

Table of Contents

<u>Section</u>	<u>Page</u>
1.1 OVERVIEW.....	1-1
1.2 CONSULTANT SELECTION	1-2
1.3 STATEMENT OF WORK	1-4
1.3.1 Forms and Templates.....	1-4
1.4 INDEPENDENT GOVERNMENT ESTIMATE.....	1-18
1.4.1 Format	1-18
1.4.2 RFP	1-18
1.4.3 Forms and Templates.....	1-18
1.5 FUNDING DOCUMENTS.....	1-21
1.5.1 Forms and Templates.....	1-21
1.6 REQUEST FOR PROPOSALS	1-24
1.6.1 Forms and Templates.....	1-24
1.7 ASSIGNMENT OF COTR	1-26
1.7.1 Forms and Templates.....	1-26

List of Exhibits

<u>Exhibit</u>		<u>Page</u>
Exhibit 1.2-A	A/E OUTSOURCE LIST	1-3
Exhibit 1.3-A	SOW CONSTRUCTION PHASE SERVICES.....	1-5
Exhibit 1.4-A	IGE	1-19
Exhibit 1.5-A	COMPLETED PROCUREMENT REQUEST FORM	1-22
Exhibit 1.5-B	COMPLETED FORM PR-1240	1-23
Exhibit 1.6-A	RFP LETTER FOR DESIGN SERVICES	1-25
Exhibit 1.7-A	COTR APPOINTMENT MEMORANDUM	1-27
Exhibit 1.7-B	NOTIFICATION LETTER TO A/E CONTRACTOR OF COTR APPOINTMENT	1-29
Exhibit 1.7-C	A/E CONTRACTOR'S ACKNOWLEDGMENT OF COTR APPOINTMENT	1-30

Forms and Templates

<u>Exhibit</u>	<u>Page</u>
1.3.1 CFLHD STANDARD SCOPE OF WORK	1-4
1.4.3 IGE TEMPLATE	1-18
1.5.1 PROCUREMENT REQUEST FORM	1-21
1.5.1 FORM PR-1240	1-21
1.6.1 A/E FEE ESTIMATE	1-24
1.7.1 COTR APPOINTMENT MEMORANDUM	1-26
1.7.1 NOTIFICATION LETTER TO A/E CONTRACTOR OF COTR APPOINTMENT	1-26
1.7.1 A/E CONTRACTOR'S ACKNOWLEDGEMENT OF COTR APPOINTMENT	1-26

CHAPTER 1

TASK ORDER INITIATION

1.1 OVERVIEW

CFLHD established IDIQ contracts to obtain specific, specialty and repetitive-type services on short notice from A/E consultants. Most task orders are firm fixed price (FFP), but when feasible, Divisions may use cost plus fixed fee (CPFF). This chapter covers the key elements required to issue the Request for Proposals (RFP) to an A/E consultant under an IDIQ contract with CFLHD, including forms and examples of required documentation. The sections include consultant selection, the Statement of Work (SOW), the Independent Government Estimate (IGE), funding documentation and RFP issuance. Receipt of the A/E contractor's proposal initiates the price analysis and negotiation process described in [Chapter 2](#).

1.2 CONSULTANT SELECTION

In selecting the consultant to use for the task order, review the following:

- The geographical area of the project and A/E resources. Does the A/E firm or its subconsultant have an office in, or can it adequately cover, the area of the project?
- A/E knowledge of the project. Does the A/E firm have a history with the proposed project? Is the type of work required for the task order within the A/E firm's expertise?
- A/E availability. What is the current workload for the A/E firm? Can it accommodate the new project? (See [Exhibit 1.2-A](#).)
- Maximum A/E contract amount. Is the proposed project within the maximum contract amount? Check with Contracting personnel to verify the proposed A/E order maximum.
- Performance period of the A/E contract. Has the base contract expired? Verify the performance period.
- Past performance of the A/E. Has the A/E firm successfully performed on past projects in terms of meeting schedules, QA, etc.

CFLHD identifies projects to A/E contractors based on current and future workload projections and to balance awards among A/E firms.

