clearwater, FL 33756.**

**SECTION 28  
GOVERNING LAW AND AGREEMENT EXECUTION**

This Agreement shall be governed by the laws of the State of Florida.

IN WITNESS WHEREOF, the parties herein have executed this Agreement as of the day and year first written above.

Firm Name: AECOM Technical Services, Inc.

PINELLAS COUNTY, by and through its  
Board of County Commissioners

By: *M. Janet Everett*  
Print Name: M. Janet Everett  
Title: Vice President Date: 9/23/2020

By: *Pat Gerard*  
Name Date: 10/20/2020  
Chairman



ATTEST:  
Ken Burke, Clerk of the Circuit Court

By: *Richard Carpenter*  
Deputy Clerk Date: 10/20/2020

APPROVED AS TO FORM

By: *Doriki T. Leukee*  
Office of the County Attorney

**Exhibit A**

**SCOPE OF SERVICES**

**ENGINEERING CONSULTING SERVICES**

**Design Services  
For  
Starkey Road Improvements  
(From Flame Vine Avenue to North of 109<sup>th</sup> Avenue)**

**County PID: 002063A**

**Part I: Roadway Design**

**Prepared For:**

**Pinellas County  
Public Works Transportation Engineering Section  
14 S. Fort Harrison Avenue  
Clearwater, Florida 33756**

**Prepared By:  
AECOM Technical Services  
7650 W. Courtney Campbell Causeway  
Tampa, Florida 33607**

**July 29, 2020**

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## **SCOPE OF SERVICES FOR ENGINEERING CONSULTING SERVICES**

This Exhibit forms an integral part of the agreement between Pinellas County (hereinafter referred to as the COUNTY) and AECOM, (hereinafter referred to as the CONSULTANT) relative to the transportation facility described as follows:

### **I. PROJECT TITLE**

Professional Engineering Services for Starkey Road Improvements from Flame Vine Avenue to North of 109<sup>th</sup> Avenue.

### **II. OBJECTIVE**

The overall objective of this proposal is to describe the scope of work and responsibilities of the CONSULTANT for developing plans and performing other professional engineering work associated with the roadway reconstruction of Starkey Road from Flame Vine Avenue to North of 109<sup>th</sup> Avenue in Pinellas County.

### **III. PROJECT DESCRIPTION**

The COUNTY proposes to improve approximately 1.79 miles of Starkey Road from Flame Vine Avenue to just north of 109<sup>th</sup> Avenue from a 4-lane roadway to a 6-lane roadway. In the mid 2000's, the CONSULTANT developed similar capacity improvement plans under PID 865 for the overall Starkey Road corridor from 84<sup>th</sup> Lane North to Bryan Dairy Boulevard. These PID 865 plans will serve as the basis for the development of this project.

The CONSULTANT has been requested to prepare a scope of services/staff hours for the development of construction plans for the segment of Starkey Road from Flame Vine Avenue to just north of 109<sup>th</sup> Avenue. Under PID 002063A, The CONSULTANT was tasked with developing the plans for the aforementioned project up to the 60% level of completion. Under this PID, the CONSULTANT shall be responsible for completing the remaining 40% of design.

The preparation of final plans will be performed in coordination with COUNTY staff and CONSULTANT's internal design staff.

#### **Significant modifications to the original plans will include:**

- Modification of the original design to match the current project limits and existing roadway configurations at the Begin/End Project.
- Modification of the original design to meet current design standards.
- Modification of the original design to accommodate a 5-foot bicycle lane in each direction of travel.
- Re-initiation of Utility Coordination efforts.
- Revised quantities.

### **IV. SCOPE OF WORK**

The County is seeking the professional services of an engineering consultant to design; prepare plans; acquire permits; develop construction specifications; and provide engineering services for the reconstruction of Starkey Road from Flame Vine Avenue to just north of 109<sup>th</sup> Avenue.

The purpose of this document is to describe the scope of work and the responsibilities of the CONSULTANT and COUNTY in connection with the preparation of the break-out plans from the original PID 865 project.

Plans and design documents are to be prepared in accordance with applicable COUNTY guidelines and the desires of the COUNTY as made known to the CONSULTANT at the time this Task Order is issued. Due to the age of the original design, the plans will be NOT be prepared in accordance with Civil 3D Pinellas County Requirements.

**Required Deliverables**

- Final plans will be submitted electronically, plus two (2) 11”X17” paper prints signed and sealed by a Professional Engineer certified in the State of Florida.
- Technical specifications required for construction of the project.

**TASK 1: GENERAL TASKS**

Public Involvement - Public Involvement efforts related to the project will be led by the COUNTY. The CONSULTANT will provide Public Involvement support services as an Optional Service - see Task 13.

Joint Project Agreements (JPA) – Original plans included four (4) JPA sets. Preparation of JPA deliverables will be by OTHERS. The CONSULTANT will provide coordination, attend meetings, etc., required to ensure compatibility and will include the JPA documents in the contract plans package and the electronic delivery package.

Specifications Package Preparation – The CONSULTANT will prepare applicable Technical Special Provisions if different from the County standard specifications. The CONSULTANT should utilize the appropriate COUNTY approved pay item structure.

Contract Maintenance – The CONSULTANT will provide contract maintenance and project documentation during the duration of the contract. Includes complete setup and maintenance of files, electronic folders and documents, developing technical monthly progress reports, schedule updates, and compilation/submittal of project documentation.

Project Meetings – The CONSULTANT will attend six (6) Bi-Monthly progress meetings (assumed 12-month schedule). The CONSULTANT will provide meeting minutes for review and approval to the COUNTY.

Coordination – The CONSULTANT will coordinate bus stop locations and Temporary Traffic Control Plan with Pinellas Suncoast Transit Authority (PSTA).

File Maintenance and Migration – In effort to maintain the project schedule, the CONSULTANT will migrate all CADD files from its local servers to a cloud-based system. This will allow the CONSULTANT to work remotely and efficiently.

**TASK 2: ROADWAY ANALYSIS**

The CONSULTANT will analyze and document the roadway design in accordance with all the latest applicable manuals, guidelines, Pinellas County Standard Details, handbooks, procedures and technical specifications. Applicable standards, manuals and handbooks for this project are shown below:

- FDOT Design Manual (2019)
- FDOT Standard Plans (2019-2020)
- FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (“Florida Greenbook”)
- AASHTO – A Policy for Geometric Design of Highways and Streets
- Pinellas County Standard Details (July 2018)
- Pinellas County Code (June 2019)
- Pinellas County Land Development Code (June 2019)
- Pinellas County Standard Technical Specifications for Roadway and General Construction (January 2018)

Horizontal/Vertical Master Design Files: The CONSULTANT will design the geometrics using the engineering practices that give proper consideration to the adjacent land use, design consistency and driver expectancy, aesthetics, pedestrian and bicycle concerns, ADA requirements, elderly road user policy, and scope of work. FDOT Design Manual criteria will be utilized to the greatest extent possible. If FDOT Design Manual criteria cannot be attained, Florida Greenbook Standards (2016) should be met.

Cross Section Design Files: The CONSULTANT will review, update and modify the Cross Section Design Files.

Traffic Control Analysis: The CONSULTANT will review, update, and modify the Temporary Traffic Control Plan (TTCP) design and Master TTCP Design files. Also, the CONSULTANT shall identify design improvements that will reduce construction costs and adverse impacts to project stakeholders.

Design Report: The CONSULTANT will submit to the COUNTY design notes, data, and calculations to document the design conclusions reached during the development of the contract plans.

Engineer’s Estimate & Quantities: The CONSULTANT will prepare an estimate of probable construction costs for the design at each phase submittal. The CONSULTANT will utilize existing cost data available from the COUNTY and FDOT Construction Contract History as applicable.

Roadway Field Reviews: The CONSULTANT will conduct one (1) site review prior to the 60% plans submittal and will conduct one (1) additional site review prior to 100% plans submittal.

Pavement Design – The CONSULTANT shall review/re-evaluate the existing COUNTY-provided pavement design for applicability to the proposed roadway improvements. Perform additional pavement design, analysis and prepare a pavement design technical memorandum summarizing the pavement design recommendations to be used for the project. Review and verify all pavement design recommendations are implemented in the roadway design plans.

**TASK 3: ROADWAY PLANS**

The CONSULTANT will prepare all required roadway construction plans within the project limits. Plans anticipated to be reviewed, updated, and modified are:



- Key Sheet
- Summary of Pay Items
- Typical Sections and Typical Section Details.
- General Notes / Pay Item Notes
- Summary of Quantities
- Plan and Profile
- Special Profiles
- Roadway Soil Survey
- Cross Sections
- Temporary Traffic Control Plan
- Temporary Traffic Control Plan Details
- Utility Adjustment Sheets
- Project Control

#### **TASK 4: DRAINAGE ANALYSIS**

The CONSULTANT will analyze and document the drainage design in accordance with all the latest applicable manuals, guidelines, Pinellas County Standard Details, handbooks, procedures and technical specifications. Applicable standards, manuals and handbooks for this project are shown below.

- FDOT Drainage Manual (January 2019)
- FDOT Erosion and Sediment Control Manual (July 2013)
- FDOT Drainage Design Guide (January 2019)
- FDOT Stormwater Quality Applicants Handbook (March 2010)
- FDOT Standard Plans (2018-19)
- Pinellas County Standard Details (July 2018)
- Pinellas County Code (June 219)
- Pinellas County Land Development Code (June 2019)
- Pinellas County Stormwater Manual (February 2017)
- Pinellas County Standard Technical Specifications for Roadway and General Construction (January 2018)
- SWFWMD Permit Applicant's Handbook Volume I (June 2018)
- SWFWMD Permit Applicant's Handbook Volume II (June 2018)

#### Drainage Analysis

The CONSULTANT will be responsible for updating the design and construction plans of the proposed stormwater management system to include the changes associated with the proposed roadway typical section, recent State Environmental Resource Permitting (ERP) rules, and to avoid potential conflicts with existing utilities installed in recent years. The work will include the engineering analysis and development of construction plans for the following:

- Updating the drainage basin maps to be used in defining the system hydrology.
- Analyze the hydraulic design and performance of two (2) cross drains. Hydraulic calculations for the cross drain along 94<sup>th</sup> Avenue will be evaluated with ICPR (Version 4) and cross drain at 102<sup>nd</sup> Avenue will be evaluated with HY-8.

- Reevaluation of proposed and existing ditches.
- Update the design of proposed stormwater ponds to meet requirements of stormwater quality treatment and attenuation, and new permitting requirements involving TMDLs.
- Update delineated contributing drainage areas and inlets locations for proposed storm drain system. Re-create drainage analysis with Geopak drainage to calculate hydraulic losses for the proposed storm drain systems.
- Update drainage design documentation to include all the drainage design tasks updates and associated meetings and decisions.
- Reevaluate temporary drainage analysis during all construction phases.
- Prepare new cost estimates for the drainage components based on recent unit prices and to incorporate drainage design changes.
- Perform field reviews and attend technical meetings.

### Floodplain Analysis

The CONSULTANT shall be responsible for developing the floodplain hydraulic analysis to incorporate roadway and drainage improvements into the ICPR model for the Starkey Watershed Management Plan for response to the Clarification of Received Information from the Southwest Florida Water Management District (SWFWMD). The floodplain analysis will be conducted using the latest ICPR Version 3 Model for the Starkey Watershed Management Plan provided by the COUNTY. AECOM shall identify the upstream and downstream impacts of the improvements and establish proposed drainage improvements to show no-rise and a benefit to the floodplain. Included on the analyses is evaluation of the existing box culvert under 94<sup>th</sup> Avenue utilizing the ICPR Version Model for the Starkey Watershed Management Plan. AECOM will also revise the 54-inch outfall pipe to Pond 5A-1 to reduce the amount of road reconstruction in that area and reduce project costs.

The following drainage analysis tasks are also included:

- Develop a working regional drainage map showing drainage basins associated with the Starkey Watershed Management Plan and proposed cross drains.
- Redesign of storm drain outfall along 94<sup>th</sup> Avenue.
- Update drainage design documentation to include changes associated with the redesign of the storm drain outfall along 94<sup>th</sup> Avenue and the floodplain analysis.
- As discussed during the meeting held on March 16, 2020 between AECOM and Pinellas County, AECOM will conduct the following tasks in order to supply the required technical data to support the SWFWMD and Pinellas County requirements for no-rise and the benefits to the floodplain within the Starkey Watershed Management Plan:
  - a) Duplicate Effective ICPR Model – AECOM shall run a hydraulic model to duplicate the effective Starkey Watershed Management Plan.
  - b) Existing Conditions ICPR Model – AECOM shall revise the Duplicate Effective ICPR Model with updates obtained from current field survey for existing culverts, and for sub-basin area connections within the project limits that have changed in recent years.

- c) Proposed Conditions Model – AECOM shall modify the Existing Conditions ICPR Model with the proposed drainage and roadway improvements including the addition of Pond 5A-1.
- d) Prepare supporting calculations for changes to stage/area relations and basin and curve number calculations.
- Prepare a response letter to SWFWMD with exhibits and supporting calculations that demonstrate no rise in nodes upstream and downstream of the project limits.
- Field review meeting and technical meeting with Pinellas County.

