



**ATTACHMENT "A"**



**TASK WORK ORDER NO. 19  
SCOPE OF SERVICES**

**Design Services for Support of the Local Agency Program  
Contract No. C9J69  
(BASE CONSULTANT AGREEMENT)**

**Design Services  
For  
Financial Project ID: 435559-1-58-01**

**Norton Elementary Trail**

**Alachua County**

**May 15, 2017**

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Contract No. C9J69  
(BASE CONSULTANT AGREEMENT)**

**Design Services  
For  
Financial Project ID: 435559-1-38-01  
Norton Elementary Trail  
Alachua County**

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Financial Project ID: 435559-1-58-01  
Norton Elementary Trail  
Alachua County**

**I. DESCRIPTION**

The above-described Base Consultant Agreement provides for the issuance of Task Work Orders for miscellaneous design services relating to specific production projects. This Task Work Order provides for the preparation of construction specifications and bid package associated with shared-use path along SR 222 from NW 39th Avenue to NW 24th Boulevard in Alachua County in accordance with applicable provisions of the Base Consultant Agreement, including that Agreement's Exhibit A ("Scope of Services"), which is incorporated herein by reference. The Major Work Mix is "Minor Highway".

**II. OBJECTIVES**

The purpose of this Attachment is to describe the Task Work Order scope of work and the responsibilities of the CONSULTANT, the DEPARTMENT and the LOCAL AGENCY in connection with the design of the above-described production project and the preparation of the complete set of construction contract plans and specifications.

The general objective is for the CONSULTANT to prepare a set of contract documents including plans, specifications, and LAP construction checklist, supporting engineering analysis, calculations and other technical documents in accordance with the policies of various Local Agencies, FDOT policy, procedures and requirements as contained in the Local Agency Program Manual. It should be noted that each LOCAL AGENCY may have different processes that the CONSULTANT will have to follow. These Contract documents will be used by the LOCAL AGENCY to bid the project and the contractor to build the project.

This Scope of Services establishes which items of work in the Florida Green Book, Plans Preparation Manual and other pertinent manuals are specifically prescribed to accomplish the work included in this contract, and also indicate which items of work will be the responsibility of the CONSULTANT, LOCAL AGENCY and/or the DEPARTMENT.

All plans and design documents are to be prepared with Standard English values. The plans shall be accurate, legible, and complete in design, furnished in reproducible form and shall be complete and suitable for bidding purposes. The DEPARTMENT shall deliver final contract plans in electronic/digital format using LAPIT. The final contract plans shall be signed and sealed

### III. SERVICES

The CONSULTANT shall investigate the status of the project and become familiar with concepts and commitments developed from prior studies and evaluations, and shall use the approved concepts as a basis for the design unless otherwise noted herein or directed by the LOCAL AGENCY and/or the DEPARTMENT.

The staff-hour estimates and negotiations for this Task Work Order shall follow the numerical hierarchy found in the newest revision of the standard Staff Hour Spreadsheet. It is not the intent of this Task Work Order Scope of Services to repeat the text of those sections, except where project-specific modifications are necessary.

The CONSULTANT shall be aware that as the project is developed, certain modifications and/or improvements to the original recommendation may be required. The CONSULTANT is to incorporate these refinements into the design and will consider this effort to be an anticipated and integral part of the work. This will not be a basis for any additional fee request(s), Task Work Order(s) or Task Work Order Amendment(s).

The CONSULTANT shall incorporate the following into the design of the assigned project:

#### A. Project General Tasks (Activities 3)

Public Involvement: *N/A*

Specifications Package and Construction Checklist Preparation: *The CONSULTANT shall prepare and provide a specifications package prepared in accordance with the Local Agency's specifications guidance. The Specifications Package shall be prepared using the DEPARTMENT's Specs on the Web application. The CONSULTANT shall assist the LOCAL AGENCY with the preparation of a complete and fully executable bid package and LAP Construction Checklist.*

Contract Maintenance and Local Agency Program Information Tool (LAPIT): *Contract maintenance includes project management effort for complete setup and maintenance of files, developing monthly progress reports, schedule updates, work effort to develop and execute subconsultant agreements, etc. All project files will be stored in the LAPIT system.*

Other Project General Tasks: *N/A*

B. Roadway (Activities 4 – 5) – *N/A (Provided by the City of Gainesville)*

Plan Type: *N/A*

Limits: *SR 222 from NW 39th Avenue to NW 24th Boulevard*

Typical Section: *N/A*

Transit Route Features: *N/A*

Pavement Design: *N/A*

Major Intersections/Interchanges: *N/A*

Level of TCP Plans: *N/A*

C. Drainage (Activity 6) – *N/A*

D. Utility Coordination (Activity 7) – *N/A*

Utilities anticipated on the project: *N/A*

Subsurface Utility Engineering (SUE) Survey: If applicable, see Section K.