Exhibit 1.2-A A/E OUTSOURCE LIST

A/E Outsource List
as of
April 12, 2004

FISCAL YR OF PROJECT	PROJECT	PROJECT MANAGER	PROJECT TYPE	CONST. ESTIMATE	TASK ORDER ESTIMATE	TARGET FIRM	TASK ORDER DATE	DATE PR SIGNED	DATE TASK ORDER WAS EXECUTED	STATUS % COMPLETE
FY 2008	WY FS 4-1(5) BEAR TOOTH HIGHWAY	MCCAULEY	4R	\$35,000,000	\$500,000	PBS&J	15-Mar-05			
FY 2008				\$35,000,000	\$500,000					
FY2003	HI PRA HAVO 10(1) CRATER RIM ROAD	GEDEON	3R		\$125,000	CB	27-Aug-03			COMPLETED
FY2003	HI AAD 6(1) SADDLE ROAD	GEDEON	4R	\$12,000,000	\$275,000	Okahara	10-Jun-03			
FY2003	HI PLH SR 11-1(1) VOLCANOES ROAD	GEDEON	3R	\$1,700,000	\$65,000	Okahara	1-Mar-04			
FY2003	CA PFH 119-2(3) QUINCY - OROVILLE	WEST	4R	\$6,100,000	\$35,000	PBS&J	1-Jul-03	19-Aug-03		
FY2003				\$19,800,000	\$520,000					
FY2004	CA PFH 7-4(9) MENDOCINO PASS	HOLDER	4R	\$758,406	\$25,000	CB	15-Jul-03			
FY2004	NV HPP 93(2) HOOVER DAM BYPASS	ZANETELL	4R	\$40,000,000	\$250,000	HDR	15-Aug-03			COMPLETED
FY2004	AZ-NV HPP 93(3) HOOVER DAM BYPASS	ZANETELL	BR	\$102,000,000	\$1,000,000	HDR	15-Jun-04			
FY2004	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	CB	15-Aug-04			
FY2004	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	Okahara	15-Aug-04			
FY2004	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	PB	15-Aug-04			
FY2004	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	PBS&J	15-Aug-04			
FY2004	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	Washington	15-Aug-04			
FY2004	HI SR 200(1) SADDLE ROAD (E SIDE)	GEDEON	4R	\$30,000,000	\$750,000	Okahara	31-Mar-04			
FY2004	HI AAD 6(2) SADDLE ROAD	GEDEON	4R	\$40,000,000	\$500,000	Okahara	31-Mar-04			
FY2004	UT PLH 523 1(1) BEAR RIVER ACCESS RD	GEDEON	4R	\$6,000,000	\$150,000	TBD	15-May-04	1-May-03		
FY2004	CA PFH 156-1(1) CROWDER FLAT RD.	HAMMONTRE	4R	\$600,000	\$355,000	Washington	1-Jul-03			
FY2004			3R	\$600,000	\$0	TBD				
FY2004	CO PFH 81-1(2) TARRYALL CREEK	KNOWLES	3R4R	\$8,500,000	\$170,000	CB	1-Jul-03	24-Jul-03		95%
FY2004	CO PFH 80-1(1)&2(2) GUANELLA PASS	KNOWLES	3R4R	\$18,000,000	\$50,000	CB	15-Nov-03			
FY2004	CO PFH 81-1(3) TARRYALL CREEK	KNOWLES	3R4R	\$8,500,000	\$320,000	CB	1-Apr-04			
FY2004	WY PFH 23-1(2) LOUIS LAKE ROAD	MCCAULEY	4R	\$9,000,000	\$288,215	PB	15-Jul-03	4-Aug-03		
FY2004	UT PRA DINO 10(2) 100(1) CLUB CRK & QUARRY	MENG	3R	\$2,326,000	\$120,000	PBS&J	30-Jun-03	30-Jul-03		COMPLETED
FY2004	NM PFH 45-1(5) SUNSPOT ROAD	PUTO	4R	\$11,000,000	\$30,000	RS	3-Feb-04	3-Aug-04		
FY2004	NM PLH 1352(17) SR-537 JICARILLA	PUTO	4R	\$0	\$30,000	PB				
FY2004	CA PFH 149-1(2) MAD RIVER ROAD	WEST	4R	\$11,900,000	\$100,000	PB	15-Sep-03			
FY2004	HI RRP KAKA 10(1)	WEST	3R	\$280,000	\$30,000	PB	1-Dec-03			COMPLETED
FY2004	HI PLH KAKA 10(1)	WEST	4R	\$70,000	\$70,000	PB	25-Mar-04			
FY2004	HI PLH KAKA 10(1)	WEST	4R	\$1,000,000	\$250,000	PB	25-Jun-04			
FY2004	CA PFH 95-1(1) MT. PINOS (CUDDY VALLEY)	WEST	3R	\$1,200,000	\$30,000	TBD				COUNTY
FY2004				\$291,064,406	\$5,208,215					
FY2005	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	CB	15-Aug-05			
FY2005	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	Okahara	15-Aug-05			
FY2005	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	PB	15-Aug-05			
FY2005	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	PBS&J	15-Aug-05			
FY2005	Miscellaneous PS&E Support, and unanticipated work	ALL	ALL		\$150,000	Washington	15-Aug-05			
FY2005	CA PFH 24-2(1) GOLDLAKE ROAD	BUSTAMANT	3R	\$3,500,000	\$200,000	PBS&J	15-Aug-03	28-Aug-03		
FY2005	CA PFH 81-1(1) LAKE MARY ROAD	BUSTAMANT	3R4R	\$3,500,000	\$216,000	CB	2-Oct-03	29-Aug-03		

L:\SCHEDULE\REPORTS\Award Schedule\AE Outsource List
Printed:12/17/2005

1.3 STATEMENT OF WORK

The Program Office identifies project-specific needs or requirements and makes the determination to acquire the services or property through in-house assets or to contract with an A/E firm. The Contracting Officer's Technical Representative (COTR), in conjunction with the A/E, develop the SOW, which may require numerous iterations, as well as coordination with technical functional areas, including input from Acquisitions. The SOW defines the specific requirements of the task order and identifies the period of performance for the work and the deliverables that the firm must provide. The SOW becomes part of the procurement package that the COTR provides to the Acquisition Team.

During negotiations, the COTR and/or Program Office may need to revise the SOW based on requirements or funding. The final negotiated SOW becomes part of the task order and may not be modified except through formal procedures initiated by the Contracting Officer (CO). Any modifications to the SOW must follow the procedures identified in Chapter 1.

For an example of a completed SOW, see [Exhibit 1.3-A](#):

- [SOW Construction Phase Services](#).

1.3.1 Forms and Templates

To view or download the template, use the link below:

For CFLHD standard scope of work, see:

http://www.cflhd.gov/Project_Management/sow_sections.cfm

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES

Department of Transportation
Federal Highway Administration
Central Federal Lands Highway Division

A/E Consulting Engineering Services
Contract No. DTFH68-03-D-00001

Firm: ABC Engineering, Inc.

SCOPE OF WORK

Task Order No. DTFH68-03-T-00002
New Mexico Approach Construction Phase Services

September 12, 2003

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES

(Continued)

I. INTRODUCTION

A. Project Summary

United States Highway 93 (US 93) has been designated a North American Free Trade Agreement (NAFTA) route. The increasing congestion caused by the switch-backs and the dam crossing have led to the development of a corridor study, a Final Environmental Impact Statement (FEIS) and a Record of Decision (ROD) to construct a bypass of the dam. The Mooney Road Project is a 3.5-mile corridor beginning at US 93 in Mohave County, New Mexico near Milepost (MP) 1.7 and crossing the Colorado River approximately 1,500 feet downstream of Mooney Road, then terminating at approximately MP 2.2 in Clark County, New Mexico. The following Scope of Work is part of the Central Federal Lands Highway Division (CFLHD), IDIQ Contract # DTFH68-03-D-00001, for the preliminary and final design for the Mooney Road Project. Task orders will be completed in a sequence to expedite design.