**TASK 5: DRAINAGE PLANS**

The CONSULTANT will prepare all required drainage construction plans within the project limits. Plans anticipated to be reviewed, updated, and modified are:

- Update drainage maps to reflect changes to contributing drainage areas and revised project limits.
- Develop regional drainage map showing basins associated with Starkey Watershed Management Plan and for the proposed cross drains.
- Prepare new sheets for Summary of Drainage Structures.
- Update roadway design templates on drainage structures sections.
- New drainage structure sections associated with the redesign of proposed outfall along 94<sup>th</sup> Avenue.
- Update drainage details.
- Miscellaneous drainage details sheets to include floodplain compensation areas not included under roadway cross sections.
- Updates to pond details sheets to include changes associated with the pond design updates.
- Update erosion control plans and stormwater pollution prevention plan.

**TASK 6: UTILITY COORDINATION SUPPORT**

Utility Coordination - The COUNTY is responsible for coordinating the design work with public and private Utility Agency/Organization having existing and/or planned facilities within the limits of the project.

The COUNTY will provide the UAOs project plans and/or Civil 3D files at the 60% and 100% complete design phases, as drafted by the CONSULTANT. In the event that the project files are larger than UAOs email servers allow (generally 10MB), the CONSULTANT should be responsible for electronic plan and/or Civil 3D file transfer as directed by the COUNTY. This submittal will be used to ensure that all existing utility infrastructure was gathered. During the 60% complete design phase, the UAOs will be instructed to return a set of plans to the COUNTY showing their utility relocations/adjustments, new facility designs, existing utility facilities to remain and utility facilities to be removed. The COUNTY's and CONSULTANT's utility coordination responsibilities will continue throughout the design process to assist with resolving potential utility conflicts.

Utility Adjustment Plans - The CONSULTANT will prepare utility adjustment sheets as part of the project plan set to show existing public and private utility facilities remain in place, new utility facilities to be constructed and utility facilities to be removed. Utility adjustment plans will be prepared on reproducible

copies of the plan and profile sheets, cross section sheets, drainage structure sheets and signalization plans, if applicable. The CONSULTANT will identify all potential utility conflicts or constructability issues (i.e. OSHA clearance issues with equipment relating to overhead power lines) based on the data provided within the Survey, horizontal and vertical field investigations and information provided by the UAOs. Any Quality Level D utility information received from UAOs should not be incorporated into the plans, but will be used for additional Survey or SUE investigation. A conflict matrix itemizing utility conflicts by UAO will be prepared by the CONSULTANT and submitted to the COUNTY. The COUNTY will distribute to UAOs. Four weeks on average should be allowed for each UAO to respond with appropriate resolution. The CONSULTANT will coordinate with the COUNTY and UAOs to determine areas of apparent conflict or constructability concerns and request Subsurface Utility Engineering activities (Conflict Resolution) to confirm whether or not a conflict exists and to what degree. The 100% design review submittal must include final utility adjustment plans that reflect the final disposition of all public and private utilities. Any subsequent utility conflicts are to be resolved and all final design revisions complete at the final design submittal.

Utility Coordination Meetings - The CONSULTANT will attend utility coordination meetings to be held after the 60% design submittal and prior to the 100% final design submittal. The meetings will be held an average of 30-45 after notification to utility agencies. The COUNTY will be responsible for organizing these meetings. The COUNTY will prepare formal correspondence issuing project plans and/or Civil 3D files as outlined above. The COUNTY should moderate the meeting. The CONSULTANT should discuss the project design (roadway, sidewalk, drainage, etc.) with particular emphasis on potential utility conflicts and constructability concerns. The CONSULTANT will prepare detailed minutes and distribute to all attendees. Representation at the meeting should consist of internal County stakeholders, Consultant engineering staff and UAOs with facilities located and/or planned within the project limits.

Final agreements with Utilities (Final Plans) - The COUNTY will transmit the necessary legal drafts and documents to each UAO as required.

Review and Acceptance – The CONSULTANT should be responsible for making all necessary reviews and acceptance of utility related materials including but not limited to, Utility Right of Way Permitting, Joint Project Agreement Plans and technical specifications.

Certification for FDOT LAP Agreement Projects - The COUNTY will certify one of the following:

- All utility negotiations (full exception of each agreement, technical special provisions, etc.) have been completed with arrangements made for utility work to be undertaken and completed as required for proper coordination with the physical construction schedule.
- An on-site inspection was made, and no utility relocation work should be involved.
- Plans were sent to the UAOs and no relocations/adjustments are required.

#### **TASK 7: ENVIRONMENTAL PERMITTING**

It is anticipated that the existing permits for the project corridor will require minor modifications to document the staged construction of the corridor and minimal changes to the typical section. No additional species or jurisdictional boundary field work is anticipated.

The CONSULTANT shall update project records and research any existing easements or other restrictions that may exist both within or adjacent to the proposed project boundary. Project research may include but

should not be limited to review of available: federal, state, and local permit files and databases; and local government information including county and property appraiser data.

The CONSULTANT shall collect all data and information necessary to prepare the permit modification applications and obtain the environmental permit modifications required to construct the project.

The CONSULTANT shall prepare each permit modification application in accordance with the rules and/or regulations of the regulatory agency responsible for issuing a specific permit and/or authorization to perform work. The permit application packages must be approved by the COUNTY prior to submittal to regulatory agencies.

The CONSULTANT will submit all permit applications, as directed by the COUNTY. The COUNTY will be responsible for payment of all permit and public noticing fees.

### **TASK 8: STRUCTURES**

Mast Arms - The CONSULTANT will:

- Update and modify the mast arm structural design to comply with the latest wind loading criteria for three intersections with two new mast arms each.
- Update the design for the addition of signal heads to two existing mast arms.
- Update and modify the mast arm data table plan sheets.
- Review the structural capacity of existing strain poles for support of temporary signals and provide supporting calculations.

Box Culverts – The CONSULTANT will update and modify the Box Culvert Extensions along 94<sup>th</sup> Street North.

### **TASK 9: SIGNING AND PAVEMENT MARKING ANALYSIS**

In addition to the documents mentioned under TASK 2, the CONSULTANT will analyze and document the signing and pavement markings in accordance with all the latest applicable manuals, guidelines, Pinellas County Standard Details, handbooks, procedures and technical specifications. Applicable standards, manuals and handbooks for this activity are shown below:

- Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways, 2009 Edition, including Revisions 1 and 2 dated May 2012.
- FDOT Traffic Engineering Manual, January 2019 Edition.
- FDOT Manual on Speed Zoning for Highways, Roads, and Streets (Speed Zone Manual), August 2018 Edition.

Reference and Master Design File – The CONSULTANT will update and modify the master design files to the latest design guidelines for the signing and pavement markings, including updates to the latest MUTCD, bike lanes, crosswalks, and advance signing.

Multi-Post Sign Support Calculations – The CONSULTANT will review, update and modify Multi-Post sign support calculations with the latest wind load criteria.

Sign Panel Design Analysis - The CONSULTANT will review, update, and modify the sign panels for NEXT SIGNAL guide signs.

Design Report: The CONSULTANT will review, update, and modify the Design Documentation Report.

Cost Estimate & Quantities: The CONSULTANT will review and update the project pay items and quantities and develop the Tabulation of Quantities Sheet. The CONSULTANT will prepare an estimate of probable construction costs for the design at each phase submittal. The CONSULTANT will utilize existing cost data available from the COUNTY and FDOT Construction Contract History as applicable.

Field Reviews: The CONSULTANT will conduct one (1) site review prior to the 60% plans submittal and will conduct one (1) additional site review prior to 100% plans submittal.

Technical Meetings – The CONSULTANT will attend up to four technical meetings. The CONSULTANT will provide meeting minutes for review and approval to the COUNTY.

**TASK 10: SIGNING AND PAVEMENT MARKING PLANS**

The CONSULTANT will prepare all required signing and pavement marking construction plans within the project limits. Plans anticipated to be reviewed, updated, and modified are:

- Key Sheet
- Tabulation of Quantities
- General Notes / Pay Item Notes
- Plan Sheets
- Guide Sign Worksheets

**TASK 11: SIGNALIZATION ANALYSIS**

Traffic Data Analysis – The CONSULTANT will update and modify the yellow and red timings per the latest Traffic Engineering Manual guidelines.

Reference and Master Signalization Design File – The CONSULTANT will update and modify the master design files for latest design guidelines for signalization, including updates to the mast arm locations with regards to overhead electric power and OSHA construction requirements, pedestrian signal locations that meet ADA and MUTCD criteria, and latest Pinellas County vehicle detection.

Reference and Master Interconnect Communication Design File – The CONSULTANT will update and modify the master interconnect design files for latest design guidelines.

Overhead Street Name Sign Design – The CONSULTANT will review, update and modify the overhead street name signs with the latest Traffic Engineering Manual criteria.

Pole Elevation Analysis – The CONSULTANT will review, update, and modify the pole elevations.

Cost Estimate & Quantities: The CONSULTANT will review and update the project pay items and quantities and develop the Tabulation of Quantities Sheet. The CONSULTANT will prepare an estimate of probable construction costs for the design at each phase submittal. The CONSULTANT will utilize existing cost data available from the COUNTY and FDOT Construction Contract History as applicable.

Field Reviews: The CONSULTANT will conduct one (1) site review prior to the 60% plans submittal and will conduct one (1) additional site review prior to 100% plans submittal.

Technical Meetings – The CONSULTANT will attend up to four technical meetings. The CONSULTANT will provide meeting minutes for review and approval to the COUNTY.

**TASK 12: SIGNALIZATION PLANS**

The CONSULTANT will prepare all required signalization construction plans within the project limits. Plans anticipated to be reviewed, updated, and modified are:

- Key Sheet
- Tabulation of Quantities
- General Notes / Pay Item Notes
- Plan Sheets
- Interconnect Plan Sheets
- Guide Sign Worksheets
- Mast Arm Tabulation Sheet
- Temporary Detection Sheet
- Utility Conflict Sheet

**TASK 13: OPTIONAL SERVICES**

If so desired by the COUNTY, the CONSULTANT will support the Public Involvement effort lead by the COUNTY. Support services may include: assistance with Public Involvement documents, Public Meeting Preparations, and Public Meeting Attendance.

**TASK 14: GEOTECHNICAL**

Geotechnical – The CONSULTANT shall review/evaluate the available geotechnical information performed for the project and determine their applicability to the new design of mast arm foundations, walls, culvert, roadway, and especially the seasonal high groundwater elevation for use in new design for ponds. Develop a geotechnical investigation program to supplement the available soil data in support of the proposed roadway, drainage and structural design. Prepare a geotechnical report summarizing the results of the subsurface investigations, analysis and design recommendations. Review and verify all geotechnical design recommendations are implemented onto the various plans and drawings.

**TASK 15: POST DESIGN – OPTIONAL SERVICES**

Plans Update – The CONSULTANT shall be the custodian of the project CADD files and shall be responsible for their upkeep during the construction period.

At the conclusion of the construction, the CONSULTANT, if requested by the COUNTY, shall revise the CADD files 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 COUNTY's request, the CONSULTANT shall return all CADD files to the COUNTY for its use and file.

Engineering Assistance – The CONSULTANT shall provide to the COUNTY 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 COUNTY, the CONSULTANT shall respond in a timely manner with suitable engineering solutions that take into account the changed conditions.

On-site appearance of the CONSULTANT shall be made during construction at the written request of the COUNTY or its designated representative.

From time to time during construction, the CONSULTANT may be requested by the COUNTY or its designated representative to address requests for additional information or review contractor proposed field changes and provide a solution to remedy a particular field situation not covered by the plans or specifications, if needed.

Shop Drawing Review – The CONSULTANT shall be responsible for the review of construction shop drawings. Shop drawing reviews shall be completed and submitted to the COUNTY within five (5) business days of receipt.

Requests for Additional Information (RAI) Review – The CONSULTANT shall be responsible for the review of RAI's. RAI reviews shall be completed, and responses submitted to the COUNTY within two (2) business days of receipt.

Meeting Attendance – At the COUNTY's request, the CONSULTANT shall attend any pre-construction conferences, mandatory pre-bid meetings, design-to-construction hand-off meetings or other similar meetings.