E. Environmental Permits (Activity 8) – *N/A*

F. Structures (Activities 9 – 18) - *N/A*

G. Signing and Pavement Markings (Activities 19 and 20) – *N/A*

H. Signals - Non-ITS (Activities 21 and 22) – *N/A*

I. Lighting (Activities 23 and 24) – *N/A*

J. Landscape Architecture (Activities 25 and 26) – *N/A*

K. Survey (Activity 27) – *N/A*

L. Photogrammetry (Activity 28) – *N/A*

M. Mapping (Activity 29) – *N/A*

N. Geotechnical (Activity 35) – *N/A*

O. Architecture (Activity 31) – *N/A*

- P. Noise Impact Design Assessment (Activity 32) – *N/A*
- Q. Intelligent Transportation Systems (Activities 33 and 34) – *N/A*

#### IV. GOVERNING PROVISIONS FOR WORK

The work under this Task Work Order assignment shall be conducted in accordance with the Base Consultant Agreement and any subsequent Amendments.

#### V. DEPARTMENT RESPONSIBILITIES

The DEPARTMENT's responsibilities will be as shown in the Base Consultant Agreement, and any subsequent Amendments, except as modified herein.

#### VI. GENERAL

##### A. Meetings

The CONSULTANT shall attend all technical meetings necessary to execute the Scope of Services of this contract. This includes meetings with LOCAL AGENCY, DEPARTMENT, between disciplines and subconsultants, such as access management meetings, pavement design meetings, railroads, airports, progress review meetings (phase review), and miscellaneous meetings. The CONSULTANT shall prepare, and submit to the LOCAL AGENCY Project Manager and DEPARTMENT's Program/Contract Manager for review, the meeting minutes for all meetings attended by them. The meeting minutes are due within five (5) days of attending the meeting.

##### B. Field Reviews

The CONSULTANT shall make as many trips to the project site as required to obtain necessary data for all elements of the project.

##### C. Consultant's Schedule of Activities

Within ten (10) days after written authorization to start, the CONSULTANT shall prepare and submit a detailed CPM schedule for CONSULTANT activities. For purposes of scheduling the CONSULTANT shall allow two (2) weeks DEPARTMENT / LOCAL AGENCY review time for each submittal. All schedules shall be updated and resubmitted for DEPARTMENT / LOCAL AGENCY approval at any time prior schedules become obsolete. ***Anticipated submittals include 100% and Final.***

**D. Construction Cost Estimates**

The DEPARTMENT shall be responsible for producing a construction cost estimate and reviewing and updating the cost estimate when scope changes occur and/or at each phase submittal.

**E. Construction Duration**

The CONSULTANT shall develop an estimate of construction contract duration based on the guidelines set forth in Chapter 1.2 of the Construction Project Administration Manual (CPAM). This estimate shall be submitted to the LOCAL AGENCY with the Phase IV submittal package.

**VII. SUMMARY OF COMPENSATION**

For a summary of all compensation for this Task Work Order, please refer to the attached Attachment 'B', which is incorporated herein by reference.

**VIII. BEGINNING AND LENGTH OF SERVICES**

The Services requested under this Task Work Order shall commence with receipt of written authorization from the Professional Services Administrator, and shall be completed by such time as will support the assigned project's original Department schedule, or any Department-approved revisions thereto. However, this Task Work Order authorization shall remain open until project services are complete.



**ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT**

Name of Project: Norton Elementary Trail  
 County: Alachua  
 FPN: 435559-1  
 FAP No.: TBD

Consultant Name: ELEMENT  
 enter consultants proj. number  
 Consultant No.:  
 Date: 5/10/2017  
 Estimator: D. Gill

Staff Classification	Hours From Summary - "SH Firm"	Project Manager	Chief Engineer	Senior Engineer	Senior Engineer	Senior Project Engineer	Senior Designer	Senior Engineering Technician	Secretary Clerical	Staff Classification 6	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
3. Project General and Project Common Tasks	24	7	0	4	\$55,25	\$48,05	\$38,11	\$27,00	\$22,00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	25	\$1,146	\$45.86
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dvgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
25. Landscape Architecture Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Architecture Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Terrestrial Mobile LIDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
<b>Total Staff Hours</b>	24	7	0	4	\$221.00	\$294.30	\$156.44	\$0.00	\$88.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	25	\$1,146.49	\$45.86
<b>Total Staff Cost</b>		\$386.75	\$0.00	\$221.00	\$294.30	\$156.44	\$0.00	\$88.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	25	\$1,146.49	\$45.86

Survey Field Days by Subconsultant  
 4 - Person Crew.