B. Task Order Summary

Task Order Number 22, Construction Support Services, will provide support services for the construction of the New Mexico Approach. The scope of work will include the review of shop drawings and submittals required by the construction contract documents, responding to contractor requests for information (RFI's), participation in site meetings/reviews requested by the Contracting Officer (CO) and Las Vegas Office Space.

The scope of work for Task Order 22 is dependent upon and related to the following additional task orders:

Task Order # 16 – Final Geotechnical and New Mexico Approach Roadway PS&E
Task Order #17 - New Mexico Approach Bridge Final Design

The completion of Task Order # 22 will require the utilization of subconsultants. The geotechnical engineer of record and lead geologist from AMEC Earth and Environmental Inc. will supplement the CFLHD geotechnical staff as needed for responses to geotechnical RFI's and geotechnical tasks including rock slope scaling, review of mechanically stabilized earth walls and excavation slope stabilization treatments. AZTEC will provide supplementary surveying services at the request of the CFLHD.

II. STATEMENT OF WORK TASKS

1. **Roadway Post Design Effort.** This portion encompasses construction support activities associated with the roadway design, including earthwork, alignments,

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

drainage, traffic control, signing and marking, and utilities. It includes the associated tasks listed in Scope of Work Tasks 22.1.1 thru 22.1.3.

2. **Structures Post Design Effort.** This portion encompasses post design activities associated with the structural design, including all plans associated with the construction of the reinforced concrete box culverts, the Wildlife Underpass, the Mooney Road Interchange Bridge, the Mooney Road Canyon Bridge, the Mooney Road Lower Portal Access Road Overpass, the Mooney Road BOR Warehouse Old US 93 Overpass, and the Mooney Road Old 93 Overpass. It includes the associated tasks listed in Scope of Work Tasks 22.2.1 thru 22.2.5.
3. **Geotechnical Post Design Effort.** This portion may encompass post design activities associated with the geotechnical design and investigation, rock slope scaling, review of mechanically stabilized earth walls and general slope stabilization treatments as directed by the CFLHD. Labor hours to perform these services have not been included in the development of the fee for this task order. Rather, funds have been set aside for geotechnical services and are to be augmented by the CFLHD as required for services including, but not limited to, those provided in Scope of Work Tasks 22.3.1.
4. **Management and Administration.** This portion encompasses the administrative effort to complete the progress reports, process invoices, and provide administrative support to the task order.
5. **Las Vegas Office Space.** ABC will provide FHWA CFLHD use of a portion of the premises of the Las Vegas office for work on the furtherance of the Mooney Road Project.
6. **Survey Post Design Effort.** Supplementary surveying services will be provided at the request of the CFLHD.

Refer to Appendix B and Appendix C for flowcharts for the Structures and Roadway Submittal Process.

22.1 Roadway Post Design Effort

- 22.1.1 **Site Coordination / Review Meetings.** The roadway design lead will participate in the construction kick-off meeting to provide an overview of the design, goals and objectives of the project, as well as respond to any initial questions provided by the Contractor. Other site visits will be at the request and coordinated by the CFLHD. Two additional site meeting is initially anticipated.

Labor Summary:

Kickoff Meeting:	8 hours
2 Const. Site Visits:	<u>8 hours</u>
	16 hours

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

- 22.1.2 **Requests for Information.** Respond to contractor initiated and CFLHD approved requests for clarification or additional information. Upon receipt of an RFI, a formal written response will be returned to the CFLHD, along with any warranted sketches, notes, quantities, etc. 10 RFI's are anticipated.

Labor Summary:

10 RFI's @ 2 hours each = 20 hours

- 22.1.3 **Proposed Design Changes.** An allowance is being established for changes to the design approved by the CFLHD that requires changes to the plans, adjustments to the project cross-sections, or re-modeling of the project earthwork.

Labor Summary:

Design Change Allowance = 40 hours

22.2 Structures Post Design Effort

- 22.2.1 **Site Coordination / Review Meetings.** The structures design lead will participate in the construction kick-off meeting. One visit to the project site is anticipated and will be scheduled at the request of the CFLHD.

Labor Summary:

Kickoff Meeting: 12 hours

Const. Site Visit: 12 hours
24 hours

- 22.2.2 **Requests for Information.** Respond to contractor initiated and CFLHD approved requests for clarification or additional information. Upon receipt of an RFI, a formal written response will be returned to the field, along with any warranted sketches, notes, quantities, etc. 5 RFI's are anticipated during the construction period.

Labor Summary:

5 RFI's @ 4 hours each = 20 hours

Senior Professional Engineer (Rob Turton) Technical Assistance Allowance = 10 hours

- 22.2.3 **Falsework and Forms.** Review of fabrication and installation drawings for stay-in-place deck forms at the Mooney Road Canyon Bridge.

Labor Summary:

1 review @ 16 hours = 16 hours

- 22.2.4 **Post-tensioning Shop Drawings.** Comprehensive review of post-tensioning shop drawings including, but not limited to, confirmation of post-tensioning strand path, post-tensioning stresses / losses, stressing sequence, elongation calculations, anchor details and compatibility with assumed general zone design. Review of a re-designed general zone reinforcement, required should the contractor elect to revise the anchorage assumptions, is not included in this estimate.

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

Labor Summary:

4 reviews @ 22 hours / review = 88 hours

22.2.5 Structural steel fabrication drawings – Mooney Road Canyon Bridge.

22.2.5.1 Erection sequence and scheduling

Labor Summary:

1 review @ 16 hours = 16 hours

22.2.5.2 Camber curve checks

Labor Summary:

1 review @ 56 hours = 56 hours

22.2.5.3 Framing plan

Labor Summary:

1 review @ 8 hours = 8 hours

22.2.5.4 Blocking diagrams

Labor Summary:

1 review @ 6 hours = 6 hours

22.2.5.5 Cross frame details

Labor Summary:

1 review @ 8 hours = 8 hours

22.2.5.6 Stiffener details

Labor Summary:

1 review @ 4 hours = 4 hours

22.2.5.7 Shop notes

Labor Summary:

1 review @ 4 hours = 4 hours

22.2.5.8 Girders

Labor Summary:

1 review @ 36 hours = 36 hours

22.2.5.9 Keeper angles

Labor Summary:

1 review @ 4 hours = 4 hours

22.3 Geotechnical Post Design Effort

The scope of work for post-design geotechnical related services outlined herein represents specific tasks that may be required during construction of the New Mexico Approach;

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

however, actual assignments and level of participation by AMEC for each subtask will be assigned by the CFLHD as construction progresses. While an initial budget of 120 hours will be established at the onset of these efforts; actual budgeting will be developed and modified for specific tasks as assigned.