#### V. COMPENSATION

<b>TASK 1</b>	<b>PROJECT GENERAL TASKS</b>	<b>\$18,930</b>	<b>Lump Sum</b>
<b>TASK 2</b>	<b>ROADWAY ANALYSIS</b>	<b>\$47,250</b>	<b>Lump Sum</b>
<b>TASK 3</b>	<b>ROADWAY PLANS</b>	<b>\$24,420</b>	<b>Lump Sum</b>
<b>TASK 4</b>	<b>DRAINAGE ANALYSIS</b>	<b>\$72,160</b>	<b>Lump Sum</b>
<b>TASK 5</b>	<b>DRAINAGE PLANS</b>	<b>\$25,090</b>	<b>Lump Sum</b>
<b>TASK 6</b>	<b>UTILITY COORDINATION SUPPORT</b>	<b>\$19,090</b>	<b>Lump Sum</b>
<b>TASK 7</b>	<b>ENVIRONMENTAL PERMITTING</b>	<b>\$ 3,505</b>	<b>Lump Sum</b>
<b>TASK 8</b>	<b>STRUCTURES</b>	<b>\$70,415</b>	<b>Lump Sum</b>
<b>TASK 9</b>	<b>SAPM ANALYSIS</b>	<b>\$14,540</b>	<b>Lump Sum</b>
<b>TASK 10</b>	<b>SAPM PLANS</b>	<b>\$ 4,180</b>	<b>Lump Sum</b>
<b>TASK 11</b>	<b>SIGNALIZATION ANALYSIS</b>	<b>\$16,450</b>	<b>Lump Sum</b>
<b>TASK 12</b>	<b>SIGNALIZATION PLANS</b>	<b>\$ 7,065</b>	<b>Lump Sum</b>
<b>TASK 14</b>	<b>GEOTECHNICAL</b>	<b>\$13,745</b>	<b>Lump Sum</b>
<b>TOTAL LUMP SUM FEE</b>		<b>\$336,840</b>	
<hr/>			
<b>OPTIONAL SERVICES</b>			
<b>TASK 13</b>	<b>PUBLIC INVOLVEMENT</b>	<b>\$11,160</b>	<b>Limiting Amount</b>
<b>TASK 15</b>	<b>POST DESIGN</b>	<b>\$63,750</b>	<b>Limiting Amount</b>
<b>COUNTY CONTINGENCY</b>		<b>\$25,000</b>	<b>Limiting Amount</b>
<b>TOTAL LIMITING AMOUNT FEE</b>		<b>\$99,910</b>	
<hr/>			
<b>TOTAL FEE</b>		<b>\$436,750</b>	



## VI. SCHEDULE

The conceptual plan and preliminary design and construction cost opinion should be provided to the COUNTY within three weeks from notice to proceed. The CONSULTANT should also provide a Microsoft Project Schedule with updates to be included with each monthly invoice submittal.

CONSULTANT'S services will commence upon receipt of written notice to proceed issued by COUNTY. The CONSULTANT will complete the final design in accordance with the following or better project schedule:

### PROJECT SCHEDULE

<u>Milestone</u>	<u>Due Date After receiving the NTP &amp; Survey</u>
100% Plans Submittal	90 Calendar Days
21 day review	
Final Plans Submittal	160 Calendar Days

The COUNTY design review period is twenty-one calendar days from the date of each milestone submittal. Any other delays beyond CONSULTANT'S control should be documented in writing by the CONSULTANT and submitted to the COUNTY for consideration to grant a schedule time extension. Roadway Plans design reviews should occur at the conceptual (line and grade), 60% Phase, 100% phases and final complete phases. The CONSULTANT should submit a draft of the special conditions with the 60% design review submittal and final versions at the 100% design review submittal. Bid quantities and opinion of probable construction cost should be submitted. The requirements for each design review should be as specified in the COUNTY'S "Checklists for Design Review Submittals". The CONSULTANT will continue its design work during the review periods. The CONSULTANT should respond to the COUNTY'S design review comments in writing and by making corresponding revisions to the plans. Written responses and plans revisions are to be included with the next design review submittal. The CONSULTANT will respond to regulatory agencies review comments in the same manner. Design revisions are to be completed by CONSULTANT at no additional time and/or cost unless the revisions result from the COUNTY making changes to the horizontal or vertical alignment or other changes or similar impact to the project design. In such cases, the COUNTY will evaluate the CONSULTANT'S request for additional time and/or compensation. The COUNTY may require CONSULTANT to make plans revisions and resubmit the plans at the same phase of completion if it is found that the plans do not meet the requirements of the "Checklist for Review Submittals". No additional time will be allotted to the CONSULTANT'S schedule if a resubmittal is required.

## VII. INVOICES & PROGRESS REPORTS

Invoicing must take place monthly and will include a progress report summarizing the work completed during the invoice period as well as a schedule update. The CONSULTANT must pre-submit invoices to the Project Manager prior to an official monthly submittal. The final invoice will be marked "FINAL" on the invoice and be accompanied by a letter from the CONSULTANT stating that this is the Final Invoice and that compensation for tasks completed, as described in the Scope of Services Agreement, is now concluded.

Activity No.	Activity	Project Staff Hours												Total Hours	
		AECOM	GFY	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Sub 7	Sub 8	Sub 9	Sub 10	Sub 11		Sub 12
1	Project General Tasks	122													122
2	Roadway Analysis	402													402
3	Roadway Plans	216													216
4	Drainage Analysis	614													614
5	Drainage Plans	222													222
6	Utility Coordination Support		166												166
7	Env. Permits and Env. Clearances	28													28
8A	Structures - Summary, Misc. Tasks, Dwgs.	48													48
8B	Miscellaneous Structures	494													494
9	Signing & Pavement Marking Analysis	124													124
10	Signing & Pavement Marking Plans	36													36
11	Signalization Analysis	140													140
12	Signalization Plans	61													61
13	Public Involvement	80													80
35	Geotechnical	109													109
36	Post Design	500													500
<b>Project Total</b>		<b>3,196</b>	<b>166</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,362</b>

- Notes:
1. Staff hours for prime consultant come directly from each discipline's worksheet.
  2. Staff hours for subconsultants are to be entered manually into columns D through O.
  3. For workbooks prepared by subconsultants, their project hours will be totaled in column C.

	Firm"	\$165.00	\$160.00	\$125.00	\$85.00	\$135.00	\$115.00	\$75.00	\$135.00	\$110.00	\$115.00	\$90.00	\$75.00	Activity
Non Tasks	122	98	0	0	0	12	6	0	0	0	0	0	6	122
	402	20	0	0	0	121	121	60	0	0	80	0	0	402
	216	11	0	0	0	43	65	32	0	0	43	22	0	216
	614	31	0	0	0	184	184	92	0	0	123	0	0	614
	222	11	0	0	0	44	67	33	0	0	45	22	0	222
	166	0	0	0	0	0	0	0	0	0	166	0	0	166
Clearances	28	0	0	0	0	0	0	0	17	11	0	0	0	28
Non-Tech.	48	5	17	17	9	0	0	0	0	0	0	0	0	48
	494	25	148	148	74	0	0	0	0	0	99	0	0	494
Analysis	124	6	0	0	0	37	37	19	0	0	25	0	0	124
Plans	36	2	0	0	0	7	11	5	0	0	11	0	0	36
	140	7	0	0	0	42	42	21	0	0	28	0	0	140
	61	3	0	0	0	13	18	9	0	0	18	0	0	61
	80	32	8	0	0	8	0	0	8	0	16	0	8	80
	109	11	0	0	0	33	38	0	0	0	27	0	0	109
	500	75	50	50	0	100	150	0	0	0	0	50	25	500
	3,362	337	223	215	83	644	739	271	25	11	681	94	39	3,362

Survey Field Days by Subconsultant  
4 - Person Crew:

Notes:

1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.
2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.

SALARY RELATED COSTS:				
OVERHEAD:			0%	
OPERATING MARGIN:			0%	
FCCM (Facilities Capital Cost Money):			0.00%	
EXPENSES:			0.00%	
Survey (Field - if by Prime)	0	4-person crew days @		\$ -
<b>SUBTOTAL ESTIMATED FEE:</b>				
Subconsultant:	Sub 1			
Subconsultant:	Sub 2			
Subconsultant:	Sub 3			
Subconsultant:	Sub 4			
Subconsultant:	Sub 5			
Subconsultant:	Sub 6			
Subconsultant:	Sub 7			
Subconsultant:	Sub 8			
Subconsultant:	Sub 9			
Subconsultant:	Sub 10			
Subconsultant:	Sub 11			
Subconsultant:	Sub 12			
<b>SUBTOTAL ESTIMATED FEE:</b>				
Geotechnical Field and Lab Testing				
<b>SUBTOTAL ESTIMATED FEE:</b>				
Optional Services				
<b>GRAND TOTAL ESTIMATED FEE:</b>				

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.1	Public Involvement					
3.1.1	Community Awareness Plan	LS	1	0	0	N/A
3.1.2	Notifications	LS	1	0	0	N/A
3.1.3	Preparing Mailing Lists	LS	1	0	0	N/A
3.1.4	Median Modification Letters	LS	1	0	0	N/A
3.1.5	Driveway Modification Letters	LS	1	0	0	N/A
3.1.6	Newsletters	LS	1	0	0	N/A
3.1.7	Renderings and Fly Throughs	LS	1	0	0	N/A
3.1.8	PowerPoint Presentation	LS	1	0	0	N/A
3.1.9	Public Meeting Preparations	LS	1	0	0	N/A
3.1.10	Public Meeting Attendance/Followup	LS	1	0	0	N/A
3.1.11	Other Agency Meetings	LS	1	0	0	N/A
3.1.12	Web Site	LS	1	0	0	N/A
<b>3.1 Public Involvement Subtotal</b>					<b>0</b>	
3.2	Joint Project Agreements	EA	4	6.5	26	Original Plans included 4 JPA sets: Tampa Bay Water, Verizon, Pinellas County, & TECO Gas. Assumptions - AECOM will not prepare the JPA plans. Based on complexity and number of the utilites involved estimate 16 hours/JPA set.
3.3	Specifications Package Preparation	LS	1	10	10	Review of Specifications Package prepared by Pinellas County
3.4	Contract Maintenance and Project Documentation	LS	1	29	29	Initial set up 16 hours, 4 hours/ month for update/maintenance x 12 months = 64 hours, 8 hours final project documentation Total 72 hours * 0.4 = 29
3.5	Value Engineering (Multi-Discipline Team) Review	LS	1	0	0	N/A
3.6	Prime Consultant Project Manager Meetings	LS	1	22	22	See listing below + 8 hours = 22 hrs

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
3.7	Plans Update	LS	1	0	0	Plans update items are included in the specific discipline estimates
3.8	Post Design Services	LS	1	0	0	N/A - Will be included in separate agreement
3.9	Digital Delivery	LS	1	8	8	Setup and signature of first EOR - 6 hours, 5 additional EORs (drainage, TTCP, Geotech, SAPM/Signals, Structures) x 3 hours Total = 21 hours * 0.4 = 8
3.10	Risk Assessment Workshop	LS	1	0	0	N/A
3.11	Railroad, Transit, and/or Airport Coordination	LS	1	3.2	3	PSTA Coordination estimate 8 hours *0.4 = 3
3.11.1	Aeronautical Evaluation	LS	1	0	0	N/A
3.12	Landscape and Existing Vegetation Coordination	LS	1	0	0	N/A
3.13	Other Project General Tasks	LS	1	24	24	Due to COVID-19 Stay-at-Home Order, all CADD files will be transferred to ProjectWise for efficiency. Will require re-mapping of reference files along with a complete review of all files to confirm successful migration. Added in supplement agreement.
<b>3. Project Common and Project General Tasks Total</b>					<b>122</b>	

3.6 - List of Project Manager Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments
Roadway Analysis	EA	1	2	2	
Drainage	EA	2	2	4	
Utilities	EA	4	2	8	
Environmental	EA	1	2	2	
Structures	EA	0	0	0	
Signing & Pavement Marking	EA	0	0	0	
Signalization	EA	0	0	0	
Lighting	EA	0	0	0	
Landscape Architecture	EA	0	0	0	
Survey	EA	0	0	0	
Photogrammetry	EA	0	0	0	
ROW & Mapping	EA	0	0	0	
Terrestrial Mobile LiDAR	EA	0	0	0	
Architecture	EA	0	0	0	
Noise Barriers	EA	0	0	0	
ITS Analysis	EA	0	0	0	
Geotechnical	EA	0	0	0	
Progress Meetings	EA	6	2	12	

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
	Phase Reviews	EA	0	0	0	
	Field Reviews	EA	2	4	8	
	<b>Total Project Manager Meetings</b>		16		36	Total PM Meeting Hours carries to Task 3.6 above

**Notes:**

1. If the hours per meeting vary in length (hours) enter the average in the hour/unit column.
2. Do not double count agency meetings between permitting agencies.
3. Project manager meetings are calculated in each discipline sheet and brought forward to Column D, except for Photogrammetry.