Check = \$11,464.49

SALARY RELATED COSTS:  
 OVERHEAD: \$1,146.49  
 OPERATING MARGIN: 141.77%  
 FCCM (Facilities Capital Cost Money): 38.50%  
 EXPENSES: 0.412%  
 Survey (Field - if by Prime) 11.01%  
 4-man crew / day  
**SUBTOTAL ESTIMATED FEE:** \$ -  
 Subconsultant Local Public Agency Solutions  
 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

**SUBTOTAL ESTIMATED FEE:**  
 Geotechnical Field and Lab Testing \$7,744.22  
 Optional Services \$0.00  
**GRAND TOTAL ESTIMATED FEE:** \$7,744.22

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.

**ESTIMATE OF WORK EFFORT AND COST - SUBCONSULTANT**

Name of Project: Norton Elementary Trail  
 County: Alachua  
 FPN: 435559-1  
 FAP No.: TBD

Consultant Name: Local Public Agency Solutions  
 Consultant No.: enter consultants proj. number  
 Date: 5/15/2017

Estimator: Larry Taylor

Staff Classification	Total Staff Hours From Firm*	Specialist	Staff Classification											SH By Activity	Salary Cost By Activity	Average Rate Per Task		
			1	2	3	4	5	6	7	8	9	10	11				12	
3. Project General and Project Common Tasks	40	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$215.24	\$142.22	\$91.58	\$66.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,400.00	\$110.00
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
9. Structures - Misc. Tasks, Dwg. Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
12. Structures - Short Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
25. Landscape Architecture Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
26. Landscape Architecture Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
30. Terrestrial Mobile LIDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DV/01
<b>Total Staff Hours</b>	<b>40</b>	<b>\$4,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,400.00</b>	<b>\$110.00</b>

Check = \$4,400.00

**SALARY RELATED COSTS:**  
 OVERHEAD: \$4,400.00  
 OPERATING MARGIN: \$0.00  
 FCCM (Facilities Capital Cost Money): \$0.00  
 EXPENSES: \$0.00  
**SUBTOTAL ESTIMATED FEE:** \$4,400.00  
 Survey (Field) 3-man crew da \$ / day  
 Geotechnical Field and Lab Testing \$0.00  
**SUBTOTAL ESTIMATED FEE:** \$4,400.00  
 Optional Services \$0.00  
**GRAND TOTAL ESTIMATED FEE:** \$4,400.00

**Notes:**

1. This sheet to be used by Subconsultant to calculate its fee.
2. Survey crew days are based on a 3-man crew 8 hour days

To: Josephine.Jones@dot.state.fl.us

**FLORIDA DEPARTMENT OF TRANSPORTATION  
FUNDS APPROVAL**

C9J69

5/25/2017

**CONTRACT INFORMATION**

<b>Contract:</b>	C9J69
<b>Contract Type:</b>	CA - ENGINEERING (ENGINEER)
<b>Method of Procurement:</b>	C - REQUEST FOR PROPOSAL (287.55,F. S.)
<b>Vendor Name:</b>	ELEMENT ENGINEERING GROUP, LLC
<b>Vendor ID:</b>	F562565488001
<b>Beginning Date of This Agreement:</b>	05/19/2015
<b>Ending Date of This Agreement:</b>	05/19/2020
<b>Contract Total/Budgetary Ceiling:</b>	bc = \$4,992,136.96
<b>Description:</b>	Design Services for Support of the LAP (Local Agency Program)

**FUNDS APPROVAL INFORMATION**

FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER ON 5/25/2017

<b>Action:</b>	Task Work Order
<b>Reviewed or Approved:</b>	APPROVED
<b>Organization Code:</b>	55023010248
<b>Expansion Option:</b>	A1
<b>Object Code:</b>	131512
<b>Amount:</b>	\$7,744.22
<b>Financial Project:</b>	43555913801
<b>Work Activity (FCT):</b>	215
<b>CFDA:</b>	
<b>Fiscal Year:</b>	2017
<b>Budget Entity:</b>	55100100
<b>Category/Category Year:</b>	088849/17
<b>Amendment ID:</b>	W020
<b>Sequence:</b>	00
<b>User Assigned ID:</b>	TWO19
<b>Enc Line (6s)/Status:</b>	0021/04

**Total Amount: \$7,744.22**