ABC provide administration of AMEC's post-design effort including transmittal of assignments to/from CFLHD and processing of invoices for services rendered by AMEC.

22.3.1 Provide Supplemental Geotechnical Services to CFLHD

CFLHD will use internal staff to provide most of the geotechnical supported need on-site; however, some support is anticipated to be required during construction from the Geotechnical Engineer of Record and Lead Geologist from AMEC. The following allowance for Geotechnical Support is hereby included from which the CO can utilize AMEC's forces to supplement the CFL forces as necessary.

Labor Summary (AMEC Earth and Environmental):	
Two site visits (2 days, 1 person) and geotechnical review / support:	120 hours
Labor Summary (ABC):	
Subconsultant Administration:	4 hours

Supplemental Services may include any of the following:

- **Site Coordination / Review Meetings and Site Visits.** Participate in up to two site visits at the request of and coordinated by the CFLHD.
- **Respond to CFLHD Requests for Information.** Provide clarification of the plans where the CFLHD will defer to the designer. Upon receipt of an RFI, a formal written response will be returned to the CFLHD, along with any sketches/notes/quantities included. Two RFI's are anticipated during the construction period.
- **Rock slope scaling – Mooney Road Canyon Bridge site.** Inspection and confirmation of adequacy/completeness of scaling of rock slopes for mitigation of rockfall hazard above Mooney Road Canyon Bridge Pier 2 and Abutment 2 areas.
- **Mechanically stabilized Earth Walls.** Review of Contractor's submittals, including shop drawings, proposed wall system materials and components, laboratory test results for proposed wall backfill material, design (internal stability) calculations, and results of external (global and overall) stability calculations, including complex geometry and composite wall analyses; inspection and confirmation of adequacy of bearing conditions at bases of walls, particularly at locations adjacent to Gold Strike Canyon drainage for confirmation of foundation on bedrock.
- **Excavation Slope Stabilization Treatments (rock bolting).** Review of Contractor's submittals, including shop drawings, proposed stabilization system materials and components (including rock bolt and shotcrete stabilization), and procedures and methods of installation; inspection of critical excavation slopes for adequacy of bolting treatment and evidence of wedges or other potentially unstable features and

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES (Continued)

assessment of additional bolting or other stabilization treatment required; review of rock bolt load test results.

22.4 Management and Administration

Coordinate task order activities. Monitor costs. Prepare monthly reports and invoices. Length of management and administration time is based on submitted sections 22.1, 22.2, 22.3, and 22.4.

Labor Summary:

13 months SP @ 4 hours / month = 52 hours
13 months Admin @ 2 hours / month = 26 hours
13 months Clerical @ 1 hour / month = 13 hours
91 hours

22.5 Las Vegas Office Space

ABC will provide FHWA CFLHD the use a portion of the Premises exclusively for work in furtherance of the Mooney Road Project. The portion of space to be occupied by CFLHD shall be designated by ABC's representative. This permission may be revoked in writing by ABC at any time for any cause, and CFLHD may terminate its use of the permission at any time for any cause in writing. Nothing in this Agreement shall be construed to create an assignment or sublease in the favor of CFLHD.

Occupying a portion of the Premises in no way creates any partnership, joint venture, or other relationship between the CFLHD and ABC. CFLHD's employees shall not be considered employees of any other entity also occupying space in the Premises. Any injury incurred in or about the Premises shall be the sole responsibility of that employee's employer, and the employer shall defend, indemnify and hold harmless all other entities using space in the Premises from any claim brought by an employee on account of injuries or other damage.

Upon termination of the use of the Premises for whatever reason, CFLHD shall vacate the Premises, remove its own personal property, and restore the portion of the Premises to broom clean condition, ordinary wear and excepted.

In consideration for the use of the space and the services to be provided by ABC, including but not limited to internet access, phone, phone line, receptionist, common areas and conference rooms, CFLHD shall pay to ABC a monthly fee of \$1,000. If use of the Premises is granted for less than a full month, the service fee shall be pro-rated for the days of permitted use. CFLHD will be utilize its own toll free long distance services and express shipping accounts. Therefore no expense invoicing is anticipated for these items. CFLHD will be invoiced for photocopies made by CFLHD at a rate of \$0.05 per copy.

22.6 Survey Post Design Effort

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

22.6.1 **Provide Supplementary Services to CFLHD.** Provide surveying services at the request of the CFLHD. The following allowance for Surveying Support is hereby included from which the CFLHD can utilize AZTEC's forces as necessary:

- 10 days of 2-man survey crew
- 3 trips to the site with travel from Phoenix to Las Vegas

When possible, AZTEC is requesting that a minimum of two weeks notice be given to schedule a crew to perform the work.

ABC provide administration of AZTEC's post-design effort including transmittal of assignments to/from CFLHD and processing of invoices for services rendered by AZTEC.

Labor Summary (AZTEC):	
Survey Crew:	164 hours
Labor Summary (ABC):	
Subconsultant Administration:	4 hours

III. FHWA FURNISHED DATA

- A. CFLHD will provide all plans/shop drawings/RFI's from the Contractor, as well as direction for the review to the Engineer. No information or direction will be provided directly from the Contractor to the Engineer. Conversely, all responses will be provided from the Engineer to the CFLHD. No information will be provided directly to the Contractor unless specifically directed by the CFLHD.
- B. CFLHD will provide reviews of all materials and certification items.