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4.1	Typical Section Package	LS	1	0	0	N/A
4.2	Pavement Type Selection Report	LS	1	0	0	N/A
4.3	Pavement Design Package	LS	1	32	32	Review geotech data and traffic report to determine ESAL's. Also, prepare a pavement design memo.
4.4	Cross-Slope Correction	LS	1	0	0	N/A
4.5	Horizontal /Vertical Master Design Files	LS	1	70	70	Estimate that typical section and plans update will require 1/3 of the new design effort: Starkey Road - 1.76 miles = 1 mile x 300 hours/mile x 1/3 + 0.76 miles x 200 hours/mile x 1/3 = 150 hours 94th Avenue - 0.3 miles = 0.3 miles x 300 hours/mile x 1/3 = 30 hours Total = 175 hours * 0.4 = 70
4.6	Access Management	LS	1	0	0	N/A
4.7	Roundabout Evaluation	LS	1	0	0	N/A
4.8	Roundabout Final Design Analysis	LS	1	0	0	N/A
4.9	Cross Section Design Files	LS	1	33	33	Cross Sections will be updated to accomodate change in pavement width, new PGL location/elevation, new 0.02/0.03 break location, and existing utilities. Estimated plans update will require 1/3 of the new design effort per mile. Starkey Road - 1.76 miles = 1.76 miles x 110 hours/mile x 1/3 = 64 hours 94th Avenue - 0.3 miles = 0.3 miles x 110 hours/mile x 1/3 = 11 hours Ponds - 2 x 12 hours x 1/3 = 8 hours Total = 83 hours * 0.4 = 33
4.10	Temporary Traffic Control Plan Analysis	LS	1	56	56	Level III, estimated effort is 1/3 of new design effort  120 hours x 1/3 = 40 hours * 0.4 = 16 + 40 hrs = 56
4.11	Master TTCP Design Files	LS	1	67	67	Level III, estimated effort is 1/3 of new design effort : 48 hours/phase x 3 phases x 1/3 = 48 hours * 0.4 = 19 + 48 = 67
4.12a	Selective Clearing and Grubbing of Existing VegetationField Assessment	LS	1	0	0	N/A
4.12b	Selective Clearing and Grubbing Site Inventory of Existing Vegetation and Cross-Discipline Coordination (OPTIONAL SERVICES)	LS	1	0	0	N/A

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4.12c	Selective Clearing and Grubbing- Existing Vegetation Maintenance Report	LS	1	0	0	N/A
4.13	Tree Dispostion Plan	LS	1	0	0	N/A
4.14	Design Variations and Exceptions	LS	1	0	0	N/A
4.15	Design Report	LS	1	7	7	Update Design Documentation, estimated effort is 1/3 of new design effort: 60 hours/report x 1/3 = 20 hours * 0.4 = 7
4.16	Quantities	LS	1	40	40	Update quantities & develop summary of quantity tables, estimated effort is 1/3 new design effort: 300 hours x 1/3 = 100 hours * 0.4 = 40
4.17	Cost Estimate	LS	1	45	45	Development of new construction cost estimate and 3 updates: 40 hours initial cost estimate + 3 updates x 24 hours = 112 hours * 0.4 = 45
4.18	Technical Special Provisions and Modified Special Provisions	LS	1	0	0	N/A
4.19	Other Roadway Analyses	LS	1	0	0	N/A
<b>Roadway Analysis Technical Subtotal</b>					<b>350</b>	



Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
4.20	Field Reviews	LS	1	10	10	Estimate 3 field reviews x 2 people x 4 hours = 24 hours * 0.4 = 10
4.21	Monitor Existing Structures	LS	1	0	0	N/A
4.22	Technical Meetings	LS	1	10	10	Meetings are listed below (24*0.4 = 10)
4.23	Quality Assurance/Quality Control	LS	%	5%	18	
4.24	Independent Peer Review	LS	%	2%	7	
4.25	Supervision	LS	%	2%	7	
<b>Roadway Analysis Nontechnical Subtotal</b>					<b>52</b>	
4.26	Coordination	LS	%	0%	0	
<b>4. Roadway Analysis Total</b>					<b>402</b>	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Typical Section	EA	0	0	0			0
Pavement	EA	0	0	0			0
Access Management	EA	0	0	0			0
15% Line and Grade	EA	0	0	0			0
Driveways	EA	0	0	0			0
Local Governments (cities, counties, MPO)	EA	0	0	0			0
Work Zone Traffic Control	EA	0	0	0			0
30/60/90/100% Comment Review Meetings	EA	0	0	0			0
Other Meetings	EA	4	6	24	Prep + attendance+ minutes	yes	1
<b>Subtotal Technical Meetings</b>				<b>24</b>	<b>Subtotal Project Manager Meetings</b>		<b>1</b>
Progress Meetings (if required by FDOT)	EA	0	0	0	<b>PM attendance at Progress Meetings is manually entered on General Task 3</b>		--
Phase Review Meetings	EA	0	0	0	<b>PM attendance at Phase Review Meetings is manually entered on General Task 3</b>		--
<b>Total Meetings</b>				<b>24</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>		<b>1</b>

Carries to 4.17

Carries to Tab 3

Representing		Print Name	Signature / Date
FDOT District			
Consultant Name			

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.1	Key Sheet		Sheet	1	4	4	Complete redo - Update project limits, Sheet Index, Related Standards and Specifications, Project Length Box, Project Production Team box, etc...
5.2	Summary of Pay Items Including Quantity Input		Sheet	1	4	4	Update Summary of Pay Items sheets - estimated effort is 1/3 of new design effort: 1 sheet x 30 hours/sheet x 1/3 = 10 hours * 0.4 = 4
5.3	Typical Section Sheets						
5.3.1	Typical Sections		EA	1	5	5	Update typical sections - estimated effort is 1/3 of new design effort: Typical Sections - Starkey (1) + 94th Avenue North (3) 4 typical sections x 10 hours/section x 1/3 = 13 hours * 0.4 = 5
5.3.2	Typical Section Details		EA	1	5	5	Update typical section details - estimated effort is 1/3 of new design effort: Special driveway sections (2), typical driveway sections (2), sidewalk half section (1), turn lane half sections (3), Median soil composition and depth (1), gravity wall half section (1), Bus shelter detail/typical (1) 11 typical section details x 6 hours/section x 1/3 = 13 hours * 0.4 = 5
5.4	General Notes/Pay Item Notes		Sheet	1	2	2	Review and update General Notes - estimated effort is 1/3 of new design effort: 18 hours/sheets x 1 sheet x 1/3 = 6 hours * 0.4 = 2
5.5	Summary of Quantities Sheets		Sheet	25	2	50	Production of new sheets Based on similar projects, estimate 25 sheets 25 sheets x 5 hours/sheet = 125 hours * 0.4 = 50
5.6	Project Layout		Sheet	0	0	0	N/A
5.7	Plan/Profile Sheet		Sheet	0	0	0	N/A
5.8	Profile Sheet		Sheet	20	0.8	16	Update profiles - estimated effort is 1/3 of new design effort: Starkey Road - 17 sheets 94th Avenue North - 3 sheets 20 sheets x 6 hours/sheet x 1/3 = 40 hours * 0.4 = 16
5.9	Plan Sheet		Sheet	20	0.8	16	Update plan sheets - estimated effort is 1/3 of new design effort: Starkey Road - 17 sheets 94th Avenue North - 3 sheets 20 sheets x 6 hours/sheet x 1/3 = 40 hours * 0.4 = 16

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.10	Special Profile		Sheet	1	22	22	Development of curb return profiles - estimated effort is 1/3 of new design effort: Jacaranda Ave. (2), 86th Ave. N. (2), Magnolia Ave. (2), 90th Ave. N. (2), 90th Terr. N. (2), 91st. Terr. N. (4), 94th Ave. N. (4), Bardmoor Blvd. (4), 98th Ave. N. (2), 100th Ave. N. (2), 102nd Ave. N. (2) Total 28 locations / 2 profiles/sheet x 12 hours/sheet x 1/3 = 56 hours * 0.4 = 22
5.11	Back-of-Sidewalk Profile Sheet		Sheet	0	0	0	N/A
5.12	Interchange Layout Sheet		Sheet	0	0	0	N/A
5.13	Ramp Terminal Details (Plan View)		Sheet	0	0	0	N/A
5.14	Intersection Layout Details		Sheet	0	0	0	N/A
5.15	Special Details		EA	0	0	0	N/A
5.16	Cross-Section Pattern Sheet(s)		Sheet	0	0	0	N/A
5.17	Roadway Soil Survey Sheet(s)		Sheet	5	0.4	2	Roadway Soil Survey Sheet (1) + Report of Core Boring Sheets (4) Total Sheets = 5 * 0.4 = 2
5.18	Cross Sections		EA	1	14	14	Update cross sections for typical section change - median curb, PGL elevation, 0.02/0.03 break location, and utility locations, earthwork. - estimated effort is 1/2 of new design effort: 2874+50 to 2967+20 = 93 sections 41 distinct driveway sections 134 sections x 0.5 hours/section x 1/2 = 34 hours * 0.4 = 14
5.19	Temporary Traffic Control Plan Sheets		Sheet	1	26	26	Update TTCP plan sheets - estimated effort is 1/3 of new design effort: Phase 1 - 10 sheets Phase IA - 2 sheets Phase 2 - 10 sheets Phase 3 - 10 sheets 32 sheets x 6 hours/sheet x 1/3 = 64 hours * 0.4 = 26
5.20	Temporary Traffic Control Cross Section Sheets		EA	0	0	0	N/A
5.21	Temporary Traffic Control Detail Sheets		Sheet	1	8	8	Update TTCP general notes and typical section sheets - estimated effort is 1/3 of new design effort: General Notes - 2 Typical Sections - 3 5 sheets x 12 hours x 1/3 = 20 hours * 0.4 = 8
5.22	Utility Adjustment Sheets		Sheet	1	26	26	Update Utility Adjustment Sheets - estimated effort is 1/3 of new design effort: Starkey Road - 17 sheets 94th Avenue North - 3 sheets 20 sheets x 10 hours/sheet x 1/3 = 66 hours * 0.4 = 26
5.23	Selective Clearing and Grubbing Sheet(s)						N/A
5.23.1	Selective Clearing and Grubbing		Sheet	0	0	0	N/A

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
5.23.2	Selective Clearing and Grubbing Details		Sheet	0	0	0	N/A
5.24	Tree Disposition Sheet(s)						N/A
5.24.1	Tree Disposition Plan Sheet(s)		Sheet	0	0	0	N/A
5.24.2	Tree Disposition Plan Tables and Schedules		Sheet	0	0	0	N/A
5.25	Project Control Sheet(s)		Sheet	4	0.5	2	Horizontal Alignment Control - 1 sheet Reference Points - 1 sheet Control Point Coordinates - 2 sheets 4 sheets x 1 hour/sheet = 4 hours * 0.4 = 2
5.26	Environmental Detail Sheets		Sheet	0	0	0	
5.27	Utility Verification Sheet(s) (SUE Data)		Sheet	0	0	0	
<b>Roadway Plans Technical Subtotal</b>						<b>202</b>	
5.28	Quality Assurance/Quality Control		LS	%	5%	10	
5.29	Supervision		LS	%	2%	4	
<b>5. Roadway Plans Total</b>						<b>216</b>	

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

**: Signature Block is optional, per District preference**

Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
Drainage Map Hydrology	Per Map	3	11.33	34	Identify changes to drainage divides based on recent permit documentation and to adjust for changes associated with the adjacent project to the south (Project Id. 1039A). Develop a working regional drainage map showing drainage basins associated with the S Watershed Management Plan. +24hrs
Base Clearance Calculations	Per Location	0	0	0	Assumed no changes to base clearance calculations given underdrain is proposed throughout the length of the project.
Pond Siting Analysis and Report	Per Basin	0	0	0	Not applicable for this project.
Design of Cross Drains	EA	1	10	10	20 hrs for cross drain at 94th Avenue (HY-8); 6 hrs for cross drain at 102nd Avenue (HY-8). 26* 0.4 = 10
Design of Ditches	Per Ditch Mile	1	8	8	1.76 Miles for Starkey + 0.3 miles for 94th Avenue = 2.03 miles. Assumes reevaluation of offsite areas along the LT & RT side of Starkey and 94th Avenue. Includes 1 hr for proposed side drain under access road to Pond 4; 1 hr for existing side drain at Sta. 1190+00 (LT); 1 hr for proposed side drain at Sta. 1196+00 (LT). 20 * 0.4 = 8
Design of Stormwater Management Facility (Offsite or Infield Pond)	EA	4	12	48	Includes design revisions to Pond 6, Pond 5A-1, Pond 5B-1 and Pond 4. Includes converting old ICPR models from Version 2.2 to Version 4.
Design of Stormwater Management Facility (Roadside Treatment Swales and Linear Ponds)	Per Cell	0	0	0	
Design of Floodplain Compensation	Per Floodplain Basin	0	0	0	Not applicable for this project.
Design of Storm Drains	EA	200	0.72	144	Includes revisions to storm drain due to changes to pond design and tailwater conditions at outfalls, and partial redesign of storm drain layout based on existing utilities. Assumes a preliminary design of storm drain layouts with minimal updates to spread calculations. It will include recreating hydraulic grade line calculations utilizing Geopak drainage software. Redesign of storm drain outfall along 94th Avenue with two potential conflict structures. +14hrs
Optional Culvert Material	EA	0	0	0	No optional material analysis will be performed for this project. Assumes all proposed pipes will be reinforced concrete.
French Drain Systems	Per Cell	0	0	0	
Existing French Drain Systems	Per Cell	0	0	0	
Drainage Wells	EA	0	0	0	
Drainage Design Documentation Report	LS	1	36	36	Includes revisions to narrative and calculations based on current design criteria and calculations. Update drainage calculations to include floodplain analysis. +20hrs
Bridge Hydraulic Report	EA	0	0	0	

Task	Units	No of Units	Hours/ Unit	Hours	Comments
Temporary Drainage Analysis	LS	1	14	14	Reevaluation of temporary drainage design to include potential changes of existing conditions and updates to the proposed drainage design. Reevaluation of temporary drainage based on revised storm drain outfall along 94th Avenue. +8hrs
Cost Estimate	LS	1	21	21	Assumes new estimates to reflect current unit prices and quantity changes.
Technical Special Provisions / Modified Special Provisions	LS	1	0	0	
Hydroplaning Analysis	LS	1	0	0	Not applicable for this project.
Existing Permit Analysis	LS	1	13	13	Permit research for new developments or changes along the corridor.
Other Drainage Analysis	LS	1	180	180	Floodplain analysis shall demonstrate improvements to the floodplain within its associated basin with exhibits showing the location change to the existing conditions and changes to the proposed conditions.
Noise Barrier Evaluation	LS	1	0	0	
<b>Drainage Analysis Technical Subtotal</b>				<b>508</b>	
Field Reviews	LS	1	11	11	2 field reviews for two staff members. Total time = (2 hr travel time + 2 hr field visit) x 2 members = 8 * 0.4 = 3 + 8 hrs (supplemental) = 11
Technical Meetings	LS	1	21	21	Meetings are listed below
Environmental Look-Around (ELA) Meeting	LS	1	0	0	
Quality Assurance/Quality Control	LS	%	5%	25	
Independent Peer Review	LS	%	2%	10	
Supervision	LS	%	2%	10	
<b>Drainage Analysis Nontechnical Subtotal</b>				<b>77</b>	
Coordination	LS	%	5%	29	
<b>6a. Drainage Analysis Total</b>				<b>614</b>	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number of Meetings
Clearance Water Elevation	EA	1	3	3	Includes travel time and one drainage engineer.		1
Siting	EA	0	0	0			0
Meetings with Local Governments (cities, counties)	EA	1	3	3	Includes travel time and one drainage engineer. Meeting with SWFWMD.		1
Drainage Meetings	EA	2	2	4	Meeting with Pinellas County.	yes	2
<b>Total Technical Meetings</b>				<b>10</b>			<b>4</b>
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		0
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		0
<b>Meetings</b>				<b>10</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>		<b>4</b>

Carries to 6.19

Carries to

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Scale	Units	No. of Units or Sheet	Hours/ Unit or Sheet	Total Hours	Comments
1	Drainage Map (Including Interchanges)		Sheet	3	9	27	Minimal work to update plans to reflect revised project limits. Develop regional drainage map showing basins for Starkey Watershed Management Plan. +8hrs
2	Bridge Hydraulics Recommendation Sheets		Sheet	0	0	0	
3	Summary of Drainage Structures		Sheet	7	7	49	New sheets to be included on the construction plans.
4	Optional Pipe/Culvert Material		Sheet	0	0	0	All pipes are proposed to be reinforced concrete; therefore no optional material analysis is anticipated.
5	Drainage Structure Sheet(s) (Per Structure)		EA	200	0.26	52	Assumes minimal work on updates to drainage structures. For new drainage structures associated with the re-design of outfall along 94th Avenue. +12hrs
6	Miscellaneous Drainage Detail Sheets		Sheet	1	46	46	New sheets to include details for floodplain compensation areas. +40hrs
7	Lateral Ditch Plan/Profile		Sheet	0	0	0	
8	Lateral Ditch Cross Sections		EA	0	0	0	
9	Retention/Detention Ponds Detail Sheet(s)		Sheet	8	1.6	13	Updates to pond detail sheets to include changes associated with pond redesign. Assumes no changes to pond geometry, typical sections, details and CADD work.
10	Retention Pond Cross Sections		EA	0	0	0	
11	Erosion Control Plan Sheet(s)		Sheet	20	0.8	16	
12	SWPPP Sheet(s)		Sheet	3	1.6	5	
<b>Drainage Plans Technical Subtotal</b>						<b>208</b>	
13	Quality Assurance/Quality Control		LS	%	5%	10	
14	Supervision		LS	%	2%	4	
<b>6. Drainage Plans Total</b>						<b>222</b>	

**TASK 6: UTILITY COORDINATION SUPPORT**

Estimator: Humbert

Starkey Road Segment 3 Reconstruction  
PID 002063A

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
7.1	Utility Kickoff Meeting	LS	1	2	2	Meeting is listed below
7.2	Identify Existing Utility Agency Owner(s)	LS	11	0.2	2	(11 UAO's x .5hr) * 0.4 = 2
7.3	Make Utility Contacts	LS	11	1	11	11 UAO's x 1Hr x 2 Submittals (60, 90%)
7.4	Exception Processing	LS	1	0	0	
7.5	Preliminary Utility Meeting	LS	1	0	0	Meeting is listed below
7.6	Individual/Field Meetings	LS	1	12	12	Meetings are listed below
7.7	Collect and Review Plans and Data from UAO(s)	LS	11	2	18	11 UAO's x 2Hr (ea) x 2 Submittals (60, 90%)
7.8	Subordination of Easements Coordination	LS	1	0	0	
7.9	Utility Design Meeting	LS	1	6	6	Meeting is listed below
7.10	Review Utility Markups & Work Schedules, and Processing of Schedules & Agreements	LS	11	2	18	11 UAO's x 2Hr (ea) x 2 Submittals (60, 90%)
7.11	Utility Coordination/Followup	LS	11	3	35	11 UAO's x 8hr (ea) for phone calls, emails, etc.
7.12	Utility Constructability Review	LS	1	10	10	
7.13	Additional Utility Services	LS	1	0	0	
7.14	Processing Utility Work by Highway Contractor (UWHC)	LS	3	16	48	3 (UWHCA Pkgs) (Pinellas Co., Verizon, Clw Gas)
7.15	Contract Plans to UAO(s)	LS	11	0.2	2	Distribute 100% plans. 11 UAO's x .5hr
7.16	Certification/Close-Out	LS	11	0.2	2	
7.17	Other Utilities	LS	1	0	0	



**TASK 6: UTILITY COORDINATION SUPPORT**

<b>7. Utilities Total</b>	<b>166</b>
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<b>Technical Meetings</b>	<b>Units</b>	<b>No of Units</b>	<b>Hours/ Unit</b>	<b>Total Hours</b>	<b>Comments</b>	<b>PM Attendance at Meeting Required?</b>	<b>Number</b>
Kickoff (see 7.1)	EA	1	4	4	Meetings at left are for any technical staff.	yes	1
Preliminary Meeting (see 7.5)	EA	0	0	0	"		0
Individual UAO Meetings (see 7.6)	EA	6	4	24	1 on 1 mtgs w/ UAO's (issue resolution)		0
Field Meetings (see 7.6)	EA	1	6	6	1 utility focused field walk through		0
Design Meeting (see 7.9)	EA	2	8	16	Utility mtg w/ prep & minutes	yes	3
Other Meetings <i>(this is automatically added into Utilities Total (cell F27))</i>	EA	0	0	0	"		0
<b>Total Meetings</b>				<b>50</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>		<b>4</b>

Carries to Tab 3

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

NOTE: Signature Block is optional, per District preference

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
<b>Environmental Permits and Environmental Clearances</b>						
8.1	Preliminary Project Research	LS	1	6	6	Review status of existing permits and finalize permitting approach for project.
<b>Permits</b>						
8.2	<b>Field Work</b>					
8.2.1	Pond Site Alternatives	per pond site	0	0	0	N/A - Sites selected
8.2.2	Establish Wetland Jurisdictional Lines and Assessments	LS	1	0	0	N/A - Lines established and permitted
8.2.3	Species Surveys	LS	1	0	0	N/A
8.3	Agency Verification of Wetland Data	LS	1	0	0	N/A
8.4	<b>Complete And Submit All Required Permit Applications</b>					
8.4.1	Complete and Submit All Required Wetland Permit Applications	LS	1	0	0	N/A
8.4.2	Complete and Submit All Required Species Permit Applications	LS	1	0	0	N/A
8.5	Coordinate and Review Dredge and Fill Sketches	LS	1	0	0	N/A
8.6	Prepare USCG Permit Application	LS	1	0	0	N/A
8.7	Prepare Water Management District or Local Water Control District Right of Way Occupancy Permit Application	LS	1	0	0	N/A
8.8	Prepare Coastal Construction Control Line (CCCL) Permit Application	LS	1	0	0	N/A
8.9	Prepare USACE Section 408 Application to Alter a Civil Works Project	LS	1	0	0	N/A
8.10	Compensatory Mitigation Plan	LS	1	0	0	N/A

**TASK 7: ENVIRONMENTAL PERMITTING**

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
8.11	Mitigation Coordination and Meetings	LS	1	0	0	N/A
8.12	Other Environmental Permits	LS	1	16	16	Project support - on-going coordination and review of plans to confirm that proposed construction is compatible with active permits. Includes effort for letter mod type document to support changes to typical section.
<b>Environmental Clearances/Reevaluations</b>						
8.13	<b>Technical support to Department for Environmental Clearances and Reevaluations (use when consultant provides technical support only)</b>					
8.13.1	NEPA or SEIR Reevaluation	LS	1	0	0	N/A
8.13.2	Archaeological and Historical Resources	LS	1	0	0	N/A
8.13.3	Wetland Impact Analysis	LS	1	0	0	N/A
8.13.4	Essential Fish Habitat Impact Analysis	LS	1	0	0	N/A
8.13.5	Protected Speices and Habitat Impact Analysis	LS	1	0	0	N/A
8.14	<b>Preparation of Environmental Clearances and Reevaluations (use when consultant prepares all documents associated with reevaluation)</b>					
8.14.1	NEPA or SEIR Reevaluation	LS	1	0	0	N/A
8.14.2	Archaeological and Historical Resources	LS	1	0	0	N/A
8.14.3	Wetland Impact Analysis	LS	1	0	0	N/A
8.14.4	Essential Fish Habitat Impact Analysis	LS	1	0	0	N/A
8.14.5	Protected Species and Habitat Impact Analysis	LS	1	0	0	N/A
8.15	Contamination Impact Analysis	LS	1	0	0	N/A
8.16	Asbestos Survey	LS	1	0	0	N/A
<b>Environmental Permits and Environmental Clearances/Reevaluations Technical Subtotal</b>					<b>22</b>	
8.17	Technical Meetings	LS	1	4	4	Meetings are listed below
8.18	Quality Assurance/Quality Control	LS	%	5%	1	
8.19	Supervision	LS	%	2%	0	
<b>Environmental Permits and Environmental Clearances Nontechnical Subtotal</b>					<b>5</b>	

**TASK 7: ENVIRONMENTAL PERMITTING**

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
8.20	Coordination	LS	%	2%	1	
<b>8. Environmental Permits and Environmental Clearances Total</b>					<b>28</b>	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
WMD	EA	0	0	0			0
NMFS	EA	0	0	0			0
USACE	EA	0	0	0			0
USCG	EA	0	0	0			0
USFWS	EA	0	0	0			0
FFWCC	EA	0	0	0			0
FDOT	EA	0	0	0			0
Other Meetings	EA	2	4	8	Miscellaneous	yes	1
<b>Subtotal Technical Meetings</b>				<b>8</b>	<b>Subtotal Project Manager Meetings</b>		<b>1</b>
Progress Meetings (if required by FDOT)	EA	0	0	0	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>		--
Phase Review Meetings	EA	0	0	0	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>		--
<b>Total Meetings</b>				<b>8</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>		<b>1</b>

Carries to 8.18

Carries to Tab 3



10-16	Bridge 6	0									
10-16	Bridge 7	0									
10-16	Bridge 8	0									
10-16	Bridge 9	0									
10-16	Bridge 10	0									
17	Retaining Walls	0								0	
18	Miscellaneous Structures	494									494
<b>Structures Technical Subtotal</b>		494	0	0	0	0	0	0	0	0	494
<b>Task No.</b>	<b>Task</b>	<b>Units</b>	<b>No. of Units</b>	<b>Hours per Unit</b>	<b>Total</b>	<b>Comments</b>					
9.11	Field Reviews	LS	1	9	9						
9.12	Technical Meetings	LS	1	4	4	Meetings are listed below					
9.13	Quality Assurance/Quality Control	LS	%	5%	25						
9.14	Independent Peer Review	LS	1	0	0						
9.15	Supervision	LS	%	2%	10						
<b>Structures Nontechnical Subtotal</b>					48						
9.16	Coordination	LS	1	0	0						
<b>9. Structures - Summary and Miscellaneous Tasks and Drawings</b>					48						

<b>Technical Meetings</b>	<b>Units</b>	<b>No of Units</b>	<b>Hours/ Unit</b>	<b>Total Hours</b>	<b>Comments</b>				<b>PM Attendance at Meeting Required?</b>	<b>Number</b>
BDR Coordination/Review	EA	0	0	0						0
90/100% Comment Review	EA	0	0	0						0
Aesthetics Coordination	EA	0	0	0						0
Regulatory Agency	EA	0	0	0						0
Local Governments (cities, counties)	EA	0	0	0						0
Utility Companies	EA	0	0	0						0
Other Meetings	EA	1	4	4						0
<b>Subtotal Technical Meetings</b>				<b>4</b>						<b>0</b>

Progress Meetings (if required by FDOT)	EA	0	0	0	<i>PM attendance at Progress Meetings is manually entered on General Task 3</i>	--
Phase Review Meetings	EA	0	0	0	<i>PM attendance at Phase Review Meetings is manually entered on General Task 3</i>	--
<b>Total Meetings</b>				<b>4</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>	<b>0</b>