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

IV. DELIVERABLES

- A. **Shop Drawings:** In accordance with Section 104 of the FP, Contractor will provide 5-sets of drawings for review. Upon completion of the review, 4-sets will be returned to the CFLHD stamped as noted in Appendix A.
- B. **Requests for Information:** All RFI responses will be documented by letter or memo responding to the request. The response will be distributed with 4 copies to CFLHD.
- C. **Shop Drawing and RFI Log:** A log of all submittal will be maintained showing the following information for all submittals: date received, date returned, action taken and resubmittal requirements.
- D. **Site Coordination/Review Meetings and Site Visits:** Any site visits or field meetings will be documented by meeting minutes. Minutes will be distributed to all meeting participants and to any others as directed by the CFLHD.

V. PERIOD OF PERFORMANCE

Task Order 22 is anticipated to commence in October 2003 and run for 26 months to November 2005.

- A. **Shop Drawings:** In accordance with Section 104 of the FP, A period of 30 days is allowed for all structures for review. The Engineer will strive to complete reviews within 5 working days from the time of receipt to the time they are mailed back to the field. The CFLHD will provide at least 1 week's notice prior to the submittal of the plans for review so adequate adjustments to the review staff can be arranged.
- B. **Requests for Information:** The majority of RFI's will be responded to within one day. The Engineer will notify the CFLHD immediately upon review of the RFI if additional time will be required.
- C. **Site/Review Meetings:** Meeting minutes for any site visits or field meetings will be provided to the CFLHD within 10 working days.
- D. **Shop Drawing and RFI Log:** Three hard copies of the log will be submitted to the CO at project closeout.

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

VI. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The COTRs for this task order are James Brown, (303)716-2089 and Ned Treeshund, (303) 716-2110.

VII. PAYMENT

Payment will be made on a cost plus fixed-fee basis for all work required under this task order, in accordance with Article V, Consideration and Payment covered under contract No. DTFH68-03-D-00001. Invoices will be submitted monthly based on actual costs accrued that month for providing construction support service under this task order. Prepare fee proposals on FHWA's Architect and Engineering Proposal forms. Expenses for hotel accommodations and meals will not exceed the established Government rates for the required destination. If the Firm elects to utilize a subconsultant(s), the subconsultant(s) shall utilize the same work category, breakdown format, and estimate forms as that prepared by the prime Firm.

Invoices may be mailed to:

Federal Highway Administration
Central Federal Lands Highway Division
555 Zang Street, Room 259
Lakewood, CO 80228
ATTN: Candy Watson

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

APPENDIX A
SUBMITTAL STAMP FOR REVIEWS

Submittal Stamp:

US 93: MOONEY ROAD:

THE STAMPED DOCUMENTS ARE HEREBY:

1. NO EXCEPTIONS TAKEN
2. FURNISH AS NOTED
3. REVISE AND RESUBMIT
4. REJECTED.

SEE TRANSMITTAL FOR ADDITIONAL INFORMATION AS APPLICABLE.

THIS REVIEW IS FOR GENERAL CONFORMANCE WITH DESIGN CONCEPT ONLY. ANY DEVIATION FROM THE PLANS OR SPECIFICATIONS NOT CLEARLY NOTED BY THE CONTRACTOR HAS NOT BEEN REVIEWED. REVIEW BY THE ENGINEER SHALL NOT SERVE TO RELIEVE THE CONTRACTOR OF THE CONTRACTUAL RESPONSIBILITY FOR ANY ERRORS OR DEVIATION FROM THE CONTRACT REQUIREMENTS.

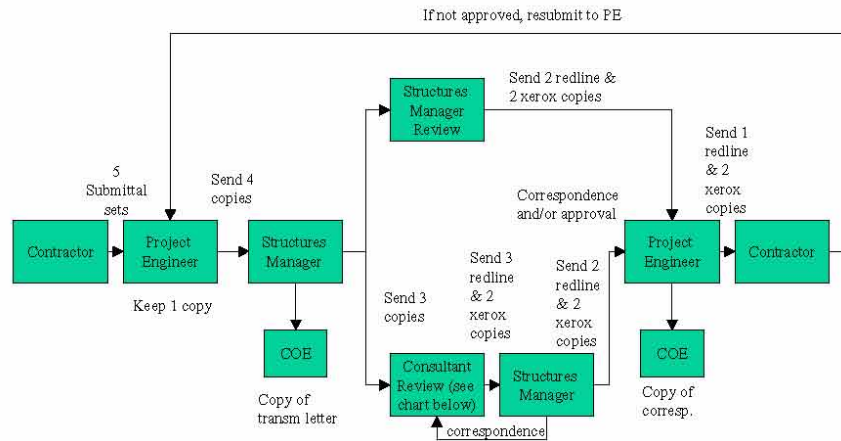
REVIEWED BY

DATE

**Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)**

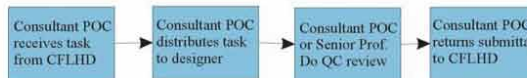
APPENDIX B

**NV HPP 93(2) Nevada Approach TO#22 Construction Support Services
Structures Submittal Process August 27, 2003**



Project Engineer duties: check submittal for completeness and deliver to S. Mgr.; coordinate with Contractor and COE and S Mgr.
 Structures Manager duties: log submittal, review in-house OR consultant review; develop OR obtain/approve estimated hours for review with expected completion date; track submittal and TO hours used; coordinate review and approval with PE
 Consultant duties: estimate hours for review with expected completion date and submit to S Mgr. for approval; review submittal; track submittal and hours used; coordinate review and corresp. with Structures Manager; submit review calcs to Structures upon submittal approval

Consultant Review Process

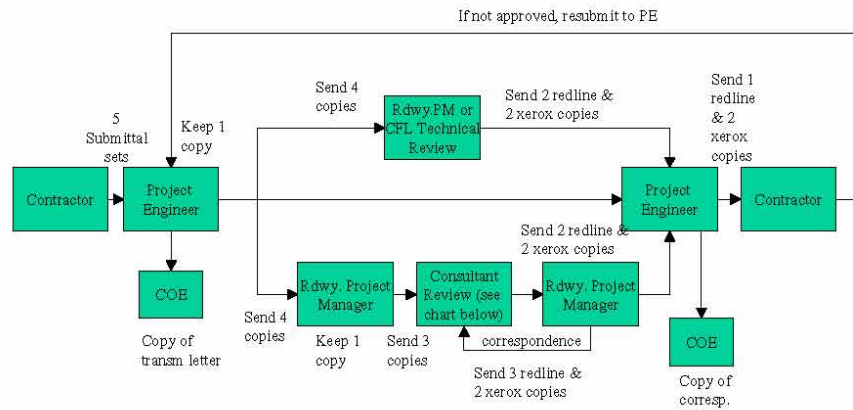


POC = Consultant's Designated Point of Contact
 Designer = HDR Team Member (submitted to designated POC for AMEC)
 QC = Internal Quality Control Review

Exhibit 1.3-A SOW CONSTRUCTION PHASE SERVICES
(Continued)

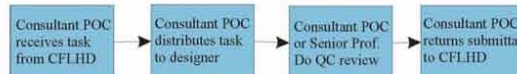
APPENDIX C

NV HPP 93(2) Nevada Approach TO#22 Construction Support Services
Roadway/Geotech. Submittal Process August 27, 2003



Project Engineer duties: log submittal; check submittal for completeness; review in-house OR deliver to R.dwy. PM for CFL in-house or consultant review; coordinate with Contractor and COE and R.dwy. PM
 R.dwy. Proj. Manager duties: review in-house OR consultant review; develop OR obtain/approve estimated hours for review with expected completion date; track submittal and TO hours used; coordinate review and approval with PE; serve as tech., contract and historical resource
 Consultant duties: estimate hours for review with expected completion date and submit to R.dwy. PM for approval; review submittal; track submittal and hours use; coordinate review and corresp. with R.dwy. PM; submit review calcs/notes to R.dwy. PM upon submittal approval

Consultant Review Process



POC = Consultant's Designated Point of Contact
 Designer = HDR Team Member (submitted to designated POC for AZTEC and AMEC)
 QC = Internal Quality Control Review

1.4 INDEPENDENT GOVERNMENT ESTIMATE

As the anchor document that establishes the format and content of the A/E consultant's Price Proposal, the IGE defines the hours and effort that the Government estimates the SOW will require.

1.4.1 Format

To create the IGE, utilize a spreadsheet that contains a vertical (y) axis listing the separate efforts/tasks and deliverables, and a horizontal (x) axis listing the disciplines needed to successfully accomplish the tasks. (See [Exhibit 1.4-A](#).) The point where the x-axis meets the y-axis indicates the anticipated number of hours necessary for each discipline to complete the particular item. A summary of the total number of labor hours and labor costs falls at the end of the hours and disciplines section. This summary allows the Government to establish the number of person-hours being outsourced for the work and the costs of those hours after negotiating the amounts.

Other areas of the spreadsheet usually contain estimates of costs such as travel, special equipment and copying.

For CFLHD standard IGE spreadsheets, see http://www.cflhd.gov/Project_Management/index.cfm .

1.4.2 RFP

Before sending the spreadsheet used to create the IGE to the A/E firm for use in formatting its proposal, remove the Government's estimated hours and costs. By providing the A/E with this document, the Government establishes a common point for the contractor to begin creating its proposal. The contractor may add additional items such as disciplines or tasks. The use of a common spreadsheet helps Government personnel in evaluating the contractor's proposal and establishing a reasonable objective for negotiations. It also helps in the event of modifications during the administration of the task order. After completing negotiations, the A/E firm will revise and submit a final price proposal (spreadsheet) based on the outcome of negotiations.

For an example of a completed IGE, follow the link below:

- [Mooney Road Project IGE](#).

1.4.3 Forms and Templates

To view or download the template, use the link below:

- [IGE Template](#).

1.5 FUNDING DOCUMENTS

See [Exhibit 1.5-A](#) and [Exhibit 1.5-B](#).

1.5.1 Forms and Templates

To view or download the forms, use the links below:

- [Procurement Request Form.](#)
- [Form PR-1240.](#)

Exhibit 1.5-A COMPLETED PROCUREMENT REQUEST FORM

READ INSTRUCTIONS ON REVERSE *NO CARBON REQUIRED* PAGE 1 OF 1 PAGES

DEPARTMENT OF TRANSPORTATION P ROCUREMENT R EQUEST ROCESS RAPIDLY					PROCUREMENT REQUEST NO. DATE RECEIVED	
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT Ned Treeshund, HFPM-16, 720-963-2345			2. TYPE OF REQUEST (Check one)			
3. ORIGINATING OFFICE DATA Mooney Road Project			A <input checked="" type="checkbox"/> NEW REQUEST			
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) ABC Engineering, Inc. 123 East 5th Ave., Suite 100 Denver, CO 80123			B <input type="checkbox"/> CHANGE TO PENDING PR NO. C <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO.			
5. APPROVALS						
APPROVING OFFICIALS (A)		ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING		
				INITIALS (D)	ROUTING SYMBOL (E)	
(1) AUTHORIZED REQUISITIONER Name and Title		HFCO-16				
(2) ACCOUNTING CERTIFICATION OFFICER Name and Title		HFPM-16				
Name and Title		HFPP-16				
(4)						
6. CONSIGNEE AND DESTINATION						
7. DATE(S) REQUIRED 12/2003						
8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES," see par. 8 of Instructions on reverse.)						
9. DESCRIPTION OF ITEMS OR SERVICES						
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST		
				UNIT (E)	AMOUNT (F)	
1	Engineering Services for Mooney Road Project, located in New Mexico, from approximately January 1, 2005 through December 31, 2006. IDIQ Contract No: DTFH68-03-D-00001 DTFH68-03-T-00002 COTR: Ned Treeshund	1	LS	1590480.70	\$1,590,480.70	
				TOTAL ESTIMATED COST \$1,590,480.70		
10. ACCOUNTING DATA 1516040093002.552.10.6010304.1604000000						

FORM DOT F 4200.1 (3-71)