Carries to 9.11

Carries to Tab 3

NOTE: Signature Block is optional, per District preference							
Task No.	Task	Unit	No. of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
<b>Concrete Box Culvert</b>							
8.1	Concrete Box Culverts ( <b>GEOTECHNICAL SOIL BORING, COORDINATION</b> )	EA	1	4		4	
8.2	Concrete Box Culverts Extensions	EA Extension	2	120		240	7'x5' Box Culvert Extension north of 94th Ave N, from Starkey Rd west to 89th Way N 9'x4' Box Culvert Extension in the median of 94th Ave N. from Starkey Rd east to past 88th Way N No Load Ratings
8.3	Concrete Box Culvert Data Table Plan Sheets	Sheet	8	3	8	24	1 Data Table for both Extensions; 2 Reinforcing Bar Lists
8.4	Concrete Box Culvert Special Details Plan Sheets	Sheet	3	20	3	60	Special Tie-In Details for skewed connection at Starkey Rd; Construction Phasing of removal of pipe culverts at 88th Way & 89th Way; Multiple Pipe Penetration Details
<b>Strain Poles</b>							
8.5	Steel Strain Poles	Initial Config	3	24		72	3 intersections Temporary signals at 86th, 90th and 94th Ave
		EA Add'l Config	0	0		0	
8.6	Concrete Strain Poles	Initial Config	0	0		0	
		EA Add'l Config	0	0		0	
8.7	Strain Pole Data Table Plan Sheets	Sheet	0	0	0	0	
8.8	Strain Pole Special Details Plan Sheets	Sheet	1	24	1	24	
<b>Mast Arms</b>							
8.9	Mast Arms	EA Design	8	8		64	3 intersections with 2 new mast arms (24 hours ea). 1 intersection with 2 existing mast arms (8 hours ea).
8.10	Mast Arms Data Table Plan Sheets	Sheet	2	3	2	6	6 mast arms per sheet.
8.11	Mast Arm Special Details Plan Sheets	Sheet	0	0	0	0	
<b>Overhead/Cantilever Sign Structures</b>							
8.12	Cantilever Sign Structures	EA Design	0	0		0	
8.13	Overhead Span Sign Structures	EA Design	0	0		0	
8.14	Special (Long Span) Overhead Span Sign Structures	EA Design	0	0		0	
8.15	Monotube Overhead Sign Structure	EA Design	0	0		0	
8.16	Bridge Mounted Signs (Attached to Superstr.)	EA Design	0	0		0	
8.17	Overhead and Cantilever Sign Structures Data Table Plan Sheets	Sheet	0	0	0	0	
8.18	Overhead and Cantilever Sign Structures Special Details Plan Sheets	Sheet	0	0	0	0	
<b>High Mast Lighting</b>							
8.19	Non-Standard High Mast Lighting Structures	EA Design	0	0		0	
8.20	High Mast Lighting Special Details Plan Sheets	Sheet	0	0	0	0	
<b>Noise Barrier Walls (Ground Mount)</b>							
8.21	Horizontal Wall Geometry	EA Wall	0	0		0	
8.22	Vertical Wall Geometry	EA Wall	0	0		0	
8.23	Summary of Quantities - Aesthetic Requirements	Sheet	0	0	0	0	
8.24	Control Drawings	Sheet	0	0	0	0	



Ancillary Structures Report							
3.32	Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles	EA structure	0	0	0	0	
3.33	Condition Evaluation of Signal and Sign Structures, and High Mast Light Poles (No As built or Design Plans Available)	EA structure	0	0	0	0	
3.34	Analytical Evaluation of Signal and Sign Structures, and High Mast Light Poles	EA structure	0	0	0	0	
3.35	Ancillary Structures Report	LS	1	0		0	
<b>18. Structures - Miscellaneous Total</b>					<b>14</b>	<b>494</b>	

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
19.1	Traffic Data Analysis	LS	1	0	0	N/A
19.2	No Passing Zone Study	LS	1	0	0	N/A
19.3	Reference and Master Design File	LS	1	47	47	Estimate that plans update will require 0.4 of the new design effort: 45 hours for set up, and 90 hours per mile and 16 hours per signalized intersection Starkey Road (1.76 mi), 94th Avenue (0.3 mi) = $2.06 \times 90 = 185 + 45 + 16 \times 4 \times 0.4 = 118$ hours * 0.4 = 47
19.4	Multi-Post Sign Support Calculations	EA	12	1.33	16	4 per previous plans (2 hrs each). 8 new for 4 signalized intersections (1 per approach) (4 hours each) = $4 \times 2 + 8 \times 4 = 40$ hours * 0.4 = 16
19.5	Sign Panel Design Analysis	EA	5	1.2	6	Sign layout for NEXT SIGNAL guide signs for all 4 signalized intersections. Bardmoor Blvd / Antigua Dr will need 2 different designs.
19.6	Sign Lighting/Electrical Calculations	EA	1	0	0	N/A
19.7	Quantities	LS	1	11	11	Update quantities, estimated effort is 1/3 new design effort: 4 hours per sheet x 20 sheets x 1/3 = 27 hours * 0.4 = 11
19.8	Cost Estimate	LS	1	14	14	Development of new construction cost estimate and 3 updates: 12 hours initial cost estimate + 3 updates x 8 hours = 36 hours * 0.4 = 14
19.9	Technical Special Provisions and Modified Special Provisions	LS	1	0	0	N/A
19.10	Other Signing and Pavement Marking	LS	1	0	0	N/A
<b>Signing and Pavement Marking Analysis Technical Subtotal</b>					<b>94</b>	
19.11	Field Reviews	LS	1	6	6	Estimate 2 field reviews x 2 people x 4 hours = 16 hours * 0.4 = 6
19.12	Technical Meetings	LS	1	9	9	Meetings are listed below
19.13	Quality Assurance/Quality Control	LS	%	5%	5	
19.14	Independent Peer Review	LS	%	2%	2	
19.15	Supervision	LS	%	2%	2	
<b>Signing and Pavement Marking Analysis Nontechnical Subtotal</b>					<b>24</b>	
19.16	Coordination	LS	%	5%	6	
<b>19. Signing and Pavement Marking Analysis Total</b>					<b>124</b>	

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments		
Technical Meetings		Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
	Sign Panel Design	EA	0	0	0			0
	Queue Length Analysis	EA	0	0	0			0
	Local Governments (cities, counties)	EA	0	0	0			0
	Other Meetings	EA	4	3	12	Prep + attendance+ minutes		0
<b>Subtotal Technical Meetings</b>					<b>12</b>	<b>Subtotal Project Manager Meetings</b>		<b>0</b>
	Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
	Phase Review Meetings	EA	3	3	9	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
<b>Total Meetings</b>					<b>21</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>		<b>0</b>

Carries to 19.12

Carries to Tab 3

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

Signature Block is optional, per District preference

Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
Sheet		Sheet	1	0	1	0	Updates to Key Sheet.
Summary of Pay Items Including Input		LS	1	0		0	N/A
Calculation of Quantities		Sheet	2	3.5	2	7	Redo excel spread sheet and all new pay items. Updates to quantities. 12 hours for the 1st tabulation and 6 hours for each additional tabulation sheet.
General Notes/Pay Item Notes		Sheet	1	1	1	1	Updates to General Notes.
Project Layout		Sheet	0	0	0	0	N/A
Plan Sheet		Sheet	20	0.95	20	19	Update plan sheets - estimated effort is 0.4 of new design effort: Starkey Road - 15 sheets + 2 sheet for signs beyond limits (lane reduction) 94th Avenue North - 3 sheets 20 sheets x 6 hours/sheet x 0.4 = 48 hours * 0.4 = 19
Technical Details		EA	0	0		0	N/A
Trade Sign Worksheet(s)		EA	9	0.667		6	4 from previous job (1 hr ea). 5 new ones (2 hours ea) = 4*1 + 5*2 = 14 hrs * 0.4 = 6
Traffic Monitoring Site		EA	0	0		0	N/A
Cross Sections		EA	0	0		0	N/A
Special Service Point Details		EA	0	0		0	N/A
Special Details		LS	1	0		0	N/A
Trim Standards		LS	1	0		0	N/A
<b>Signing and Pavement Marking Plans Technical Subtotal</b>					<b>24</b>	<b>33</b>	
Quality Assurance/Quality Control		LS	%	5%		2	
Supervision		LS	%	2%		1	
<b>20. Signing and Pavement Marking Plans Total</b>					<b>24</b>	<b>36</b>	

Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No. of Units	Hours/ Units	Total Hours	Comments
21.1	Traffic Data Collection	LS	0	0	0	N/A
21.2	Traffic Data Analysis	PI	4	1.25	5	Update yellow and red timings per Traffic Engineering Manual guidelines.
21.3	Signal Warrant Study	LS	0	0	0	N/A
21.4	System Timings	LS	0	0	0	N/A
21.5	Reference and Master Signalization Design File	PI	3	19.33	58	Update mast arms for latest sizes for 3 new intersections. Ensure ADA compliance is met for pedestrian poles. Analyze previous location for any new conflict issues or latest OSHA guidelines for installation. If previous locations do not meet current guidelines, the process starts anew. With powerlines running on both sides, there will be more issues than when originally designed.
21.6	Reference and Master Interconnect Communication Design File	LS	1	8	8	Estimate that plans update will require 1/3 of the new design effort: Starkey Road from 82nd Ave North to 106th Ave. North - 1.51 miles = (1.51 mile x 32 hours/mile + 8 ) x 1/3 = 19 hours (8 hours for setup and up to 32 hours per mile) * 0.4 = 8
21.7	Overhead Street Name Sign Design	EA	12	0.1	1	Verify all signs (3 per intersection)
21.8	Pole Elevation Analysis	LS	1	2	2	Includes effort to determine pole elevations at proposed pole locations (2 hours for the first intersection and 1 hour for each additional intersection). $1*2 + 2*1 = 4 \text{ hrs} * 0.4 = 2$
21.9	Traffic Signal Operation Report	LS	1	0	0	N/A
21.10	Quantities	LS	1	22	22	Update quantities, all new pay items. $6 \text{ hours per intersection} \times 4 \text{ intersections} = 24 \text{ hours}$ 2 hours per interconnect sheet = $2 * 15 = 30 \text{ hours}$ .
21.11	Cost Estimate	LS	1	14	14	Development of new construction cost estimate and 3 updates: $12 \text{ hours initial cost estimate} + 3 \text{ updates} \times 8 \text{ hours} = 36 \text{ hours} * 0.4 = 14$
21.12	Technical Special Provisions and Modified Special Provisions	LS	1	0	0	N/A
21.13	Other Signalization Analysis	LS	1	0	0	N/A
<b>Signalization Analysis Technical Subtotal</b>					<b>110</b>	

21.15	Technical Meetings	LS	1	8	7	Meetings are listed below
21.16	Quality Assurance/Quality Control	LS	%	5%	6	
21.17	Independent Peer Review	LS	%	2%	2	
21.18	Supervision	LS	%	2%	2	
<b>Signalization Analysis Nontechnical Subtotal</b>					<b>23</b>	
21.19	Coordination	LS	%	5%	7	
<b>21. Signalization Analysis Total</b>					<b>140</b>	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
FDOT Traffic Operations	EA	0	0	0			0
FDOT Traffic Design	EA	0	0	0			0
Power Company (service point coordination)	EA	0	0	0			0
Maintaining Agency (cities, counties)	EA	0	0	0			0
Railroads	EA	0	0	0			0
Other Meetings	EA	4	3	12	Prep + attendance+ minutes		0
<b>Subtotal Technical Meetings</b>				<b>12</b>		<b>Subtotal Project Manager Meetings</b>	<b>0</b>
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	3	3	9	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
<b>Total Meetings</b>				<b>21</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>		<b>0</b>

Carries to 21.15

Carries to Tab 3

<b>Representing</b>	<b>Print Name</b>	<b>Signature / Date</b>
FDOT District		
Consultant Name		

*Signature Block is optional, per District preference*

Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
Sheet		Sheet	1	1	1	1	
Summary of Pay Items Including Designer Interface		Sheet	0	0	0	0	
Tabulation of Quantities		Sheet	2	2.5	2	5	
General Notes/Pay Item Notes		Sheet	2	2.5	2	5	
Plan Sheet		Sheet	4	1.5	4	6	
Interconnect Plans		Sheet	15	0.8	15	12	
Traffic Monitoring Site		EA	0	0		0	
Grade Sign Worksheet		EA	12	0.42		5	
Special Details		Sheet	0	0	0	0	
Special Service Point Details		EA	0	0		0	
Post Arm/Monotube Tabulation Sheet		PI	3	1.67		5	
Main Pole Schedule		PI	0	0		0	
CP Signal		EA	0	0		0	
Temporary Detection Sheet		PI	4	1.5		6	
Safety Conflict Sheet		Sheet	3	4	3	12	
Trim Standards		LS	1	0		0	
<b>Signalization Plans Technical Subtotal</b>					<b>27</b>	<b>57</b>	
Quality Assurance/Quality Control		LS	%	5%		3	
Supervision		LS	%	2%		1	
<b>22. Signalization Plans Total</b>					<b>27</b>	<b>61</b>	