Save Data Only
Clear Form
Save Data & Form

Exhibit 1.5-B COMPLETED FORM PR-1240

U. S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION		1. FEDERAL-AID PROJECT NO		
LETTER OF APPROVAL AND/OR AUTHORIZATION		2. STATE PROJECT NO.		
3. FROM Name, Director, Office of Program Administration	4. PROGRAM NO. 5. ITEM NO.	2A. COUNTY NAME		
6. TO Jane Doe, Contracting Officer 12300 W. Dakota Avenue, Suite 360 Lakewood, CO 80228				
7. DATE AUTHORIZATION EFFECTIVE	8. FEDERAL ROUTE NUMBER NM PFH MOON 10-1(1)	9. STATE ROUTE NUMBER		
10. GENERAL LOCATION: Approximately 325 miles Southeast of Albuquerque, NM				
11. GENERAL DESCRIPTION OF WORK A/E Services for Project Development Planning (Scoping)				
12. YOU ARE AUTHORIZED TO PROCEED WITH THE WORK CHECKED BELOW				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> PRELIMINARY ENGINEERING TO DETERMINE LOCATION ONLY <input type="checkbox"/> PRELIMINARY ENGINEERING FOR CONTRACT PLAN PREPARATION <input type="checkbox"/> ACQUISITION OF RIGHT-OF-WAY </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> CONSTRUCTION - ADVERTISE FOR RECEIPT OF BIDS <input type="checkbox"/> CONSTRUCTION PROCEED ON AN AGREED PRICE AND/OR FORCE ACCOUNT BASIS <input checked="" type="checkbox"/> OTHER (Specify) <p style="text-align: center;">A/E Services for Project Development</p> </td> </tr> </table>			<input type="checkbox"/> PRELIMINARY ENGINEERING TO DETERMINE LOCATION ONLY <input type="checkbox"/> PRELIMINARY ENGINEERING FOR CONTRACT PLAN PREPARATION <input type="checkbox"/> ACQUISITION OF RIGHT-OF-WAY	<input type="checkbox"/> CONSTRUCTION - ADVERTISE FOR RECEIPT OF BIDS <input type="checkbox"/> CONSTRUCTION PROCEED ON AN AGREED PRICE AND/OR FORCE ACCOUNT BASIS <input checked="" type="checkbox"/> OTHER (Specify) <p style="text-align: center;">A/E Services for Project Development</p>
<input type="checkbox"/> PRELIMINARY ENGINEERING TO DETERMINE LOCATION ONLY <input type="checkbox"/> PRELIMINARY ENGINEERING FOR CONTRACT PLAN PREPARATION <input type="checkbox"/> ACQUISITION OF RIGHT-OF-WAY	<input type="checkbox"/> CONSTRUCTION - ADVERTISE FOR RECEIPT OF BIDS <input type="checkbox"/> CONSTRUCTION PROCEED ON AN AGREED PRICE AND/OR FORCE ACCOUNT BASIS <input checked="" type="checkbox"/> OTHER (Specify) <p style="text-align: center;">A/E Services for Project Development</p>			
13. REMARKS Obligation Amount: \$27,345.66 Contract Number: DTFH68-03-D-00001 Task Order Number: DTFH68-03-T-00002 Accounting Data:				
14. DATE	15. SIGNATURE OF APPROVING OFFICIAL	16. TITLE Director, Office of Program Administration		

FORM PR-1240 (Rev. 12-79) PREVIOUS EDITIONS MAY BE USED This form was electronically produced by Elite Federal Forms, Inc.

Save Data Only
Clear Form
Save Data & Form

1.6 REQUEST FOR PROPOSALS

The Government uses RFPs in negotiated acquisitions to solicit proposals and to communicate Government requirements to prospective contractors. The RFP should include the following items:

- Contract and task order number.
- Type of task order contemplated (for example, FFP or CPFF).
- SOW with the project description and location.
- Information that the Government requires from the A/E (for example, identifying subconsultants and travel cost, or other special requirements).
- Request that the A/E firm provide a price/fee proposal for the SOW.
- Proposal due date.
- Requirement that an authorized individual of the A/E firm sign the proposal.

The requestor or the COTR for the project provides the Acquisition Team with the name of the proposed A/E firm, the SOW, the IGE, a Procurement Request (PR) funded for the amount of the IGE and a Letter of Approval and/or Authorization serving as the obligating document. The IGE and PR shall be marked "For Official Use Only."

A Division Acquisition Team CO issues the cover letter and RFP to the firm based on the terms and conditions of the contract. (See [Exhibit 1.6-A](#).) The cover letter includes the name of the project, the proposal due date and the COTR's contact information for questions relating to the work. The CO officially designates the COTR in writing and provides a copy of the designation to the firm along with the RFP.

When the Acquisition Team receives the firm's proposal, the CO provides it to the COTR for pre-negotiation efforts based on Division practices and procedures.

1.6.1 Forms and Templates

To view or download the template, use the link below:

- [A/E Fee Estimate](#).

Exhibit 1.6-A RFP LETTER FOR DESIGN SERVICES

May 4, 2004

In Reply Refer To:
HFAC-16

James Brown, P.E.
Area Manager
ABC Engineering, Inc.
123 East 5th Avenue, Suite 1000
Denver, CO 80123

Subject: Contract: DTFI68-03-D-00001
Task Order: DTFH68-03-T-00002

Dear Mr. Brown:

Enclosed for your consideration is the Scope of Work for task order DTFH68-03-T-00002 for design services on Mooney Road – Farmington, NM PFH 10(1), New Mexico.

Please review this scope of work and provide FHWA with the information specified in the contract under Article II (Statement of Work), Section E (Prosecution of the Task Order), Subsection 2 (Data to be Submitted by the Firm).

Any questions regarding this task order should be directed to Mr. Fred Granger at 303-716-1234, who will be the Contracting Officer’s Technical Representative for this project.