Representing	Print Name	Signature / Date
Pinellas County		
AECOM		

Signature Block is optional, per District preference

Task	Scale	Units	No of Units	Hours/ Unit	No. of Sheets	Total Hours	Comments
Public Involvement		LS	1	80	1	80	
<b>Signalization Plans Technical Subtotal</b>					<b>1</b>	<b>80</b>	
Quality Assurance/Quality Control		LS	%	0%		0	
Supervision		LS	%	0%		0	
<b>22. Signalization Plans Total</b>					<b>1</b>	<b>80</b>	



Representing	Print Name	Signature / Date
FDOT District		
Consultant Name		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
<b>Roadway</b>						
35.1	Document Collection and Review	LS	1	8	8	
35.2	Develop Detailed Boring Location Plan	LS	1	0	0	
35.3	Stake Borings/Utility Clearance	Boring	0	0	0	
35.4	Muck Probing	Crew Day	0	0	0	
35.5	Coordinate and Develop MOT Plans for Field Investigation	EA	0	0	0	
35.6	Drilling Access Permits	Location	0	0	0	
35.7	Property Clearances	EA	0	0	0	
35.8	Groundwater Monitoring	EA	0	0	0	
35.9	LBR/Resilient Modulus Sampling	EA	0	0	0	
35.10	Coordination of Field Work	100 lf of boring	0	0	0	
35.11	Soil and Rock Classification - Roadway	100 lf of boring	0	0	0	
35.12	Design LBR	LS	1	8	8	Only if LBR tests are required
35.13	Laboratory Data	100 lf of boring	0	0	0	
35.14	Seasonal High Water Table	Boring	20	0.1	2	
35.15	Parameters for Water Retention Areas	EA	0	0	0	
35.16	Delineate Limits of Unsuitable Material	Cross-section	20	0.1	2	
35.17	Electronic Files for Cross-Sections	100 lf of boring	0	0	0	Duplication of Roadway Effort?
35.18	Embankment Settlement and Stability	Embankment Boring	4	0.5	2	There are side ditches to be filled. Assume fill height to be less than 10 feet.
35.19	Monitor Existing Structures	LS	1	0	0	

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
35.20	Stormwater Volume Recovery and/or Background Seepage Analysis	EA	1	2	2	Data presentation only
35.21	Geotechnical Recommendations	LS	1	12	12	assume fairly simple roadway alignment and subsoil conditions.
35.22	Pavement Condition Survey and Pavement Evaluation Report	LS	1	0	0	
35.23	Preliminary Roadway Report	LS	1	12	12	Hours Breakdown: Typist = 2, Technican = 2, Geotechnical Eng. =5, Senior Eng. = 2, PM = 1.
35.24	Final Report	EA	1	10	10	Responses to comments from the County Are included. Similar hours break down as in preliminary report.
35.25	Auger Boring Drafting	100 lf boring	0	0	0	
35.26	SPT Boring Drafting	100 lf boring	0	0	0	
<b>Roadway Geotechnical Subtotal</b>					<b>58</b>	
	<b>Structures</b>					
35.27	Develop Detailed Boring Location Plan	LS	1	0	0	
35.28	Stake Borings/Utility Clearance	Boring	0	0	0	
35.29	Coordinate and Develop MOT Plans for Field Investigation	EA	0	0	0	
35.30	Drilling Access Permits	Location	0	0	0	
35.31	Property Clearances	EA	0	0	0	
35.32	Collection of Corrosion Samples	EA	0	0	0	
35.33	Coordination of Field Work	100 lf of boring	0	0	0	
35.34	Soil and Rock Classification - Structures	100 lf of boring	0	0	0	
35.35	Tabulation of Laboratory Data	100 lf of boring	0	0	0	
35.36	Estimate Design Groundwater Level for Structures	EA	0	0	0	
35.37	Selection of Foundation Alternatives (BDR)	Bridge boring	0	0	0	
35.38	Detailed Analysis of Selected Foundation Alternate(s)	Bridge boring	0	0	0	See Basis for reducing by 35.35
35.39	Bridge Construction and Testing Recommendations	Bridge boring	0	0	0	
35.40	Lateral Load Analysis (Optional)	Bridge boring	0	0	0	Duplication of Structural Effort?
35.41	Walls	Wall Boring	0	0	0	
35.42	Sheet Pile Wall Analysis (Optional)	Wall Boring	0	0	0	Duplication of Structural Effort?
35.43	Design Soil Parameters for Signs, Signals, High Mast Lights, and Strain Poles and Geotechnical Recommendations	Boring	12	0.5	6	Responses to comments from the County Are included. Similar hours break down as in preliminary report.

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
35.44	Box Culvert Analysis	EA	1	4	4	
35.45	Preliminary Report - BDR	EA	0	0	0	
35.46	Final Report - Bridge and Associated Walls	EA	0	0	0	
35.47	Final Reports - Signs, Signals, Box Culvert, Walls and High Mast Lights	EA	0	0	0	
35.48	SPT Boring Drafting	100 lf of boring	0	0	0	
35.49	Other Geotechnical	LS	1	0	0	
<b>Structural Geotechnical Subtotal</b>					<b>10</b>	
<b>Geotechnical Technical Subtotal</b>					<b>68</b>	
35.50	Technical Special Provisions and Modified Special Provisions	EA	0	0	0	
35.51	Field Reviews	LS	1	12	12	
35.52	Technical Meetings	LS	1	18	18	Meetings listed below
35.53	Quality Assurance/Quality Control	LS	%	7%	5	
35.54	Supervision	LS	%	2%	1	
<b>Geotechnical Nontechnical Subtotal</b>					<b>36</b>	
35.55	Coordination	LS	%	5%	5	
<b>35. Geotechnical Total</b>					<b>109</b>	

Technical Meetings	Units	No of Units	Hours/ Unit	Total Hours	Comments	PM Attendance at Meeting Required?	Number
Kickoff Meeting with FDOT	EA	0	0	0			0
Boring Layout Approval	EA	0	0	0			0
Attend in BDR Review Meeting	EA	0	0	0			0
30/60/90% Submittal Review	EA	0	0	0			0
Other Meetings	EA	3	6	18			0
<b>Subtotal Technical Meetings</b>				<b>18</b>		<b>Subtotal Project Manager Meetings</b>	<b>0</b>
Progress Meetings (if required by FDOT)	EA	0	0	0	PM attendance at Progress Meetings is manually entered on General Task 3		--
Phase Review Meetings	EA	0	0	0	PM attendance at Phase Review Meetings is manually entered on General Task 3		--
<b>Total Meetings</b>				<b>18</b>	<b>Total Project Manager Meetings (carries to Tab 3)</b>		<b>0</b>

Carries to 33.18

Carries to Tab 3

Representing	Print Name	Signature / Date
Pinellas County		
AECOM		

**NOTE: Signature Block is optional, per District preference**

Task No.	Task	Units	No of Units	Hours/ Unit	Total Hours	Comments
36.1	Post Design Services	LS	1	500	500	
<b>3D Modeling Technical Subtotal</b>					<b>500</b>	
36.7	Quality Assurance/Quality Control	LS	%	0%	0	
36.8	Supervision	LS	%	0%	0	
36.9	Coordination	LS	%	0%	0	
<b>3D Modeling Total</b>					<b>500</b>	

**Exhibit A**

**SCOPE OF SERVICES**

**ENGINEERING CONSULTING SERVICES**

**Design Services  
For  
Starkey Road Improvements  
(From Flame Vine Avenue to North of 109<sup>th</sup> Avenue)**

**County PID: 002063A**

**Part II: Utility Design**

**Prepared For:**

**Pinellas County  
Public Works Transportation Engineering Section  
14 S. Fort Harrison Avenue  
Clearwater, Florida 33756**

**Prepared By:  
AECOM Technical Services  
7650 W. Courtney Campbell Causeway  
Tampa, Florida 33607**

**July 29, 2020**

The following Scope of Services was prepared in accordance with the Pinellas County utilities request for Professional Consulting Services for Engineering Support. AECOM Technical Services, Inc., (CONSULTANT) shall provide the following Scope of Services for the above project. All other terms of this section shall remain in effect.

**Project Description:** Pinellas County Public Works (COUNTY) is widening Starkey Road from Flame Vine Avenue to Bryan Dairy Road, approximately 1.85 miles. This section of Starkey Road contains COUNTY owned Water Transmission/Distribution Mains, Gravity Sewer Mains, Force Mains, Reclaimed Water Transmission/Distribution Mains, Water Services, Laterals, Fire Hydrants, Meters and appurtenances that will need to be relocated to accommodate the road widening project. All water meters will be replaced with Automatic Meter Readers (AMR). The potable water relocations will include the appropriate flushing, chlorination and sampling ports. Gate valves and fire hydrants will be installed in the grassed areas outside the limits of the new sidewalks. Also, the COUNTY has a 24" PCCP Transmission Water Main that needs to be replaced along the roadway. Construction of the relocated utilities will be sequenced based on the project MOT plan as required. In addition to the COUNTY owned utilities impacted by the roadway project, the COUNTY has requested that the replacement/upsizing of approximately 4,800 feet of 8, 6, 4 and 3-inch old substandard and deteriorating asbestos cement (AC) water distribution mains that has exceeded its useful life outside of the road widening project but adjacent to Starkey Road be included as part of this Work Assignment. This will improve water quality, water circulation, provide the area with appropriate fire flow protection, fire hydrants and valving. The area is located between 94<sup>th</sup> Avenue and 91<sup>st</sup> Terrace to the North and South and Starkey Road and 86<sup>th</sup> way to the East and West. Since it is outside the limits of the roadway project survey, additional Subsurface Utility Exploration (SUE), utility locates and geotechnical will be required to prepare the construction plans. Survey will be completed to County standards. Hydraulic calculations and pipe sizing are not part of this Work Assignment.

COUNTY has requested that CONSULTANT prepare construction plans and specifications detailing relocation and adjustments to the existing COUNTY system as needed to avoid conflicts with the proposed roadway drainage improvements and to replace the AC water distribution piping system adjacent to Starkey Road described above. Survey, subsurface exploration, locates and geotechnical work are only included for the replacement of undersized AC water mains portion of the project. Permitting services as well as engineering support services during the construction phase will also be provided.

**Task 1 – 60% Design: (\$126,306.50)**

The CONSULTANT shall prepare construction plans and specifications for the relocation, replacement and adjustment of COUNTY owned utilities. Drawings will be prepared in AutoCAD Civil 3D per County Standard with existing roadway drawings used as base sheets and horizontal alignment previously prepared by the County. Specifications will be prepared using COUNTY utility specifications. The basis for preparing construction documents will be replacement of the existing 24" PCCP water main and the existing cast iron, galvanized and asbestos cement piping, relocating other COUNTY owned utilities that may be in conflict with the proposed roadway drainage system and to cure-in-place

line existing VCP gravity piping system and laterals. If conflicts between the existing gravity sewer pipe and proposed roadway drainage system occur, the conflict will be resolved with either gravity main or conflict structures relocation. The CONSULTANT shall:

1. Prepare and submit Plan and Profile View 60%, design plans, specifications and opinion of probable construction cost estimates to the COUNTY for review and comment by the County Project Manager and Project Team Members.
2. Prepare Draft applicable permits including FDEP Water/Sewer Permit, and Right of Way Utilization Permit if required by the COUNTY, for review.

**Task 2 – Survey/SUE (Area outside limits of roadway work): (\$23,276.00)**

AECOM will conduct a Topographic, Tree and Utility Survey as follows:

Topographic survey – prepared in accordance with the minimum technical standards as set forth in Chapter 5J-17 Florida Administrative Code. Elevations within jurisdictional areas are not included. Spot elevations over the entire site on a 50-foot grid. Survey to the near edge of pavement of adjacent roads. Vertical datum will be NAVD 1988.

Tree survey – Protected trees 4” in diameter breast high and larger will be located showing common name and diameter. The location of trees smaller than 4” or species not protected is not included.

Utility Survey – Locate surface evidence of utilities, i.e. water valves, manholes, storm structures, etc. Utility provider atlases, if available, will be obtained and utilized to depict the approximate location of underground utility services. Inverts, pipe sizes and material of accessible structures will be obtained. This utility location methodology meets the requirements of a quality level C as defined by the federal highway administration.

**Task 3 – Geotechnical (Area outside limits of roadway work): (\$3,717.50)**

The objective of the geotechnical work is to evaluate existing soils with respect to the proposed utilities replacement. As requested, AECOM proposed to perform a soils exploration program consisting of hand augers, borings, subsurface sampling at various location throughout the project area and field and lab testing to obtain information on the subsurface conditions present and provide geotechnical recommendations.

**Task 4 – 90% Design: (\$81,500.00)**

Based upon the review and approval of the 60% design submittal. The CONSULTANT shall:

- 1 Prepare and submit 90% Plan and Profile design plans, specifications and opinion of probable construction cost estimates to COUNTY for review and comment by the COUNTY Project Manager and Project Team Members.
- 2 Submit applicable permits including FDEP Water/Sewer Permit, and Right of Way Utilization Permit if required by the COUNTY. Review Fees to be paid by County.