Sincerely,

Jane Doe, P.E.
Contracting Officer

Enclosure

cc: F. Granger
contract file
JJONEScw: 5/4/04

1.7 ASSIGNMENT OF COTR

For each task order, the CO formally designates a COTR delegating authority to the COTR to administer specific aspects of the task order. As part of the COTR's role in task order administration, the COTR monitors and ensures compliance with the task order terms and conditions. The COTR would typically be a Project Manager.

After successful task order negotiation, the CO approves and signs the Negotiation Memorandum. The prospective COTR signs and returns the original of a certification from the CO stating that the required COTR training is complete. COTR training requires both of the following:

- Complete a 24-hour COTR course sponsored by the Federal Highway Administration.
- Complete a 4-hour COTR refresher course once per year.

For additional information on Department of Transportation COTR training standards, go to <http://www.dot.gov/ost/m60/workforce/transtand.htm>.

- The CO gives the COTR the original COTR Appointment Memorandum. (See [Exhibit 1.7-A](#).)
- The CO provides a copy of the COTR's Statement of Responsibilities, along with the task order award documents, to the A/E contractor (see [Exhibit 1.7-B](#)). The A/E contractor acknowledges receipt and returns it to the CO (see [Exhibit 1.7-C](#)).
- If, during the performance of the task order, the CO needs to replace the COTR, the CO must issue a formal Notice of Termination letter to the departing COTR and to the A/E contractor. The CO would then assign a new COTR using the steps outlined.

1.7.1 Forms and Templates

To view or download the templates, use the links below:

- [COTR Appointment Memorandum](#).
- [Notification Letter to A/E Contractor of COTR Appointment](#).
- [A/E Contractor's Acknowledgement of COTR Appointment](#).

Exhibit 1.7-A COTR APPOINTMENT MEMORANDUM

U.S. Department
of Transportation
**Federal Highway
Administration**

Memorandum

Central Federal Lands Highway Division
12300 West Dakota Avenue, Suite 360
Lakewood, CO 80228-1010

Subject: Appointment as Contracting Officer's Technical Representative

From: Contracting Officer
Denver, Colorado

To: Mr. Ned:
Contract No.: DTFH68-03-D-00001

1. You are hereby appointed as Contracting Officer's Technical Representative (COTR) for Task Order No. DTFH68-03-T-00002, NM PFH Mooney Road Project.
2. This appointment shall remain in effect for the life of the contract unless:
 - a. The appointment is rescinded in writing by me or my successor;
 - b. You are reassigned; or
 - c. You are no longer employed by CFLHD.
3. You shall represent the Contracting Officer for all technical matters that arise within your field of expertise under the aforesaid contract. In this respect, Federal Acquisition Regulations require that:
 - a. You shall familiarize yourself with the terms and conditions of the contract particularly those that fall within the area of your authority;
 - b. You shall remain cognizant of the Contractor's technical efforts and progress and discuss these matters with the Contractor, as appropriate;
 - c. You may respond to the Contractor's inquiries on purely technical aspects of the contract;
 - d. You shall review the Contractor's progress reports to determine if there has been technical and/or physical progress commensurate with the level of expenditures and certify this progress in writing;
 - e. You shall advise the Contracting Officer of any unusual problems affecting the progress or cost of the contract; and

Exhibit 1.7-A COTR APPOINTMENT MEMORANDUM
(Continued)

- f. If designated to do so, you shall inspect the submittals/services delivered for conformance with the contract work statement and specification requirements and recommend to the Contracting Officer acceptance or rejection of the submittals/services.
4. Notwithstanding the authorities delegated in paragraph 3 above, you:
 - a. Shall not re-delegate any authority to any other person;
 - b. Shall not change any of the terms or conditions of the contract or sign any modification to the contract;
 - c. Shall not obligate the payment of any money by the Government; or
 - d. Shall not cause the Contractor to incur costs not otherwise covered by the contract with the expectation that such costs will be reimbursed by the Government.
 5. Contact the Contracting Officer designated below for guidance if you are in doubt as to the extent of your authority or in any circumstances not covered above.
 6. Forward to the Contracting Officer a copy of all correspondence initiated by you to the Contractor. This shall include memoranda or verbal discussions of a significant nature.

Contracting Officer

Date

I acknowledge receipt of appointment as Contracting Officer's Technical Representative.

Ned,
Project Director
cc: Contractor

Date

Exhibit 1.7-B NOTIFICATION LETTER TO A/E CONTRACTOR OF COTR APPOINTMENT

September 13, 2004

In Reply Refer To:
HFAC-16

Linda Harold
Senior Vice President
ABC Engineering, Inc.
123 E. 5th Avenue, Suite 100
Denver, CO 80123

Dear Ms. Harold:

This letter is in reference to Task Order Number DTFH68-03-T-00002 issued to your corporation by the Federal Highway Administration, Central Federal Lands Highway Division.

Pursuant to the provisions regarding the Contracting Officer's Technical Representative (COTR) as set forth in the above-cited task order, the following individual has been appointed as the COTR for technical purposes:

<u>Name</u>	<u>Organization Address</u>	<u>Telephone</u>
Ned Treeshund	12300 W. Dakota Ave. Lakewood, CO 80228	720-963-2324

As the authority delegated to the above COTR is limited, I am enclosing herewith a copy of the COTR's appointment letter so that you may be fully cognizant of those limitations. Please sign the enclosed acknowledgment letter and return it to Jennifer Jones, A/E Program Specialist.

For purely technical matters, you are encouraged to correspond directly with the COTR. A copy of all correspondence must be forwarded to the Contract Development Engineer. For correspondence and matters of a contractual nature, other than technical, please correspond with the Contract Development Engineer (Jane Doe) at 720-233-3456.

Sincerely,

Jane Doe
Contracting Officer

Enclosure

Exhibit 1.7-C A/E CONTRACTOR'S ACKNOWLEDGMENT OF COTR APPOINTMENT

Contract No.: DTFH68-03-D-00001 ABC Engineering, Inc

CONTRACTOR'S ACKNOWLEDGMENT

I hereby acknowledge receipt of the letter appointing

Matthew Marsh COTR for task order DTFH68-03-T-00002.

(Contractor's Signature)

(Date)

(Contractor's Title)