**Task 5 - Construction Documents: (\$41,090.00)**

Based upon the review and approval of the 90% design submittal. The CONSULTANT shall:

1. Prepare and submit electronically the 100% design plans specifications and opinion of probable construction cost estimates to COUNTY for Final Review by the COUNTY Project Manager and Project Team Members.
2. Submit final signed and sealed design plans, specifications and opinion of probable construction cost. (Electronic and hard copies)
3. Deliverables:
  - a) 3 sets of 24"x36" bond drawing signed and sealed by Prof. Engineer.
  - b) 2 sets of 11"x17" bond drawing signed and sealed by Prof. Engineer
  - c) 2 sets of signed and sealed specifications.
  - d) Digital drawing files copy, AutoCAD Civil 3D per County Standard on flash drive, PDF Drawing
  - e) Final Opinion of Probable Cost and Quantities Take-off.

**Task 6 - Contract Bid: (\$5,310.00)**

The CONSULTANT shall perform the following under this task:

- 1 Attend Pre-bid meeting
- 2 Address technical questions concerning Utility Relocation plans and assist COUNTY in preparation of addenda, if needed
- 3 Review received Bids and prepare recommendation of award letter

**Task 7 – Construction Services: (\$68,800)**

The CONSULTANT shall perform the following tasks during the construction phase of the project:

- 1 Attend Pre-construction and monthly progress of construction meetings
- 2 Review Shop Drawings related to the utility relocation work
- 3 Review up to 10 Contractor submitted RFI's
- 4 Prepare FDEP construction completion permit clearance submittal
- 5 Perform up to 7 additional site visits, substantial completion and Final completion inspections



- 6 Provide as-built certification based on signed and sealed survey furnished by CONTRACTOR

**Performance Schedule:**

The schedule for the performance of this work assignment is defined below. Tasks associated with preparing construction documents and permit applications will be completed within 255 days total from NTP based on COUNTY approval of the previous submittal. Tasks associate with receiving and reviewing bids and providing engineering support during the construction phase of the project will be based on COUNTY and Contractor schedule.

**PROJECT SCHEDULE:**

- |                                |                                      |
|--------------------------------|--------------------------------------|
| 1. 60% Design Submittal        | 120 days from NTP                    |
| 2. 90% Design Submittal        | 120 days from Approval of 60% Design |
| 3. 100% Design Submittal       | 45 days from approval of 90% Design  |
| 4. Final Design and permitting | 15 days from Approval of 100% Design |

**Compensation to the Consultant:**

For the Scope of Services described in this work assignment CONSULTANT shall be compensated a Lump Sum of **\$375,000.00** in accordance with the terms of the agreement. The project also includes a \$25,000.00 contingency to be used at the COUNTY's discretion.

For performance of non-negotiable services provided in this work assignment, the COUNTY agrees to pay CONSULTANT in accordance with the following schedule:

1. A lump sum fee of **\$126,306.50** Task 1 – 60% Design
2. A lump sum fee of **\$23,276.00** Task 2 – Survey/SUE
3. A lump sum fee of **\$3,717.50** Task 3 - Geotechnical
4. A lump sum fee of **\$81,500.00** Task 4 – 90% Design
5. A lump sum fee of **\$41,090.00** Task 5 – Construction Documents
6. A lump sum fee of **\$5,310.00** Task 6 – Contract Bidding
7. A lump sum fee of **\$68,800.00** Task 7 – Construction Documents
8. County Contingency of **\$25,000.00**

A detailed cost estimate is provided below.

## PART II - APPENDIX A

### Task 1 – 60% Design

	Billed At	Number of Hours	Cost Extended
Officer in Charge	\$235.00	24	\$5,640.00
Project Manager	\$165.00	160	\$26,400.00
Project Engineer	\$105.00	240	\$25,200.00
Senior Designer	\$115.00	600	\$69,000.00
Administrative/Clerical	\$66.50	1	\$66.50

Subtotal = \$126,306.50

### Task 2 – Survey/SUE

	Billed At	Number of Hours	Cost Extended
Party Chief	\$75.00	100	\$7,500.00
Inst Man	\$50.00	100	\$5,000.00
Rodman	\$40.00	100	\$4,000.00
Surveyor and Mapper	\$140.00	4	\$560.00
Technician	\$66.00	8	\$528.00
Clerical	\$72.00	4	\$288.00
Designator Crews	\$225.00	24	\$5,400.00

\$23,276.00

### Task 3 - Geotechnical

	Billed At	Number of Hours	Cost Extended
Augers	\$10.50	275	\$2,887.50
Sr Project Engineer	\$145.00	2	\$290.00
Technician	\$66.00	6	\$396.00
Clerical	\$72.00	2	\$144.00

\$3,717.50

### Task 4 – 90% Design

	Billed At	Number of Hours	Cost Extended
Officer in Charge	\$235.00	20	\$4,700.00
Project Manager	\$165.00	100	\$16,500.00
Project Engineer	\$105.00	180	\$18,900.00
Senior Designer	\$115.00	360	\$41,400.00

Subtotal = \$81,500.00

**PART II - APPENDIX A**

Task 5 - Construction Documents

	Billed At	Number of Hours	Cost Extended
Officer in Charge	\$235.00	14	\$3,290.00
Project Manager	\$165.00	40	\$6,600.00
Project Engineer	\$105.00	100	\$10,500.00
Senior Designer	\$115.00	180	\$20,700.00

Subtotal = \$41,090.00

Task 6 - Contract Bidding

**Design Subtotal = \$248,896.50**

	Billed At	Number of Hours	Cost Extended
Officer in Charge	\$235.00	2	\$470.00
Project Manager	\$165.00	16	\$2,640.00
Project Engineer	\$105.00	10	\$1,050.00
Senior Designer	\$115.00	10	\$1,150.00

Subtotal = \$5,310.00

Task 7 - Construction Services

	Billed At	Number of Hours	Cost Extended
Officer in Charge	\$235.00	24	\$5,640.00
Project Manager	\$165.00	160	\$26,400.00
Project Engineer	\$105.00	280	\$29,400.00
Senior Designer	\$115.00	64	\$7,360.00

Subtotal = \$68,800.00

County Contingency	\$25,000	1	\$25,000.00
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**Total = \$375,000.00**



**EXHIBIT B  
PINELLAS COUNTY  
PROPOSED  
BILLABLE HOURLY RATES**

<b>Job Classification</b>	<b>Billable Rate (\$ / hour)</b>
Senior Vice President	275.00
Vice President/Officer-in-Charge	235.00
Project Manager/Associate Principal	165.00
Senior Architect	170.00
Project Architect	125.00
Construction Manager (CEI)	160.00
Construction Engineer (CEI)	110.00
Senior Construction Inspector	95.00
Project Construction Inspector	80.00
Senior Certified Bridge Inspector	125.00
Project Certified Bridge Inspector	105.00
Senior ITS Inspector	110.00
Project ITS Inspector	90.00
Senior Civil Engineer	135.00
Project Civil Engineer	115.00
Senior Electrical Engineer	160.00
Project Electrical Engineer	130.00
Electrical Engineer Intern	85.00



**EXHIBIT B  
PINELLAS COUNTY  
PROPOSED  
BILLABLE HOURLY RATES  
(continued)**

<b>Job Classification</b>	<b>Billable Rate (\$ / hour)</b>
Senior Environmental Engineer	145.00
Project Environmental Engineer	115.00
Environmental Engineer Intern	80.00
Senior Geotechnical Engineer	145.00
Project Geotechnical Engineer	110.00
Geotechnical Engineer Intern	85.00
Senior Structural Engineer	160.00
Project Structural Engineer	125.00
Structural Engineer Intern	85.00
Senior Environmental Scientist	135.00
Project Environmental Scientist	110.00
Senior Water Resources Engineer	150.00
Project Water Resources Engineer	115.00
Water Resources Engineer Intern	80.00
Senior Engineer	135.00
Project Engineer	105.00
Engineer Intern	75.00
Senior Planner	150.00



**EXHIBIT B  
PINELLAS COUNTY  
PROPOSED  
BILLABLE HOURLY RATES  
(continued)**

<b>Job Classification</b>	<b>Billable Rate (\$ / hour)</b>
Project Planner	110.00
Senior Landscape Architect	155.00
Landscape Architect	105.00
Landscape Architect Intern	75.00
Senior Geologist	135.00
Project Geologist	110.00
Senior GIS Specialist	135.00
Project GIS Specialist	100.00
Field Technician	75.00
Senior Designer	115.00
Drafter/CADD Operator	90.00
Operations Specialist	105.00
Senior Surveyor & Mapper	130.00
Project Surveyor & Mapper	110.00
Survey Party Chief	70.00
Survey Instrument Man	45.00
Survey Rod Man/Chain Man	35.00
Survey Intern	75.00



**EXHIBIT B  
PINELLAS COUNTY  
PROPOSED  
BILLABLE HOURLY RATES  
( continued)**

<b>Job Classification</b>	<b>Billable Rate (\$ / hour)</b>
Survey Technician	75.00
Senior Utility Coordinator	115.00
Utility Coordinator	100.00
Subsurface Utility Engineering Technician	100.00
Senior Public Information Specialist	120.00
Project Public Information Specialist	90.00
Fiscal/Accounting	85.00
Administrative/Clerical	75.00



**SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS**

## 1. INSURANCE:

- a) If Consultant does not currently meet insurance requirements, Consultant shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place within 10 days after award recommendation.
- b) Consultant shall email certificate that is compliant with the insurance requirements to [ssteele@pinellascounty.org](mailto:ssteele@pinellascounty.org). If certificate received with bid was a compliant certificate no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **A copy of the endorsement(s) referenced in paragraph d) for Additional Insured shall be attached to the certificate(s) referenced in this paragraph.**
- c) No work shall commence at any project site unless and until the required Certificate(s) of Insurance are received and approved by the County. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the RFP and/or contract period.
- d) All policies providing liability coverage(s), other than professional liability and workers compensation policies, obtained by the Consultant and any subcontractors to meet the requirements of the Agreement shall be endorsed to include **Pinellas County a Political subdivision of the State of Florida** as an Additional Insured.
- e) If any insurance provided pursuant to the Agreement expires, or cancels prior to the completion of the work you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal certificate(s) of Insurance and endorsement(s) should be furnished to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org) and to CTrax c/o JDi Data at [PinellasSupport@jdidata.com](mailto:PinellasSupport@jdidata.com) by the Consultant or their agent prior to the expiration date
  - (1) Consultant shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Consultant from its insurer. Notice shall be given by email to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org) Nothing contained herein shall absolve Consultant of this requirement to provide notice.
  - (2) Should the Consultant, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement, or at its sole discretion may purchase such coverages necessary for the protection of the County and charge the Consultant for such purchase or offset the cost against amounts due to Consultant for services completed. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the County to purchase such insurance shall in no way be construed to be a waiver of any of its rights under the Agreement.
- f) The County reserves the right, but not the duty, to review and request a copy of the Contractor's most recent annual report or audited financial statement when a self-insured retention (SIR) or deductible exceeds \$50,000.



**SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS**

- g) If subcontracting is allowed under this RFP, the Prime Consultant shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; *but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.*
- (1) All subcontracts between Consultant and its subcontractors shall be in writing and may be subject to the County's prior written approval. Further, all subcontracts shall (1) require each subcontractor to be bound to Consultant to the same extent Consultant is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor; (2) provide for the assignment of the subcontracts from Consultant to the County at the election of Owner upon termination of the Contract; (3) provide that County will be an additional indemnified party of the subcontract; (4) provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability; (5) provide waiver of subrogation in favor of the County and other insurance terms and/or conditions as outlined below; (6) assign all warranties directly to the County; and (7) identify the County as an intended third-party beneficiary of the subcontract. Consultant shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this Section C and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- h) Each insurance policy and/or certificate shall include the following terms and/or conditions:
- (1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County. If Consultant is a Joint Venture per Section A. titled Joint Venture of this RFP, Certificate of Insurance and Named Insured must show Joint Venture Legal Entity name and the Joint Venture must comply with the requirements of Section C with regard to limits, terms and conditions, including completed operations coverage.
- (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- (4) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- (5) All policies shall be written on a primary, non-contributory basis.
- (6) Any Certificate(s) of Insurance evidencing coverage provided by a leasing company for either workers compensation or commercial general liability shall have a list of covered employees certified by the leasing company attached to the Certificate(s) of Insurance. The County shall have the right, but not the obligation to determine that the Consultant is only using employees named on such list to perform work for the County. Should employees not named be utilized by Consultant, the County, at its option may stop work without penalty to the County until proof of coverage or removal of the employee by the contractor occurs, or alternatively find the Consultant to be in default and take such other protective measures as necessary.

<b>SECTION C – LIMITATION ON LIABILITY, INDEMNIFICATION, AND INSURANCE REQUIREMENTS</b>
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- (7) Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from both the Consultant and subcontractor(s).
- i) The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

(1) Workers' Compensation Insurance

Limit	Florida Statutory
Employers' Liability Limits	
Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

- (2) Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

Limits

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 1,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

- (3) Professional Liability (Errors and Omissions) Insurance with at least minimum limits as follows. If "claims made" coverage is provided, "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", Consultant may submit annually to the County, for a three (3) year period, a current certificate of insurance providing "claims made" insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

Limits

Each Occurrence or Claim	\$ 2,000,000
General Aggregate	\$ 2,000,000

For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

- (4) Property Insurance Consultant will be responsible for all damage to its own property, equipment and/or materials.